

TSUS category to be utilized in trailer axles. These parts include, but are not limited to the beam, spindle, brake spider, camshaft, brake shoes, and separate brake assemblies when imported for use on trailer axles.

It is understood that this agreement does not include separate brake assemblies and other parts which are to be utilized solely in truck components other than trailer axles.

2. Basis for the Agreement

A. RABA agrees to make any necessary price adjustments to eliminate completely any sales of the product at less than fair value, as determined on the basis of the price of such or similar merchandise in the surrogate country and appropriate adjustments attributable to bringing the merchandise into the United States, by ensuring that:

(1) Beginning from the effective date of suspension of the investigation, the price RABA will charge any U.S. importer or customer for sales of the product which are entered into the United States or withdrawn from warehouse for consumption in the United States or previously released under cash deposit, bond or other security pursuant to the Department's preliminary determination (46 FR 46152) will not be less than the current fair value of the product as determined by the Department on the date of initialing of the proposed agreement.

(2) Subsequent price adjustments will be made by RABA as necessary to ensure that future sales of the product will not be made at less than fair value. Such adjustments shall be made in accordance with the Department's administrative review under section 751 of the Act [and § 353.53(a) of the Regulations].

(B) In accordance with the applicable law and regulations, this agreement applies to trailer axle-and-brake assemblies and parts thereof, described in paragraph 1 above, produced by RABA, which enter the United States for consumption therein, either directly or through intermediaries and which are exported either directly from Hungary or are transshipped through third countries.

(C) This agreement has no termination date. The Department will not consider a request for termination of this agreement until, at a minimum, it is able to determine that RABA has honored the agreement for at least two years from the effective date of the agreement.

3. Monitoring

Upon the request of the Department, RABA will supply to the Department such information as the Department deems necessary to ensure that RABA is in compliance with the terms of this agreement. At a minimum this will include a quarterly report from RABA itemizing all shipments and prices of trailer axle-and-brake assemblies and parts thereof to the United States.

The Department shall conduct administrative reviews under section 751 of the Act annually or at such shorter intervals as the Department deems necessary to ensure that there are and will be no sales at less than fair value. The Department shall verify information upon which its review is based.

The Department shall also request the U.S. Customs Service to direct the ports of entry to forward an Antidumping Report of Importations for all entries of such trailer axle-and-brake assemblies and parts thereof while this agreement is in effect.

4. Reopening of Investigation

The Department shall reopen the investigation with respect to the axle-and-brake assemblies and parts thereof exported by RABA that are the subject of this agreement if the Department determines that RABA has not honored its obligations under this agreement. Additionally, the Department will reopen the investigation if it determines that the suspension agreement is no longer in the public interest or that effective monitoring is no longer practicable.

5. Other Provisions

In entering into the agreement, RABA does not hereby admit that any sales of the product have been made at less than fair value. RABA acknowledges that all other types of axles imported are subject to the import laws of the United States. The effective date of this suspension agreement is January 4, 1982.

Agreed to on this the 18th day of December, 1981.

Arthur T. Downey,

Hungarian Railway Carriage and Machine Works.

I have determined that the provisions of paragraph 2 eliminate any current unfair trade practices which were the subject of this investigation and that the provisions of paragraph 3 ensure that this agreement can be monitored effectively. Therefore, I have determined that this agreement to suspend this investigation meets the requirements of section 734(b) of the Tariff Act of 1930, as amended (19 U.S.C. 1673c) and is in the public interest as required in section 734(d) of the Act.

Gary N. Horlick,

United States Department of Commerce.

[FR Doc. 81-37390 Filed 12-31-81; 6:45 am]

BILLING CODE 3510-25-M

National Bureau of Standards

Membership of General Performance Review Board

In a notice published in the *Federal Register* on September 2, 1981, the National Bureau of Standards (NBS) announced the latest changes in the membership and terms of the General Performance Review Board (GPRB). The purpose of the GPRB is to review performance agreements, performance appraisals and ratings, recommendations for certain personnel actions and other related material, and to make appropriate recommendations to the Director of NBS as the Appointing Authority for the Senior Executive Service at NBS concerning such matters in such a manner as will assure the fair

and equitable treatment of senior executives and the organizations of which they are members and instill in the minds of such senior executives confidence in the integrity, competence, and impartiality of the GPRB. The GPRB performs its review functions for all NBS senior executives except those who are members of the NBS Executive Board and those who are members of the GPRB.

This notice announces further changes in the membership through the appointment of the following individuals for the terms shown below.

Mr. Karl E. Bell, Deputy Director of Administration, Office of the Director of Administration, National Bureau of Standards, Washington, D.C. 20234, Term—2 years

Dr. Howard T. Yolken, Chief, Office of Measurements for Nuclear Technology, National Measurements Laboratory, National Bureau of Standards, Washington, D.C. 20234, Term—2 years

Dr. George A. Sinnott, Associate Director for Technical Evaluation, National Engineering Laboratory, National Bureau of Standards, Washington, D.C. 20234, Term—2 years

The membership and expiration dates of the GPRB as now constituted, including the changes made by this notice, are set out below:

Dr. Howard E. Sorrows, Chair, Technology Adviser to the Director, National Bureau of Standards, Washington, D.C. 20234, Expiration of Appointment—September 11, 1982

Dr. Arthur O. McCoubrey, Associate Director for Measurement Services, National Measurement Laboratory, National Bureau of Standards, Washington, D.C. 20234, Expiration of Appointment—September 11, 1982

Dr. George A. Sinnott, Associate Director for Technical Evaluation, National Engineering Laboratory, National Bureau of Standards, Washington, D.C. 20234, Expiration of Appointment—December 31, 1983

Mr. Bascom W. Birmingham, Director, Boulder Laboratories, National Bureau of Boulder, Colorado, 80303, Expiration of Appointment—September 11, 1982

Mr. Karl E. Bell, Deputy Director of Administration, Office of the Director of Administration, National Bureau of Standards, Washington, D.C. 20234, Expiration of Appointment—December 31, 1983

Dr. Howard T. Yolken, Chief, Office of Measurements for Nuclear Technology, National Measurement Laboratory, National Bureau of

Standards, Washington, D.C. 20234,
Expiration of Appointment—
December 31, 1983

The appointment of the seventh member of the GPRB, to replace a member whose term has expired, will be announced in the **Federal Register** at such time as the appointment is made.

