

Record source categories:

These records are automatically generated when a token is passed through or across an electronic reading device.

SYSTEM NAME

CPSC-12, Employee Outside Activity Notices

System location:

Office of the General Counsel, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

Categories of individuals covered by the system:

Commission employees engaged in outside employment activities or outside activities such as consulting, practicing law, or teaching.

Categories of records in the system:

This system of records contains information concerning the employee's position, nature of outside activity, relation of official duties to activity, and method of compensation for outside activity.

Authority for maintenance of the system:

Executive Order 12674; 5 CFR part 2635, subpart H; and 5 CFR part 8101.

Purpose(s):

Information in these records is used by the Ethics Counselor in making a determination as to whether an employee's outside activity constitutes a real or apparent conflict of interest with the employee's government duties and responsibilities.

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 may be made to appropriate agencies, entities, and persons when (1) CPSC suspects or has confirmed that the

security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

Storage:

Records are maintained on hard copy.

Retrievability:

Records are filed by employee name.

Safeguards:

Records are maintained in locked file cabinets.

Retention and disposal:

Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines are destroyed when 3 years old or when superseded or obsolete, whichever is later. All other records are destroyed when 6 years old or when superseded or obsolete, whichever is later.

System manager(s) and address:

Designated Agency Ethics Official (General Counsel), Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

Notification procedure:

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

Record access procedures:

Same as notification.

Contesting record procedures:

Same as notification.

Record source categories:

The information in these records is furnished by the employees to whom it pertains.

SYSTEM NAME

CPSC-13, Personnel, Payroll, Financial Management, Retirement, Attendance and Leave Records:

Note: The personnel system complements OPM/GOV-1, the Government wide system for general personnel records maintained by the Office of Personnel Management. This notice incorporates by reference but does not repeat all of the information contained in OPM/GOVT-1.

System location:

Consumer Product Safety Commission (CPSC), Director, Office of Human Resources Management, Director, Division of Financial Services, and

The office to which the employee is assigned, and all offices which prepare and provide input documents and information for data processing and administrative actions. Automated personnel records are also maintained in the Federal Personnel Payroll System (FPPS) managed by the National Business Center in Denver, Colorado.

Automated financial management data for the Commission's financial management system is maintained in Delphi, an Oracle based financial management system hosted and supported by Enterprise Service Center, ESC, a shared provider located in Oklahoma City, Oklahoma.

4330 East West Highway, Bethesda, MD 20814.

Categories of individuals covered by the system: