

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**Treasury/OTS .012****SYSTEM NAME:**

Payroll/Personnel System & Payroll Records

**SYSTEM LOCATION:**

Office of Thrift Supervision, Department of the Treasury, 1700 G Street, NW, Washington, DC 20552. See Appendix A for appropriate local address of OTS Regional Offices.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All current Office of Thrift Supervision (OTS) employees and all former employees of the OTS, within the past three years.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information pertaining to (1) employee status, grade, salary, pay plan, hours worked, hours of leave taken and earned, hourly rate, gross pay, taxes, deductions, net pay, location, and payroll history; (2) employee's residence, office, social security number, and address; (3) Personnel actions (SF-50), State employees' withholding exemption certificates, Federal employees' withholding allowance certificates (W4), Bond Allotment File (SF-1192), Federal Employee's Group Life Insurance (SF-2810 and 2811), Savings Allotment-Financial Institutions, Address File (OTS Form 108), Union Dues Allotment, time and attendance reports, individual retirement records (SF-2806), Combined Federal Campaign allotment, direct deposit, health benefits, and thrift investment elections to either the Federal Thrift Savings Plan (TSP-1) or OTS' Financial Institutions Thrift Plan (FITP-107 and K 1-2).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, 44 U.S.C. 3101.

**PURPOSE(S):**

Provides all the key personnel and payroll data for each employee which is required for a variety of payroll and personnel functions.

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

(1) In the event that records maintained in this system of records indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order pursuant thereto, the relevant records in the system of records may be

referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of implementing the statute, or rule or regulation or order issued pursuant thereto; (2) a record from this system may be disclosed to other Federal agencies and the Office of Personnel Management if necessary for or regarding the payment of salaries and expenses incident to employment at the Office of Thrift Supervision or other Federal employment, or the vesting, computation, and payment of retirement or disability benefits; (3) a record from this system may be disclosed if necessary to support the assessment, computation, and collection of federal, state, and local taxes, in accordance with established procedures; (4) disclosure of information may be made to a Congressional office in response to an inquiry made at the request of the individual to whom the record pertains; (5) records from this system may be disclosed to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services, for the purpose of locating individuals to establish paternity, establishing and modifying orders of child support, and identifying sources of income, and for other support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform Law, Pub. L. 104-193).

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

Records are maintained on electronic media, microfiche, and in paper files.

**RETRIEVABILITY:**

Records are filed by individual name, social security number and by office.

**SAFEGUARDS:**

Paper and microfiche records are maintained in secured offices and access is limited to personnel whose official duties require such access and who have a need to know the information in a record for a particular job-related purpose. Access to computerized records is limited, through the use of a password, to those whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with National Archives and Records Administration General Records Schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Human Resources Branch. See "System location" for address.

**NOTIFICATION PROCEDURE:**

Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) identify the category and type of records sought; and (3) provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information). Address inquiries to Manager, Dissemination Branch, Office of Thrift Supervision, 1700 G Street, NW, Washington, DC 20552.

**RECORD ACCESS PROCEDURES:**

See "Notification procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification procedure" above.

**RECORD SOURCE CATEGORIES:**

Personnel and payroll records of current and former employees.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**APPENDIX A**

Addresses of Office of Thrift Supervision Regional Offices:

*Northeast Region:* 10 Exchange Place, 18th Floor, Jersey City, NJ 07302.

*Southeast Region:* 1475 Peachtree Street, NE, Atlanta, GA 30309.

*Central Region:* One South Wacker Drive, Suite 2000, Chicago, IL 60606.

*Midwest Region:* 225 E. John Carpenter Freeway, Suite 500, Irving, TX 75062.

*West Region:* Office of Thrift Supervision, Pacific Plaza, 2001 Junipero Serra Boulevard, Suite 650, Daly City, CA 94014-1976.

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**DEPARTMENT OF VETERANS AFFAIRS****Advisory Committee on Prosthetics and Special-Disabilities Programs, Notice of Meeting**

The Department of Veterans Affairs (VA) gives notice under Public Law 92-463 that a meeting of the Advisory Committee on Prosthetics and Special-Disabilities Programs (Committee) will be held Monday and Tuesday, September 24-25, 2001, at VA Headquarters, Room 630, 810 Vermont Avenue, NW, Washington, DC. The September 24 session will convene at 8 a.m. and adjourn at 4 p.m. and the September 25 session will convene at 8

a.m. and adjourn at 12 noon. The purpose of the Committee is to advise the Department on its prosthetic programs designed to provide state-of-the-art prosthetics and the associated rehabilitation research, development, and evaluation of such technology. The Committee also advises the Department on special disability programs which are defined as any program administered by the Secretary to serve veterans with spinal cord injury, blindness or vision impairment, loss of or loss of use of

extremities, deafness or hearing impairment, or other serious incapacities in terms of daily life functions.

On both days, the Advisory Committee on prosthetics and Special-Disabilities Programs will receive briefings by the National Program Directors of the Special-Disabilities Programs regarding the status of their activities over the last four months and present any critical issues requiring the Committee's consideration.

The meeting is open to the public. For those wishing to attend, contact Kathy Pessagno, Veterans Health Administration (113), phone (202) 273-8512, Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420, prior to September 21, 2001.

Dated: September 13, 2001.

**Nora E. Egan,**

*Committee Management Officer.*

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**BILLING CODE 8320-01-M**