

SYSTEM NAME: Office of the Director of National Intelligence (ODNI) Human Resource Records (ODNI-16)

SECURITY CLASSIFICATION: The classification of records in this system can range from UNCLASSIFIED to TOP SECRET.

SYSTEM LOCATION: Office of the Director of National Intelligence, Washington, DC 20511.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Current and former staff of the Office of the Director of National Intelligence (ODNI), to include ODNI employees, and military and civilian personnel detailed or assigned to the ODNI from other U.S. government departments and agencies; applicants for employment with the ODNI; and participants or beneficiaries designated by ODNI employees as part of a Federal benefit program.

CATEGORIES OF RECORDS IN THE SYSTEM: Biographic information and employment history including military service; education, to include certifications and special qualifications; and emergency point of contacts. Application materials such as interview reports; test results; resumes; Knowledge, Skills and Abilities (KSAs); performance reviews; and qualifications and skills assessment data. ODNI assignments and positions descriptions, to include memorandums of agreement; security clearance information; time and attendance records; leave records; fitness for duty and performance appraisal reports; awards and commendations; personnel actions; travel records; training records; joint duty credit; employee grievances; records documenting disabilities or jobrelated injuries; and general in processing and out processing records. Financial information and entitlements including payroll; authorized or required deductions or contributions for Federal, state and local taxes; financial institution data; financial disclosure forms; medical leave bank claims; worker's compensation record; medical and life insurance records, including dependent and beneficiary designations; records regarding retirement status, eligibility, benefits and retirement savings accounts. This system also contains the Official Personnel Files of current and former ODNI staff, containing identifying and biographic data (name(s), date of birth, place of birth, citizenship, social security number, and contact information); records of military service; employment history (applications for Federal employment, personnel actions, performance appraisals, and other personnel documents); documentation of awards and training; investigative notices; and records relating to Federal benefit program participation, to include insurance, savings, and retirement programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: The National Security Act of 1947, as amended, 50 U.S.C. 401-442; the Central Intelligence Agency Retirement Act, 50 U.S.C.

2001 et seq.; The Federal Records Act of 1950, as amended, 44 U.S.C. 3101 et seq.; Executive Order 9397, as amended (73 FR 70239); Executive Order 12333, as amended (73 FR 45325); Executive Order 12968, as amended (73 FR 38103); and Executive Order 13526 (75 FR 707). **PURPOSE(S):** To serve as the central human resources management system for the ODNI. Records in this system are used to provide a comprehensive and continuing record of each staff member's service, status, skills and personnel history; to perform centralized personnel functions to include hiring, performance management, time and attendance, leave earnings, Federal benefits, retirement programs, and separation; to maintain applicant and employee biographic and demographic data; to generate reports for workforce analysis and manpower requirements; and to support personnel training and career development programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: See General Routine Uses Applicable to More than One ODNI Privacy Act System of Records, Subpart C of ODNI's Privacy Act Regulation published at 32 CFR part 1701 (73 FR 16531, 16541), and incorporated by reference (see also <http://www.dni.gov>).

DISCLOSURE TO CONSUMER REPORTING AGENCIES: None.

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

STORAGE: Electronic records are stored in secure file-servers located within ODNI facilities. Paper records and other media are stored in secured areas within such facilities.

RETRIEVABILITY: By name, social security number, or other unique employee identifier. Information may be retrieved from this system of records by automated or hand search based on indices and automated capabilities utilized in the normal course of business.

SAFEGUARDS: Information in this system is safeguarded in accordance with recommended and/or prescribed administrative, physical, and technical safeguards. Records are maintained in a secure government facility with access to the facility limited to authorized personnel only and authorized and escorted visitors. Physical security protections include guards and locked facilities requiring badges and passwords for access. Records are accessed only by authorized government personnel and contractors holding appropriate security clearances and whose official duties require access to the records. Communications are encrypted where required and other safeguards are in place to monitor and audit access and to detect intrusions. System backup is maintained separately.

RETENTION AND DISPOSAL: Pursuant to 44 U.S.C. 3303a and 36 CFR chapter 12, subchapter b, part 1228—Disposition of Federal Records, records will not be disposed of until such time as the National Archives and Records Administration (NARA) approves an applicable ODNI Records Control Schedule, or unless such records are covered by NARA's General Records Schedule.

SYSTEM MANAGER(S) AND ADDRESS: Director, Human Resources, c/o Director, Information Management Office, Office of the Director of National Intelligence, Washington, DC 20511.

NOTIFICATION PROCEDURES: As specified below, records in this system are exempt from certain notification, access, and amendment procedures. Individuals seeking to learn whether this system contains nonexempt information about them should address inquiries to the ODNI at the address and according to the requirements set forth below under the heading "Record Access Procedures."

RECORD ACCESS PROCEDURES: As specified below, records in this system have been exempted from certain notification, access, and amendment procedures. A request for access shall be made in writing with the envelope and letter clearly marked "Privacy Act Request." Requesters shall provide their full name and complete address. The requester must sign the request; and have it verified by a notary public. Alternately, the request may be submitted under 28 U.S.C. 1746, certifying the requester's identity and understanding that obtaining a record under false pretenses constitutes a criminal offense. Requests for access to information must be addressed to the Director, Information Management, Office of the Director of National Intelligence, Washington, DC 20511. Regulations governing access to one's records or for appealing an initial determination concerning access to records are contained in the ODNI regulation implementing the Privacy Act.

CONTESTING RECORD PROCEDURES: As specified below, records in this system are exempt from certain notification, access, and amendment procedures. Individuals seeking to correct or amend non-exempt records should address their requests to the ODNI at the address and according to the requirements set forth above under the heading "Record Access Procedures." Regulations governing access to and amendment of one's records or for appealing an initial determination concerning access or amendment of records are contained in the ODNI regulation implementing the Privacy Act.

RECORD SOURCE CATEGORIES: Individuals covered by this system; educational institutions; medical practitioners; private organizations; and other U.S. government departments and agencies.

UNCLASSIFIED

EXEMPTIONS CLAIMED FOR THE SYSTEM: Records contained in this System of Records may be exempted from the requirements of subsections (c)(3); (d)(1),(2),(3),(4); (e)(1); (e)(4)(G),(H),(I); (f) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(1). Additionally, records may be exempted from the requirements of subsections (c)(4); (e)(2),(3),(5),(8),(12); and (g) of the Privacy Act consistent with any exemptions claimed under 5 U.S.C. 552a(j) or (k) by the originator of the record, provided the reason for the exemption remains valid and necessary

UNCLASSIFIED