

USDA/FS--45

System Name: Accident Notification System, USDA/FS.

System Location: The records in this system are maintained in the Forest Service Washington Office (National Headquarters), Regional Offices, Forest Supervisor's Offices, and District Ranger Offices, and Forest Experiment Station Offices. Addresses of Forest Service offices are listed in the telephone directories of the respective cities under the heading: U.S. Government, Department of Agriculture, and Forest Service.

Categories of individuals covered by the system: Forest Service personnel directly responsible for accident/incident reporting and investigation and emergency response notification.

Categories of records in the system: The system includes names, position titles, and office and home telephone numbers.

Authority for maintenance of the system: Public Law 91-596, Occupational Safety and Health Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Forest Service personnel responsible for accident/incident reporting to top-level management, higher headquarters and the Occupational Safety and Health Administration use information in the system. Also, this system is used to establish accident/incident investigation teams and responding to emergency situations.

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

Storage: File folders or loose-leaf binders.

Retrievability: position titles and functional staff responsible for accident/incident reporting and investigation and emergency response index Records.

Safeguards: Folders and loose-leaf binders with personnel listings are CONFIDENTIAL and are maintained in locked file cabinets and drawers.

Retention and disposal: Records in the system are updated periodically and out dated information is destroyed.

System manager(s) and address: Director of Personnel Management, Forest Service, U.S. Department of Agriculture, RPE, Suite 900, 1621 N. Kent Street, Roslyn, VA 22209, and Director of Fire and Aviation Management, United States 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 from the Washington Office Safety and Health Branch, Regional Offices, Forest Supervisor Offices, District Ranger Offices, and Forest Experiment Station Offices.

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 the system comes from individuals directly involved in accident/incident reporting and investigation and Agency documents.