Persons desiring any further information about the GPRB or its membership may contact Mrs. Elizabeth W. Stroud, Chief, Personnel Division, National Bureau of Standards, Washington, D.C. 20234, (301) 921-3555.

Dated: December 28, 1981.

Raymond G. Kammer,
Deputy Director.

[FR Doc. 81-37381 Filed 12-31-81; 8:45 am]
BILLING CODE 3510-13-M

National Oceanic and Atmospheric Administration

Dr. William W. Dawson; Modification of Permit

Notice is hereby given that pursuant to the provisions of § 216.33 (d) and (e) of the Regulations Governing the Taking and Importing of Marine Mammals (50 CFR Part 216) and § 220.24 of the regulations on endangered species (50 CFR Parts 217-227), the Scientific Research Permit No. 250 issued to Dr. William W. Dawson, Professor of Ophthalmology and Physiology, Department of Ophthalmology, Box J-284, J. Hillis Miller Health Center, University of Florida-College of Medicine, Gainesville, Florida 32610 on November 14, 1978 (43 FR 54284) as modified on October 22, 1981 (46 FR 208) is further modified as follows:

Section B-1 is modified by the addition of:

"Eye excretions of bottlenose dolphins shall be imported from Mexico as described in the modification request."

The modification is effective upon the date it is signed.

The Permit as modified and documentation pertaining to the modification are available for review in the following offices:

Assistant Administrator for Fisheries, National Marine Fisheries Service, 3300 Whitehaven Street, N.W., Washington, D.C.; and Regional Director, National Marine Fisheries Service, Southeast Region, Duval Building, 9450 Koger Boulevard, St. Petersburg, Florida 33702.

Dated: December 24, 1981.

Richard B. Roe,
Acting Director, Office of Marine Mammals and Endangered Species, National Marine Fisheries Service.

[FR Doc. 81-37439 Filed 12-31-81; 8:45 am]
BILLING CODE 3510-22-M

CONSUMER PRODUCT SAFETY COMMISSION

Privacy Act of 1974; Systems of Records; Annual Publication and Revisions

AGENCY: Consumer Product Safety Commission.

ACTION: Annual Publication of Systems of Records.

SUMMARY: The Consumer Product Safety Commission is publishing the complete text of its Privacy Act systems of records, as amended.

DATES: Effective January 4, 1982, except as to deleted systems and revised systems CPSC-2, 3, 4, 7, 11, and 13 which will become effective March 5, 1982, unless comments are received by that date which justify a contrary determination.

ADDRESSES: Send comments to Office of the Secretary, Consumer Product Safety Commission, Washington, D.C. 20207. Comments may be inspected during business hours at the Commission's public reading room, eighth floor, 1111 18th Street, N.W., Washington, D.C.

FOR FURTHER INFORMATION CONTACT: Joseph F. Rosenthal, Office of General Counsel, Consumer Product Safety Commission, Washington, D.C. 20207. Telephone (202) 634-7770.

SUPPLEMENTARY INFORMATION: The Privacy Act of 1974 (5 U.S.C. 552a(e)(4)) requires agencies to publish annually in the Federal Register a notice of the existence and character of their systems of records. The Consumer Product Safety Commission last published the full text of its systems of records at 42 FR 48751, September 23, 1977. Since that publication, the Commission's systems of records have been amended by an annual publication at 44 FR 77235, December 31, 1979; and by documents published at 45 FR 34337, May 22, 1980, 45 FR 5680, August 26, 1980, 46 FR 141, January 2, 1981, and 46 FR 22253, April 16, 1981. The Commission is now making further revisions to its systems of records, as described below, and publishing them in full text.

General Revisions

Numerous minor revisions have been

made to correct typographical, punctuation, and grammatical errors, to correct citation formats, to update or change organizational designations, to reflect address changes resulting from the relocation of certain Commission organizations from 1111 18th Street, N.W., Washington, D.C. to 5401 Westbard Avenue in the Washington suburb of Bethesda, Maryland, and to reflect the transfer of functions from the former Civil Service Commission to the Office of Personnel Management. These minor revisions will not be enumerated.

In addition, a "routine use" which appeared in Privacy Act Systems CPSC-12 through CPSC-19 has been deleted. This routine use—"A record from this system of records may be disclosed to officers and employees of the General Services Administration in connection with administrative services provided to the Commission under agreement with GSA"—is not in accord with Commission practice since GSA does not provide administrative services for CPSC record systems except in connection with revised CPSC-13, Personnel Data System, for which GSA merely provides data processing support.

Deletions

The Commission is deleting six systems of records, as follows:

SYSTEM NAME:

CPSC-6 Employee Career Development

Reason: This system is covered by Office of Personnel Management System OPM/GOVT-1.

