

(a) The Social Security Administration (SSA), or any component thereof; or

(b) Any SSA employee in his/her official capacity; or

(c) Any SSA employee in his/her individual capacity where DOJ (or SSA, where it is authorized to do so) has agreed to represent the employee; or

(d) The United States or any agency thereof where SSA determines that the litigation is likely to affect SSA or any of its components, is a party to the litigation or has an interest in such litigation, and SSA determines that the use of such records by DOJ, a court or other tribunal, or another party before such tribunal, is relevant and necessary to the litigation, provided, however, that in each case, SSA determines that such disclosure is compatible with the purpose for which the records were collected.

11. To student volunteers, individuals working under a personal services contract, and other workers who technically do not have the status of Federal employees, when they are performing work for the Social Security Administration (SSA), as authorized by law, and they need access to personally identifiable information in SSA records in order to perform their assigned Agency functions.

12. To the General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984, information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.

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

STORAGE:

Records are maintained in automated form (e.g., magnetic tapes, hard drives, floppy disks, Compact Disk-Read Only Memory (CD-ROM)) and in paper form (e.g., file folders, punch cards, forms).

RETRIEVABILITY:

Records are retrieved by name and SSN.

SAFEGUARDS:

Access to, and use of, these records is limited to those persons whose official duties require such access. A personnel screening is employed to prevent unauthorized disclosure. Access http://www.socialsecurity.gov/foia/bluebook/app_g.htm for additional information relating to SSA data security measures.

RETENTION AND DISPOSAL:

Records of an unsuccessful applicant are retained for 60 days after notification that he or she was not selected for participation, and are then destroyed. Records of a participant are retained for 5 years after the individual has ceased to participate in the program, and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS(ES):

In the field, Applicable Personnel Officers who service the organization unit in which the individual is employed. In Headquarters, DCHR, Office of Personnel, Director, 6401 Security Boulevard, Baltimore, Maryland 21235. For all training related material: DCHR/OT, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURES:

An individual can determine if this system contains a record about him/her by writing to the system manager(s) at the above address and providing his/her name, SSN, or other information that may be in the system of records that will identify him/her. An individual requesting notification of records in person should provide the same information, as well as provide an identity document, preferably with a photograph, such as a driver's license or some other means of identification. If an individual does not have any identification documents sufficient to establish his/her identity, the individual must certify in writing that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify his/her identity by providing identifying information that parallels information in the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's identity (his/her name, SSN, address, date of birth and place of birth, along with one other piece of information, such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

If a request for notification is submitted by mail, an individual must

include a notarized statement to SSA to verify his/her identity or must certify in the request that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

RECORD ACCESS PROCEDURES:

Same as Notification procedures. Requesters should also reasonably specify the record contents being sought. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

CONTESTING RECORD PROCEDURES:

Same as Notification procedures. Also, requesters should reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

RECORD SOURCE CATEGORIES:

Information in this system of records is: (1) Supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by SSA officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.

SYSTEM NUMBER: 60-0237

SYSTEM NAME:

Employees' Medical Records, Social Security Administration, Deputy Commissioner for Human Resources, Office of Personnel, Center for Employee Services.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

These records are maintained on current Social Security Administration (SSA) employees receiving health services at the SSA Health Units at the following addresses:

Social Security Administration, Headquarters, 6401 Security Boulevard, Baltimore, Maryland 21235.

Social Security Administration, Northeastern Program Service Center, 1 Jamaica Center Plaza, 155-10 Jamaica Avenue, Jamaica, New York 11432-3830.

Social Security Administration, Mid-Atlantic Program Service Center, 300 Spring Garden Street, Philadelphia, Pennsylvania 19123.

Social Security Administration, Wilkes-Barre Data Operations Center, 1150 East Mountain Drive, Wilkes-Barre, Pennsylvania 18702-7997.

Social Security Administration, Southeastern Program Service Center, 3001 Twelfth Avenue, North, Birmingham, Alabama 35285.

Social Security Administration, Western Program Service Center, Frank Hagel Federal Building, 1221 Nevin Avenue, Richmond, California 94802.

Other SSA employees receive health services through Interagency Agreements with the Public Health Service.

ADDRESSES OF INTERAGENCY AGREEMENT HEALTH UNITS

HEADQUARTERS

Social Security Administration, Metro West Building, Suite 200, South Building, 300 North Greene Street, Baltimore, Maryland 21203.

Social Security Administration, National Computer Center Building, Room G-09, 6301 Security Boulevard, Baltimore, Maryland 21235.

