contact the system manager at the appropriate office or region where the original FOIA or Privacy Act requests were sent, or from where the response was received. Your request must meet the requirements of the Department’s Privacy Act regulations at 34 CFR 5b.5, including proof of identity.

**CONTESTING RECORD PROCEDURES:**
If you wish to contest the content of a record regarding you in the system of records, contact the system manager at the appropriate office or region where the original FOIA or Privacy Act requests were sent, or from where the response was received. Your request must meet the requirements of the Department’s Privacy Act regulations at 34 CFR 5b.7.

**RECORD SOURCE CATEGORIES:**
Information in this system of records is obtained from the individual who submitted the request, officials of the Department, and official Department documents.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**
None.

**Appendix to 18–04–02**

**Additional System Locations**
- Office of the Secretary, U.S. Department of Education, 400 Maryland Avenue, SW, room 7C122, Washington, DC 20202.
- Office of the Deputy Secretary, U.S. Department of Education, 400 Maryland Avenue, SW, room 7W310, Washington, DC 20202.
- Office of the Under Secretary, U.S. Department of Education, 400 Maryland Avenue, SW, room 6W300, Washington, DC 20202.
- Office of Educational Research and Improvement, 555 New Jersey Avenue, NW, room 602E, Capitol Place, Washington, DC 20206.
- Region II: U.S. Department of Education, 75 Park Place, 12th Floor, New York, NY 10278–0043.
- Region VI: U.S. Department of Education, 1200 Main Tower Building, #2260, Dallas, TX 75202–4309.

**18–05–03**

**SYSTEM NAME:**
Federal Personnel Payroll System

**SECURITY CLASSIFICATION:**
None.

**SYSTEM LOCATION:**
Department of Interior, Bureau of Reclamation, Management Operations Center, Division of Payroll Operations, 7333 West Jefferson Ave., Academy Place 1, Denver, CO 80235

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEMS:**
This system contains records on all employees of U.S. Department of Education, the National Commission of Library and Learning and the National Goals Panel.

**CATEGORIES OF RECORDS IN THE SYSTEMS:**
This system consists of a variety of records relating to pay and leave determinations made about each employee of the Department of Education, the National Commission of Library and Learning and the National Goals Panel, including the name of the employee, the employee’s date of birth, social security number, home address, grade, employing organization, timekeeper number, salary, Civil Service retirement fund contributions, pay plan, number of hours worked, annual and sick leave accrual rate and usage, annual and sick leave balance, FICA
withholdings, Federal, state, and local tax withholdings, Federal Employees
Government Life Insurance
withholdings, garnishment documents, savings allotments, union and
management association dues
withholding, savings bonds allotments, and Combined Federal Campaign
 allotments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEMS:

PURPOSE(S):
The records in this system are
maintained in order to facilitate fiscal
operations for payroll, attendance,
leave, insurance, tax, retirement and
cost accounting programs; and to
prepare reports to other Federal
agencies including the Department of
the Treasury and the Office of Personnel
Management.

ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF USERS AND
THE PURPOSE OF SUCH USES:
The Department of Education (the
Department) may disclose information
contained in a record in this system of
records under the routine uses listed in
this system of records without the
consent of the individual if the
disclosure is compatible with the
purposes for which the record was
collected. These disclosures may be
made on a case-by-case basis or, if the
Department has complied with the
computer matching requirements of the
Privacy Act, under a computer matching
agreement.

(1) Disclosure for Use by Other Law
Enforcement Agencies. The Department
may disclose information to any
Federal, State, local, or foreign agency
or other public authority responsible for
enforcing, investigating, or prosecuting
violations of administrative, civil, or
criminal law or regulation if that
information is relevant to any
enforcement, regulatory, investigative,
or prosecutorial responsibility within the
receiving entity’s jurisdiction.

(2) Enforcement Disclosure. In the
event that information in this system of
records indicates, either on its face or in
connection with other information, a
violation or potential violation of any
applicable statute, regulation, or order
of a competent authority, the
Department may disclose the relevant
records to the appropriate agency,
whether foreign, Federal, State, Tribal,
or local, charged with the responsibility of
investigating or prosecuting that
violation or charged with enforcing or
implementing the statute, executive
order, rule, regulation, or order issued
pursuant thereto.