SYSTEM NAME:

CPSC-9 Employee Financial Interest Statements

Reason: This system is covered by Office of Personnel Management System OPM/GOVT-8.

SYSTEM NAME:

CPSC-14 Employee Personnel Data File

Reason: Combined with revised CPSC-13, Personnel Data System.

SYSTEM NAME:

CPSC-20 Field Working Track System
Reason: System discontinued.

SYSTEM NAME:

CPSC-21 Ethics in Government Financial Disclosure Records

Reason: This system is covered by Office of Personnel Management System OPM/GOVT-4.

SYSTEM NAME:

CPSC-23 Health Unit Medical Records

Reason: System discontinued. CPSC no longer operates employee health units.

Additions

The Commission is making additions as follows:

SYSTEM NAME:

Appendix II—Pertinent Record Systems of other agencies

Reason: Some record systems physically located at CPSC are covered by Office of Personnel Management government-wide systems. These systems include the Official Personnel Folders and the materials previously described in deleted systems CPSC-6, CPSC-9, and CPSC-21. Other agencies also maintain record systems containing CPSC-related records. Appendix II is being added to inform CPSC employees and others about these systems containing data on CPSC employees.

Changes

The Commission is making the following changes in its systems of records:

SYSTEM NAME:

CPSC-2 Advisory Committee Records (name change)

Categories of individuals covered by the system: System expanded to cover members as well as applicants or nominees.

Categories of records in the system: System expanded to include correspondence and information relevant to selection of members and members' service.

Routine uses: System now also used to administer committees.

Retention and disposal: Provisions added dealing with termination of an individual's membership or of an entire committee.

SYSTEM NAME:

CPSC-3 Claims

Routine uses: New uses cover disclosure to a party having a legal interest in a claim and to federal, state, and local law authorities in connection with official proceedings.

SYSTEM NAME:

CPSC-4 Consumer Volunteer Roster Storage: Computer records added.

Retrievability: Computer records added.

Safeguards: Computer records added.
Retention and disposal: Computer records added.

SYSTEM NAME:

CPSC-7 Employee Discrimination Complaint and Investigation File

Categories of individuals covered by the system: Expanded to include applicants for employment, as well as employees, who file complaints of discrimination.

Routine uses: Reference to Federal Womens Program deleted, since it is not longer a program external to CPSC.

Categories of records in the system: Expanded to include information on any alleged discriminatory official, as opposed to merely the specific person against whom a complaint is filed.

SYSTEM NAME:

CPSC-11 Employee Motor Vehicle Operators and Accident Report Records

Retrievability: Revised to show that records are retrievable by the name of the person to whom they pertain.

SYSTEM NAME:

CPSC-13 Personnel Data System (old name: Emplotee Payroll, Leave and Travel Records)

This system notice is a combination of two previously separate systems: CPSC-13, Employee Payroll, Leave and Travel Records, and CPSC-14, Employee Personal Data File. It has been extensively revised in form and closely follows the General Service Administration's notice for GAS/PPFM-4, Human Resources Files. Although GSA/PPFM-4 is not a government-wide system, it does describe the payroll- and personnel-related data processing services which GSA performs for CPSC and many other agencies. Accordingly, the new CPSC-13 notice more accurately describes a largely automated record system which is essentially the same as that maintained by other agencies.

SYSTEM NAME:

CPSC-18 Job Applicant File

System location: Amended to reflect fact that records are no longer kept outside of the Division of Personnel Management.

Most of the changes made are non-substantive and are being made immediately. However, the system deletions and the revisions to systems CPSC 2, 3, 4, 7, 11, and 13 will not be put into effect for 60 days to permit comments by the Office of Management and Budget, the President of the Senate, the Speaker of the House of Representatives, and the public. OMB

and the Congress have been sent a copy of this Federal Register notice.

Sadye E. Dunn,

Secretary.

December 28, 1981.

CONSUMER PRODUCT SAFETY COMMISSION**Table of Contents**

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Appendix I	Regional Office Addresses
Appendix II	Pertinent Record Systems of Other Agencies

CPSC-1**SYSTEM NAME:**

Accident Reports (In-Depth)—CPSC-1

SYSTEM LOCATION:

Consumer Product Safety Commission, Directorate for Epidemiology, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Victims of Consumer product-related injuries on which specific epidemiologic data is needed in order to analyze and correct product hazards.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record contains demographic data on an injured person, location of accident, data on injury, product and manufacturer identification, and a narrative description of the accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Consumer Product Safety Act, section 5 (15 U.S.C. 2054).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used as a compilation of statistical information on product-related injuries to support CPSC staff work in analysing the incidence and severity of product related injuries and to respond to Congressional inquiries and requests for information from private individuals and private and public organizations.

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.

Records may be provided to another Federal, State or local agency or authority engaged in activities relating to health, safety or consumer protection in accordance with section 29(e) of the Consumer Product Safety Act, as amended (Pub. L. 92-573), as amended by Pub. L. 92-284, 15 U.S.C. 2078(e)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained on magnetic data bank disk. The original hard copy of the investigation report is maintained by the National Injury Information Clearinghouse, Directorate for Epidemiology in file folders.

RETRIEVABILITY:

Records are retrievable by a coded number which indicates the date of assignment of the investigation, the Commission unit requesting the report, the product involved and a sequential number assigned to the investigation.

SAFEGUARDS:

Confidentiality of the name of the accident victim and attending physician are guaranteed by the Consumer Product Safety Act, section 25(c) (15 U.S.C. 2074(c)) and, therefore, names do not appear in the record and are not used for retrieval.

