

#### IV. Conclusion

The NRC has determined, for the reasons given in the preceding discussion, that the request to prevent operation of the units at D. C. Cook until there is reasonable assurance that significant non-compliances have been identified and corrected so that systems are in conformance with their design-basis and licensing-basis requirements has been satisfied. The regulatory oversight actions being taken by the NRC as stated above will provide reasonable assurance that systems at D. C. Cook will be in conformance with their design-basis and licensing-bases, thus meeting the request made in the Petition and eliminates the need to modify, suspend, or revoke the licenses at D. C. Cook. The request to hold a public hearing into the issues raised in the Petition and Addendum in the Washington, D.C. area before the first unit at D. C. Cook is authorized to restart has been granted. Action has been taken on each concern identified in the Addendum, as stated above.

As provided for in 10 CFR 2.206(c), a copy of this Decision will be filed with the Secretary of the Commission for the Commission's review. This Decision will constitute the final action of the Commission 25 days after issuance unless the Commission, on its own motion, institutes review of the Decision at that time.

Dated at Rockville, Maryland this 11th day of February 1999.

For the Nuclear Regulatory Commission.

**Samuel J. Collins,**

*Director, Office of Nuclear Reactor Regulation.*

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BILLING CODE 7590-01-P

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#### POSTAL SERVICE

##### Privacy Act of 1974, Systems of Records

**AGENCY:** Postal Service.

**ACTION:** Notice of systems of records changes.

**SUMMARY:** Each system of records maintained by the Postal Service pursuant to the Privacy Act has been reviewed for accuracy. This notice publishes (1) deletions of five systems of records; (2) notice of new routine uses for particular systems and alterations to and minor amendments that update and clarify particular systems; and (3) editorial corrections and revisions to most systems. These actions comply with subsection (e)(4) of the Privacy Act (5 U.S.C. 552a) that requires an agency

to publish notice of the existence and character of a system of records upon establishment or revision, with paragraph 3a.(8) of Appendix I to Office of Management and Budget (OMB) Circular A-130 requiring an agency to conduct a biennial review of the accuracy of its systems of records, and with President Clinton's Memorandum dated May 14, 1998 that instructs each agency to conduct a thorough review of its Privacy Act systems of records in accordance with the instructions issued by OMB.

**DATES:** Any interested party may submit written comments on the proposed routine uses and system alterations. Part 2 will become effective without further notice March 18, 1999, unless comments received on or before that date result in a contrary determination. Parts 1 and 3 will become effective immediately on February 23, 1999.

**ADDRESSES:** Written comments on the proposal should be mailed or delivered to Administration and Records, United States Postal Service, 475 L'Enfant Plaza SW, Room 8209, Washington, DC 20260-5243. Copies of all written comments will be available at the above address for public inspection and photocopying between 8 a.m. and 4:45 p.m., Monday through Friday.

**FOR FURTHER INFORMATION CONTACT:** Rubenia Carter (202) 268-4872.

**SUPPLEMENTARY INFORMATION:** Pursuant to OMB Circular A-130 of Appendix I, the Postal Service has completed a review of its systems of records and is publishing the changes proposed as a result of that review. Following are: Deletions of five systems of records (PART 1); notice of new routine uses and alterations to a number of existing systems (PART 2); and a statement concerning editorial corrections and minor revisions to other systems descriptions (PART 3). The complete text of the Postal Service's Privacy Act systems of records was last published in 54 FR 43652 dated 10/26/89 and systems changes made in the interim were published in the following **Federal Registers:** 55 FR 41282 dated 10/10/90; 55 FR 41283 dated 10/10/90; 55 FR 41398 dated 10/11/90; 56 FR 11798 dated 3/20/91; 56 FR 13505 dated 4/2/91; 56 FR 21396 dated 5/8/91; 56 FR 23093 dated 5/20/91; 56 FR 28181 dated 6/19/91; 56 FR 35880 dated 7/29/91; 57 FR dated 3/31/1992; 57 FR 55602 dated 11/25/92; 57 FR 57515 dated 12/4/92; 58 FR 31556 dated 6/3/93; 58 FR 51659 dated 10/4/93; 58 FR 61718 dated 11/22/93; 58 FR 62171 dated 11/24/93; 59 FR 22874 dated 5/3/94; 59 FR 66061 dated 12/22/94; 60 FR 33882 dated 6/29/95; 60 FR 38062 dated 7/25/95; 60

FR 39198 dated 8/1/95; 60 FR 48533 dated 9/19/95; 60 FR 57254 dated 11/14/95; 60 FR 58693 dated 11/28/95; 60 FR 62900 dated 12/7/95; 61 FR 10038 dated 3/12/96; 61 FR 24837 dated 5/16/96; 61 FR 29774 dated 6/12/96; 61 FR 31562 dated 6/20/96; 61 FR 39674 dated 7/30/96; 61 FR 52069 dated 10/4/96; 62 FR 18375 dated 4/15/97; 62 FR 25980 dated 5/12/97; 62 FR 30898 dated 6/5/97; 62 FR 30901 dated 6/5/97; 62 FR 37631 dated 7/14/97; 63 FR 3774 dated 1/26/98; 63 FR 28016 dated 5/21/98; and 63 FR 55416 dated 10/15/98.

##### Part 1: Deletions of Five Systems of Records

As a result of this review, the Postal Service has determined that it no longer maintains records covered by five of its systems. Therefore, the following systems of records are being deleted from the Postal Service's inventory of Privacy Act systems: (1) 040.040, Customer Programs—Customer Holiday Address List File; (2) 100.020, Office Administration—Commercial Accounts Communicator Letter; (3) 130.010, Philately—Ben Franklin Stamp Club Coordinators and Project Leaders List; (4) 130.020, Philately—Educators Stamp Fun Mailing Lists; and (5) 130.050, Philately—United States Postal Service Olympic Pen Pal Club. Under 5 U.S.C. 552a(e)(1) and (4), effective immediately on February 23, 1999, these systems of records are deleted from the list of systems that appeared in 54 FR 43652, 55 FR 41284 and 56 FR 23093.

##### Part 2: Advance Notice of New Routine Uses and Altered Systems

Reports of new routine uses and new and altered systems (except for those minor changes not required to be reported that are identified in paragraph 2.B.1 below), as required by 5 U.S.C. 552a(r), have been submitted to OMB and Congress pursuant to paragraph 4.c.(1)(f) of Appendix I of OMB Circular A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated February 20, 1996.

###### A. New Routine Uses

Routine uses are added to two systems of records, USPS 120.060 and USPS 120.061. Records in these systems are collected to meet the financial reporting requirements imposed by the Ethics in Government Act of 1978. Proposed routine use no. 3 in 120.060 and proposed routine use no. 4 in 120.061 are identical and correspond to routine uses made applicable to the two government-wide systems for financial disclosure records that are managed by the Office of Government Ethics: OGE/

GOVT-1 and OGE/GOVT-2. Routine use no. 5 in 120.061 is adopted as a result of the ethics legislation (the Ethics Reform Act of 1989, Pub. L. 101-194) that makes certain waiver determinations publicly available. The added routine uses represent long-standing uses that would be obvious and necessary to accomplish the purpose for which the systems are maintained and, in some instances, indicate the public availability required by law.

Two routine uses are added to USPS 010.010, which contains address change and mail forwarding records. Proposed routine uses numbers 7 and 8 correspond, respectively, to postal regulations that authorize disclosure of change of address information when needed in connection with jury service and when authorized in connection with the Postal Service's address correction service that is available to mailers upon request. Both routine uses are being added to bring the system notice into conformity with regulations of long-standing.

#### B. Altered Systems

Following are systems changes to categories of records, categories of individuals, authority, and routine uses and other changes to those systems descriptions that are minor in nature:

1. USPS 010.010—On December 29, 1994, the Postal Service published in the **Federal Register** (59 FR 67223) a final rule which substantially changed its address disclosure regulations governing disclosure of individuals' address change filings covered by system of records USPS 010.010. The rule prohibits disclosure of change of address information pertaining to individuals or families to anyone except government agency requesters, persons legally empowered to serve legal process, and when necessary to comply with a court order. The categories of records in the system and the routine uses are amended to conform with the rule.

2. USPS 050.020 was established to maintain information that relates to an employee's pay. The description of the categories of individuals is expanded to include beneficiaries of former employees who qualify for annuity protection program life insurance benefits. Editorial changes also have been made to other sections of the system description.

3. USPS 120.152—This document proposes to expand the types of records covered by this system by including information collected about employees who use Postal Service housing facilities when enrolled in training. A

room discrepancy report is completed on each occupied room for reasons such as evidence of smoking, damages, missing items, unregistered person(s), etc. Because repeated offenses could result in action against the student, comments regarding each incident are documented. These comments are maintained and may be retrieved by the student's name. The categories of records section of USPS 120.152 is revised to include information collected about a students on the room discrepancy report. A change to the categories of records in the system and an editorial change to the system manager(s) and address sections of the system USPS 120.152 follow.

#### Part 3: Editorial Corrections/Revisions

The remaining revisions to the systems of records notices are editorial in nature, and do not affect the character or use of information contained in the systems. Most revisions reflect organization name changes due to agency restructuring. Other revisions improve, without expansion, the systems notices. Changes to routine use K in the Prefatory Statement and editorial revisions to other systems of records were made. The systems of records are amended by making the following additions and changes:

##### Prefatory Statement of Routine Uses:

\* \* \* \* \*

[CHANGE TO READ] k. Disclosure to Equal Employment Opportunity Commission. Records from this system may be disclosed to an authorized investigator, administrative judge, or complaints examiner appointed by the Equal Employment Opportunity Commission, when requested in connection with the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 29 CFR part 1614.

\* \* \* \* \*

##### USPS 010.010

###### SYSTEM NAME:

Collection and Delivery Records—Address Change and Mail Forwarding Records, 010.010.

\* \* \* \* \*

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

[CHANGE TO READ] Records contain customer name, old address, new mailing address, mail forwarding instructions, effective date, information about whether the move is permanent or temporary, the customer's signature, and any records indicating that an

address must be protected for reasons of personal safety.

\* \* \* \* \*

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

[CHANGE TO READ]

General routine use statements a, b, c, d, e, f, g, h, j, and m listed in the prefatory statement at the beginning of the Postal Service's published system notices apply to this system. Other routine uses are as follows:

1. The new address of a specific business or organization that has filed a permanent Change of Address (PS Form 3575, handwritten order, or an electronically communicated order) may be furnished to any individual on request.

**Note:** The new address of an individual or family will not be furnished pursuant to this routine use, but only when authorized by one of the general routine uses listed above or one of the specific routine uses listed below.

2. Disclosure of any customer's new permanent address may be made from the National Change of Address file to customers seeking corrected addresses for their mailing lists. Copies of change of address orders may not be furnished.

3. Any customer's permanent change of address may be disclosed to a duly formed election board or registration commission using permanent voter registration. Copies of change of address orders may be furnished.

4. Any customer's permanent or temporary change of address information may be disclosed to a federal, state, or local government agency upon prior written certification that the information is required for the performance of its duties. A copy of the change of address order may be furnished.

5. Any customer's permanent or temporary change of address information may be disclosed to a law enforcement agency, for oral requests made through the Inspection Service, but only after the Inspection Service has confirmed that the information is needed for a criminal investigation. A copy of the change of address order may be furnished.

6. Any customer's permanent or temporary change of address information may be disclosed to a person empowered by law to serve legal process, or the attorney for a party in whose behalf service will be made, or a party who is acting *pro se*, upon receipt of written information that meets prescribed certification requirements. Disclosure will be limited to the address of the specifically identified individual

(not other family members or individuals whose names may also appear on the change of address order). A copy of the change of address order may not be furnished.

7. Any customer's change of address information may be disclosed to a jury commission or other court official, such as a judge or court clerk, for purpose of jury service. A copy of the change of address order may be furnished.

8. Disclosure of any customer's new permanent address may be made from the Computerized Forwarding System files to a mailer who has requested address correction service in the event that a mail piece cannot be delivered as addressed. A copy of the change of address order may not be furnished.

\* \* \* \* \*

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

\* \* \* \* \*

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Customers wishing to know whether information about them is maintained in this system of records should address inquiries to their local postmaster. Inquiries should contain full name and address, effective date of change order, route number (if known) and ZIP Code. Customers wishing to know whether information about them is also maintained in the National Change of Address File should address such inquiries to: MANAGER NCOA, NATIONAL CUSTOMER SUPPORT CENTER, UNITED STATES POSTAL SERVICE, 6060 PRIMACY PARKWAY, MEMPHIS TN 38188-0001.

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**USPS 010.020**

**SYSTEM NAME:**

Collection and Delivery Records—  
Boxholder Records, 010.020.

\* \* \* \* \*

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

[CHANGE TO READ] Postal customers who have applied for or expressed an interest in post office box or caller services, whether for private or business use.

\* \* \* \* \*

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Records are in printed card form, or in an electronic database and contain name, addresses,

telephone number, record of payment, post office box service preference and the names of persons or agents whether family members, business associates, or employees authorized by boxholder to receive and/or pickup mail from a post office box.

\* \* \* \* \*

**PURPOSE(S):**

[CHANGE TO READ] To provide post office box services to postal customers.

\* \* \* \* \*

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

[CHANGE TO READ] 2. Disclosure of boxholder information may be made to a federal, state, or local government agency upon prior written certification that the information is required for the performance of its duties. A copy of PS Form 1093 may be furnished.

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**STORAGE:**

[CHANGE TO READ]: Printed or card form filed in file cabinets. In locations where the records have been automated, information may be found on magnetic tape, magnetic cards or mylar strips.

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000  
VICE PRESIDENT CONTROLLER,  
FINANCE, UNITED STATES POSTAL  
SERVICE, 475 L'ENFANT PLAZA  
SW, WASHINGTON DC 20260-5200

\* \* \* \* \*

**USPS 010.030**

**SYSTEM NAME:**

Collection and Delivery Records—  
Carrier Drive-Out Agreements, 010.030.

**SYSTEM LOCATION:**

[CHANGE TO READ] Districts, Post Offices, and Information Systems Service Centers.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] c. Machine-readable records at the Accounting Service Center (PS Form 1839 information)—Destroy when 7 years old.

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES

POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000  
VICE PRESIDENT CONTROLLER,  
FINANCE, UNITED STATES POSTAL  
SERVICE, 475 L'ENFANT PLAZA  
SW, WASHINGTON DC 20260-5200

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**USPS 010.040**

**SYSTEM NAME:**

Collection and Delivery Records—  
City Carrier Route Records, 010.040.

**SYSTEM LOCATION:**

[CHANGE TO READ] Postal Service Headquarters, Area Offices, Districts, Post Offices, Information Systems Service Centers and ADP Contractor sites.

\* \* \* \* \*

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

\* \* \* \* \*

**USPS 010.050**

**SYSTEM NAME:**

Collection and Delivery Records—  
Delivery of Mail Through Agents,  
010.050.

**SYSTEM LOCATION:**

[CHANGE TO READ] Districts and Post Offices.

\* \* \* \* \*

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

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**USPS 010.060**

**SYSTEM NAME:**

Collection and Delivery Records—  
Free Matter for Blind and Visually  
Handicapped Persons, 010.060.

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

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**USPS 010.070**

**SYSTEM NAME:**

Collection and Delivery Records—  
Mailbox Irregularities, 010.070.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

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**USPS 010.080**

**SYSTEM NAME:**

Collection and Delivery Records—  
Rural Carrier Route Records, 010.080.

**SYSTEM LOCATION:**

[CHANGE TO READ] Post Offices  
having rural delivery operations; Area  
offices; Districts; Information Systems  
Service Center; National Customer  
Support Center (Memphis, TN); and  
contractor/licensee sites.

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

[CHANGE TO READ] Postal  
customers receiving rural mail delivery  
services; postal customers whose rural  
mail address has been converted to a  
locatable (street name and number)  
address; and rural carriers.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Employee name,  
route number, age, length of service,  
physical condition, quality of service  
and vehicle adequacy. Also included in  
this system is information pertaining to  
employee workload, work schedule and  
performance analysis; inspection reports  
of employees, workload and workload  
adjustments, route travel description;  
and employee and examiners' comments  
on adjustments and inspection. The system  
may also contain customer names, rural  
route location, and street name and number  
if rural style address has been converted.

\* \* \* \* \*

**PURPOSE(S):**

[CHANGE TO READ]

(1) To assist management in  
evaluating rural mail delivery and  
collection operations and administering  
these functions efficiently.

(2) To provide basis for payment of  
salary and vehicle maintenance  
allowance carriers.

(3) To assist government planning  
authorities in converting rural addresses  
to locatable (street name and number)  
street addresses.

(4) To provide address correction  
services to mailers who wish to have  
their mailing lists updated with the  
newly assigned or converted address.

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

\* \* \* \* \*

[CHANGE TO READ] (4) Name and  
address information may be disclosed to  
government planning authorities, or  
firms under contract with those  
authorities, for the purpose of assigning  
locatable (street name and number)  
addresses to rural addresses, but  
disclosure will be limited to that  
necessary for address conversion or  
assignment.

[CHANGE TO READ] (5) Disclosure of  
a customer's new locatable (street name  
and number) address may be made from  
the Locatable Address Conversion File  
to mailers wishing to have their mailing  
lists updated with the newly assigned  
address, but disclosure will be limited  
to the assigned addresses corresponding  
to those provided by the mailer.

\* \* \* \* \*

**STORAGE:**

[CHANGE TO READ] Preprinted  
forms or lists in ordinary file equipment  
or on computer tape and printouts.  
Records of rural address conversion to  
locatable (street name and number)  
address are also consolidated in a  
Locatable Address Conversion Service  
file on magnetic tape maintained by  
firms under contract or license  
agreement with the Postal Service.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

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**USPS 020.010**

**SYSTEM NAME:**

[CHANGE TO READ] Corporate  
Relations—Biographical Summaries of  
Management Personnel for Press  
Release, 020.010.

**SYSTEM LOCATION:**

[CHANGE TO READ] Office of Media  
Relations, Headquarters; Corporate  
Relations Service Centers (12 locations).

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

[CHANGE TO READ] USPS  
executives, and managers to include  
area vice presidents, district managers,

select major city postmasters and other  
key management officials who may have  
frequent contact with news media or  
public speaking engagements.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Biographical  
summaries and photographs.  
Summaries include present title and  
responsibility, length of service, marital  
status and participation in local  
community activities.

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**SAFEGUARDS:**

[CHANGE TO READ] File cabinets are  
located in Corporate Relations offices  
where information is available only to  
individuals having a need for access.

