

**FEDERAL RETIREMENT THRIFT INVESTMENT BOARD**

**Privacy Act of 1974**

**AGENCY:** Federal Retirement Thrift Investment Board.

**ACTION:** Notice to alter a system of records.

**SUMMARY:** The Federal Retirement Thrift Investment Board (Agency) proposes to alter a system of records notice in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended. This proposed change is necessary due to new communication technologies and is required in order to assist the Agency in implementing its Continuity of Operations Plan.

**DATES:** *Effective Date:* This proposed action will be effective without further notice on December 4, 2006 unless comments are received which result in a contrary determination.

**ADDRESSES:** Comments may be sent to Stephen D. Suetterlein, Associate General Counsel, Federal Retirement Thrift Investment Board, 1250 H Street, NW., Washington, DC 20005. The Agency's fax number is (202) 942-1676.

**FOR FURTHER INFORMATION CONTACT:** Stephen D. Suetterlein on (202) 942-1660.

**SUPPLEMENTARY INFORMATION:** The Agency's systems of records notices subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The proposed system reports, as required by 5 U.S.C. 552a(r), of the Privacy Act of 1974, as amended, were submitted to the House Committee on Government Reform, the Senate Committee on Homeland Security and Government Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated February 8, 1996 (February 20, 1996, 61 FR 6427).

**Thomas K. Emswiler,**  
*General Counsel, Federal Retirement Thrift Investment Board.*

**FRTIB-9**

**SYSTEM NAME:**

Employee Locator Card Files (May 7, 1990, 55 FR 18949-01).

Changes:

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**SYSTEM NAME:**

Delete entry and replace with "Organization Management and Locator System."

**SYSTEM LOCATION:**

Delete entry and replace with: "Federal Retirement Thrift Investment Board, 1250 H Street, NW., Washington DC 20005."

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

Delete entry and replace with: "Civilian and contractor personnel working for the Agency; former employees; applicants for civilian employment, volunteers, and individuals designated as emergency points of contact."

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with: "This system contains information regarding the organizational location, telephone extension, and e-mail address of individual Agency employees and contractors. The system also contains the home address, telephone number, cell phone number, and e-mail address of the individual, and the name, address, and telephone number of an individual to contact in the event of a medical or other emergency involving the employee."

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

\* \* \* \* \*

**PURPOSE(S):**

Delete the entry and replace with: "Information is used to prepare organizational charts and directories, recall rosters, emergency notification rosters, and social rosters; notify personnel of arrival of visitors; locate individuals on routine and/or emergency matters; locate individuals during medical emergencies, facility evacuations and similar threat situations; provide mail distribution and forwarding addresses; compile a social roster for official and non-official functions; send personal greetings and invitations; and, similar administrative uses requiring personnel data."

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

Delete the entry and replace with: "In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the Agency as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:  
a. By the Agency in the production of summary descriptive statistics and

analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of the elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

b. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding."

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

Delete entry and replace with: "Storage: Electronic data bases and paper records.

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

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

Retention and disposal: Records are maintained as long as the individual is an employee or contractor for the Agency. Expired records are destroyed by burning or shredding or purging from the Agency's electronic record keeping systems."

**SYSTEM MANAGER AND ADDRESS:**

Delete the entry and replace with: "Office directors maintain records pertaining to that director's employees or contractor personnel. The Director, Automated Systems, maintains the Agency's electronic emergency notification roster. The Chief Financial Officer maintains all other records in FRTIB-9. Any of these individuals may be contacted in writing at 1250 H Street, NW., Washington, DC 20005."

**NOTIFICATION PROCEDURE:**

Delete the entry and replace with: "Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to their Office Director; the Director, Automated Systems; or the Chief Financial Officer at Federal Retirement Thrift Investment Board, 1250 H Street, NW., Washington, DC 20005. Individuals must supply their full name for their records to be located and identified."

**RECORD ACCESS PROCEDURES:**

Delete the entry and replace with: "Individuals wishing to request access to records about them should contact the Office Director; Director, Automated

Systems; or Chief Financial Officer. Individuals must supply their full name for their records to be located and identified.”

**CONTESTING RECORD PROCEDURES:**

Delete the entry and replace with: “Individuals wishing to request amendment of their records under the provisions of the Privacy Act should contact the respective system manager. Individuals must furnish full name for their records to be located and identified.”

