

OPM/Internal-14, Photo Identification and Visitor Access Control Records

64 FR 73108 (12/29/1999), Prefatory Statement of Routine Uses, 87 FR 5874 (2/2/2022)

This unofficial consolidation of OPM/Internal-14 is from the U.S. Office of Personnel Management Privacy Website at <https://www.opm.gov/privacy>.

SYSTEM LOCATION:

U.S. Office of Personnel Management, Office of Contracting and Administrative Services, 1900 E Street NW., Washington, DC 20415-7100.

SYSTEM MANAGER(S):

U.S. Office of Personnel Management, Office of Contracting & Administrative Services, Facilities Services Division, Security Office, Washington, DC 20415-7100.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals visiting OPM facilities, OPM employees, contractors, and retirees seeking access to OPM facilities and classified records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of individuals visiting OPM and employees, contractors, and retirees identification files (including photographs) maintained for access purposes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services of 1949, as amended, and 40 U.S.C. 486(c).

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

Routine use 1 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 routine uses unique to this system of records.

- 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.

PURPOSE(S) OF THE SYSTEM:

OPM will use the records to issue official U.S. Government Identification cards to OPM employees and contract employees requiring access to OPM building and offices. The records will also be used

to maintain a record of all holders of identification cards, for renewal and recovery of expired cards, and to identify lost or stolen cards.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS:

Records are maintained in an automated database.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:

By name.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:

Access is limited to security and guard force personnel. Records are stored in guarded security areas.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

Records are destroyed 3 months after they are returned to the issuing office.

NOTIFICATION PROCEDURES:

OPM employees wishing to inquire whether this system of records contains information about them should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified.

RECORD ACCESS PROCEDURES:

OPM employees wishing to request access to records about them should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified.

CONTESTING RECORD PROCEDURES:

OPM employees wishing to request amendment of their records should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified.

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from:

- a. The individual to whom the records pertain.
- b. Information taken from official OPM records.