

NLRB-14

System name: Equal Employment Opportunity Program Management System.

Security classification:

None.

System location:

Management and Information Systems Branch, NLRB, 1099 14<sup>th</sup> Street, NW, Washington, DC 20570. Office of Equal Employment Opportunity, NLRB, 1099 14<sup>th</sup> Street, NW, Washington, DC 20570.

Categories of individuals covered by the system:

Current and former NLRB employees.

Categories of records in the system:

Records may include information such as employee name, social security number, Minority Group Designator (MGD) Code, employment status, sex, date of birth, payroll block and unit number, pay plan, grade and step, entrance-on-duty date, and date of last promotion, date of last quality step increase, organizational unit, employment class, and date of separation.

Authority for maintenance of the system:

29 CFR part 1613; 29 U.S.C. 153(a) and (d), 154.

Purpose(s):

These records document the implementation of the NLRB Equal Employment Opportunity Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records, or information therefrom are disclosed to:

1. Agency officials and employees who have a need for the record or information:
  - a. In monitoring and evaluating the status and progress of minority/female employment.
  - b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the Agency's EEO Program (without personal identification of individuals).

c. In connection with the investigation, processing, adjudication and/or settlement of an EEO complaint or civil action.

2. Individuals making general requests for statistical information (without personal identification of individuals).

3. A congressional office in response to an inquiry from the congressional office made at the request of the subject individual.

4. The appropriate agency, whether Federal, State, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, or to any agency in connection with its oversight review responsibility.

5. Officials of labor organizations recognized under Public Law 95-454, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Act. Wherever feasible and consistent with responsibilities under the Act, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

6. Individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

7. The Department of Justice for use in litigation when either (a) the Agency or any component thereof, (b) any employee of the Agency in his or her official capacity, (c) any employee of the Agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the Agency to be relevant and necessary to the litigation, provided that in each case the Agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

8. A court or other adjudicative body before which the Agency is authorized to appear, when either (a) the Agency or any component thereof, (b) any employee of the Agency in his or her official capacity, (c) any employee of the Agency in his or her individual capacity, where the Agency has agreed to represent the employee, or (d) the United States where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the Agency determines that disclosure of the records to a court or other adjudicative body is compatible with the purpose for which the records were collected.

Disclosure to consumer reporting agencies:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer disk file and magnetic tape backup.

Retrievability:

By social security account number, alphabetically by name, or by employee's organizational unit or post of duty.

Safeguards:

All doors to the computer room have combination locks and during duty hours the computer and magnetic tape backup are under surveillance of Agency personnel charged with custody of the records. After duty hours the computer disk file and magnetic tape backup are stored in a fireproof safe behind locked doors. Access is limited to authorized personnel only. All format programs are password protected and use of the machines for information printouts is restricted to designated personnel. Information printouts are maintained in file cabinets. During duty hours cabinets are under surveillance of office personnel charged with custody of the printouts and after duty hours are behind locked doors. Access to cabinets is limited to personnel having a need for access to perform their official functions.

Retention and disposal:

The information in these records is updated as changes in the data elements occur. The files and information printouts are disposed of according to applicable provisions of the General Records Schedules issued by the National Archives and Records Administration.

System manager(s) and address:

Director, Equal Employment Opportunity, NLRB, 1099 14<sup>th</sup> Street, NW, Washington, DC 20570.

Notification procedure:

An individual may inquire as to whether this system contains a record pertaining to him or her by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117(e).

Record access procedures:

An individual seeking to gain access to records in this system pertaining to him or her should contact the System Manager in accordance with the procedures set forth in 29 CFR 102.117(f).

Contesting record procedures:

Any individual may request amendment of a record pertaining to such individual maintained in this system by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117(h).

Record source categories:

Information in this system is obtained from the individual to whom the record pertains, Agency officials, and from personnel records.