Routine uses 1 through 11 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. The routine uses listed below are specific to this system of records only:

- a. By the Department of Labor in carrying out its function regarding labormanagement relations in the Federal service.
- b. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.
- c. To disclose information to any source from which additional information is requested in the course of resolving a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested.

## SYSTEM MANAGER(S) AND ADDRESS:

Change "Assistant Director for Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

#### NOTIFICATION PROCEDURE:

Delete first paragraph, insert:
Individuals who file a grievance
under a negotiated procedure are aware
of that fact and have been provided
access to the record. They may,
however, contact the indicated system
manager regarding the existence of such
records about them. Individuals must
furnish the following information for
their records to be located and
identified:

## RECORDS ACCESS PROCEDURE:

Delete first paragraph, insert: Individuals who file a grievance under a negotiated procedure are aware of that fact and have been provided access to the record. However, after the grievance has been closed, an individual may request access to the official copy of the grievance records by writing the indicated system manager. Individuals must furnish the following information for their records to be located and identified:

#### CONTESTING RECORD PROCEDURE:

Delete second paragraph, insert: Individuals wishing to request amendment of their records to correct factual errors should contact the indicated system manager. Individuals must furnish the following information for their records to be located and identified:

#### OPM/INTERNAL-3

#### SYSTEM LOCATION:

Change "Administration Group" to read "Office of Contracting and Administrative Services." Change "regional" to read "field service."

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

Delete current entry, insert: Routine uses 1, 3, 5, and 6 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. The routine uses listed below are specific to this system of records only:

- a. To disclose information to an agency in the executive, legislative, or judicial branch, or the District of Columbia Government, in response to its request in connection with the issuance of a security clearance or the conducting of a security or suitability investigation of an individual, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
- b. To disclose information to the security office of an agency in the executive, legislative, or judicial branch, or the District of Columbia Government, in response to its request for verification of security clearance, to enable OPM employees to have access to classified data or areas where their official duties require such access.

## SYSTEM MANAGER AND ADDRESS:

Delete current entry, insert: Chief, Security Services, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415–0001, for central office employees. Field Service Office Directors for field service office employees.

#### OPM/INTERNAL-4

#### SYSTEM LOCATION:

Change "Associate Director for Administration" to read "Health Unit, Office of Contracting and Administrative Services."

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

Delete current entry, insert: Routine uses 3, 4, and 7 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. The routine uses listed below are specific to this system of records only:

a. To refer information required by applicable law to be disclosed to a Federal, State, or local public health service agency, concerning individuals

- who have contracted certain communicable diseases or conditions. Such information is used to prevent further outbreak of the disease or condition.
- b. To disclose information to the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as required by pertinent legal authority.
- c. To disclose to the Office of Workers' Compensation Programs in connection with a claim for benefits filed by an employee.

Note: Disclosure of these records beyond officials of OPM having a bona fide need for them or to the person to whom they pertain, is rarely made, as disclosures of information pertaining to an individual with a history of alcohol or drug abuse must be limited in compliance with the restriction of the Confidentiality of Alcohol and Drug Abuse Patient Records regulations 42 CFR part 2. Records pertaining to the physical and mental fitness of employees are, as a matter of OPM policy, afforded the same degree of confidentiality and are generally not disclosed.

#### SYSTEM MANAGER(S) AND LOCATION:

Change "Administration Group" to read "Office of Contracting and Administrative Services."

### OPM/INTERNAL-5

#### SYSTEM LOCATION:

Change "Office of Procurement and Administrative Services, Administration Group" to read "Office of Contracting and Administrative Services."

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

Delete current entry, insert:
Routine uses 1 through 10 of the
Prefatory Statement at the beginning of
OPM's system notices apply to the
records maintained within this system.
The routine uses listed below are
specific to this system of records only:

- a. By the Department of Labor in connection with a claim filed by an employee for compensation due to a jobconnected injury or illness.
- b. By the Department of the Treasury to issue checks and U.S. Savings Bonds.
- c. By State offices of unemployment compensation with survivor annuity or health benefits claims or records reconciliations.
- d. By Federal Employee's Group Life Insurance or Health Benefits carriers in connection with survivor annuity or health benefits claims or records reconciliations.
- e. To disclose information to the Internal Revenue Service and State and local tax authorities.