

OPM INTERNAL-15

System Name:

OPM Child Care Tuition Assistance Records.

System Location(s):

U. S. Office of Personnel Management, Office of Human Resources and EEO, 1900 E Street, NW., Room 1469, Washington, DC 20415.

Categories of Individuals Covered by the System:

Employees of the Office of Personnel Management who voluntarily apply for child care tuition assistance.

Categories of Records in the System:

Application forms for child care tuition assistance containing personal information, including employee (parent) name, Social Security Number, grade, home and work numbers, addresses, telephone numbers, total family income, names of children on whose behalf the parent is applying for tuition assistance, child's date of birth; information on child care providers used, including name, address, provider license number and State where issued, tuition cost, and provider tax identification number; and copies of IRS Form 1040 and 1040A for verification purposes.

Authority for Maintenance of the System:

Pub. L. 106-58, section 643 and E.O. 9397.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Routine uses 1, and 3 through 11 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) applies to the records maintained within the system. There are no system unique routine uses.

Purpose(s):

To establish and verify OPM employees' eligibility for child care subsidies in order for OPM to provide monetary assistance to its employees.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Information may be collected on paper or electronically and may be stored as paper forms or on computers.

Retrievability:

By name; may also be cross-referenced to Social Security Number.

Safeguards:

When not in use by an authorized person, paper records are stored in lockable file cabinets or secured rooms. Electronic records are protected by the use of passwords.

Retention and Disposal:

Disposition of records is according to the National Archives and Records Administration (NARA) guidelines.

System Manager(s) and Address(es):

Director, Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415.

Notification Procedure:

Individuals may submit a request on whether a system contains records about them to the system manager indicated. Individuals must furnish the following for their records to be located and identified:

Full name.

Social Security Number.

Record Access Procedures:

Individuals wishing to request access to records about them should contact the system manager indicated. Individuals must provide the following information for their records to be located and identified:

Full name.

Social Security Number.

Individuals requesting access must also follow the OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297).

Contesting Record Procedures:

Individuals wishing to request amendment of records about them should contact the system manager indicated. Individuals must furnish the following information for their records to be located and identified:

Full name.

Social Security Number.

Individuals requesting amendment must also follow the OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

Record Source Categories:

Information is provided by OPM employees who apply for child care tuition assistance. Furnishing of the information is voluntary.

