

USDA/FS-3

System Name: Uniform Allowance System

System Location: The records in this system are maintained at the USDA, Forest Service Headquarters, P.O. Box 96090, Washington DC 20090-6090; Regional Offices; Forest Supervisor's Offices; National Finance Center, P.O. Box Box 600000, New Orleans, Louisiana 70160; and Contractor's Office. The addresses of Forest Service Regional Officers and Forest Supervisor's Offices may be found in 36 CFR 200.1, Subpart A, or in the telephone directory of the applicable locality under the heading United States Government, Department of Agriculture, Forest Service. The address of the Contractor may be obtained by writing to Forest Service Headquarters at the above listed address.

Categories of individuals covered by the system: All Forest Service employees authorized allowances for uniforms required in their

Categories of records in the system: This system consists of complete files on uniform allowances and expenditures from Forest Service employees. Information in these files will include the employee's name, social security number, employee location, allowance category(ies), year to date amount of sales, backorders, management code, and current status (active or terminated).

Authority for maintenance of the system: 5 U.S.C. 301, 5 U.S.C. 5901 through 5903; and 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Information from this system of records developed by the Forest Service and housed at the National Finance Center is for Forest Service internal processing purposes in connection with the uniform allowance program;

(2) Disclosure to the Department of Justice for used in litigation when USDA, or any component thereof; or any employee of USDA in his or her official capacity; or any employee of USDA in his or her individual capacity where the Department of Justice has agreed to represent the employee; or the United States, where USDA determines that litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the USDA to be relevant and necessary to the litigation, provided, however, that in each case, USDA determines that disclosure of the record to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(3) Disclosure in a proceeding before a court or adjudicative body before which USDA is authorized to appear, when USDA or any component thereof; or any employee of USDA in his or her official capacity; or any employee of the USDA in his or her official capacity where USDA has agreed to represent the employee; or the United States, where USDA determines that litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation and USDA determines that use of such records is relevant and necessary to the litigation, provided, however, that in each case, USDA determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;

(4) Referral to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigation or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or particular program statute, or by rule, regulation, or order issued pursuant thereto;

(5) To answer Congressional inquiries made at the request of the individual from whose record information is disclosed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on magnetic tapes, disk, or other format, as well as on input forms prepared for covered employees which may be stored in file folders.

Retrievability: Records are indexed by name and social security number of individual employees.

Safeguards: Records are kept on magnetic tape and disk files. They are kept in a locked computer room and tape library which can only be accessed by authorized personnel utilizing a special access code. File folders are kept in locked file cabinets or in secure areas with access to authorized personnel only.

Retention and disposal: Records are retained or disposed of in accordance with the retention periods contained in Forest Service Handbook 6209.11, Records Management Handbook.

System manager(s) and address: Director, Personnel Management Staff, USDA-Forest Service, P.O. Box 96090, Washington, DC 20090-6090.

Notification procedure: Individuals may request information regarding this system of records, or information as to whether the system contains records pertaining to them from a system manager listed in the preceding paragraph. A request for information should contain name, address, and particulars involved (e.g., the date of action giving rise to the inquiry, complaint, etc.).

Record access procedures: Individuals may obtain information as to the procedures for gaining access to records in the system which pertain to them by contacting the system manager as set forth in the preceding paragraph. The envelope and letter should be marked "Privacy Act Request."

Contesting record procedures: Use same procedures as for record access.

Record source categories: Information in this system comes primarily from individuals who are authorized uniform allowances. Information may also be furnished by the employee's supervisor.