

USDA/FS-9

System Name: CONCERN (Employee Assistance) Program, USDA/FS

System Location: The records in this system are maintained in nine Regional Offices and ten Experiment Station Offices, unless the employee assistance program counselor is a contractor who is then responsible for the maintenance and integrity of such records. The addresses of these offices are listed in 36 CFR 200.2, subpart A.

Categories of individuals covered by the system: Any employee who is self or managerially referred to the employee assistance program for problems affecting job performance.

Categories of records in the system: Documentation of referral, employee discussion, and counselor notes in which the referral is based, when deemed appropriate.

Authority for maintenance of the system: 5 U.S.C. 7901 ad 42 U.S.C. 4551.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in the system is used by the employee assistance program counselor to refer employees to professional counselors and outreach programs for treatment. Such information serves as background data for advising the employee and/or work supervisor.

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

Storage: File folders.

Retrievability: Records are indexed by name of employee and/or case number.

Safeguards: Folders are maintained in locked file cabinets. Only the affected employee and employee assistance program counselor have access to the respective files.

Retention and disposal: Record is maintained through referral or rehabilitation and destroyed upon completion.

System manager(s) and address: National CONCERN Program administrator, United States Department of Agriculture, Forest Service, RPE, Suite 900, 1621 N. Kent Street, Rosslyn, VA 22219.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to themselves from the National, Regional, or Forest Experiment Station CONCERN Program Coordinator.

Information regarding an employee must be accompanied by written authorization of the affected employee.

Record access procedures: To obtain information on procedures of gaining access to information, employee may call the CONCERN telephone numbers shown in published brochure or posters.

Contesting record procedures: Use same procedures as for requesting Notification.

Record source categories: Information in the system comes from confidential discussions with employee and/or supervisor, and notes generated by the employee assistance program counselors.