(3) Litigation and Alternative Dispute
Resolution (ADR) Disclosures.
(a) Introduction. In the event that one
of the parties listed below is involved in
litigation or ADR, or has an interest in
litigation ADR, THE DEPARTMENT
may disclose certain records to the
parties described in paragraphs (b), (c)
and (d) of this routine use under the
conditions specified in those
paragraphs:
(i) The Department, or any component of
the Department; or
(ii) Any Department employee in his or
her official capacity; or
(iii) Any Department employee in his or
her individual capacity if the
Department of Justice (DOJ) has agreed
to provide or arrange for representation
for the employee;
(iv) Any Department employee in his or
her individual capacity where the
agency has agreed to represent the
employee; or
(v) The United States where the
Department determines that the
litigation is likely to affect the
Department or any of its components.
(b) Disclosure to the DOJ. If the
Department determines that disclosure
of certain records to the DOJ is relevant
and necessary to litigation or ADR, the
Department may disclose those records
as a routine use to the DOJ.
(c) Administrative Disclosures. If the
Department determines that disclosure
of certain records to an adjudicative
body before which the Department is
authorized to appear, an individual or
entity designated by the Department or
otherwise empowered to resolve or
mediate disputes is relevant and
necessary to the administrative
litigation, the Department may disclose
those records as a routine use to the
adjudicative body, individual, or entity.
(d) Parties, counsels, representatives
and witnesses. If the Department
determines that disclosure of certain
records to a party, counsel,
representative or witness in an
administrative proceeding is relevant
and necessary to the litigation, the
Department may disclose those records
as a routine use to the party, counsel,
representative or witness.

(4) Employment, Benefit, and
Contracting Disclosure.
(a) For Decisions by the Department.
The Department may disclose a record
to a Federal, State, or local agency
maintaining civil, criminal, or other
relevant enforcement or other pertinent
records, or to another public authority
or professional organization, if
necessary to obtain information relevant
to an action or decision concerning the
hiring or retention of an employee
or other personnel action, the issuance
of a security clearance, the letting of a
contract, or the issuance of a license,
grant, or other benefit.
(b) For Decisions by Other Public
Agencies and Professional
Organizations. The Department may
disclose a record to a Federal, State,
local, or foreign agency or other public
authority or professional organization,
in connection with the hiring or
retention of an employee or other
personnel action, the issuance of a
security clearance, the reporting of an
investigation of an employee, the letting
of a contract, or the issuance of a license,
grant, or other benefit, to the
extent that the record is relevant and
necessary to the receiving entity’s
decision on the matter.

(5) Employee Grievance, Complaint or
Conduct Disclosure. The Department
may disclose a record in this system of
records to another agency of the Federal
Government if the record is relevant to
one of the following proceedings
regarding a present or former employee
of the Department: Complaint,
grievance, discipline or competence
determination proceedings. The
disclosure may only be made during the
course of the proceeding.

(6) Labor Organization Disclosure. A
component of the Department may
disclose records to a labor organization
if a contract between the component
and a labor organization recognized
under Title V of the United States Code,
Chapter 71, provides that the
Department will disclose personal
records relevant to the organization’s
mission. The disclosures will be made
only as authorized by law.

(7) Freedom of Information Act
(FOIA) Advice Disclosure. The
Department may disclose records to the
Department of Justice and the Office of
Management and Budget if the
Department concludes that disclosure is
desirable or necessary in determining
whether particular records are required
to be disclosed under the FOIA.

(8) Disclosure to the Department of
Justice (DOJ). The Department may
disclose records to the DOJ to the extent
necessary for obtaining DOJ advice on
any matter relevant to an audit,
inspection, or other inquiry related to the
programs covered by this system.

(9) Contract Disclosure. If the
Department contracts with an entity for
the purposes of performing any function
that requires disclosure of records in
this system to employees of the
contractor, the Department may disclose
the records to those employees. Before
entering into such a contract, the
Department shall require the contractor
to maintain Privacy Act safeguards as
required under 5 U.S.C. 552a(m) with respect to the records in the system.

(10) Research Disclosure. The Department may disclose records to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of this system of records. The official may disclose records from this system of records to that researcher solely for the purpose of carrying out that research related to the functions or purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect to the disclosed records.