RETENTION AND DISPOSAL:

Records are maintained for a period of 10 years subject to change in Commission policy. Disposal is by normal methods.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Associate Executive Director for Epidemiology, 5401 Westbard Avenue, Washington, D.C. 20207.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

This system of records is subject to the specific exemption provided for in 5 U.S.C. 552a(k)(4) and is therefore

exempt from subsections (c)(3), (d) (2) and (3), (e)(1), (e)(4) (G), (H) and (I) of section 552a. The data is required to be maintained by 15 U.S.C. 2054 and is used solely as statistical records.

CPSC-2**SYSTEM NAME:**

Advisory Committee Records—CPSC-2

SYSTEM LOCATION:

Consumer Product Safety Commission, Office of Public Affairs, 1111 18th Street, N.W., Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals seeking or nominated for or selected for membership on CPSC Advisory Committees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of applicants contain an individual's name, address, personal history and qualifications, any correspondence with the individual and any Commission memoranda relating to the selection of the individual. Records of members additionally contain information about the member's financial compensation and Commission documents relating to the individual's service as a member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

15 U.S.C. 2077, 2079(a) and 2079(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used to select candidates for filling vacancies on advisory committees and to administer the operation of the committees.

Disclosure may be made to a congressional office from the record of an individual in response to an injury from the congressional office made at the request of that individual. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

STORAGE:

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed alphabetically by name of committee and then by name of applicant or member.

SAFEGUARDS:

Records are maintained in file cabinets in a secured area.

RETENTION AND DISPOSAL:

Applicants' and nominees' records are retained until new applications are

solicited or committee is terminated and then destroyed. Members' records are retained for 2 years after termination of membership and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Committee Management Officer, Office of Public Affairs, Consumer Product Safety Commission, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director of Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information is provided by applicants, nominees for, and members of Advisory Committees and by Commission staff.

CPSC-3**SYSTEM NAME:**

Claims—CPSC-3

SYSTEM LOCATION:

Consumer Product Safety Commission, Division of Personnel Management, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

CPSC employees sustaining personal property damage or loss incident to service; CPSC employees involved in situations where personal injury or property damage to others results from wrongful or negligent act or omission of employee acting within scope of employment; claimants sustaining injury or property damage due to activities of CPSC or its employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records contain claims for money damages, accident and investigative reports, and correspondence and other documents concerning claims.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 240-243; 28 U.S.C. 1346(b), 2672. Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(a) For processing claims and litigation under the Federal Tort Claims Act or the Military Personnel and Civilian Employee's Claims Act; (b) For preparation of reports.

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.

Information from a record in this system of records may be disclosed to a person or entity having a legal interest in the claim.

Information may be disclosed to Federal, state, or local law authorities, court authorities, administrative authorities, for use in connection with civil, criminal, administrative, and regulatory proceedings and actions relating to the claim. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

STORAGE:

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed alphabetically by name of individual claimant.

SAFEGUARDS:

Records are maintained in combination lock metal file cabinet in a secured area. Access to such area is limited to those persons whose official duties require such access.

RETENTION AND DISPOSAL:

Records are retained up to six years after case is closed. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Labor and Employee Relations Branch, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information is provided by (1) the individual to whom the record pertains (2) CPSC and/or its employees (3) affidavits, statements, or testimony of witnesses (4) official documents relating to claim (5) correspondence from organizations or persons involved.

CPSC-4

SYSTEM NAME:

Consumer Volunteer Roster—CPSC-4

SYSTEM LOCATION:

Consumer Product Safety Commission, Office of the Secretary, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Consumers who wish to volunteer their services in the development of safety standards as members of development committees.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record contains consumer's name, address, and qualification for serving in the Standards development process.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 7, Consumer Product Safety Act (15 U.S.C. 2056).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is made available to organizations developing safety standards for consumer products in order to obtain consumer participation.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on hard copy and on computer magnetic media.

RETRIEVABILITY:

Records are indexed by state and name of consumer. Computer records are retrieved by any one or any combination of data elements.

SAFEGUARDS:

Hard copy records are maintained in secure file cabinets. Access to computer records is restricted to the staff of the Office of the Secretary by use of computer passwords.

RETENTION AND DISPOSAL:

Records are retained until new set of volunteer's names are solicited by the Commission; e.g., each 12 months. Hard copy records are destroyed. Computer records are made available for reuse.

SYSTEM MANAGER(S) AND ADDRESS:

Secretary, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Consumer Product Safety Commission, Office of the Secretary, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information is provided by individuals on whom the record is maintained.

CPSC-5

SYSTEM NAME:

Employee Biographies—CPSC-5.

SYSTEM LOCATION:

Consumer Product Safety Commission, Office of Public Affairs, 1111 18th Street, N.W., Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

CPSC employees who have submitted biographical information.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record contains a brief statement of information relating to educational and professional background and present position and responsibilities within the Commission.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Consumer Product Safety Act (15 U.S.C. 2051-81).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is furnished to the public media in connection with employee activities and employee participation in conferences, meetings and other functions.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed alphabetically by name of employee.

SAFEGUARDS:

Records are maintained in locked file cabinets in secured areas.

RETENTION AND DISPOSAL:

Records are maintained until employee terminates employment at agency. Disposal is by normal methods.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Public Affairs, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Consumer Product Safety Commission, Associate Executive Director for Administration, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this record is furnished by the employee to whom it pertains.

CPSC-7**SYSTEM NAME:**

Employee Discrimination Complaint and Investigation File—CPSC-7.