**RETENTION AND DISPOSAL:**

a. [CHANGE TO READ] Biographical  
sketches maintained at Area Offices are  
retained while the individual is  
assigned within the Area. If individual  
is promoted to or assigned to a position  
within the USPS outside the Area,  
biographical information is forwarded to  
the appropriate Corporate Relations  
office; if employment with the USPS is  
terminated, the sketch is destroyed by  
shredding.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, CORPORATE  
RELATIONS UNITED STATES  
POSTAL SERVICE 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-3100

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Inquiries should  
contain name and position held and  
should be presented to the Manager of  
Corporate Relations where currently, or  
previously, employed.

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**USPS 030.010**

**SYSTEM NAME:**

Equal Employment Opportunity—  
EEO Discrimination Complaint Files,  
030.010.

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**RETRIEVABILITY:**

[CHANGE TO READ] Case number.  
The custodian must also be furnished  
with the name of the complainant and  
the place where the complaint was filed.  
Case number consists of a number  
designating the Area (or Headquarters),  
a letter designating the district, four  
digits the chronological case number,  
and the last two digits of the applicable  
year.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT, LABOR RELATIONS, UNITED STATES POSTAL SERVICE 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4100

NOTIFICATION PROCEDURE:

[CHANGE TO READ] Individuals interested in finding out if there is information in this records system pertaining to them should contact EEO officers at the Districts, Area Office, or Headquarters level, giving complainant name, postal location, region, file number and year.

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USPS 030.020

SYSTEM NAME:

Equal Employment Opportunity—Equal Employment Opportunity Staff Selection Records, 030.020.

SYSTEM LOCATION:

[CHANGE TO READ] Labor Relations, Headquarters and districts.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT, LABOR RELATIONS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4100

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USPS 030.030

SYSTEM NAME:

Equal Employment Opportunity—EEO Administrative Litigation Case Files, 030.030.

SYSTEM LOCATION:

[CHANGE TO READ] Law Department, USPS Headquarters, and field offices; Area Offices and Districts.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT, LABOR RELATIONS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4100

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USPS 040.010.

SYSTEM NAME:

Customer Programs—Memo to Mailers Address File, 040.010.

SYSTEM LOCATION:

[CHANGE TO READ] Corporate Relations, USPS Headquarters, National

Customer Service Center (Memphis, TN), and at a contractor site.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, CORPORATE RELATIONS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-3100

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USPS 040.020

SYSTEM NAME:

Customer Programs—Sexually Oriented Advertisements, 040.020.

SYSTEM LOCATION:

[CHANGE TO READ] Prohibitory Order Processing Center, Memphis, TN.

\* \* \* \* \*

STORAGE:

[CHANGE TO READ] CD-ROM, computer printouts, and preprinted forms.

RETRIEVABILITY:

[CHANGE TO READ] Applicant's name and application case number.

SAFEGUARDS:

[CHANGE TO READ] Records are retained by the Prohibitory Order Processing Center, Memphis, TN with limited access. Automated records are subject to computer center access controls.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, MARKETING SYSTEMS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-2401

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USPS 040.030

SYSTEM NAME:

Customer Programs—Auction Customer Address File, 040.030.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, MARKETING SYSTEMS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-2401

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USPS 050.005

SYSTEM NAME:

Finance Records—Accounts Receivable Files, 050.005.

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SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT CONTROLLER, FINANCE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-5200

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USPS 050.010

SYSTEM NAME:

Finance Records—Employee Travel Records (Accounts Payable), 050.010.

SYSTEM LOCATION:

[CHANGE TO READ] Information Systems Service Center (San Mateo); Imprest Fund Offices; Personnel Offices; and contractor offices (travel agencies).

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT CONTROLLER, FINANCE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-5200

USPS 050.020

SYSTEM NAME:

Finance Records—Payroll System, 050.020.

SYSTEM LOCATION:

[CHANGE TO READ] Payroll system records are located and maintained in all organizational units, facilities, and certain contractor sites of the Postal Service. However, Minneapolis Information Systems Service Center is the main location for payroll information. Also, certain information from these records may be stored at emergency records centers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

[CHANGE TO READ] Current and former Postal Service employees, postmaster relief/replacement employees, and certain former spouses of current and former postal employees who qualify for Federal Employees Health Benefit Coverage under Pub. L. 98-615; and certain beneficiaries of former postal employees who qualify for the annuity protection program (APP) life insurance benefits.

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] General payroll information including retirement deductions, family compensations,

benefit deductions, garnishment deductions, APP, annual leave exchange program, flexible spending account, accounts receivable, union dues, leave data, tax withholding allowances, FICA taxes, salary, name, social security number, payments to financial organizations, dates of appointment or status changes, designation codes, position titles, occupation code, addresses, record of attendance, and other relevant payroll information. Also, includes automated Form 50 records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
 [CHANGE TO READ] 39 U.S.C. 401, 1003; 5 U.S.C. 8339 and Pub. L. 103-3.

**PURPOSE(S):**  
 \* \* \* \* \*  
 [CHANGE TO READ] b. To provide information to Postal Service management and executive personnel to use in selection decisions and evaluation of training effectiveness. These records are examined by the Selection Committee and Area Vice Presidents.

[CHANGE TO READ] c. To compile various lists and mailing lists, e.g., Focus, Women's Programs Newsletter, etc.

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

\* \* \* \* \*  
 [CHANGE TO READ] 4. Employee Address File—For W-2 tax mailings, Flexible Spending Account, Combined Federal Campaign mailings, and postal mailings such as Postal Life, Focus, etc.

\* \* \* \* \*  
 6. FICA Deductions—The Social Security Act requires that FICA deductions be made for those employees not eligible to participate in the Civil Service Retirement System or Federal Employees' Retirement System (casuals, temps and transitional employees). In addition, the Tax Equity and Fiscal Responsibility Act of 1982 requires that contributions to the Medicare program be deducted from all employees' earnings. (These statutes do not apply to employees in the Trust Territories who are not U.S. citizens.) Accordingly, records of earnings (e.g., W-2 information) must be disclosed to the Social Security Administration in order that it may account for funds received and determine individual's eligibility for benefits. Information disclosed includes name, address, SSN, wages paid subject to withholding, Federal, state, and local income tax withheld, total FICA wages paid and FICA tax withheld, occupational tax, life

insurance premium and other information as reported on an individual's W-2 form.  
 \* \* \* \* \*  
 9. Records or information from the record of an individual may be disclosed to the following agencies for the named programs, when requested by that individual agency or program, in connection with determining an individual's claim for benefits under such program: The U.S. Department of Labor for the Office of Workers' Compensation Program and the Fair Labor Standards Act; the Social Security Administration for Social Security Benefits programs (including retirement, survivors, and disability insurance); the Department of Veterans Affairs for the Pension Benefits Program; the Health Care Financing Administration for the Medicare Program; a branch of the Armed Services under military retired pay programs; and federal civilian employee retirement systems including, but not limited to, the Civil Service Retirement System or the Federal Employees' Retirement System.

\* \* \* \* \*  
 14. Certain information pertaining to Postal Supervisors may be transferred to the National Association of Postal Supervisors. Certain information pertaining to postmasters may be transferred to the National Association of Postmasters of the USA and/or the National League of Postmasters of the USA.

\* \* \* \* \*  
 19. To insurance carriers sponsored by unions and/or management associations for the purpose of determining eligibility for coverage and payment of benefits under those non-federal insurance plans and transferring related records as appropriate.

**RETENTION AND DISPOSAL:**  
 [CHANGE TO READ] a. Leave Application Files (Absence Control) and Unauthorized Overtime—Destroy when 3 years old.

\* \* \* \* \*  
 c. Information Systems Service Center records retention—contact Information Service Center Payroll Systems or Manager, Post Office Accounting.

\* \* \* \* \*  
**SYSTEM MANAGER(S) AND ADDRESS:**  
 [CHANGE TO READ]  
 VICE PRESIDENT CONTROLLER,  
 FINANCE, UNITED STATES POSTAL SERVICE,  
 475 L'ENFANT PLAZA SW,  
 WASHINGTON DC 20260-5200  
 VICE PRESIDENT,

HUMAN RESOURCES,  
 UNITED STATES POSTAL SERVICE,  
 475 L'ENFANT PLAZA SW,  
 WASHINGTON DC 20260-4200

\* \* \* \* \*  
**RECORD SOURCE CATEGORIES:**  
 [CHANGE TO READ] Information is furnished by employees, supervisors, the Postal Source Data System, and the Electronic Time Clock System.

\* \* \* \* \*  
**USPS 050.040**  
**SYSTEM NAME:**  
 Finance Records—Uniform Allowance Program, 050.040.

\* \* \* \* \*  
**SYSTEM MANAGER(S) AND ADDRESS:**  
 [CHANGE TO READ]  
 VICE PRESIDENT CONTROLLER,  
 FINANCE,  
 UNITED STATES POSTAL SERVICE,  
 475 L'ENFANT PLAZA SW,  
 WASHINGTON DC 20260-5200

\* \* \* \* \*  
**USPS 060.010**  
**SYSTEM NAME:**  
 Consumer Protection Records—Fraud, False Representation, Lottery and Non-Mailability Case Records, 060.010.

\* \* \* \* \*  
**SYSTEM LOCATION:**  
 [CHANGE TO READ] Law Department, USPS Headquarters.

\* \* \* \* \*  
**SYSTEM MANAGER(S) AND ADDRESS:**  
 [CHANGE TO READ]  
 SENIOR VICE PRESIDENT & GENERAL COUNSEL,  
 LAW DEPARTMENT,  
 UNITED STATES POSTAL SERVICE,  
 475 L'ENFANT PLAZA SW,  
 WASHINGTON DC 20260-1100

\* \* \* \* \*  
**USPS 060.020**  
**SYSTEM NAME:**  
 Consumer Protection Records—Pandering Act Prohibitory Orders, 060.020.

