

**Mandatory Reference:** 509  
**Supplementary Reference:** N/A  
**File Name:** ads16/50951m1.doc

### SYSTEM NAMES AND LOCATIONS

AID-1	Employee Conduct and Discipline Records SECRET	Office of Human Resources Policy & Planning & Implementation Management Branch Room 2.08-128 RRB
AID-2	Civil Service Employees Office	Office of Human Resources Policy & Planning & Implementation Management Branch Room 2.08-128 RRB
AID-3	Personal Records Employees Automated	Office of Human Resources Personnel Operations Division Room 2.08-067
AID-4	Deleted Classification Record	Office of Human Resources Policy & Planning & Implementation Management Branch Room 2.08-129
AID-5	RESERVED	Office of Human Resources Policy & Planning & Implementation Management Branch Room 2.08-129
AID-6	Recruiting, Examining and Placement Records	Office of Human Resources Personnel Operations Division Room 2.07-018
AID-7	Foreign Service Personnel Evaluation	Office of Human Resources Labor & Relation Performance Room 2.08-023
AID-8	Personnel Security and Suitability Investigations Records Secret	Office of Inspector General Investigation Personnel Security Room 8.08-070
AID-9	Criminal Law Enforcement Records Top Secret	Office of Inspector General Investigation Personnel Security Room 8.08-070

AID-10	Employee Relation Records Confidential	Office of Human Resources Personnel Operation Division Room 2.07-001
AID-11	Employee Conduct and Discipline Secret	Office of Human Resources Labor & Relation Performance Room 2.09-006
AID-12	Congressional Relations, Inquiries and Travel Records	Office of Human Resources Labor & Relation Performance Room 2.08-128
AID-13	Orientation and Training Records	Office of Human Resources Learning Support Room 2.07-001
AID-14	Awards and Incentives Records	Office Of Human Resources Policy & Planning & Implementation Management Branch Room 2.08-005
AID-15	Employee Payroll Records	Office of Financial Management Loan Management Room B.03-144
AID-16	Attendance & Leave	Office of Human Resources Policy Operation Division Room 2.07-192 and Individual time keepers offices
AID-17	Employee Owned or Leased Property Records	Administrative & Services Customer & Property Division Room 4.10-010
AID-18	Employee Use of Property Owned or Leased by the US Government	Administrative & Services Customer & Property Division Room 4.10-010
AID-19	Travel & Transportation Records	Administrative & Services Travel & Transportation Division Room 4.08-001
AID-20	Claims Records	Administrative & Services Travel & Transportation Division

		Room 4.08-001
AID-21	Public Information Records	Bureau of Legislative & Legal Legislative & Legal Room 2.07-070
AID-22	Congressional Relations Inquires and Travel Records	Administrative & Services Travel & Transportation Room 4.08-001
AID-23	Employees Equal Employment Opportunity Complaint Investigative Records	Office of Equal Employment Opportunity Equal Opportunity Office Director Room 2.09.077
AID-24	Emergency Case Files	Office of Inspector General Investigative Personnel Security Room 8.08-070
AID-25	Privacy Act Implementation Records	Office of Legislative & Public Affairs Legislative & Legal Room 6.10-024