(11) Congressional Member Disclosure. The Department may disclose records to a member of Congress from the record of an individual in response to an inquiry from the member made at the written request of that individual. The Member's right to the information is no greater than the right of the individual who requested it.

(12) Disclosure to the Office of Management and Budget (OMB) for Credit Reform Act (CRA) Support. The Department may disclose records to OMB as necessary to fulfill CRA requirements.

(13) Payroll Disclosure. The Department may disclose records to the Department of the Treasury for preparation of payroll checks, payroll deductions, U.S. Saving bonds, and other checks to Federal, State, and local government agencies, non-governmental organizations and individuals.

(14) Tax Disclosure. The Department may disclose records to the Internal Revenue Service and to state and local government agencies having taxing authority in order to prepare W–2 Forms.

(15) Personnel Management Disclosure. The Department may disclose records to the Office of Personnel Management, Merit Systems Protection Board, Equal Employment Opportunity Commission, and the Federal Labor Relations Authority (including the General Counsel of the Authority and Federal Service Impasses Panel) to carry out their functions.

(16) Workers' Compensation Disclosure. The Department may disclose records to the Department of Labor to make a compensation determination in connection with a claim filed by an employee for compensation on account of a job-connected injury or disease.

(17) Wage Garnishment Disclosure. The Department may disclose records to the IRS in order to respond to orders from IRS for garnishment of an employee’s pay for Federal income tax purposes.

(18) Unemployment Compensation Disclosure. The Department may disclose records to state offices of unemployment compensation in connection with claims filed by former Department employees for unemployment compensation.

(19) Association Dues Disclosure. The Department may disclose records to financial organizations designated to receive labor organization or management association dues withheld from an employee’s pay, in order to account for the amounts of the withheld dues which they receive.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): The Department may disclose to a consumer reporting agency information regarding a claim by the Department which is determined to be valid and overdue as follows: (1) the name, address, taxpayer identification number and other information necessary to establish the identity of the individual responsible for the claim; (2) the amount, status, and history of the claim; and (3) the program under which the claim arose. The Department may disclose the information specified in this paragraph under 5 U.S.C. 552a(b)(12) and the procedures contained in subsection 31 U.S.C. 3711(e). A consumer reporting agency to which these disclosures may be made is defined at 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 maintained on electronic media and in hard copy.

RETRIEVABILITY:
Records are retrieved by the employee’s name and Social Security number.

SAFEGUARDS:
Access to and use of these records are limited to personnel whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure. All physical access to the Department’s sites, and the sites of Department contractors where this system of records is maintained, is controlled and monitored by security personnel who check each individual entering the building for an employee or visitor badge. A user defined password authentication is used to ensure the system’s resistance to tampering and circumvention. This security system limits data access to Department and contractor staff on a “need to know” basis, and controls individual users’ ability to access and alter records within the system. All users of this system of records are given a unique user ID with user defined password. All interactions by individual users with the system are recorded.

RETENTION AND DISPOSAL:
Records submitted by the individual, such as allotment authorization forms, home address forms, and tax withholding forms are retained until superseded by new updated transactions whether electronically or paper, or until the individual leaves the Department. Some of these records must be retained for an additional period, or forwarded to the new employing agency. Records are retired to the Federal Personnel Records Center and subsequently disposed of in accordance with the General Records Schedules issued by the National Archives and Records Administration.

SYSTEM MANAGER(S) AND ADDRESS:

NOTIFICATION PROCEDURES:
If you wish to determine whether a record exists regarding you in the system of records, contact the executive officer in your office. Your request must meet the requirements of the Department’s Privacy Act regulations at 34 CFR 5b.5, including proof of identity.

RECORD ACCESS PROCEDURES:
If you wish to gain access to a record regarding you in the system of records, contact the executive officer in your office. Your request must meet the requirements of the Department’s Privacy Act regulations at 34 CFR 5b.5, including proof of identity.

CONTESTING RECORD PROCEDURES:
If you wish to contest the content of a record regarding you in the system of records, contact the executive officer in your office. Your request must meet the requirements of the Department’s Privacy Act regulations at 34 CFR 5b.7.

RECORDS SOURCE CATEGORIES:
Information in this system of records is obtained from individual employees, timekeepers and supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:
None.