SYSTEM LOCATION:

Consumer Product Safety Commission, Office of Equal Employment Opportunity and Minority Enterprise (OEEOME), 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commission employees and applicants for employment who have filed complaints of discrimination based on race, color, religion, sex, national origin or age.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record contains information pertaining to the complainant, any alleged discriminatory official, and others having a relationship to the complaint.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Part 713.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in these records is used or a record may be used for: (1) review by the assigned EEO Investigator (2) review by the Director, Office of Equal Employment Opportunity and Minority Enterprise (3) referral to Office of General Counsel for legal analysis and action.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are stored in hard copy.

RETRIEVABILITY:

Records are indexed by name.

SAFEGUARDS:

Records are maintained in locked file cabinets in secured areas.

RETENTION AND DISPOSAL:

Records are retained indefinitely. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Director, OEEOME, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this file is furnished by supervisors, co-workers and others who are involved in the complaint or have information pertaining thereto.

CPSC-8**SYSTEM NAME:**

Employee Executive Development Program Records—CPSC-8.

SYSTEM LOCATION:

Consumer Product Safety Commission, Division of Personnel Management, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commission employees in grade GS-13 and above.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records contain information relating to the education training; employment history and earnings; appraisals of 1st and 2nd line supervisors; honors, awards or fellowships; military service; birthplace, birthdate, social security number, home address of applicants for the various executive development programs which are offered on an open Commission competitive basis. Also, records contain

panel evaluations and selection rating information on successful and unsuccessful nominees; correspondence to training facilities and employees pertaining to the various executive developmental programs; statistical compilation reports submitted to OMB and OPM covering reporting requirements on CPSC employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11348, 5 U.S.C. 4103, 4104, 4108, 4109, 4110, 4113, 4118.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in these records is used or a record may be used:

(a) To facilitate career development of employees.

(b) To provide statistical reports to Congress, agencies, and the public on characteristics of the Federal work force.

(c) To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

(d) To request information from a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information concerning the hiring or retention of an employee.

(e) To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rules, regulation, or order issued pursuant thereto.

(f) As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions of manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions.

(g) To provide data for the automated Central Personnel Data File (CPDF).

(h) By the Office of Personnel Management for purpose of making a decision when a Federal employee or former Federal employee is questioning the validity of a specific document in an individual file.

(i) To any agency of the Federal Government having oversight or review authority with regard to Office of Personnel Management activities.

(j) To provide data to update the Federal Automated Career Systems (FACS).

(k) To provide data to the Executive Inventory Files.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

Records are indexed by combination of names or subject matter.

SAFEGUARDS:

Records are located in metal file cabinets with access limited to those whose official duties require access.

RETENTION AND DISPOSAL:

Records are maintained indefinitely. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Policy and Evaluation Branch, Consumer Product Safety Commission, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided by the individual to whom it applies or is derived from information he/she supplied, and information provided by other agency officials.

CPSC-10

SYSTEM NAME:

Employee Merit Promotion Program—CPSC-10.

SYSTEM LOCATION:

Consumer Product Safety Commission, Division of Personnel Management, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants, current and former employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system of records contains information or documents relating to promotions subject to the merit promotion plan. The records consist of employment applications and performance appraisals, rating sheets and material placed into the records to support the rating.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 335.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records and information in the records may be used:

(1) To respond to requests from employees regarding the status of their merit promotion case.

(2) To provide information to the Office of Equal Employment Opportunity when an individual files a discrimination complaint.

(3) To respond to a court subpoena and/or refer to a court in connection with a civil suit.

(4) To adjudicate an appeal, complaint, or grievance.

(5) To effectuate promotion of employees concerned.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

These records are maintained in file folders.

RETRIEVABILITY:

These records are indexed by the names of the individuals on whom they are maintained and by Merit Promotion case numbers.

SAFEGUARDS:

Records are located in a metal file cabinet and access is limited to those persons whose official duties require such access.

RETENTION AND DISPOSAL:

The records are maintained up to two years after a selection has been made.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Employment Branch, Consumer Product Safety Commission, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this record is provided by:

(1) Individual to whom the record pertains,

(2) Agency and/or Commission officials,

(3) Affidavits or statements from employee,

(4) Official documents relating to appeal, grievance, or complaint,

(5) Correspondence from specific organization or persons.

CPSC-11

SYSTEM NAME:

Employee Motor Vehicle Operators and Accident Report Records—CPSC-11

SYSTEM LOCATION:

Consumer Product Safety Commission, Division of Management Services, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Commission who (1) hold Government motor vehicle operator's permit and who regularly operate vehicles (2) are involved in automobile accidents.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record contains data on employees issued a Government motor vehicle operator's permit, and reports, correspondence and fiscal documents concerning employees involved in automobile accidents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Consumer Product Safety Act (15 U.S.C. 2051-2081) and 28 U.S.C. Chap. 171.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used as indicated below:

(1) To identify those CPSC employees authorized to operate Government-owned or Government-leased vehicles.

(2) For use by the Office of General Counsel in connection with claims litigation.

(3) To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency whether Federal, State, or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

(4) To request information from a Federal, state, or local agency maintaining civil, criminal, or other relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or the issuance of a license, grant, or other benefit.

(5) To provide information or disclose to a Federal Agency, in response to its request, in connection with the hiring or retention of an employee, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed by employee name.

SAFEGUARDS:

Records are maintained in a secured area.

RETENTION AND DISPOSAL:

Records on driver's permits are retained for one year after employee is terminated. Records on automobile accidents are retained for two years after accident. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Division of Management Services, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

The information in this record is furnished by the employee. Information on accidents is furnished by the employee and witnesses to the accident.

