

as indicated under SYSTEM MANAGER AND ADDRESS.

RECORD SOURCE CATEGORIES:

Delete current subparagraph e, insert:
e. Officials of OPM.

OPM/INTERNAL-11

SYSTEM LOCATION:

Delete current entry, insert:
Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

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 11 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. The routine use listed below is specific to this system of records only:

To disclose information to any source from which additional information is required in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

SYSTEM MANAGER(S) AND ADDRESSES:

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

NOTIFICATION PROCEDURE:

Delete first paragraph, insert:
It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the personnel office regarding the existence of such records on them. They must furnish the following information for their records to be located and identified:

RECORDS ACCESS PROCEDURE:

Delete first paragraph, insert:
It is required that individuals submitting grievances be provided a copy of the record under the grievance process. After the action has been closed, however, an individuals may request access to the official copy of the grievance file by contacting the personnel office. 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 personnel office. Individuals must furnish the following information for their records to be located and identified:

OPM/INTERNAL-12

SYSTEM LOCATION:

Change "Office of Information Resources Management, Administration Group" to read "Office of Information Technology."

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who are assigned OPM telephone numbers or are authorized to use OPM telephone services, and persons who make or receive calls billed to OPM.

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 7, and 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 OPM employees or other persons to determine their individual responsibility for telephone calls.
- b. By another Federal agency or a telecommunications company providing telephone services to permit servicing the account.
- c. By appropriate OPM employees to assist in the planning and effective management of OPM telephone services, and to determine that OPM telephone services are being used in an efficient and economical manner.
- d. By auditors, investigators, and other employees authorized by the Inspector General, pursuant to sections 4 and 6 of the Inspector General Act of 1978.

STORAGE:

OPM stores records on magnetic media, optical media, and on paper.

SYSTEM MANAGER(S) AND ADDRESSES:

Delete current entry, insert:
Chief, Plans and Policies Division, Office of Information Technology, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415-0001.

OPM/INTERNAL-13

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, 3 through 7, and 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. To disclose information to the Internal Revenue Service and State and local tax authorities.
- 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 in computer matching activities, including comparison of parking records with other Federal agencies, and for the purpose of assigning tax liabilities related to the fringe benefit accrual value of parking.

SYSTEM MANAGER(S) AND ADDRESS:

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

OPM/CENTRAL-1

SYSTEM LOCATION:

Change "Associate Director for Retirement and Insurance" to read "Associate Director, Retirement and Insurance 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 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. To disclose, to the following recipients, information needed to adjudicate a claim for benefits under OPM's or the recipients's benefits program(s), or information needed to conduct an analytical study of benefits being paid under such programs: Office of Workers' Compensation Programs; Department of Veterans Affairs Pension Benefit Program; Social Security Administration's Old Age, Survivor and Disability Insurance and Medical Programs, Health Care Financing Administration, and Supplemental Security Income Program; military retired pay programs; Federal civilian