

transfer of the employee into a nondriving status."

SYSTEM MANAGER(S) AND ADDRESS:

[CHANGE TO READ] "VICE PRESIDENT, OPERATIONS SUPPORT, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-2402".

NOTIFICATION PROCEDURES:

[CHANGE TO READ] "An employee wanting to know whether information about him or her is maintained in this system of records must address inquiries to the head of the facility where the employee is employed. Inquiries must contain the employee's full name, social security number, route number, work station, and facility where employed."

RECORD ACCESS PROCEDURES:

Requests for access must be made in accordance with the notification procedures above and the Postal Service Privacy Act regulations regarding access to records and verification of identity under 39 CFR 266.6.

CONTESTING RECORD PROCEDURES:

See Notification Procedures and Record Access Procedures above.

RECORD SOURCE CATEGORIES:

[CHANGE TO READ] "Postal Service employees, supervisors, and medical staff; state motor vehicle departments; and designated contractor(s)."

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Records or information in this system that have been compiled in reasonable anticipation of a civil action or proceeding are exempt from individual access under 5 U.S.C. 552a(d)(5). In addition, the Postal Service has claimed exemption from certain provisions of the Act for several of its other systems of records as permitted by 5 U.S.C. 552a(j) and (k). See 39 CFR 266.9. To the extent that copies of exempted records are incorporated into this system, the exemptions applicable to the original primary system must continue to apply to the incorporated records.

Part II

[ADD]

USPS 120.091

SYSTEM NAME:

Personnel Records—Vehicle Operators Controlled Substance and Alcohol Testing Records, 120.091.

SYSTEM LOCATIONS:

Postal Service medical facilities, designee medical offices, and program contractor's office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former postal employees who are or were required to have a commercial driver's license (CDL) and subject to the controlled substance and alcohol testing requirements of the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143) as mandated by the U.S. Department of Transportation (DOT).

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee or applicant name; social security number; work address and telephone number; controlled substance and alcohol testing records and results, including date, time, and reason for each test; test results from former employers; medical personnel assessments of employees' test results, recommendations for action, and related documentation; employee or applicant statements concerning controlled substance and alcohol test results; and documentation of substance abuse professionals' (SAPs) determinations of employees' need for assistance and employees' compliance with SAPs' recommendations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

39 U.S.C. 401; Pub. L. 102-143; and 49 CFR 40 and 382, 391, 392, 395.

PURPOSE(S):

a. To comply with the requirements of the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143) to implement a controlled substance and alcohol testing program for employees in safety-sensitive positions.

b. To provide for the uniform collection and compilation of controlled substance and alcohol test results for reporting, analysis, evaluation, and corrective action.

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, 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.

Other routine uses are as follows:

1. 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).

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

3. Information in these records may be provided to a subsequent employer upon receipt of a written request from the employee, or as directed by the specific written consent of the employee to an identified individual.

4. 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:

Preprinted forms and paper files (including hard-copy computer printouts) and computer files.

RETRIEVABILITY:

Employee or applicant name; social security number; and chain of custody form numbers.

SAFEGUARDS:

Kept in locked file cabinets in secured Postal Service medical units and those of its designees.

RETENTION AND DISPOSAL:

a. Destroy the records related to alcohol test results indicating a breath alcohol concentration of 0.02 or greater, verified positive controlled substance test results, refusals, medical review officer's evaluations, employee statements, and substance abuse professionals' evaluations and referrals when the records are 5 years old.

b. Destroy the records related to alcohol test results indicating a breath alcohol concentration of less than 0.02 and negative and canceled controlled substance test results when the records are 1 year old.

SYSTEM MANAGER(S) AND ADDRESS:

VICE PRESIDENT, HUMAN RESOURCES, UNITED STATES POSTAL SERVICE, 475 L'ENFANT PLAZA SW, WASHINGTON DC 20260-4200.

NOTIFICATION PROCEDURES:

An employee wanting to know whether information about him or her is maintained in this system of records