

NSF -16

System Name:

Individual Retirement Record (SF-2806).

System Location(s):

National Science Foundation, Division of Financial Management, Payroll Section, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

Current NSF employees.

Categories of Records in the System:

Salary, grade, status changes, yearly and year to date retirement deductions.

Authority for Maintenance of the System:

5 U.S.C. 8401. Government Organization and Employees; Department of the Treasury Fiscal Requirements Manual; GAO Manual, Title 6--Pay, Leave and Allowances

Purpose(s):

This system enables the NSF to maintain all data that apply to the salary, and retirement withholdings of each NSF employee.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from the system may be disclosed to:

1. The Office of Personnel Management annually or when employee separates from NSF to update employee retirements records. Personnel Management when employee separates from NSF.
2. 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.
3. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to litigation or anticipated litigation, in

which one of the following is a party or has an interest: (a) NSF or any of its component; (b) an NSF employee in his/her official capacity; (c) an NSF employee in his/her individual capacity when the Department of Justice is representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely to affect the Agency.

4. The contractors, grantees, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, or other arrangement with or for the Federal government, as necessary to carry out their duties.

5. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Paper records maintained in file folders.

Retrievability:

Employee's payroll number.

Safeguards:

NSF employs security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours.

Retention and Disposal:

Retained until employee is separated then transferred to OPM.

System Manager(s) and Address(es):

Director, Division of Financial Management.

Notification Procedure:

The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR part 613.

Record Access Procedures:

See "Notification" above.

Contesting Record Procedures:

See "Notification" above.

Record Source Categories:

Information obtained from the Personnel Office on Payroll Summaries prepared every two weeks showing year-to-date amounts.

Systems Exempted from Certain Provisions of the Act:

None.