\* \* \* \* \*  
**SYSTEM LOCATION:**  
 [CHANGE TO READ] Law Department, USPS Headquarters and field offices; and Prohibitory Order Processing Center (POPC), Memphis, TN.

\* \* \* \* \*  
**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**  
 [CHANGE TO READ] Addressees who request orders prohibiting further mailings to them by mailers of pandering advertisements, and the

mailers against whom such orders are issued.

**Note:** In most cases, the mailers of advertising material are business firms not covered by the Privacy Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Applications for prohibitory orders and the mail pieces upon which they are predicated, issued orders, signed return receipts from mailers receiving the orders, applications for the enforcement of the prohibitory orders, complaints issued to alleged violators and signed return receipts showing their delivery, notices to mailers that court action will be sought, pleadings, exhibits, briefs, investigative reports, hearing transcripts, material documents from POPC managers' case files; initial, tentative, and final administrative decisions and appeals from such decisions; requests to U.S. Attorneys for court actions enforcing violated orders, complaints and other documents filed in bringing such actions; and orders, opinions, and other documents issued by the courts.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

[CHANGE TO READ] 39 U.S.C. 3006, 39 CFR part 963.

**PURPOSE(S):**

[CHANGE TO READ] To process applications for orders prohibiting mailers of pandering advertisements from making further mailings to the applicants, to determine whether violations of such orders have occurred, and to terminate the violations. Used by Prohibitory Order Processing Center personnel to effect such processing and determining; and by Postal Service attorneys in proceedings to terminate violations of the antipandering statute, including administrative proceedings before the Judicial Officer Department, requests to U.S. Attorneys for court action, and in court enforcement proceedings.

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

\* \* \* \* \*

[CHANGE TO READ] 1. To help mailers avoid repeated violations, records may be used to provide them with a list of individuals who have obtained prohibitory orders against them and applied for enforcement upon violation of those orders.

[CHANGE TO READ] 2. Copies of initial, tentative and final decisions rendered in administrative proceedings before the Judicial Officer Department are maintained in the Postal Service

Library for public inspection and copying.

\* \* \* \* \*

**STORAGE:**

[CHANGE TO READ] Case records are stored in paper folders and in a computer data base. Copies of decisions are maintained for public inspection in the Headquarters Library. Official records of proceedings are maintained by the Recorder of the Judicial Officer Department.

**SAFEGUARDS:**

[CHANGE TO READ] Litigation files are stored in lockable file cabinets or rooms under the general scrutiny of Postal Service attorneys. Access to computer data is restricted to personnel having an official need for access.

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] Case Files— Retained for 5 years following issuance of order or last application for enforcement.

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

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

[CHANGE TO READ] Persons requesting prohibitory orders, mailers of pandering advertisements, Prohibitory Order Processing Center personnel, members of the Judicial Officer Department, and attorneys for the Postal Service and for the mailers.

**USPS 060.030**

**SYSTEM NAME:**

Consumer Protection Records— Appeals Involving Mail Withheld from Delivery, 060.030.

**SYSTEM LOCATION:**

[[CHANGE TO READ] Law Department, USPS Headquarters; Inspection Service.

\* \* \* \* \*

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

[[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

**USPS 060.040**

**SYSTEM NAME:**

Consumer Protection Records- Appeals from Termination of Post Office Box or Caller Service, 060.040.

**SYSTEM LOCATION:**

[CHANGE TO READ] Law Department, USPS Headquarters; Post Offices.

\* \* \* \* \*

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

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

**USPS 070.020**

**SYSTEM NAME:**

Inquiries and Complaints-Government Officials' Inquiry System, 070.020.

**SYSTEM LOCATION:**

[CHANGE TO READ] Government Relations, USPS Headquarters.

\* \* \* \* \*

**STORAGE:**

(CHANGE TO READ) Optical disk, magnetic tape/disk, and computer printouts.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] Optical disk/ magnetic tape/disk records are kept for three years and then erased.

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

[CHANGE TO READ] SENIOR VICE PRESIDENT, GOVERNMENT RELATIONS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-3500

\* \* \* \* \*

**USPS 070.040.**

**SYSTEM NAME:**

Inquiries and Complaints-Customer and Employee Complaint Records, 070.040

\* \* \* \* \*

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

[CHANGE TO READ] Postal Service customers and employees who have contacted the Postal Service with a suggestion or a problem, information request, or compliment.

\* \* \* \* \*

**RETRIEVABILITY:**

[CHANGE TO READ] For correspondence and computerized complaint cards, by chronological sequence within subject category as derived from correspondence and the name of inquirer or complainant. Human Resources' records may also be retrieved by work location. For hard copy complaint cards, chronological by retrieval code and preprinted complaint card serial number, and at local offices, alphabetically by customer last name.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] Destroy 3 years after resolution of problem.

\* \* \* \* \*

**USPS 080.010****SYSTEM NAME:**

Inspection Requirements—  
Investigative File System, 080.010.

**SYSTEM LOCATION:**

[CHANGE TO READ] Office of the (1) Chief Postal Inspector, Headquarters; (2) Field Operations Support Groups; and (3) Inspectors-in-Charge (30 divisions).

\* \* \* \* \*

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Information within this system relates to Inspection Service investigations carried out in accordance with applicable policies, regulations, procedures, and statutes. The investigations may relate to criminal, civil, or administrative matters, including personnel suitability and security clearance. Generally, investigative case files are physically located in the responsible Inspection Service Division, Field Operations Support Group, or Headquarters. These files may contain investigative reports, background data including arrest records, statements of informants and witnesses, laboratory reports of evidence analysis, search warrants, summons and subpoenas, and other information related to the investigation. Personal data in the system may include fingerprints, handwriting samples, reports of confidential informants, physical identifying data, voiceprints, polygraph tests, photographs, and individual personnel and payroll information. Inspection Service database systems contain additional or summary duplicative case files and other information in support of investigations. In addition, Inspection Service divisions maintain reference files and indexes, as needed, for quick access in day-to-day operations.

The specific authority for the Postal Inspection Service to investigate postal

offenses and civil matters relating to the Postal Service is conferred at 39 U.S.C. 404(a)(7), 18 U.S.C. 3061, and 5 U.S.C. App 3. In the exercise of that authority, the Inspection Service conducts investigations pursuant to the following Federal statutes and administrative rules, which are not intended to be all-inclusive. Although other Federal agencies may have primary investigative jurisdiction over some of the statutes listed, the Inspection Service applies those statutes for cases involving postal personnel or property or as authorized by the Attorney General of the United States (18 U.S.C. 3061(b)(2)). These are the primary statutes that impact the Postal Inspection Service, but an investigation may involve statutes not listed.

\* \* \* \* \*

70. [CHANGE TO READ] Explosive and Destructive Devices. Applies to statutes used in conjunction with mailed bombs and infernal devices (Title 18, United States Code, Section 841, 842 and 1716).

\* \* \* \* \*

226. [CHANGE TO READ] Drug Paraphernalia. Makes use of Postal Service for sale of drug unlawful. Self-explanatory (Title 21, United States Code, Section 863).

\* \* \* \* \*

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

\* \* \* \* \*

[CHANGE TO READ] 11. To provide members of the American Insurance Association Index System with certain information relating to accidents and injuries and/or other types of investigations.

\* \* \* \* \*

**RETRIEVABILITY:**

[CHANGE TO READ] Name and fingerprint image of the individual.

\* \* \* \* \*

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

\* \* \* \* \*

[Delete] Addresses of Regional Postal Inspectors.  
Addresses of Division Postal Inspectors-In-Charge  
[CHANGE TO READ]

1. PO Box 16489, Atlanta, GA 30321-0489.

2. 425 Summer St., 7th Fl., Boston, MA 02210-1736.

3. 1200 Main Place Tower, Buffalo, NY 14202-3796.

4. 2901 I 85 South GMF, Charlotte, NC 28228-3000.

5. 433 W Van Buren St. Room 642, Main Post Office Bldg, Chicago, IL 60669-2201.

6. PO Box 14487, Cincinnati, OH 45250-0487

7. PO Box 5726, Cleveland, OH 44101-0726.

8. 1745 Stout St., Suite 900, Denver, CO 80202-3034.

9. PO Box 330119, Detroit, MI 48232-6119.

10. PO Box 162929, Ft Worth, TX 76161-2929.

11. PO Box 1276, Houston, TX 77251-1276.

12. 3101 Broadway, Suite 850, Kansas City, MO 64111-2416.

13. PO Box 2000, Pasadena, CA 91102-2000.

14. PO Box 3180, Memphis, TN 38173-0180.

15. 3400 Lakeside Drive, 6th Floor, Miami, FL 33027-3242.

16. PO Box 509, Newark, NJ 07101-0509.

17. PO Box 51690, New Orleans, LA 70151-1690.

18. PO Box 555, JAF Bldg, New York, NY 10116-0555.

19. PO Box 7500, Philadelphia, PA 19101-9000.

20. PO Box 20666, Phoenix, AZ 85036-0666.

21. 1001 California Ave., Pittsburgh, PA 15290-9000.

22. PO Box 25009, Richmond, VA 23260-5009.

23. 1106 Walnut St., St. Louis, MO 63199-2201.

24. PO Box 64558, St. Paul, MN 55164-2201.

25. PO Box 2110, San Diego, CA 92112-2110.

26. PO Box 882528, San Francisco, CA 94188-2528.

27. PO Box 363667, San Jan, PR 00936-3667.

28. PO Box 400, Seattle, WA 98111-4000.

29. PO Box 22526, Tampa, FL 33622-2526.

30. PO Box 96096, Washington, DC 20066-6096.

**USPS 080.020****SYSTEM NAME:**

Inspection Requirements—Mail Cover Program Records, 080.020.

**SYSTEM LOCATION:**

[CHANGE TO READ] Chief Postal Inspector, USPS Headquarters; Field Operation Support Groups and Divisional Offices.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ]



- a. Correspondence Files—Destroy 5 years after mail cover terminates.
- b. Investigations (C)—Transfer to FRC when 2 years old; destroy when 5 years old.
- c. Index and Record Slips—Destroy 15 years after close of case.

\* \* \* \* \*

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the SYSTEM MANAGER. Inquiries should contain full name and current address, together with previous addresses for past five years when applicable.

\* \* \* \* \*

**USPS 080.030**

**SYSTEM NAME:**

Inspection Requirements—Vehicular Violations Record System, 080.030.

**SYSTEM LOCATION:**

[CHANGE TO READ] Purchasing, Engineering, and Inspection Service, USPS Headquarters; and those postal field facilities where security officers have the authority to issue violation notices.

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

[CHANGE TO READ] Persons who have been issued courtesy violation notices or violation notices by Postal Police Officers.

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

[CHANGE TO READ] 39 U.S.C. 401(2) and 40 U.S.C. 318, annually made applicable to the Postal Service by general provisions of the Treasury, Postal Service, and General Government Appropriations Act.

\* \* \* \* \*

**NOTIFICATION PROCEDURE:**

\* \* \* \* \*

[CHANGE TO READ] a. For National Headquarters: Inspector-in-Charge, Washington Division, PO Box 96096, Washington, DC 20066-6096.

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

[CHANGE TO READ] Individual violators, Postal Police Officers, personnel observation, state motor vehicle registration bureau, USPS Personnel Department, supervisory personnel of tenant firms, USPS Parking Control Officer, prosecutive and judicial officials; motor vehicle operators' permits, violator's personal

identification cards, personnel locator listing and parking applications.

**USPS 090.020**

**SYSTEM NAME:**

Non-Mail Services—Passport Application Records, 090.020.

**SYSTEM LOCATION:**

[CHANGE TO READ] One thousand and thirty-five (1035) Post Offices in all states except New Jersey.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] Passport applications are mailed on the day of acceptance with fees and documentation. Destroy original and carbon copy of PS 5659 when 4 months old.

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

[CHANGE TO READ] VICE PRESIDENT, OPERATIONS PLANNING, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-7000

**USPS 100.010**

**SYSTEM NAME:**

Office Administration—Carpool Coordination/Parking Services. Records System, 100.010

**SYSTEM LOCATION:**

[CHANGE TO READ] Facilities, Headquarters, and various field installations.

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

[CHANGE TO READ] USPS employees, students/conferees, building tenants, individuals who are members of carpools with USPS employees and other individuals who use postal parking facilities.

\* \* \* \* \*

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

[CHANGE TO READ] VICE PRESIDENT, FACILITIES, UNITED STATES POSTAL SERVICE, 4301 WILSON BLVD SUITE 300, ARLINGTON VA 22203-1861

\* \* \* \* \*

**USPS 110.010**

**SYSTEM NAME:**

Property Management—Accountable Property Records, 110.010.

\* \* \* \* \*

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

[CHANGE TO READ] CHIEF POSTAL INSPECTOR, INSPECTION SERVICE, UNITED

STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-2100 VICE PRESIDENT, FACILITIES, UNITED STATES POSTAL SERVICE, 4301 WILSON BLVD SUITE 300, ARLINGTON VA 222301-1861

\* \* \* \* \*

**USPS 110.020**

**SYSTEM NAME:**

Property Management—Possible Infringement of USPS Intellectual Property Rights, 110.020.

**SYSTEM LOCATION:**

[CHANGE TO READ] Office of Patent Counsel, Corporate Law Section, Law Department, USPS Headquarters.

\* \* \* \* \*

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

[CHANGE TO READ] SENIOR VICE PRESIDENT AND GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

**USPS 120.020**

**SYSTEM NAME:**

Personnel Records—Blood Donor Records, 120.020

\* \* \* \* \*

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

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

**USPS 120.035**

**SYSTEM NAME:**

Personnel Records—Employee Accident Records, 120.035.

\* \* \* \* \*

**SYSTEM MANAGERS AND ADDRESS:**

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

**USPS 120.036**

**SYSTEM NAME:**

Personnel Records—Discipline, Grievance and Appeals Records for

Non-Bargaining Unit Employees, 120.036.

\* \* \* \* \*

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] Notice to employee of proposed action, reply to notice, summary of oral reply; employee notice of grievance, employee notice of appeal, records of hearing proceedings; appeal decisions from installation head, Area Office or Headquarters, notice of action, investigative reports and related records.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.040

SYSTEM NAME:

Personnel Records—Employee Job Bidding Records, 120.040.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.050

SYSTEM NAME:

[CHANGE TO READ] Personnel Records—Ideas Program, Employee Records, 120.050.

SYSTEM LOCATION:

[CHANGE TO READ] USPS Headquarters, Area Offices, and Information Systems Service Centers.

\* \* \* \* \*

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] Name of employee, employee number, employment location, idea number, idea proposal and decision. If adopted, award authorization and recognition granted.

\* \* \* \* \*

PURPOSE(S):

[CHANGE TO READ] To provide a source of data on the effectiveness of the Employee Ideas program that is summarized in an Annual Report.

\* \* \* \* \*

RETRIEVABILITY:

[CHANGE TO READ] Employee name, Area where employed, pay location, and District.

\* \* \* \* \*

RETENTION AND DISPOSAL:

[CHANGE TO READ] a. Adopted Ideas (1) Record copies—Destroy when 4 years old. (2) All other copies—Destroy 2 years from date of adoption or approval.

b. Ideas Not Adopted—Destroy 2 years from date of disapproval. Records are destroyed by shredding and automatic deletion from computer tapes.

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

NOTIFICATION PROCEDURE:

[CHANGE TO READ] Employees wishing to know whether information about them is maintained in this system of records should contact the head of the facility where employed. Also, employees whose ideas have been adopted nationwide should submit requests to the System Manager. Headquarters employees should submit all requests to the System Manager.

\* \* \* \* \*

RECORD SOURCE CATEGORIES:

[CHANGE TO READ] Information is obtained from the individual submitting the idea proposal.

USPS 120.060

SYSTEM NAME:

[CHANGE TO READ] Personnel Records—Confidential Financial Disclosure Reports, 120.060.

SYSTEM LOCATION:

[CHANGE TO READ] Records pertaining to employees in each organizational component of the Postal Service are maintained in the field by Managing Field Counsel and at Headquarters by the Vice President having jurisdiction for that component. NOTE: The records in this system are part of a government-wide system, OGE/GOVT-2, that is managed by the U.S. Office of Government Ethics. See 55 Fed. Reg. 6330 (1990).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

[CHANGE TO READ] Postal Service Governors, employees, and Special Employees (except employees who are

required to file public financial disclosure reports) as determined by the criteria in Executive Orders 12674 and 12731 and implemented by regulations of the U.S. Office of Government Ethics, 5 CFR 2634.904.

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] Standard Form 450, Executive Branch Personnel Confidential Financial Disclosure Report (superseding PS Forms 2417 and 2418) and supplemental statements, containing employee name, title, date of appointment to present position; list of assets and sources of income other than the United States Government, liabilities, outside positions, relations with other employers, and gifts and reimbursements. Opinions of counsel. Other information related to review of reports and conflict of interest determinations. Postal Service Governors complete Standard Form 278 in lieu of SF 450.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

[CHANGE TO READ] Section 107 of the Ethics in Government Act, 5 U.S.C. App., as amended; Executive Orders 12674 and 12731; 5 CFR Part 2634.

PURPOSE(S):

[CHANGE TO READ] These records are maintained to meet requirements of Executive Order 12674 on the filing of confidential financial disclosure reports. Such reports are required to assure compliance with the standards of conduct for Government employees contained in the Executive Order and title 18 of the U.S. Code, and to determine if a conflict of interest exists between the employment of individuals by the Postal Service and their personal employment and financial interests. To enable the Director of the Office of Government Ethics to ensure that these purposes are met, records maintained by the Postal Service are to be made available to that office on request. Records may also be furnished to the Executive Office of the President and to the appropriate Congressional committee when needed in connection with the nomination and confirmation of Presidential appointees.

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

\* \* \* \* \*

[ADD]

3. Records or information may be disclosed to any source when necessary to obtain information relevant to a conflict-of-interest investigation or determination.

\* \* \* \* \*

RETENTION AND DISPOSAL:

[CHANGE TO READ] Records are maintained for six years, or longer if needed in connection with a pending investigation. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

CONTESTING RECORDS PROCEDURES:

[CHANGE TO READ] See NOTIFICATION above. Since the information in these records is updated by the subject individual on a periodic basis, most record corrections can be accomplished by filing supplemental statements. However, individuals can obtain information on the procedures for contesting the records under the provisions of the Privacy Act by contacting the System Manager.

\* \* \* \* \*

USPS 120.061

SYSTEM NAME:

Personnel Records—Public Financial Disclosure Reports for Executive Branch Personnel, 120.061.

