

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:**

Current and former employees of CPSC (employees), volunteers within CPSC, and contractors performing for CPSC.

## Categories of records in the system:

Records consist of payroll, financial records, retirement, attendance and leave records, personnel security records, safety records, contractor payment records, and personnel records including award information. In addition, the system contains data necessary to update the Central Personnel Data File at the Office of Personnel Management, to process personnel actions, to perform detailed accounting distributions, to automatically provide for such tasks as mailing checks and bonds, and to prepare and mail tax returns and reports. Records include, but are not limited to the following categories of records:

1. Employee identification and status data such as name, social security number, date of birth, sex, work schedule, type of appointment, education, veteran's preference, military service.
2. Relevant data such as service computation date for leave, date probationary period began, and date of performance rating.
3. Position and pay data such as pay plan, occupational series, grade, step, salary, merit pay, organization location, length of service.
4. Employment data such as position description, special employment program, and target occupational series and grade.
5. Payroll data such as time; attendance; leave; federal, state, and local tax; allotments; savings bonds; and other pay allowances and deductions.
6. Personnel security data such as security clearance level and basis with dates.
7. Financial data pertaining to travel, financial obligation documents, support documentation to payment schedules and collection transactions.
8. Information on debts and debtors owed to the government as a result of overpayment, refund owed, or a debt referred for collection to another agency. This includes employees and former employees who have a liability to the Commission.
9. Information, including address and social security number, on individual vendors to the Commission. This includes employees who receive reimbursements for expenses incurred. Supporting documentation on action made to contractors are part of the payment schedule maintained in hard copy form and filed onsite at ESC for a minimum of one year from the time the action is taken. ESC provides full accounting services for CPSC.
10. Emergency contact information including name, address, phone number.

## Authority for maintenance of the system:

5 U.S.C. Part III, is the authority for the overall system. Specific authority for use of Social Security numbers is contained in Executive Order 9397, 26 CFR 31.6011(b)(2), and 26 CFR 31.6109-1. The authority for the personnel security clearance and statistical records is contained in Executive Order 19450, April 27, 1953, as amended; Executive Order 12065, June 28, 1978; 31 U.S.C. 686; and 40 U.S.C. 318(a) through (d). The legal authority for the FPPS and Quicktime applications is defined in the Office of Management and Budget Circular A-127.

## Purpose(s):

The primary uses of the records are for fiscal operations for payroll, attendance, leave, insurance, tax, retirement, business payments, budget, and cost accounting programs, and to prepare related reports to other federal agencies including the Department of the Treasury and the Office of Personnel Management.

This system supports the day to day operating requirements associated with personnel and finance oriented program areas from hiring employees and paying employees and vendors to calculating estimated retirement annuities. Payroll-related outputs include a comprehensive payroll; detailed accounting distribution of costs; leave data summary reports; an employee's statement of earnings, deductions and leave every payday for each employee; State, city, and local unemployment compensation reports; federal, state, and local tax reports; W-2 wage and tax statements; and reports of withholdings and contributions. Personnel-related reports include automated personnel actions as well as organization rosters, retention registers, retirement calculations, reports of the federal civilian employment, employee master record printouts, length of service lists, and listings of within-grade increases. These records are used to provide data for agency reports and internal workforce statistics and information regarding such matters as average grade, veteran and handicap employment, retention-standing, within-grade due dates, occupational groupings, geographic employment and others related to the operation of the personnel office.

## Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine uses of records maintained in the system include:

1. Providing data to the Office of Personnel Management's Central Personnel Data File (CPDF).
2. Providing a copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, to the State, city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516,

5517, and 5520.

3. Pursuant to a withholding agreement between a city and the Department of the Treasury (5 U.S.C. 5520), copies of executed tax withholding certificates shall be furnished to the city in response to a written request from an appropriate city official to the Assistant Administrator for Plans, Programs, and Financial Management, General Services Administration (B), Washington, DC 20405.
4. To the extent necessary, records are available to Commission and outside government agencies to monitor and document grievance proceedings, and adverse actions; and to provide reference to other agencies and persons for employees seeking employment elsewhere.
5. Some records or data elements in this system of records may also be in the Office of Personnel Management's government-wide system OPM/GOVT-1 and are subject to that system's routine uses.
6. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.
7. The names, social security numbers, home addresses, dates of birth, quarterly earnings, employer identifying information, and State of hire of employees may be disclosed to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for the purpose of locating individuals to establish paternity, establishing and modifying orders of child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform law, Pub. L. 104-193).
8. To the U.S. Department of Justice when related to litigation or anticipated litigation.
9. To the General Accounting Office in the event of a procurement protest involving an individual.
10. 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.

## **Disclosure to consumer reporting agencies:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

### **Storage:**

Records are stored on paper in file folders and on computer based media.

### **Retrievability:**

Paper records are filed by document number. Computer records are retrievable by any data element or combination of data elements.

### **Safeguards:**

Paper records are stored in lockable metal cabinets or in secured rooms. Password system protects access to the computerized records. Information is released only to authorized officials on a need-to-know basis.

### **Retention and disposal:**

Accountable officers' records are sent to the Federal Records Center one year after the end of the fiscal year to which they pertain and kept for 6 years and 3 months. Accountable officers' records include all records concerned with accounting for and availability of, and status of public funds, General Records Schedule 6. Payroll-related records follow General Records Schedule 2 and Personnel records follow General Records Schedule 1.

### **System manager(s) and address:**

#### **For payroll and financial-related records:**

Director, Division of Financial Services, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

#### **For personnel-related records:**

Director, Office of Human Resources Management, 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 individuals themselves, other employees, supervisors, other agencies' management officials, non-federal sources such as private firms, and data from the systems of records OPM/GOVT-1 and EEOC/GOVT-1.

# **SYSTEM NAME**

## **CPSC-15, Employee Relations Files**

## **System location:**

Office of Human Resources Management, Consumer Product Safety Commission, 4430 East West Highway, Bethesda, MD 20814.

## **Categories of individuals covered by the system:**

Current and former employees of the Consumer Product Safety Commission.

## **Categories of records in the system:**

This system of records contains information or documents relating to: (1) Disciplinary actions, complaints, grievances, potential adverse actions, and proposals, decisions, or determinations made by management relative to the foregoing; The records consist of the notices to the individuals, records of resolutions of complaints, materials placed into the record to support the decision or determination, affidavits or statements and (2) retirement records.

## **Authority for maintenance of the system:**