

OPM/Internal-5, Pay, Leave, and Travel Records

64 FR 61949 (11/15/1999), Prefatory Statement of Routine Uses, 87 FR 5874 (2/2/2022)

This unofficial consolidation of OPM/Internal-5 is from the U.S. Office of Personnel Management Privacy Website at <https://www.opm.gov/privacy>.

SYSTEM LOCATION:

Office of the Chief Financial Officer, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415, and in the office where the individual is currently employed for use by timekeeper, budget and finance, travel personnel, or fare subsidy program manager or coordinator.

SYSTEM MANAGER(S):

Chief Financial Officer, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-1200.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former OPM employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains various records relating to pay, leave, and travel. This includes information such as: Name; date of birth; Social Security Number; home address; grade; employing organization; timekeeper number; salary; pay plan; number of hours worked; leave accrual rate, usage, and balances; Civil Service Retirement and Federal Retirement System contributions; FICA withholdings; Federal, State, and local tax withholdings; Federal Employee's Group Life Insurance withholdings; Federal Employee's Health Benefits withholdings; charitable deductions; allotments to financial organizations; garnishment documents; savings bonds allotments; union and management association dues withholding allotments; travel expenses; and information on the leave transfer program and fare subsidy program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Includes the following with any revisions or amendments: 31 U.S.C. 66a; 5 U.S.C. 5501 et seq., 5525 et seq., 5701 et seq., and 6301 et seq.; Executive Order 9397; Pub. L. 100-202, Pub. L. 100-440, and Pub. L. 101-509.

PURPOSE(S) OF THE SYSTEM:

These records are used to administer the pay, leave, and travel requirements of OPM and in the administration of the fare subsidy program. These records may also be used to locate individuals for personnel research.

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

Routine uses 1 through 10 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) apply to the records maintained within this system. The following routine uses are specific to this system of records only:

- a. By the Department of Labor in connection with a claim filed by an employee for compensation due to a job-connected injury or illness.
- b. By the Department of the Treasury to issue checks and U.S. Savings Bonds.
- c. By State offices of unemployment compensation with survivor annuity or health benefits claims or records reconciliations.

- d. By Federal Employee's Group Life Insurance or Health Benefits carriers in connection with survivor annuity or health benefits claims or records reconciliations.
- e. To disclose information to the Internal Revenue Service and State and local tax authorities.
- f. To provide officials of labor organizations recognized under 5 U.S.C. Chapter 71 with information as to the identity of OPM employees contributing union dues each pay period and the amount of dues withheld from each contributor.
- g. 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.
- h. To disclose information to any source from which additional information is requested relevant to an OPM determination concerning an individual's pay, leave, or travel expenses, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested.
- i. To disclose information 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, annually, pay data to the Social Security Administration and the Department of the Treasury as required.
- k. To disclose information to a Federal agency or Congressional inquiry from which additional or statistical information is requested relevant to the OPM Fare Subsidy Program.
- l. To disclose information to the Department of Health and Human Services on new hires and quarterly wages as required under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996
- 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.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORAGE OF RECORDS:

These records are maintained in an automated data base, in file folders and loose leaf binders, and on cards and magnetic tapes.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:

These records are retrieved by the names, Social Security Numbers, or OPM employee identification numbers of the individuals on whom they are maintained.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:

These records are located in lockable metal filing cabinets or in a secured facility and are available only to authorized personnel whose duties require access.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

These records are maintained for varying periods of time, in accordance with NARA General Records Schedules 2 (pay and leave) and 9 (travel). Disposal of manual records is by shredding or burning; magnetic tapes are erased.

NOTIFICATION PROCEDURES:

Individuals wishing to determine whether this system of records contains information on them should contact the system manager indicated, or the OPM regional office where the individual is or was employed. Individuals must furnish the following for their records to be located and identified:

- a. Full name.
- b. Date of birth.
- c. Social Security Number.
- d. OPM employment identification number.

RECORD ACCESS PROCEDURES:

Individuals wishing to request access to records about them should contact the system manager indicated, or the OPM regional office where the individual is or was employed. Individuals must provide the following information for their records to be located and identified:

- a. Full name
- b. Date of birth
- c. Social Security Number
- d. OPM employment identification 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, or the OPM regional office where the individual is or was employed. Individuals must furnish the following information for their records to be located and identified:

- a. Full name
- b. Date of birth
- c. Social Security Number
- d. OPM employment identification 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 in this system of records is obtained from:

- a. The individual to whom the record pertains.
- b. OPM officials responsible for pay, leave, and travel requirements.
- c. Other official personnel documents of OPM.