CPSC-12**SYSTEM NAME:**

Employee Outside Activity Notices—CPSC-12

SYSTEM LOCATION:

Consumer Product Safety Commission, Ethics Counselor, Deputy General Counsel for Regulatory Development and General Law, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commission employees carrying on outside activities such as consultative services, practice of 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 11222.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM; INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

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.

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.

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

STORAGE:

Records are maintained on hard copy.

RETRIEVABILITY:

Records are indexed by employee name.

SAFEGUARDS:

Records are maintained in locked file cabinets.

RETENTION AND DISPOSAL:

Records are maintained until employee terminates with agency. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Ethics Counselor, Deputy General Counsel for Regulatory Development and General Law, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ASSESS 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 they pertain.

CPSC 13**SYSTEM NAME:**

Personnel Data System—CPSC-13

SYSTEM LOCATION:

Consumer Product Safety Commission, Associate Executive Director for Administration 5401 Westbard Avenue, Washington, D.C. 20207 and the Headquarters unit or Regional Office to which and employee is assigned. Regional Office addresses are listed in Appendix I.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of CPSC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of payroll records, personnel security records, safety records, EEO records, and personnel records. 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, veterans' preference, military service, and race/national origin.
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.
4. Employment data such as merit pool identifier, 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.

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).

PURPOSE(S):

This system supports the day to day operating requirements associated with personnel oriented program areas from hiring employees and paying employees 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.

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:

- a. Providing data to the Office of Personnel Management's Central Personnel Data File (CPDF).
- b. 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.
- c. 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 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, D.C. 20405.
- d. To the extent necessary, records are available to Commission and outside government agencies to monitor and document grievance proceedings, EEO complaints, and adverse actions; and to provide reference to other agencies and persons for employees seeking employment elsewhere.
- e. 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.

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 magnetic media.

RETRIEVABILITY:

Paper records are filed by name. 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:

Payroll-related records are sent to storage 2 years after the end of the fiscal year to which they pertain.

Personnel-related records are disposed of 2 years after termination of employment.

SYSTEM MANAGER(S) AND ADDRESS:

For payroll-related records: Director, Division of Financial and Management Services, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

For personnel-related records: Chief, Employment Branch, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207

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.

CPSC-15

SYSTEM NAME:

Employee Relations Files—CPSC-15

SYSTEM LOCATION:

Consumer Product Safety Commission, Division of Personnel Management, 5401 Westbard Avenue, Washington, D.C. 20207.

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; (2) retirement records.

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.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302, 3301, 4308, 5115, 5338, 7151, 7301, 7701, 8347, Executive Orders 9830, 10987, 11222, 11478.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records and information in the records may be used: (1) To respond to a request from a Member of Congress regarding the status of an appeal, complaint or grievance. (2) To provide information to the public on the decision of an appeal, complaint, or grievance required by the Freedom of Information Act. (3) To respond to a court subpoena and/or refer to a district court in connection with a civil suit. (4) To adjudicate or resolve an appeal, complaint, or grievance. (5) As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions. (6) To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. (7) To request information from a federal, state or local agency maintaining Civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or the issuance of a license, grant, or other benefit. (8) To provide information or disclose to a Federal agency, in response to its requests in connection with the hiring or retention of an employee, or issuance of a license, grant or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision of that matter.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

These records are maintained in file folders.

RETRIEVABILITY:

These records are indexed by the names of the individuals on whom they are maintained.

SAFEGUARDS:

Records are located in a combination lock metal file cabinet and access is limited to those persons whose official duties require such access.

RETENTION AND DISPOSAL:

The records are maintained up to 2 years after an employee has left the Consumer Product Safety Commission. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Labor and Employee Relations Branch, Consumer Product Safety Commission, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in these records is furnished by: (1) Individual to whom the record pertains (2) Agency and/or Commission officials (3) Affidavits or statements from employee (4) Testimonies of witnesses (5) Official documents relating to appeal, grievance, or complaints (6) Correspondence from specific organization or persons.

CPSC-16**SYSTEM NAME:**

Employee Upward Mobility Counseling Files—CPSC-16

SYSTEM LOCATION:

Office of Equal Employment Opportunity and Minority Enterprise, 5401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons participating in the Upward Mobility Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record contains information regarding the counseling of employees to assist them in enhancing their career in the Federal system; contains personal data on employees seeking advancement or Upward Mobility assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 713.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in these records is reviewed by the Upward Mobility Counselor and Director, OEEOME, in counseling and placing employees.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed by name.

SAFEGUARDS:

Records are maintained in locked files in a secured area.

RETENTION AND DISPOSAL:

Records are retained until employee reaches goal. Disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Equal Employment Opportunity and Minority Enterprise, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this record is furnished by the employee to whom it pertains and by employee's supervisors.

CPSC-17**SYSTEM NAME:**

Commissioned Officers Personal Data File—CPSC-17

SYSTEM LOCATION:

A complete record on every commissioned officer is maintained in the office of the Directorate for Compliance and Enforcement Litigation, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207. Records concerning the commissioned officer's activities and performance are maintained by the CPSC Regional Office to which the individual is assigned. Regional Office addresses are listed in Appendix I.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

State employees commissioned as officers of CPSC.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains documents related to the commissioning of the individual and personal data including name, social security number, date of birth, educational background, employment history, security clearance information, medical information, fingerprints, home address and phone number, duty station, service computation date and benefits information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 29(a)(2), Consumer Product Safety Act (15 U.S.C. 2078(a)(2)); E.O. 10450, sections 8(c), 9(a), 9(b); E.O. 10561.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

(1) By agency officials for purposes of review in connection with appointments, reassignments, and determination of qualifications for reappointment of an individual.