Social Security Administration, Security West Building, Room 1-R-15, 1500 Woodlawn Drive, Baltimore, Maryland 21241.

WOC Building, Suite 1209, 1718 Woodlawn Drive, Baltimore, Maryland 21207.

FIELD ADDRESSES

IN THE BOSTON REGION (CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, RHODE ISLAND, VERMONT):

- John F. Kennedy Building, Government Center, Health Unit, Boston, MA 02203.
- Thomas P. O'Neill Federal Building, Health Unit, 10 Causeway Street, Boston, MA 02222.

IN THE NEW YORK REGION (NEW JERSEY, NEW YORK, PUERTO RICO, VIRGIN ISLANDS)

Jacob Javitz Federal Building, Health Unit, 26 Federal Plaza, New York, N.Y. 10278.

IN THE PHILADELPHIA REGION (DELAWARE, DISTRICT OF COLUMBIA, MARYLAND, PENNSYLVANIA, VIRGINIA, WEST VIRGINIA):

- William J. Green, Jr. Federal Building, Health Unit, 600 Arch Street, Philadelphia, PA 19106-1611.
- Federal Employee and Service Center, National Underground Storage, 27S-221, Health Unit, Boyers, PA 16020-0221.
- Housing and Urban Development Building, Health Unit, 451 7th Street, SW., Washington, DC 20410-0001.

IN THE ATLANTA REGION (ALABAMA, NORTH CAROLINA, SOUTH CAROLINA, FLORIDA, GEORGIA, KENTUCKY, MISSISSIPPI, TENNESSEE):

Sam Nunn Federal Building, Health Unit, 61 Forsyth Street, SW., Atlanta, GA 30303.

IN THE CHICAGO REGION (ILLINOIS, INDIANA, MICHIGAN, MINNESOTA, OHIO, WISCONSIN):

- John C. Kluczynski Federal Building, Health Unit, 230 S. Dearborn Street, Chicago, IL 60604.
- Harold Washington Social Security Center, Health Unit, 600 West Madison Street, Chicago, IL 60661.

IN THE KANSAS CITY REGION (IOWA, KANSAS, MISSOURI, NEBRASKA):

Richard Bolling Federal Building, Health Unit, 601 E. 12th Street, Kansas City, MO 64106.

IN THE DALLAS REGION (ARKANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA, TEXAS):

- Health Unit, 1301 Young Street, Dallas, TX 75202.
- Albuquerque Teleservice Center, Health Unit, 500 Lead, SW., Albuquerque, NM 87102.

IN THE DENVER REGION (COLORADO, MONTANA, NORTH DAKOTA, SOUTH DAKOTA, UTAH, WYOMING):

Federal Building and U.S. Courthouse, Health Unit, 1961 Stout Street, Denver, CO 80294.

IN THE SAN FRANCISCO REGION (AMERICAN SAMOA, ARIZONA, CALIFORNIA, GUAM, HAWAII, NEVADA, NORTHERN MARIANNA ISLANDS):

Federal Building, Health Unit, Room 443, 50 United Nations Plaza, San Francisco, CA 94102.

IN THE SEATTLE REGION (ALASKA, IDAHO, OREGON, WASHINGTON):

- Auburn Teleservice Center, Health Unit, 2801 C Street, SW., Auburn, WA 98001-7401.
- Bank of America Tower, Health Unit, 701 5th Avenue, Seattle, WA 98104-7075.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have received health services from any of the SSA Health Units.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of a variety of records relating to an individual's utilization of services provided by SSA Health Units. Examples of information which may be included in this system are, history of non-work related injuries, illness or complaint presented to Health Unit staff, immunization records, medication administered by Health Unit staff, referrals to other health care providers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7901; OMB Circular No. A-72.

PURPOSE(S):

These records document utilization of health services provided by SSA Health Units.

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

Disclosure may be made for routine uses as indicated below:

1. To the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as required by pertinent legal authority.

2. To the Office of Worker's Compensation Programs in connection with a claim for benefits filed by an employee.

3. 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.

4. To the Department of Justice (DOJ), a court or other tribunal, or another party before such tribunal, when:

(a) The Social Security Administration (SSA), or any component thereof; or

(b) Any SSA employee in his/her official capacity; or

(c) Any SSA employee in his/her individual capacity where DOJ (or SSA, where it is authorized to do so) has agreed to represent the employee; or

(d) The United States or any agency thereof where SSA determines that the litigation is likely to affect SSA or any of its components, is a party to the litigation or has an interest in such litigation, and SSA determines that the use of such records by DOJ, a court or other tribunal, or another party before the tribunal, is relevant and necessary to the litigation, provided, however, that in each case, SSA determines that such disclosure is compatible with the purpose for which the records were collected.

