OPM/Internal-10, Motor Vehicle Operator and Accident Report Records

This unofficial consolidation of OPM/Internal-10 is from the U.S. Office of Personnel Management Privacy Website at https://www.opm.gov/privacy.

SYSTEM LOCATION:
Office of Contracting and Administrative Services, Investigations Service; and the Office of the General Counsel; Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-0001.

SYSTEM MANAGER(S):
Motor vehicle operator authorization records: Director, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-0001, or the Director of the appropriate field service office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
Current and former employees of OPM.

CATEGORIES OF RECORDS IN THE SYSTEM:
The system contains documents related to the authorization of an individual to operate Government motor vehicle; and reports, correspondence, and fiscal documents concerning automobile accidents occurring in a Government-owned, leased, or rented vehicle or in a privately-owned vehicle while on official business.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:
Includes the following with any revisions or amendments: 28 U.S.C. 171.

PURPOSE(S) OF THE SYSTEM:
These records serve to document supervisor's verification of employee's license to operate a Government motor vehicle; authorization to use Government-owned, leased, or rented motor vehicle or private-owned vehicle to conduct official business; and information regarding motor vehicle accidents, including reports and related documents that may be used in settlement of claims and litigation resulting from an accident involving a Government-owned, leased, or rented motor vehicle or privately-owned vehicle used by employees to conduct official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:
Routine uses 1 and 3 through 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 disclose information any source from which additional information is requested (to extent necessary to identify the individual, inform the source of the purpose of the request, and identify the type of information requested), when necessary to obtain information relevant to an office decision concerning 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 grant or other benefit.

b. To disclose accident report record information to officials of labor organizations recognized under the Chapter 71, title 5, U.S.C. when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

 h. To disclose information to a Federal agency, 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, the classifying of jobs, or the award of a contract, license, grant, or other benefit.

 i. To disclose information to the General Services Administration about accidents involving Government owned or leased automobiles.

 j. To disclose information to insurance carriers about accidents involving privately-owned vehicles.

- To appropriate agencies, entities and persons when (1) OPM suspects or has confirmed that there has been a breach of the system of records, (2) OPM has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, OPM (including its information systems, programs and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with OPM's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

- To another Federal agency or Federal entity, when OPM determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS:
These records are maintained in file folders and on indexed application cards.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:
Records are retrieved by the name of the individual on whom they are maintained.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:
Records are maintained in a secured area with access limited to authorized personnel whose duties require access.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:
Motor vehicle operator authorization records are maintained for three years after the separation of the employee (operator) and are destroyed by shredding. Accident reports are maintained for 6 years after the file is closed and are destroyed by shredding, except in cases involving litigation. In cases involving litigation, these records are to be maintained for seven years after the litigation is resolved.

Accident report records: For reports involving employees of the Investigations Service with judgements under $2,500:
Associate Director, Investigations Service, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-0001.

For reports involving employees of Field Service Offices with no personal injury, and judgements under $2,500: Appropriate Field Service Office Director.

For reports involving other OPM employees, or of employees of the Investigations Service involving judgements over $2,500: Office of the General Counsel, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-0001.

NOTIFICATION PROCEDURES:
Individuals wishing to inquire whether this system of records contains information about them should contact the appropriate system manager as indicated under SYSTEM MANAGER AND ADDRESS.

Individuals must furnish the following information for their records to be located and identified:
    a. Full name.
    b. Date of birth.

RECORD ACCESS PROCEDURES:
Individuals wishing to request access to records about them should contact the appropriate system manager as indicated under SYSTEM MANAGER(S) AND ADDRESS.

Individuals must furnish the following information for their records to be located and identified:
    a. Full name.
    b. Date of birth.
An individual requesting access must also follow OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297).

Note: The Office of General Counsel, pursuant to 5 U.S.C. 552a (d)(5) reserves the right to refuse access to information compiled in reasonable anticipation of a civil action or proceeding.

CONTESTING RECORD PROCEDURES:
Individuals wishing to request amendment of their records should contact the appropriate system manager indicated under SYSTEM MANAGER(S) AND ADDRESS.

Individuals must furnish the following information for their records to be located and identified:
    a. Full name.
    b. Date of birth.
Individuals requesting amendment must also follow OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

RECORD SOURCE CATEGORIES:
Information in this system of records is obtained from:
    a. The individual to whom the record pertains.
    b. OPM employees and other parties involved in the accident.
    c. Witnesses to the accident.
    d. Police reports and reports of investigations conducted by OPM investigators and other Federal agency investigators.
    e. Officials of OPM.