

OPM CENTRAL-5

System Name:

Intergovernmental Personnel Act Assignment Records.

System Location(s):

Office of Merit Systems Oversight and Effectiveness, Office of Personnel Management, 1900 E Street NW., Washington DC 20415-0001.

Categories of Individuals Covered by the System:

- a. Current and former Federal employees who have completed or are presently on an assignment in a State or local government agency, an educational institution, or in Indian tribal government, or other organizations under the provisions of the Intergovernmental Personnel Act (IPA).
- b. Current or former State or local government or educational institution employees, employees of Indian tribal governments, or other organizations who have completed or are presently on an assignment in a Federal agency under the provisions of the Intergovernmental Personnel Act (IPA).

Categories of Records in the System:

These records consist of the name of the IPA assignee and the name of his/her permanent organization and IPA assignment organization, type of IPA assignment, salary, percentage of salary funded by the Federal Government, title of the IPA position, and beginning and ending dates of the IPA assignment.

Authority for Maintenance of the System:

Includes the following with any revisions and amendments:

The Intergovernmental Personnel Act of 1970 (84 Stat. 1909), 5 U.S.C. 3371-3376, and E.O. 11589.

Purpose(s):

These records are maintained to document and track mobility assignments (including extensions, modifications, and terminations thereof) made under the Intergovernmental Personnel Act. Internally, OPM may use these records to locate individuals for personnel research.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Routine uses 1 through 6 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) apply to the records maintained within this system. The routine use listed below is specific to this system of records only:

- a. To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), where necessary to obtain information relevant to an OPM decision regarding possible termination of an assignment.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are maintained in an electronic database on a personal computer, floppy disks, and in file folders.

Retrievability:

Records are retrieved by the name of the individual on whom they are maintained or any of the data elements in the database.

Safeguards:

Records are maintained in a secured area with access limited to authorized personnel whose duties require access. Confidential passwords are required for access to automated records.

Retention and Disposal:

Records are retained for 5 years from the signing of the agreement. Manual records are destroyed by shredding or burning, electronic records are destroyed by erasure.

System Manager(s) and Address(es):

Assistant Director, Office of Merit Systems Effectiveness, Office of Merit Systems Oversight and Effectiveness, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

Notification Procedure:

Individuals wishing to inquire whether this system contains information about them should contact the system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Federal agency involved in the assignment.
- c. Non-Federal organization involved in the assignment.
- d. Date of each assignment.

Record Access Procedures:

Individuals wishing to request access to records about them should contact the system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Federal agency involved in the assignment.
- c. Non-Federal organization involved in the assignment.
- d. Date of each assignment.

An individual requesting access must also follow OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297).

Contesting Record Procedures:

Individuals seeking to amend their records should contact the system manager. Requesters must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Federal agency involved in the assignment.
- c. Non-Federal organization involved in the assignment.
- d. Date of each assignment.

Individuals requesting amendment of their records must also follow OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

Record Source Categories:

Information in these records is obtained from:

- a. The individual subject of the records.
- b. Officials in the agencies, educational institutions, Indian tribal governments or other organizations where the individual is employed and where the individual is serving on the IPA assignment.
- c. Agency personnel files and records.

