

NSF -3

System Name:

Application and Account for Advance of Funds.

System Location(s):

National Science Foundation, Division of Financial Management, Voucher Unit, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

NSF current and former employees.

Categories of Records in the System:

Name and address, amount requested, and voucher number.

Authority for Maintenance of the System:

5 USC, Chapter 57; 31 USC 1512; Department of the Treasury Fiscal Requirements Manual.

Purpose(s):

Establish and maintain Foundation records on administrative control of funds relating to requests for advance of funds.

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

Information from this system may be disclosed to:

1. The Department of Treasury for payment of advance of funds.
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 interest: (a) NSF or any of its components; (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. 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:

Records are maintained electronically.

Retrievability:

The records are retrieved by Social Security 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. A password is needed for access to the computer system.

Retention and Disposal:

Destroyed four years after settlement of advance.

System Manager(s) and Address(es):

Director Division of Financial Management, National Science Foundation, 201 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 is received from individual and his/her office.

Systems Exempted from Certain Provisions of the Act:

None.