

Any individual may obtain information as to the procedures for gaining access to and contesting a record in the system which pertains to him/her by submitting a written request to the appropriate office referred to in the preceding paragraph.

CONTESTING RECORD PROCEDURES:

Same as Record access procedures.

RECORD SOURCE CATEGORIES:

Information in this system comes from the employees, applicants, permittees, cooperators, contractors, employees' personnel offices, supervisors, references, investigative personnel, colleges and universities and former employers.

[\[Return to TOP\]](#)

USDA /OP-2

Security Records for USDA Employees, USDA/OP-2.

SYSTEM LOCATION:

Security, Employee and Labor Relations Staff, Office of Personnel, USDA, Room 16-W, Administration Building, 14th Street and Independence Avenue, SW, Washington, DC 20250.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for USDA employment and/or individuals investigated under the authority of Executive Order 10450.

SYSTEM LOCATION:

The system consists of investigative files maintained by the Department Security Officer in fulfilling his/her responsibilities in granting security clearances under the Personal Security Program of the Department.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7312 and 7532 and Executive Order 10450.

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

(1) Referral to the Office of Personnel Management and/or the Federal Bureau of Investigation for appropriate investigation; (2) referral to the agency which conducted the investigation upon the retirement or transfer of the employee; (3) referral to the General Services Administration for retirement and/or destruction purposes; (4) certification of Security Clearances to other Government agencies; (5) referral to the appropriate agency, whether Federal, State, local or foreign charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto; (6) referral to a court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery to the extent that USDA determines that the records are relevant to the proceedings; (7) Congress for special reports, or 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; and (8) to security officers of other Federal agencies who are conducting pre-employment investigations.

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

Storage:

Records are maintained in a locked Lektriever 100 and/or on microfiche film located in a locked room.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:

Records are indexed by name of the employee or applicant.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:

As stated above under Storage.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

Records are maintained until the employee has retired or transferred to another Government agency. They are then returned to the agency that conducted the investigation or retired to the General Services Administration for destruction under the appropriate destruction schedule.

SYSTEM MANAGER(S):

Department Security Officer, U.S. Department of Agriculture, Washington, DC 20250.

NOTIFICATION PROCEDURES:

Employees may request information from this System from the Department Security Officer, U.S. Department of Agriculture, under the address shown above in Location. All requests should include the name of the requestor, employing agency or agency to where application was made, address of requestor, location of employing agency, and particular information requested.

RECORD ACCESS PROCEDURES:

Any individual may obtain information as to the procedures for gaining access to and contesting a record in the System which pertains to him/her by submitting a written request to the office mentioned above.

CONTESTING RECORD PROCEDURES:

Same as Record Access Procedures.

RECORD SOURCE CATEGORIES:

Information in this system comes from the employee, his or her references, present and former supervisors, educational institutions, the Office of Personnel Management, the Federal Bureau of Investigation, the investigative arms of the various agencies of the Department of Defense, the investigative arms of other Executive Departments and Agencies, and various local and state law enforcement agencies.

[\[Return to TOP\]](#)

USDA /OP-3

Committee Management Records, USDA/OP-3.

SYSTEM LOCATION:

Security, Employee and Labor Relations Staff, Office of Personnel, Room 16-W, Administration Building, 14th Street and Independence Avenue, SW, Washington, DC 20250.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the advisory committees of the Department of Agriculture.

SYSTEM LOCATION:

The system consists of information reflecting the name, position title, address, employer, organization represented, occupation, occupation or industry code, ethnic affiliation, major sources of income, date of appointment, and date of appointment expiration.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 92-463 and Title XVIII of Pub. L. 95-113.