

## USDA/FS-4

**System Name:** Certification of Engineering Personnel, USDA/FS.

**System Location:** Regional Foresters as listed in 36 CFR 200.2, Subpart A, where individual is or was employed.

**Categories of individuals covered by the system:** Forest Service employees who have taken the examinations in one or more of the certification categories.

**Categories of records in the system:** Consists of the name, work location, written and oral examination results, and certificates issued for each Forest Service employee defined in the preceding paragraph.

**Authority for maintenance of the system:** 5 U.S.C. 301; 7 CFR 2.60.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

**Storage:** Examination results and supporting documents.

**Retrievability:** Manual system is indexed by name, and location.

**Safeguards:** Records are maintained in standard filing system. The records are located in offices that are locked during non-office hours. They are available only to authorized personnel.

**Retention and disposal:** Records are maintained for the duration of individual's employment and thereafter filed in the Federal Records Center in accordance with standard procedures.

**System manager(s) and address:** Director of Engineering, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013, or the appropriate Regional Forester, or Forest Supervisor in charge of the unit where the individual is or was employed.

**Notification procedure:** Employees (past or present) may request information as to whether or not the system contains records pertaining to them from the appropriate system manager listed in the preceding paragraph. A request for information should be in writing and should include the individual's full name, address, approximate date of last certification or examination, and place of employment at that time.

**Record access procedures:** Use same procedure as for requesting Notification.

**Contesting record procedures:** Use same procedure as for requesting Notification.

**Record source categories:** Information in this system comes primarily from written, oral, and applied examinations.