**RECORD SOURCE CATEGORIES:**

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

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**GENERAL SERVICES ADMINISTRATION**

**Privacy Act of 1974; Privacy Act System of Records**

**AGENCY:** General Services Administration

**ACTION:** Final Notice

**SUMMARY:** The General Services Administration (GSA) is publishing a final notice for the Government-wide system of records, GSA SmartPay® Purchase Charge Card Program (GSA/GOVT-6). This final notice incorporates changes from feedback received to the notice originally published for public comment on June 16, 2006, proposing the establishment of the SmartPay® Purchase Charge Card Program as a system of records under the Privacy Act of 1974, 5 U.S.C. 552a. The feedback was provided by Federal agencies’ program coordinators and were minor in nature, consisting of requests for clarification of terms and inclusion of certain examples, *i.e.*, an explanation of what constitutes an “expert, consultant, or contractor” in routine use *h.*, and inclusion of “Approving Agency Officials and Federal agency/organization program coordinators” to clarify the types of Federal employees covered by the system. Additionally, minor editorial changes were made to ensure clarity. All changes were agreed to by the individuals who provided the feedback.

**SUPPLEMENTARY INFORMATION:** The GSA SmartPay® Purchase Charge Card Program (GSA/GOVT-6) system of records, for which GSA has Government-wide responsibility, assembles and maintains charge card

related information and ensures the efficient and cost effective operation, control, and management of commercial purchasing activities by Federal agencies. The system includes personal information of individuals to enhance the Federal government’s ability to monitor official purchases, payments, and expenses involving purchase charge card transactions.

**DATES:** The system of records will become effective on the date of publication of this notice.

**FOR FURTHER INFORMATION:** Write the Director, Support Services Division, Federal Acquisition Service, General Services Administration, 1901 South Bell Street, Arlington VA 22202; or call the GSA Privacy Act Officer (CIB) on (202) 501-1452.

Dated: October 27, 2006.

**Cheryl M. Paige**

*Acting Director, Office of Information Management.*

**GSA/GOVT-6**

**SYSTEM NAME:**

GSA SmartPay® Purchase Charge Card Program

**SYSTEM LOCATION:**

System records are located at the Federal agency for which an individual is authorized to perform purchase charge card transactions. Records necessary for a contractor to perform under a Federal agency contract are located at the contractor’s facility. Contact the System Manager for additional information.

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

Individuals covered by the system are Federal Agency Approving Officials; Federal Agency/Organization Program Coordinators; and Federal employees, contractors, and other individuals who apply for and/or use government-assigned purchase charge cards.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system provides control over expenditure of funds through the use of Federal government purchase cards. System records include:

a. Personal information on individuals who apply for and use Federal government charge cards including name and Social Security Number or other personal identifier (*e.g.*, employee ID). The system also includes information of a non-personal nature such as agency of employment, business address (city, state, country, and zip code), title or position, business telephone, business fax number, and e-mail address.

b. Account processing and management information, including purchase authorizations and vouchers, charge card applications, charge card receipts, terms and conditions for card use, charge card transactions, contractor monthly reports showing charges to individual account numbers, account balances, and other data needed to authorize, account for, and pay authorized purchase card expenses.

**AUTHORITIES FOR MAINTENANCE OF THE SYSTEM:**

E.O. 9397; E.O. 12931; 40 U.S.C. Sec. 501-502.

**PURPOSE:**

To establish and maintain a system for operating, controlling, and managing the purchase charge card program involving commercial purchases by authorized Federal government employees and contractors.

**ROUTINE USES OF THE SYSTEM RECORDS, INCLUDING CATEGORIES OF USERS AND THEIR PURPOSE FOR USING THE SYSTEM:**

System information may be accessed and used by authorized Federal agency employees or contractors to conduct official duties associated with the management and operation of the purchase charge card program. Information from this system also may be disclosed as a routine use:

a. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order, where an agency becomes aware of a violation or potential violation of civil or criminal law or regulation.

b. To an appeal, grievance, or formal complaints examiner; equal employment opportunity investigator; arbitrator; or other official engaged in investigating, or settling a grievance, complaint, or appeal filed by an individual who is the subject of the record.

c. To officials of labor organizations recognized under Pub. L. 95-454, when necessary to their duties of exclusive representation on personnel policies, practices, and matters affecting working conditions.

d. To another Federal agency in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation; clarifying a job; the letting of a contract; or the issuance of a grant, license, or other benefit to the extent that the information is relevant and necessary to a decision.

e. To the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), the Government Accountability Office