

USDA/FS 47

System Name: Forest Service Employee Placement System, USDA/FS.

System Location: The records in this system are maintained at the Forest Service headquarters in Washington, D.C., Regional Offices, Forest Supervisors' Offices, and Research Experiment Stations located throughout the country. The address for the headquarters in Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue SW., Washington, D.C. 20013. The address of all other Forest Service offices may be found in 36 CFR 200.2, subpart A, or in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: on temporary Forest Service employees in all General Schedule and wage positions who are identified as surplus to staffing needs.

Categories of records in the system: The system includes information on the above employees' availability for lateral reassignment geographic availability, functional specialties for which available, reasons for desired move, restrictions employee's name, social security number, and current job category.

Authority for maintenance of the system: 5 CFR 335.102.

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. Disclosure is made to Forest Service officials selecting employees for placement so that priority for selection may be applied.

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

Storage: Records may be stored in magnetic tape, disk or other formats, as well as on input forms prepared by covered employees, which may be stored manually in file folders.

Retrievability: employee's last name, social security number, job series, organizational unit, and organizational availability index Records.

Safeguards: Records are kept in either locked filing cabinets or in computer files, which are accessible, only by special code.

Retention and disposal: Records will be maintained on individuals in the Forest Service who are identified as surplus to staffing needs. Records will be destroyed when workforce reduction is complete.

System manager(s) and address: Director of Personnel Management, Forest Service, U.S. Department of Agriculture, Room 910 RP E, P.O. Box 96090, Washington, D.C. 20090 6090, or the appropriate Regional Personnel Officer or the appropriate Research Station Assistant Director for Administrative Support Services.

Notification procedure: Any employee may request information regarding the system of records, or information as to whether the system contains records pertaining to him or her from the system manager. A request for information should contain the individual's name, social security number and organizational unit.

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

Contesting record procedures: Individual records may be amended or updated at any time, as the individual employee desires. Any part of an employee's record may be contested by that individual. The servicing personnel office will provide procedural advice.

Record source categories: The information in the records is furnished by the individual employee, and from other systems of records.