(2) To provide statistical reports to Congress, agencies and the public on characteristics of the Commissioned officer program.

(3) As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel

research or other personal management functions.

(4) To provide information or disclose to a Federal or state agency, in response to its request, in connection with the hiring or retention of an employee, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

(5) To request information from a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a license, grant, or other benefit.

(6) Disclosure to a congressional office in response to an inquiry from the congressional office made at the request of the individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in file folders.

RETRIEVABILITY:

Records are indexed by name.

SAFEGUARDS:

Records are located in lockable metal file cabinets or metal file cabinets in secured rooms with access limited to those whose official duties require access.

RETENTION AND DISPOSAL:

The records are maintained and disposed of in accordance with Commission records management policies and procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Division of Regulatory Management, Directorate for Compliance and Administrative Litigation, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in these records comes either from the individual to whom it pertains or from agency officials, CPSC supervisors, or state officials.

CPSC-18**SYSTEM NAME:**

Job Applicant Files—CPSC-18

SYSTEM LOCATION:

Consumer Product Safety Commission, Division of Personnel Management, 56401 Westbard Avenue, Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment who have forwarded resumes or Standard Form 171's to the Commission.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records contain personal data and job history in the form of a resume or Standard Form 171.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapters 333 and 713.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in these files is reviewed as vacancies occur for the purpose of placement.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed alphabetically by name of applicant within general job categories.

SAFEGUARDS:

Records are maintained in locked file cabinets.

RETENTION AND DISPOSAL:

Records are maintained up to two years and disposal is by normal procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Employment Branch, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this record is furnished by the person to whom it pertains.

CPSC-19.**SYSTEM NAME:**

Labor Management Relations Files—
CPSC-19

SYSTEM LOCATION:

Consumer Product Safety
Commission, Division of Personnel
Management, 5401 Westbard Avenue,
Washington, D.C. 20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

CPSC employees involved in union activity, whether in the capacity of an officer or a rank and file employee.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records contain data relating to (1) employees involved in the maintenance of the labor-management program (2) employees presenting grievances under the collective bargaining agreement (3) employees involved in unfair labor practice charges pursuant to statute (4) employees whose grievances are presented to arbitration.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Chapter 71.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Materials in these records are used primarily for reference except in the case of grievances, unfair labor practice charges, and arbitration where information may be essential to prepare for a hearing.

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.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

These records are maintained in file folders.

RETRIEVABILITY:

These records are indexed by the names of the individuals on whom they are maintained.

SAFEGUARDS:

Records are located in a combination lock metal file cabinet and access is limited to those persons whose official duties require such access.

RETENTION AND DISPOSAL:

The records are maintained up to two years after an employee has left the Consumer Product Safety Commission.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Labor and Employee Relations
Branch, Consumer Product Safety
Commission, Washington, D.C. 20207.

NOTIFICATION PROCEDURE:

Associate Executive Director for
Administration, Consumer Product
Safety Commission, 5401 Westbard
Avenue, Washington, D.C. 20207.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information in this record is furnished by:

- (1) Individual to whom the records pertain,
- (2) Agency and/or Commission official,
- (3) Documents from union representatives,
- (4) Testimony of witnesses,
- (5) Official documents relating to labor matters,
- (6) Correspondence from specific organization or persons.

CPSC-22**SYSTEM NAME:**

CPSC Management Information
System—CPSC-22.

SYSTEM LOCATION:

Consumer Product Safety
Commission, Associate Executive
Director for Administration, 5401
Westbard Avenue, Bethesda, Maryland
20207.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All CPSC employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records contain information on work and leave hours charged by individual employees against CPSC programs, projects, and organization categories. The data included are: Program Codes, Project Codes, Organization Codes, Reporting Period, Employee Name and CPSC Employee Number, and hours charged.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

15 U.S.C. 2051 et seq.; 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The records are used to produce periodic printed reports which show total employee time and costs allocated to commission programs and projects by organizational elements. The cost information includes information derived from the Commission's accounting system. Some of the reports will display the time charged by individual employees by programs and projects within organizational elements.

These reports are distributed to CPSC managers and staff at all levels as a management tool to:

- (a) Inform project managers of time worked by individuals on specified program and project activities;
- (b) Assure accurate reporting and recording of time worked on Agency programs and projects;
- (c) Track the agency's work in terms of programs and projects;
- (d) Assist in the preparation of the CPSC Fiscal Year Operating Plan;
- (e) Assess achievement of planned goals established in the CPSC Fiscal Year Operating Plan;
- (f) Identify resource allocation deficiencies;
- (g) Provide an historical record of Agency program, project, and organization resource expenditures;
- (h) Assure effective distribution of staff skills for planned workloads;
- (i) Provide reports to top level management on Agency accomplishment.

Printed reports produced by the system are distributed to project leaders, management, and supervisory personnel within the Commission.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in hard copy, on computer punch cards, and on computer magnetic media.

RETRIEVABILITY:

Records are retrievable by any of the data items on the records.

SAFEGUARDS:

Access to individual computer records is restricted to staff of the Associate Executive Director for Administration through the use of special computer identification codes. Hard copy individual records and punch cards are kept in locked file cabinets with access

also restricted to the staff of the Associate Executive Director for Administration. Management Information System data will not be used as evidence against the supplying employee in employee performance evaluations or adverse actions.