5. To student volunteers, individuals working under a personal services contract, and other workers who technically do not have the status of Federal employees, when they are performing work for the Social Security Administration (SSA), as authorized by law, and they need access to personally identifiable information in SSA records in order to perform their assigned Agency functions.

6. To the General Services Administration and the National Archives Records Administration (NARA) under 44 U.S.C. 2904 and 2906, as amended by the NARA Act of 1984,

information which is not restricted from disclosure by Federal law for the use of those agencies in conducting records management studies.

7. To the Secretary of Health and Human Services or to any State, the Commissioner shall disclose any record or information requested in writing by the Secretary for the purpose of administering any program administered by the Secretary, if records or information of such type were so disclosed under applicable rules, regulations and procedures in effect before the date of enactment of the Social Security Independence and Program Improvements Act of 1994.

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

STORAGE:

These records are maintained as hard copy records.

RETRIEVABILITY:

Records are retrievable by name, date of birth, or Social Security Number (SSN) of the individual to whom they pertain.

SAFEGUARDS:

During the employment of the individual, medical records are maintained in files separate from the Official Personnel Folder and are located in lockable metal cabinets and/or in secured rooms with access limited to those whose official duties require access. Access http://www.socialsecurity.gov/foia/bluebook/app_g.htm for additional information relating to SSA data security measures.

RETENTION AND DISPOSAL:

Records are maintained up to six years from the date of the last entry. The records are shredded and appropriately disposed of approximately three months after separation.

SYSTEM MANAGER(S) AND ADDRESS(ES):

Social Security Administration, SSA Medical Director, Office of Human Resources, Center for Employee Services, 6401 Security Boulevard, Baltimore, Maryland 21235.

NOTIFICATION PROCEDURES:

An individual can determine if this system contains a record about him/her by writing to the system manager(s) at the above address and providing his/her name, SSN or other information that may be in the system of records that will identify him/her. An individual requesting notification of records in person should provide the same information, as well as provide an identity document, preferably with a

photograph, such as a driver's license or some other means of identification. If an individual does not have any identification documents sufficient to establish his/her identity, the individual must certify in writing that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify his/her identity by providing identifying information that parallels information in the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's identity (his/her name, SSN, address, date of birth and place of birth, along with one other piece of information, such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

If a request for notification is submitted by mail, an individual must include a notarized statement to SSA to verify his/her identity or must certify in the request that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

RECORD ACCESS PROCEDURES:

An individual requesting access to records should submit his/her request in writing to the system manager or designated custodian of the records. An individual requesting access via mail or telephone also must furnish an address. Any individual requesting access must also follow the Office of Personnel Management's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297). These procedures are in accordance with SSA Regulations (20 CFR 401.40(c) and 401.55(b)).

Note: At the Headquarter's SSA Health Units, the individual will be asked to complete Form SSA-3465, Consent for Release of Personal Information. In other SSA Health Units the SSA-3465 or equivalent will be required.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures. Also, requesters should reasonably identify the record, specify the information they are contesting and the corrective action sought, and the reasons for the correction, with supporting justification showing how the record is incomplete, untimely, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from, the individual to whom the information pertains, laboratory reports and test results, SSA Health Unit medical officer, physicians, nurses and other medical technicians who have examined, tested, or treated the individual, the individual's personal physician and other Federal employee health units.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.

SYSTEM NUMBER: 60-0238

SYSTEM NAME:

Pay, Leave and Attendance Records, Social Security Administration, Deputy Commissioner for Human Resources, Office of Personnel.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

For Time and Attendance: Deputy Commissioner for Human Resources, Office of Personnel, Director, Center for Personnel Management Information Systems and Payroll, 6401 Security Boulevard, Baltimore, Maryland 21235.
For Federal Personnel and Payroll Systems (FPPS): Director, Payroll Operations Division, Department of the Interior, National Business Center, 7301 W. Mansfield Avenue, Denver, Colorado 80235-2230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All paid employees of the Social Security Administration (SSA).

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of a variety of records relating to pay and leave determinations made about each employee of SSA. In addition to the name of the employee, the system includes information such as the employee's date of birth, Social Security number (SSN), home address, grade or rank, employing organization, timekeeper number, salary, civil service retirement fund contributions, pay plan,