maintained for two more years and then destroyed.

**SYSTEM MANAGER(S) AND ADDRESS(ES):**

Director, Center for Employee Services, Office of Personnel, Office of Human Resources, Social Security Administration, 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 PROCEDURE:**

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, requester 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:**

Incoming suggestion, responses, evaluations and other material obtained during course of deciding to make an award.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:**

None.

**SYSTEM NUMBER: 60-0244**

**SYSTEM NAME:**

Administrative Grievances Filed Under Part 771 of 5 CFR, Social Security Administration, Deputy Commissioner for Human Resources, Office of Labor Management and Employee Relations.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Deputy Commissioner, Office of Human Resources, Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland 21235.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Social Security Administration (SSA) employees individually or as a group who have requested personal relief in a matter of concern or dissatisfaction which is subject to the control of SSA management.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information or documents relating to the grievance and personal relief sought; documented materials used in consideration of the grievance and correspondence related to disposition of the grievance.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**


**PURPOSE(S):**

Records in this system are used to initiate, consider, and resolve employee grievances filed under Part 771 of 5 CFR These records are maintained in each component of SSA. Information from this system may be used by SSA officials for preparing statistical summary of management reports.

**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 Department of Justice for the purpose of obtaining its advice in determining whether particular records are required to be disclosed under the Freedom of Information Act.

2. To the appropriate Federal, State or local agency responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation or order, where the Social Security Administration becomes aware of a violation or potential violation of civil or criminal law or regulation.

3. To a Federal, State or local agency maintaining civil, criminal or other relevant enforcement records or other pertinent records, such as current licenses, if necessary to obtain a record relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

4. To another Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that SSA is aware of the record is relevant and necessary to the requesting agency’s decision on the matter.

5. To a Federal agency having the power to subpoena records, for example, the Internal Revenue Service or the Civil Rights Commission, in response to a subpoena for information contained in this system of records.

6. To officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting conditions of employment.

7. To the Office of Personnel Management, the Merit Systems Protection Board, or the Office of the Special Counsel when information is requested in connection with appeals, special studies of the civil service and other merit systems, review of those agencies’ rules and regulations,
agency functions.

8. To the Equal Employment
Opportunity Commission when
requested in connection with
investigations into alleged or possible
discriminatory practices in the Federal
sector, examination of Federal
affirmative employment programs,
compliance by Federal agencies with
the Uniform Guidelines on Employee
Selection Procedures, or other functions
vested in the Commission.

9. To the Federal Labor Relations
Authority, its General Counsel, the
Federal Mediation and Conciliation
Service, the Federal Service Impasses
Panel, or an arbitrator when
information is requested in connection with
investigation of allegations of unfair
practices, matters before an arbitrator or
the Federal Service Impasses Panel.

10. 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.

11. 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 the
operations of 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
such case, SSA determines that such
disclosure is compatible with the
purpose for which the records were
collected.

12. 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.

13. To the Office of the President for
responding to an individual pursuant to
an inquiry received from that individual
or from a third party on his or her
behalf.

14. To any source from which
additional information is requested in
the course of resolving a grievance, to
the extent necessary to identify the
individual, inform the source of the
purpose(s) of the request, and to identify
the type of information requested.

15. To an appropriate licensing
organization or Bar association
responsible for investigating,
prosecuting, enforcing or implementing
standards for maintaining a professional
licensing or Bar membership, if the
Social Security Administration becomes
aware of a violation or potential
violation of professional licensing or Bar
association requirements.

16. To another Federal agency, a
court, or a party in litigation before a
court or in an administrative proceeding
being conducted by a Federal agency,
when the Government is a party to the
judicial or administrative proceeding.

17. 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.

18. 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

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

STORAGE:
Records are maintained electronically
and paper form (e.g., files folders,
binders, index).

RETRIEVABILITY:
Records are retrieved by the name of the
individual filing the grievance.

SAFEGUARDS:
Records are stored 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 retained for 3 years after
the grievance case is closed, and are
then destroyed.

SYSTEM MANAGER(S) AND ADDRESS(ES):
Office of Personnel, Personnel
Management Specialist, Room L1141
West Low Rise Building, 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 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: 60–0245**

**SYSTEM NAME:**

Negotiated Grievance Procedure Records, Social Security Administration, Deputy Commissioner for Human Resources, Office of Labor Management and Employee Relations.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Office of Personnel, Personnel Management Specialist, Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland 21235.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current and former employees of the Social Security Administration (SSA) who have filed grievances under a negotiated grievance procedure.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of a variety of records relating to an employee grievance filed under procedures established by labor-management negotiations. These records may include information such as: employee's name, Social Security number (SSN), grade, job title, employment history, the names of supervisors, union representative and management officials, testimony of witnesses, a variety of employment and personnel records associated with the grievance, the arbitrator’s decision or report, and a record of an appeal to the Federal Labor Relations Authority and to the courts, and pleadings, submissions and decisions on appeal. (NOTE: Copies of these records are kept under the auspices of the Assistant Regional Commissioner, Management and Operations Support and in the originating office.)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**


**PURPOSE(S):**

Records in this system are used to initiate, consider and resolve employee grievances filed under procedures established by labor-management negotiations. These records are maintained centrally and in each component of SSA. Information from this system may be used by SSA officials for preparing statistical summary or management reports.

**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 Office of Personnel Management, the Merit Systems Protection Board, or the Office of the Special Counsel when information is requested in connection with appeals, special studies of the civil service and other merit systems, review of those agencies' rules and regulations, investigation of alleged or possible prohibited personnel practices, and for such other function of those agencies as may be authorized by law, e.g., 5 U.S.C. 1205 and 1206.

2. To the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discriminatory practices in the Federal sector, examination of Federal affirmative employment programs, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures, or other functions vested in the Commission.

3. To the appropriate Federal, State or local agency responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation or order, where SSA becomes aware of a violation or potential violation of civil or criminal law or regulation.

4. To the Department of Justice for the purpose of obtaining its advice in determining whether particular records are required to be disclosed under the Freedom of Information Act.

5. To a Federal, State or local agency maintaining civil, criminal or other relevant enforcement records or other pertinent records, such as current licenses, if necessary to obtain a record relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

6. To a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the record is relevant and necessary to the requesting agency's decision on the matter.

7. To a Federal agency having the power to subpoena records, for example, the Internal Revenue Service or the Civil Rights Commission, in response to a subpoena for information contained in this system of records.

8. To officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting conditions of employment.

9. To contractors for the purpose of collating, analyzing, aggregating or otherwise refining records in this system. The contractor shall be required to maintain Privacy Act safeguards with respect to such records.

10. To the Department of Labor in carrying out its functions regarding labor-management relations to the Federal service.

11. To the Federal Labor Relations Authority, its General Counsel, the Federal Mediation and Conciliation Service, the Federal Service Impasses Panel, or an arbitrator when information is requested in connection with investigations of allegations of unfair practices, matters before an arbitrator or the Federal Service Impasses Panel.

12. 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.

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

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