SYSTEM LOCATION:

[CHANGE TO READ] Law Department, USPS Headquarters. NOTE: The records in this system are part of a government-wide system, OGE/GOVT-1, that is managed by the U.S. Office of Government Ethics. (See 55 FR 6328 (1990)).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

[CHANGE TO READ] Senior level employees as determined by the criteria in section 201(f) of the Ethics in Government Act consisting of the following persons: Postmaster General; Deputy Postmaster General; Ethical Conduct Officer; Administrative Law Judges; each employee whose basic rate is equal to or greater than 120% of the rate of basic pay for the first step of GS 15.

Note: Records pertaining to the Governors of the Postal Service are maintained as a part of System USPS 120.060 and are not contained in this system.

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] Public Financial Disclosure Report (Standard Form 278, or such other forms as may be prescribed by the Director, Office of Government Ethics), containing the

following types of information: Income from sources other than the Postal Service; interests in property, and purchases, sales and exchange of property; gifts and reimbursements; liabilities; positions held, relations with other employers. Position descriptions, opinions of counsel and other information related to review of reports and to conflict of interest determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

[CHANGE TO READ] Title I of Ethics in Government Act of 1978 Pub. L. 95-521 and Ethics Reform Act of 1989, Pub. L. 101-194, as amended.

\* \* \* \* \*

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

\* \* \* \* \*

[CHANGE TO READ] 1. Financial Disclosure Reports (SF 278) are available to members of the public for inspection and copying upon written request made in accordance with section 205 of the Ethics in Government Act, Pub. L. 95-521, as amended.

\* \* \* \* \*

[ADD]

4. Records or information may be disclosed to any source when necessary to obtain information relevant to a conflict-of-interest investigation or determination.

[ADD]

5. In accordance with section 105 of the Ethics in Government Act, as amended, and subject to the limitations contained in section 208(d)(1) of title 18, U.S. Code, any determination granting an exemption pursuant to 208(b)(1) of title 18, U.S. Code, may be disclosed to any requesting person.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT AND GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

USPS 120.090

SYSTEM NAME:

Personnel Records-Medical Records, 120.090.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES

POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.098

SYSTEM NAME:

Personnel Records—Office of Workers' Compensation Program (OWCP) Record Copies, 120.098.

\* \* \* \* \*

RETENTION AND DISPOSAL:

[CHANGE TO READ] Cut off file at the end of the calendar year in which employee's compensation is terminated. Destroy file 5 years from date of cutoff.

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.099

SYSTEM NAME:

Personnel Records—Injury Compensation Payment Validation Records, 120.099.

SYSTEM LOCATION:

[CHANGE TO READ] All postal facilities having injury compensation units, National Headquarters and Information Systems Service Centers.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.100.

SYSTEM NAME:

Personnel Records—Performance Awards System Records, 120.100.

SYSTEM LOCATION:

[CHANGE TO READ] USPS Corporate Personnel Operations and Inspection Service, Headquarters; Inspection Service Field Operations Support Groups; District Offices; Post Offices; and Information Systems Service Centers.

\* \* \* \* \*

**RETRIEVABILITY:**

[CHANGE TO READ] Employee name, Area where employed, pay location and District.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, HUMAN  
RESOURCES, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-4200

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

[CHANGE TO READ] Information is obtained in summary printouts supplied to each Area by Information Systems Service Centers.

**USPS 120.110****SYSTEM NAME:**

Personnel Records—Pre-employment Investigation Records, 120.110.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] a. Retain for 5 years from the date the employee is initially found suitable for employment or 5 years from the date action was taken to deny or terminate employment. Send to the appropriate Federal Records Center (FRC) for an additional 5-year retention period. b. NACI reports are retained in the same fashion as local investigative records.

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

[CHANGE TO READ]

VICE PRESIDENT, HUMAN  
RESOURCES, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-4200

\* \* \* \* \*

**USPS 120.120****SYSTEM NAME:**

Personnel Records—Personnel Research and Test Validation Records, 120.120.

**SYSTEM LOCATION:**

[CHANGE TO READ] USPS Headquarters, Washington, DC (paper records only); National Test Administration Center, Merrifield, VA, and contractor sites (paper and ADP records); and Information Systems Service Centers.

\* \* \* \* \*

**PURPOSE(S):**

[CHANGE TO READ] To support research and development efforts in the construction and use of personnel

assessment instruments (such as tests and performance evaluation forms); the analysis of employee behavior, characteristics, interests, attitudes, and physical condition affecting productivity; and the evaluation and improvement of personnel management practices. Data are collected when specific research projects are undertaken (such as pilot tryouts of personnel selection methods and job attitude surveys). Race and national origin data are used to evaluate any adverse impact of the selection process. Use of these race and national origin data is limited to research projects and test validation conducted by the Postal Service. No individual personnel decisions are made in the use of these research records. Many data are collected under conditions ensuring their confidentiality which will be protected. Personnel information in this system of records is used primarily by the personnel research staff of the U.S. Postal Service. Reports and analyses that result from use of this system, or use of this system in conjunction with system USPS 120.121, are based on aggregated data, with no identification of the individuals involved.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, HUMAN  
RESOURCES, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-4200

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Persons wishing to know whether this system of records contains information on them should address inquiries to the head of the examination center of the facility that administered the test; in case of research studies involving information not collected pursuant to an examination, persons should address inquiries to the Manager, Employment and Placement. Inquiries should contain full name, social security number, date of examination or study, examination number or project name, and place of participation in the examination or study.

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

[CHANGE TO READ] Applicants or research subjects, or others providing evaluations or work-related data on subjects as part of a research study. Other systems from which information is accessed include records relating to: Collection and Delivery, EEO, Finance, Inquiries and Complaints, Inspection

Service, Job Evaluation, Personnel, Statistical Systems and Litigation.

\* \* \* \* \*

**USPS 120.121****SYSTEM NAME:**

Personnel Records—Applicant Race, Sex, National Origin and Disability Status Records, 120.121.

**SYSTEM LOCATION:**

[CHANGE TO READ] USPS National Test Administration Center, Merrifield, VA (paper and ADP records); and USPS Information Systems Service Centers.

\* \* \* \* \*

**PURPOSE(S):**

[CHANGE TO READ] "To provide the Postal Service with the ability to assess the impact of personnel selection decisions on applicants in each race, sex, national origin and disability category. **Note:** These data are maintained only on those applicants who voluntarily provide it and under conditions assuring that the individual's self-identifications as to race, sex, national origin, and disability status does not accompany that individual's application when it is under consideration by a selecting official. Data are collected via a research questionnaire on an applicant-by-applicant basis and are used to produce summary descriptive statistics and analytical studies to evaluate personnel/organizational measurement and selection methods; to implement and evaluate USPS diversity programs; to determine any adverse impact on the overall personnel selection process; to identify categories of individuals for personnel research; and for related work force studies.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, HUMAN  
RESOURCES, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-4200

\* \* \* \* \*

**USPS 120.130****SYSTEM NAME:**

Personnel Records—Postmaster Selection Program Records, 120.130.

**SYSTEM LOCATION:**

[CHANGE TO READ] USPS Customer Services District offices.

\* \* \* \* \*

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

[CHANGE TO READ]

VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

NOTIFICATION PROCEDURE:

[CHANGE TO READ] Employees wishing to know whether this system of records contains information on them should address inquiries to the Manager, Human Resources of the Customer Services District offices in which the application was made. Inquiries should contain full name, the postal facility to which application was made, title and place of employment.

\* \* \* \* \*

USPS 120.140

SYSTEM NAME:

Personnel Records—Employee Assistance Program (EAP) Records, 120.140.

SYSTEM LOCATION:

[CHANGE TO READ] EAP Offices, Headquarters, the Minneapolis Information Systems Service Center and certain contractor sites.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.151

SYSTEM NAME:

Personnel Records—Recruiting, Examining, and Appointment Records, 120.151.

SYSTEM LOCATION:

[CHANGE TO READ] U.S. Postal Service personnel offices; National Test Administration Center (NTAC); Minneapolis Information Systems Service Center; and/or other offices within Postal Service facilities authorized to engage in recruiting or examining activities or to make appointments to positions.

\* \* \* \* \*

STORAGE:

[CHANGE TO READ] Paper files, index cards, magnetic tape, CD-ROM, preprinted forms and computer printed reports.

\* \* \* \* \*

RETENTION AND DISPOSAL:

[CHANGE TO READ]

\* \* \* \* \*

c. \* \* \* \* \*

(ii) Alpha and numeric Register Cards and computer-based register records' Destroy when 10 years old.

d. Outside Applicant Files:

(i) Successful Applicant Files—Move PS Form 52 as appropriate, to the Official Personnel Folder. Dispose of all other forms and papers when 6 months old.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.152

SYSTEM NAME:

Personnel Records—Career Development and Training Records, 120.152.

\* \* \* \* \*

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] Career development records, applications for and records of postal and non-postal training, records containing student and manager evaluations of training received, examination and skills bank records, scheme examination records (including dates of examination due and taken, and results). Information within these records may include name, social security number, special qualifications, skills or knowledge, career goals, education, work histories or summaries, nominations, recommendations, and copies of personnel actions, certificates and other material contained within USPS 120.070. In addition, the system may contain postal lodging information when a discrepancy report is filed against the student regarding any unauthorized activities while occupying the room.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESSES:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

VICE PRESIDENT, FACILITIES, UNITED STATES POSTAL SERVICE, 4301 WILSON BLVD, SUITE 300, ARLINGTON VA 22203-1861

\* \* \* \* \*

USPS 120.153

SYSTEM NAME:

Personnel Records—Individual Performance Evaluation/Measurement, 120.153.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] Vice President having jurisdiction over the functional or administrative performance evaluation/measurement procedure.

\* \* \* \* \*

USPS 120.170

SYSTEM NAME:

Personnel Records—Safe Driver Award Records, 120.170.

\* \* \* \* \*

STORAGE:

[CHANGE TO READ] Index cards/Roster sheets.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 120.180

SYSTEM NAME:

Personnel Records—Skills Bank (Human Resources Records), 120.180.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200  
CHIEF POSTAL INSPECTOR, POSTAL INSPECTION SERVICE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-2100

\* \* \* \* \*

USPS 120.190

SYSTEM NAME:

Personnel Records—Supervisors' Personnel Records, 120.190

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT

PLAZA SW, WASHINGTON DC  
20260-4200

\* \* \* \* \*

**USPS 120.220**

**SYSTEM NAME:**

Personnel Records—Arbitration Case Files, 120.220.

**SYSTEM LOCATION:**

[CHANGE TO READ] Law Department, USPS Headquarters and field offices; Area Offices and Districts.

\* \* \* \* \*

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

[CHANGE TO READ]  
SENIOR VICE PRESIDENT, LABOR RELATIONS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-4100

\* \* \* \* \*

**USPS 120.230**

**SYSTEM NAME:**

Personnel Records—Adverse Action Appeals (Administrative Litigation Case Files), 120.230.

**SYSTEM LOCATION:**

[CHANGE TO READ] Law Department, USPS Headquarters and field offices; Area Offices and Districts.

\* \* \* \* \*

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

[CHANGE TO READ]  
SENIOR VICE PRESIDENT, LABOR RELATIONS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-4200

\* \* \* \* \*

**USPS 120.240**

**SYSTEM NAME:**

Personnel Records—Garnishment Case Files, 120.240.

**SYSTEM LOCATION:**

[CHANGE TO READ] Personnel Offices within USPS facilities and the Minneapolis Information Systems Service Center.

\* \* \* \* \*

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

[CHANGE TO READ]  
VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200  
VICE PRESIDENT CONTROLLER, FINANCE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-5200

\* \* \* \* \*

**USPS 150.010**

**SYSTEM NAME:**

Records and Information Management Records—Information Disclosure Accounting Records [Freedom of Information Act], 150.010.

\* \* \* \* \*

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

[CHANGE TO READ]  
MANAGER, ADMINISTRATION AND RECORDS FINANCE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-5243

\* \* \* \* \*

**USPS 150.015**

**SYSTEM NAME:**

Records and Information Management Records—Freedom of Information Act Appeals and Litigation Records, 150.015.

**SYSTEM LOCATION:**

[CHANGE TO READ] Civil Practice Section, Law Department, USPS Headquarters.

\* \* \* \* \*

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

[CHANGE TO READ]  
SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-1100

\* \* \* \* \*

**USPS 150.020**

**SYSTEM NAME:**

Records and Information Management Records—Information Disclosure Accounting Records (Privacy Act), 150.020.

\* \* \* \* \*

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

[CHANGE TO READ]  
MANAGER, ADMINISTRATION AND RECORDS, FINANCE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-5243

\* \* \* \* \*

**USPS 150.025**

**SYSTEM NAME:**

Records and Information Management Records—Privacy Act Appeals and Litigation Records, 150.025.

**SYSTEM LOCATION:**

[CHANGE TO READ] Civil Practice Section, Law Department, USPS Headquarters.

\* \* \* \* \*

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

[CHANGE TO READ]  
SENIOR VICE PRESIDENT AND GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON, DC 20260-1100

\* \* \* \* \*

**USPS 150.030**

**SYSTEM NAME:**

Records and Information Management Records—Computer Logon ID Records, 150.030.

**SYSTEM LOCATION:**

[CHANGE TO READ] Computer logon ID records are maintained at all postal facilities and certain contractor sites that access USPS computers. The records are maintained at the site where the logon ID has been installed. In addition, these records are part of a database of an internal computer security package that uses them in conjunction with rules to control access.

\* \* \* \* \*

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Requests for computer access and for computer logon ID and other access control records. These records contain identifying user information such as name, Social Security Number, job title, BA Code, work telephone number, and address; employing facility finance number; the name of the data or application systems the user may access, and the level of access granted; user screening and/or security clearances; verification of status of contractor employee; and approvals by Information Systems security personnel.

\* \* \* \* \*

**STORAGE:**

[CHANGE TO READ] Paper records that include preprinted forms and lists. Summary information from paper records is stored on magnetic disks or tapes in information systems equipment.

\* \* \* \* \*

**SAFEGUARDS:**

[CHANGE TO READ] Hard copy records are maintained within lockable filing cabinets under the general scrutiny of designated postal personnel (such as Information Systems Security Office) responsible for security of the information systems to which they pertain. Access to automated records is restricted by authorized access code (password).

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESSES:

[CHANGE TO READ]
VICE PRESIDENT, INFORMATION SYSTEMS, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1500

NOTIFICATION PROCEDURE:

[CHANGE TO READ] Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility that manages the information systems to which they have been given access.

\* \* \* \* \*

RECORD SOURCE CATEGORIES:

[CHANGE TO READ] Information is furnished by record subjects requesting access to computer files or data and a computer logon ID, and by postal personnel charged with information systems security responsibilities.

USPS 170.010

SYSTEM NAME:

Operations Data Collection Systems—Workload/Productivity Management Records, 170.010.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, ENGINEERING, UNITED STATES POSTAL SERVICE 8403 LEE HWY, MERRIFIELD VA 22082-8101

\* \* \* \* \*

VICE PRESIDENT, OPERATIONS SUPPORT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-7000

\* \* \* \* \*

Other covered systems—the department or facility head where such records are required.

\* \* \* \* \*

USPS 190.010

SYSTEM NAME:

Litigation—Miscellaneous Civil Action and Administrative Proceeding Case Files, 190.010.

SYSTEM LOCATION:

[CHANGE TO READ] Law Department, USPS Headquarters and field offices.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

USPS 190.020

SYSTEM NAME:

Litigation Records—National Labor Relations Board Administrative Litigation Case Files, 190.020.

SYSTEM LOCATION:

[CHANGE TO READ] Law Department, USPS Headquarters and field offices.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

USPS 190.030

SYSTEM NAME:

Litigation Records—Employee & Labor Relations Court Litigation Case Files, 190.030.

SYSTEM LOCATION:

[CHANGE TO READ] Law Department, USPS Headquarters and field offices.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100

\* \* \* \* \*

USPS 200.010.

SYSTEM NAME:

Non-Mail Monetary Claims—Relocation Assistance Claims, 200.010.

SYSTEM LOCATION:

[CHANGE TO READ] Facilities, Headquarters, and all Facilities Service Offices and Major Facilities Offices.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, FACILITIES, UNITED STATES POSTAL SERVICE, 4301 WILSON BLVD SUITE 300, ARLINGTON VA 22203-1861

USPS 200.020

SYSTEM NAME:

Non-Mail Monetary Claims—Monetary Claims for Personal Property Loss or Damage involving Present or Former Employees, 200.020.

SYSTEM LOCATION:

[CHANGE TO READ] Human Resources, Headquarters, and field facilities; Information Systems Service Centers.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200

\* \* \* \* \*

USPS 200.030.

SYSTEM NAME:

Non-Mail Monetary Claims—Tort Claims, Records, 200.030.

SYSTEM LOCATION:

[CHANGE TO READ] Law Department, USPS Headquarters and field offices; Postal Inspection Service; District Offices; Post Offices and Information Systems Service Center, and other field installations.

\* \* \* \* \*

SYSTEM MANAGER(S) AND ADDRESSES:

[CHANGE TO READ] SENIOR VICE PRESIDENT & GENERAL COUNSEL, LAW DEPARTMENT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-1100
CHIEF POSTAL INSPECTOR, INSPECTION SERVICE, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-2100

\* \* \* \* \*

USPS 210.010

SYSTEM NAME:

Contractor Records—Architect Engineers Selection Records, 210.010.

SYSTEM LOCATION:

[CHANGE TO READ] Facilities, Major Facilities, Customer Service Facilities Offices; Facilities Service Offices.

\* \* \* \* \*

SAFEGUARDS:

[CHANGE TO READ] Records access is limited to authorized personnel in Facilities. Records are retained in filing

receptacles in locked quarters and in a secured building facility.

\* \* \* \* \*

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

[CHANGE TO READ]  
VICE PRESIDENT, FACILITIES,  
UNITED STATES POSTAL SERVICE,  
4301 WILSON BLVD, SUITE 300,  
ARLINGTON VA 22203-1861

\* \* \* \* \*

**USPS 210.020**

**SYSTEM NAME:**

Contractor Records—Driver Screening System Assignment Records, 210.020.

**SYSTEM LOCATION:**

[CHANGE TO READ] Logistics, Headquarters; postal facilities employing persons under a surface transportation contract with the USPS; and Distribution Network Office.

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

[CHANGE TO READ] Individuals under a surface transportation contract with the USPS.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

[CHANGE TO READ] Contractor Employee Assignment Notifications and Personnel Questionnaires that include name, social security number, birth date and place, address and employment history, driver's license number, date and type of assignment, route number, and surface transportation contract to which assigned.

\* \* \* \* \*

**RETRIEVABILITY:**

[CHANGE TO READ] Primarily by surface transportation contract and postal locations serviced; secondarily, by individual's social security number and name.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

[CHANGE TO READ] Records are held one year after the contract expires, or one year following an individual's employment termination with a company that has been awarded a surface transportation contract.

