

regulations, the Postal Service determined that it was appropriate to revise USPS 120.210 to incorporate the rules mandated by DOT. As a result, necessary changes are made to the sections covering the System Locations, Categories of Individuals Covered by the System, Categories of Records in the System, Authority for Maintenance of the System, and Purpose(s). New Routine Uses 2 through 5 are added; and the Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System are expanded to reflect the specified testing and the associated recordkeeping and reporting required by DOT, as well as the participation of the contractor in the random employee testing selection process. The title of System Manager is changed to Vice President of Operations Support, who issues policy and procedures to those field supervisors who are responsible for vehicle operator and maintenance assignments, as well as for the implementation of certain parts of the new drug and alcohol testing procedures.

Following, in Part I, is the complete text of USPS 120.210.

A new system of records, USPS 120.091, is also added to cover the collection and maintenance of controlled substance and alcohol testing records, test results, and related records under the program. These records will be kept at postal medical facilities and in the offices of certain contract medical officers. Part II contains the notice for the new system.

Part I

USPS 120.210

SYSTEM NAME:

Personnel Records—Vehicle Maintenance Personnel and Operators Records, 120.210.

SYSTEM LOCATIONS:

[CHANGE TO READ] "Postal Service vehicle maintenance facilities; processing and distribution centers; bulk mail centers; post offices; area offices; district offices; Headquarters; and program contractor's office."

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

[CHANGE TO READ] "Current and former postal employees who operate or maintain postal vehicles, including those employees required to have commercial driver's licenses (CDLs) and who drive vehicles in excess of 26,000 pounds gross vehicle weight rating (GVWR)."

CATEGORIES OF RECORDS IN THE SYSTEM:

[CHANGE TO READ] "Records relating to individual employee operation of USPS-owned or USPS-leased vehicles, including employee name; social security number; age; length of service; physical condition; qualifications to drive; results of driving tests; vehicle and safety training; licensing information (including revocations and suspensions); driving habits; route and vehicle assignments; vehicle accidents; driving citations and safety awards; notifications of substance and alcohol tests, with related checklists and correspondence; employee workload; work schedule; performance analysis; and work habits."

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

[CHANGE TO READ] "39 U.S.C. 401; Pub. L. 102-143; and 49 CFR 40 and 382, 391, 392, 395."

PURPOSE(S):

[CHANGE TO READ]

"a. To provide local post office managers, supervisors, and transportation managers with information to assign routes and vehicles and to adjust workload, schedules, and type of equipment operated.

b. To serve as a basis for corrective action and presentation of safe driving awards.

c. To comply with the testing and documentation requirements of the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143) implementing a controlled substance and alcohol testing program for employees required to have commercial driver's licenses (CDLs)."

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

General routine use statements a, b, c, d, e, f, g, h, j, k, l, and m listed in the prefatory statement at the beginning of the Postal Service's published system notices apply to this system.

[CHANGE TO READ] "Other routine uses are as follows:

1. Information in these records provides GSA and Postal Service driver credentials."

[ADD]

"2. Information in these records may be provided to the contractor responsible for maintaining the database of employees to be selected randomly for controlled substance and alcohol testing.

3. Information in these records may be provided to the Federal Highway Administration (FHWA), when requested by the Secretary of

Transportation; to any U.S. Department of Transportation agency; or to any state or local official with regulatory authority over the Postal Service or its employees (as authorized by DOT agency regulations).

4. Information in these records may be provided to the National Transportation Safety Board in conjunction with an accident investigation.

5. Information in these records may be provided to the employee or to the decisionmaker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee and arising from the results of a controlled substance and/or alcohol test administered under the regulations issued by DOT, or from a determination that the employee engaged in conduct prohibited by Pub. L. 102-143."

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

STORAGE:

[CHANGE TO READ] "Preprinted forms and paper files (including hard-copy computer printouts) and computer files."

RETRIEVABILITY:

[CHANGE TO READ] "Employee name; social security number; facility name; vehicle number; route number; and work order number."

SAFEGUARDS:

[CHANGE TO READ] "Kept in locked file cabinets in secured Postal Service and contractor facilities. Access to computer data is restricted to authorized contractor personnel."

RETENTION AND DISPOSAL:

[CHANGE TO READ]

"a. Destroy the records related to the employee's random selection for controlled substance and alcohol testing when the records are 1 year old.

b. Destroy the checklists, correspondence, and any other documentation related to the employee's testing for controlled substances and alcohol when the records are 5 years old.

c. Destroy records maintained in the database of employees subject to Pub. L. 102-143 when the employee separates from the Postal Service or is no longer authorized to operate a Postal Service vehicle.

d. Destroy the remaining records related to the employee's operation or maintenance of Postal Service vehicles 4 years from the date of separation, transfer (unless requested by new installation or agency), expiration of license, rescission of authorization, or