

NSF -18

System Name:

Integrated Personnel System (IPERS).

System Location(s):

National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

Current and former NSF employees.

Categories of Records in the System:

Individuals personal particular including such items as appointment and position information, organization and job identification information, education, and salary data. Personal information such as name, home address and phone number of employee and of the employee's designated emergency contact person is maintained.

Authority for Maintenance of the System:

Authority for maintenance of the system includes the following with any revisions or amendments: 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347 and other Executive Orders.

Purpose(s):

Creates documentation for the Official Personnel Folder (OPF).

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

The routine uses listed in OPM's System, OPM/Govt-1, "General Personnel Records," are applicable to this system.

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

Storage:

Records are maintained electronically on the agency's internal LAN.

Retrievability:

Employee's LAN ID or last name.

Safeguards:

A LAN and IPERS' password are necessary to access the computer.

Retention and Disposal:

Records are maintained indefinitely as part of the history file of employee.

System Manager(s) and Address(es):

Director, Division of Human Resource Management, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

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 for this system of records is extracted from the employee Official Personnel Records.

Exemptions Claimed for the System:

None.