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA, WASHINGTON DC 20260-7000

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Contractors wishing to know whether information

about them is maintained in this system of records should address inquiries to the Transportation Contracting Officer. Inquiries should contain full name and surface transportation contract number.

\* \* \* \* \*

**USPS 210.030**

**SYSTEM NAME:**

Contractor Records—Contractor Employee Fingerprint Records, 210.030.

**SYSTEM LOCATION:**

[CHANGE TO READ] Logistics, Headquarters; Area Offices and postal facilities having contract personnel.

\* \* \* \* \*

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

[CHANGE TO READ]  
VICE PRESIDENT, OPERATIONS  
PLANNING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-7000

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Inquiries should be addressed to the contracting officer, Surface Transportation, within the area where employed. Inquiries should contain full name and social security number.

\* \* \* \* \*

**USPS 220.010**

**SYSTEM NAME:**

Marketing Records—Marketing Database Customer Records, 220.010.

**SYSTEM LOCATION:**

[CHANGE TO READ] Marketing, Headquarters; Areas and Districts.

\* \* \* \* \*

**RETRIEVABILITY:**

[CHANGE TO READ] Organization name, organization identification number, services purchased, Zip Code area, sales territory, USPS account representative, and Area/District.

\* \* \* \* \*

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

[CHANGE TO READ]  
CHIEF MARKETING OFFICER AND  
SENIOR, VICE PRESIDENT  
MARKETING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-2400

**NOTIFICATION PROCEDURE:**

[CHANGE TO READ] Customers wishing to know whether information of records should address inquiries to

the Manager, Customer Information & Product Support.

\* \* \* \* \*

**USPS 220.020**

**SYSTEM NAME:**

Marketing Records—Express Mail Service Customer Mailing List, 220.020.

**SYSTEM LOCATION:**

[CHANGE TO READ] Marketing, Headquarters, and at contractor site.

\* \* \* \* \*

**RETRIEVABILITY:**

[CHANGE TO READ] Name of user, EMCA number, address and ZIP Code.

\* \* \* \* \*

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

[CHANGE TO READ]  
CHIEF MARKETING OFFICER AND  
SENIOR VICE PRESIDENT,  
MARKETING, UNITED STATES  
POSTAL SERVICE, 475 L'ENFANT  
PLAZA SW, WASHINGTON DC  
20260-2400

\* \* \* \* \*

**List of U.S. Postal Service Facilities Referenced Herein**

[CHANGE TO READ] The address of each Postal Service facility to which requests may be sent (referred to in systems descriptions), other than post offices and the geographical area served, is provided below. The addresses of individual post offices are not provided because of their large number and because that information is available locally to all concerned individuals.

The addresses of all Postal facilities, including locations in Puerto Rico, and the Virgin Islands are contained in THE NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY, Publication 65, STOCK NUMBER, 039-000-00274-4, available for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-1575.

Postmasters, upon request, will supply the addresses of the Area and District Office to which they report.

The following excerpt to addresses and areas serviced is provided for convenience of Privacy Act correspondents, and obviates the repetition in each notice.

**Addresses of Office of Inspector General**

Headquarters: 1735 N. Lynn Street, Arlington, VA 22209-2020

**Field Offices:**

St Louis: 1720 Market St., PO Box 78579, St. Louis, MO 63178-8579  
Dallas: 101 E. McKinney St., PO Box 2144, Denton, TX 76201-2144



Minneapolis: 1 Federal Dr., PO Box 32,  
Fort Smelling, MN 55111-0032

### Inspection Service

CHIEF POSTAL INSPECTOR, UNITED  
STATES POSTAL SERVICE, 475  
L'ENFANT PLAZA SW,  
WASHINGTON DC 20260-2100

### Training Institute

William F. Bolger Center for  
Leadership Development, 9600  
Newbridge Drive, Potomac, MD 20858-  
4320.

### National Test Administration Center

National Test Administration Center,  
U.S. Postal Service, PO Box 1020  
Merrifield, VA 22116-1020.

### Bulk Mail Centers

Atlanta, 1800 James Jackson Pky, NW,  
Atlanta, GA 30369-9751  
Chicago, 7500 Roosevelt Road, Forest  
Park, IL 60130-2296  
Cincinnati, 3055 Crescentville Road,  
Cincinnati, OH 45235-9998  
Dallas, 2400 DFW—Turnpike, Dallas,  
TX 75398-9998  
Denver, PO Box 172000, Denver, CO  
80217-2000  
Des Moines, 4000 NW., 109th Street,  
Des Moines, IA 50395-9997  
Detroit, 17500 Oakland Blvd., Allen  
Park, MI 48101-9751  
Greensboro, 3701 West Wendover  
Avenue, Greensboro, NC 27495-0001  
Jacksonville, PO Box 2000, Jacksonville,  
FL 32203-2000  
Kansas City, 4900 Speaker Road, Kansas  
City, KS 66106-9728  
Los Angeles, 5555 Bandini Blvd.,  
Avenue, Bell, CA 90201-9997  
Memphis, 1921 Elvis Presley Boulevard,  
Memphis, TN 38136-9998  
Minneapolis St. Paul, 3165 Lexington  
Avenue, St. Paul MN 55121-2288  
New Jersey International, 80 County  
Road, Jersey City, NJ 07098-9998  
Philadelphia, 1900 Byberry Road,  
Philadelphia, PA 19116-9751  
Pittsburgh, PO Box 1000, Warrendale,  
PA 15095-1000  
St. Louis, 5800 Phantom Drive,  
Hazelwood, MO 63042-2487  
San Francisco, 2501 Rydin Road,  
Richmond, CA 94804-9998  
Seattle, PO Box 5000, Federal Way, WA  
98063-0500  
Springfield, 190 Fiberloid Street,  
Springfield, MA 01152-9751  
Washington, 9201 Edgeworth Drive,  
Capitol Heights, MD 20743-9751.

### Stanley F. Mires,

*Chief Counsel, Legislative.*

[FR Doc. 99-4280 Filed 2-22-99; 8:45 am]

BILLING CODE 7710-12-P

## SECURITIES AND EXCHANGE COMMISSION

### Issuer Delisting; Notice of Application to Withdraw From Listing and Registration; (CenterTrust Retail Properties, Inc., Common Stock, and 7½ Convertible Subordinated Debentures Due 2001, Series A) File No. 1-12588

February 16, 1999.

CenterTrust Retail Properties, Inc. ("Company") has filed an application with the Securities and Exchange Commission ("Commission"), pursuant to Section 12(d) of the Securities Exchange Act of 1934 ("Act") and Rule 12d2-2(d) promulgated thereunder, to withdraw the above specified securities ("Securities") from listing and registration on the American Stock Exchange, Inc. ("Amex" or "Exchange").

The reasons cited in the application for withdrawing the Securities from listing and registration include the following:

The Securities of the Company have been listed for trading on the Amex and, pursuant to a Registration Statement on Form 8-A which became effective on February 3, 1999, on the New York Stock Exchange, Inc. ("NYSE"). Trading of the Company's Securities on the NYSE commenced at the opening of business on February 3, 1999, and concurrently therewith the Securities were suspended from trading on the Amex.

The Company has complied with Rule 18 of the Amex by filing with the Exchange a certified copy of preambles and resolutions adopted by the Company's Board of Directors authorizing the withdrawal of its Securities from listing on the Amex and by setting forth in detail to the Exchange the reasons for the proposed withdrawal, and the facts in support thereof. In making the decision to withdraw its Securities from listing on the Amex, the Company considered, among other factors, its desire to increase its exposure to the financial and investment communities.

The Exchange has informed the Company that it has no objection to the withdrawal of the Company's Securities from listing on the Amex.

The Company's application relates solely to the withdrawal from listing of the Company's Securities from the Amex and shall have no effect upon the continued listing of the Securities on the NYSE. By reason of Section 12(b) of the Act and the rules and regulations of the Commission thereunder, the Company shall continue to be obligated

to file reports under Section 13 of the Act with the Commission and the NYSE.

Any interested person may, on or before, March 8, 1999, submit by letter to the Secretary of the Securities and Exchange Commission, 450 5th Street, NW, Washington, DC 20549, facts bearing upon whether the application has been made in accordance with the rules of the Exchange and what terms, if any, should be imposed by the Commission for the protection of investors. The Commission, based on the information submitted to it, will issue an order granting the application after the date mentioned above, unless the Commission determines to order a hearing on the matter.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

**Jonathan G. Katz,**

*Secretary.*

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## SECURITIES AND EXCHANGE COMMISSION

### Issuer Delisting; Notice of Application to Withdraw From Listing and Registration; (The Turner Corporation, Common Stock, \$1 Par Value, and Preferred Stock Purchase Rights) File No. 1-8719

February 16, 1999.

The Turner Corporation ("Company") has filed an application with the Securities and Exchange Commission ("Commission"), pursuant to Section 12(d) of the Securities Exchange Act of 1934 ("Act") and Rule 12d2-2(d) promulgated thereunder, to withdraw the above specified securities ("Securities") from listing and registration on the American Stock Exchange, Inc. ("Amex" or "Exchange").

The reasons cited in the application for withdrawing the Securities from listing and registration include the following:

The Securities of the Company have been listed for trading on the Amex and, pursuant to a Registration Statement on Form 8-A which became effective on December 11, 1998, on the New York Stock Exchange, Inc. ("NYSE"). Trading of the Company's Securities on the NYSE commenced at the opening of business on December 16, 1998, and concurrently therewith the Securities were suspended from trading on the Amex.

The Company has complied with Rule 18 of the Amex by filing with the