

## USDA/FS-15

**System Name:** Human Resources, USDA/FS.

**System Location:** The records for this system are located in Forest Service offices out of which enrollees worked. The addresses of these offices are the same as listed for the Appeals and Administrative Review system described above.

**Categories of individuals covered by the system:** Persons performing work for the Forest Service but not employed by the agency. Includes volunteers on the National Forests, persons sponsored by other organizations under the Jobs training and Partnership Act (JTPA), and persons under employment and/or training programs, such a College Work Study, who are assigned to the Forest Service.

**Categories of records in the system:** File may contain any of a variety of documents relating to the enrollee, such as correspondence about the individual, application form timekeeping records, emergency notification data, driver qualification record, receipt for property issued, compensation for injury forms, performance evaluation, and other materials.

**Authority for maintenance of the system:** 5 U.S.C. 301; 7 CFR Part 260.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Use by Forest Service officials for all necessary purposes pertaining to the individual's work for the Forest Service. This may include reporting time worked and other information to the sponsoring organization, providing employment confirmation and recommendations to other organizations, and data to the Office of Worker's Compensation Programs in the event of a compensation for injury claim. "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:** Documents are maintained in regular file folders.

**Retrievability:** Stored alphabetically by name of person.

**Safeguards:** Kept in locked cabinets or locked offices.

**Retention and disposal:** Files are destroyed 2 years after the person has ceased to perform work for the Forest Service unless they become part of another system (such as Official Personnel Folder or Compensation for Injury Claim) which is governed by other authorities.

**System manager(s) and address:** Director, Human Resource Programs U.S. Department of Agriculture, Forest Service, P.O. Box 96090, Washington, D.C. 20090-6090.

**Notification procedure:** Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him, from the organizational unit for which he performed work. A request for information pertaining to an individual should contain the name, address, dates when work was performed, program under which enrolled, and location where work was performed.

**Record access procedures:** Use same procedures as for requesting Notification.

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

**Record source categories:** Information in this system comes primarily from the individual himself, the sponsoring organization, work supervisors, and other Forest Service officials.