

legislative, and judicial branches of the Federal Government, when such agency, office, or establishment conducts an investigation of the individual for purposes of granting a security clearance, or for the purpose of making a determination of qualifications, suitability, or loyalty to the United States Government, or access to classified information or restricted areas.

c. To designated officers and employees of agencies, offices, and other establishments in the executive, judicial, or legislative branches of the Federal Government, having the responsibility to grant clearances to make a determination regarding access to classified information or restricted areas, or to evaluate qualifications, suitability, or loyalty to the United States Government, in connection with performance of a service to the Federal Government under a contract or other agreement.

d. To the intelligence agencies of the Department of Defense, the National Security Agency, the Central Intelligence Agency, and the Federal Bureau of Investigation for use in intelligence activities.

e. To any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

f. To the appropriate Federal, State, local, tribal, foreign, or other public authority responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where OPM becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

g. To an agency, office, or other establishment in the executive, legislative, or judicial branches of the Federal Government, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

h. To provide information to a congressional office from the records of an individual in response to an inquiry from the congressional office made at the request of that individual. However, the investigative file, or parts thereof, will only be released to a congressional

office if OPM receives a notarized authorization or signed statement under 28 U.S.C. 1746 from the subject of the investigation.

i. To the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

j. To disclose information to contractors, grantees, experts, consultants, or volunteers performing or working on a contract, service, or job for the Federal Government.

RETENTION AND DISPOSAL:

Delete current subparagraph b, insert:

b. Hard copy records are destroyed by shredding and recycling, and computerized records are destroyed by electronic erasure.

SYSTEM MANAGER(S) AND ADDRESSES:

Delete current entry, insert: Associate Director Investigations Service, Office of Personnel Management, PO Box 886, Washington, DC 20044-0886.

OPM/CENTRAL-10

SYSTEM NAME:

Delete current entry, insert: Federal Executive Institute Program Participant Records.

SYSTEM LOCATION:

Change zip code from 22901 to 22903-4899.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Change "attended long term programs" to read "attended programs."

CATEGORIES OF RECORDS IN THE SYSTEM:

Delete current entry; insert:

This system contains information supplied by the sponsoring agency and the program participant, including application and consent forms, supporting correspondence, class rosters and directories. The records contain the name, position title, office address and telephone number, FEI program attended, and, with the approval of the individual, home address and telephone number of program participants.

PURPOSE:

Delete current entry; insert:

The records are used by FEI staff to administer the program, to promote program participant interaction, and by FEI program participants to maintain contact with other participants. These records may be used to locate individuals for personnel research.

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 information to Federal agencies to assist them in planning for executive development programs.

b. To provide information to the FEI Alumni Association for the purpose of mailing association materials to an alumni's home or business address.

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

STORAGE:

Delete current entry, insert:

Records are maintained in hard copy and automated form.

SAFEGUARDS:

Delete current entry; insert:

Records kept by FEI officials are maintained in a secured area with access limited to those authorized personnel at FEI whose duties require access. Distribution of information is limited to FEI program participants and specified recipients. In addition:

a. At the request of the individual, his or her home address and telephone number will not be released; and

b. At the request of the employing agency, information relating to the individual's status (i.e., position title) will not be released.

RETENTION AND DISPOSAL:

Delete current entry; insert:

A new records schedule is in the process of being approved by the National Archives and Records Administration, to provide for destruction of application files after a maximum of 3 years, and the destruction of consent forms after five years. The automated data base of participant information will be destroyed when no longer needed for administrative purposes.

SYSTEM MANAGER(S) AND ADDRESSES:

Change "Registrar" to read "Director, Office of Executive Resources." Change zip code from "22901" to "22903-4899."

NOTIFICATION PROCEDURE:

Delete current entry; insert:

Individuals wishing to inquire whether this system contains information about them should contact the system manager. Individuals must furnish the following for their records to be located and identified: