

USDA/FS-2

System Name: Blaster's Certification Program, USDA/FS

System Location: The records in this system are maintained in Forest Service Regional Offices and Forest Supervisor where individuals are or were employed. The addresses for these offices are listed in 36 CFR Part 200, subpart A.

Categories of individuals covered by the system: Any employee certified for the use of blasting and explosives materials to support Forest Service mission requirements, as well as those employees making application.

Categories of records in the system: This system consists of complete files on individual applications for the Forest Service Blaster's certificate including examination results, application form (FS 6700 27), and certificate issued or revoked.

Authority for maintenance of the system: 5 U.S.C. 301, 7 CFR 2.60, 29 CFR 1910.109, and 29 CFR 1926.901

Routine uses of records maintained in the system, including categories of uses and the purposes of such uses: Information in the system may be disclosed 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: Forest Service Form 6700 27 and supporting documentation.

Retrievability: System is indexed by name and organizational location.

Safeguards: Records are maintained in standard filing system and are available only to authorized Forest Service personnel. Offices and filing cabinets are locked during non duty hours.

Retention and disposal: Records are maintained for the duration of an individual's employment and thereafter filed in the Federal Records Center and disposed of in accordance with the Agency's approved retention schedule.

System manager(s) and address: Regional Foresters and/or Forest Supervisors in charge of the unit where the individual is or was employed.

Notification procedure: Any employee, past or present, may request information as to whether or not the system contains records pertaining to themselves from the appropriate Regional Forester or Forest Supervisor. A request for information should be in writing and should include the individuals's full name and address, approximate date of application and place of employment at that time.

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

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

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