RETENTION AND DISPOSAL:

Individual hard copy employee records, punch cards, and computer records, other than time and cost totals, are retained for not more than one year. Disposal is accomplished through magnetic disc or magnetic tape erasure for computer-stored records, and direct disposal into trash for hard copy individual records and punch cards.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Executive Director for Administration, Consumer Product Safety Commission, 5401 Westbard Avenue, Bethesda, Maryland 20207.

NOTIFICATION PROCEDURE:

Same as System Manager.

RECORD ACCESS PROCEDURES:

Same as System Manager.

CONTESTING RECORD PROCEDURES:

Same as System Manager.

RECORD SOURCE CATEGORIES:

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

Appendix I—Regional Office Addresses

Southeastern Regional Office, 800 Peachtree Street, N.E., Suite 210, Atlanta, Georgia 30308.

Midwestern Regional Office, 230 S. Dearborn Street, Room 2945, Chicago, Illinois 60604.

Southwestern Regional Office, 1100 Commerce Street, Room 1C10, Dallas, Texas 75242.

Northeastern Regional Office, 6 World Trade Center, Vesey Street, 6th Floor, New York, New York 10048.

Western Regional Office, 555 Battery Street, Room 416, San Francisco, California 94111.

Appendix II—Pertinent Record Systems of Other Agencies

Other Federal agencies maintain government-wide systems of records which may contain information about CPSC employees.

Some of these records may be physically located at CPSC. These systems include:

1. Office of Personnel Management, OPM/GOVT-1, General Personnel Records (includes official personnel folders).

2. Office of Personnel Management, OPM/GOVT-2 (proposed), Performance Appraisal Records.

3. Office of Personnel Management, OPM/GOVT-3, Adverse Action Records.

4. Office of Personnel Management, OPM/GOVT-4, Executive Branch Public Financial Disclosure Records (includes financial interest disclosure forms of CPSC employees subject to the Ethics in Government Act).

5. Office of Personnel Management, OPM/GOVT-5, Recruiting, Examining, and Placement Records.

6. Office of Personnel Management, OPM/GOVT-6, Personnel Research and Test Validation Records.

7. Office of Personnel Management, OPM/GOVT-7, Applicant Race, Sex, National Origin, and Disability Status Records.

8. Office of Personnel Management, OPM/GOVT-8, Confidential Statements of Employment and Financial Interests (contains CPSC employees' Form 219).

9. Office of Personnel Management, OPM/GOVT-9, File on Position Classification Review Requests (Appeals) and Grade and Pay Retention Appeals.

10. Federal Emergency Management Agency, FEMA/GOVT-1, Uniform Identification System for Federal Employees Performing Essential Duties During Emergencies.

11. Equal Employment Opportunity Commission, EEOC/GOVT-1, Equal Employment Opportunity Complaint Records and Appeal Records.

12. Merit System Protection Board, MSPB/GOVT-1, Appeal and Case Records.

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BILLING CODE 6355-01-M

DEPARTMENT OF EDUCATION

National Advisory Council on Women's Educational Programs; Meeting

AGENCY: National Advisory Council on Women's Educational Programs.

ACTION: Notice of meeting.

SUMMARY: This notice sets forth the schedule and proposed agenda of a forthcoming meeting of the National Advisory Council on Women's Educational Programs and its Executive Committee. This notice also describes the functions of the Council. Notice of this meeting is required under Section 10(a)(2) of the Federal Advisory Committee Act. This document is intended to notify the general public of their opportunity to attend.

DATE: January 21, 1982, 9:00 a.m. to 6:00 p.m. and January 22, 1982, 9:00 a.m. to 4:00 p.m.

ADDRESS: January 21, 1982 the meeting will be held in the Holiday Inn, 550 C Street, S.W., Washington, D.C. and on January 22, 1982 the meeting will be held in the Council offices at 1832 M Street, N.W., Suite 821, Washington, D.C.

FOR FURTHER INFORMATION CONTACT: Kathleen Dauto, Administrative Officer, National Advisory Council on Women's Educational Programs, 1832 M Street, N.W., Suite 821, Washington, D.C., 20036, (202) 653-5846.

SUPPLEMENTARY INFORMATION: The National Advisory Council on Women's Educational Programs is established pursuant to Pub. L. 95-561. The Council is mandated to (a) advise the Secretary on matters relating to equal educational opportunities for women and policy matters relating to the administration of the Women's Educational Equity Act of 1978; (b) make recommendations to the Secretary with respect to the allocation of any funds pursuant to the Act, including criteria developed to insure an appropriate geographical distribution of approved programs and projects throughout the Nation; (c) recommend criteria for the establishment of program priorities; (d) make such reports as the Council determines appropriate to the President and Congress on the activities of the Council; and (e) disseminate information concerning the activities of the Council.

The meeting of the Executive Committee will take place on January 21, 1982 from 5:00 p.m. to 6:00 p.m. at the Holiday Inn, 550 C Street, S.W., Washington, D.C. The agenda will include consideration of the Council's Annual Report, budget, and future plans and activities.

On January 21, 1982, the meeting of the National Advisory Council on Women's Educational Programs will take place from 9:00 a.m. to 5:00 p.m. at the Holiday Inn, 550 C Street, S.W., Washington, D.C. On that day, the Council will participate in the conference of current and former grantees of the Women's Educational Equity Act Program which will include workshops on the status, needs, and future of the programs and other sex equity efforts in the context of the changing Federal role in education. On January 22, 1982 the Council meeting will be held from 9:00 a.m. to 4:00 p.m. in the Council offices at 1832 M Street, N.W., Suite 821, Washington, D.C. The agenda will include development of policy and program recommendations to the Department of Education and discussion