

FTC-III-5

SYSTEM NAME:

Employee Transportation Program Records–FTC.

SECURITY CLASSIFICATION:

Not applicable.

SYSTEM LOCATION:

Federal Trade Commission, 600 Pennsylvania Avenue, NW., Washington, DC. See Appendix III for other locations where records may be maintained or accessed.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Past and present FTC employees who have applied for public transportation subsidies from the FTC to commute for work, or who may apply to participate in other employee transportation-related programs (e.g., parking garage permits) that the FTC may administer from time to time, if any.

CATEGORIES OF RECORDS IN THE SYSTEM:

Subsidy application forms (e.g., FTC Forms 987, 987-A) containing information such as the employee's name, home address, other contact identifying data, mode of transportation, estimated commuting costs, amount of subsidy being sought, and signed certification; miscellaneous reports, forms, vouchers, or other records, to the extent, if any, maintained in the system and retrieved by the employee's name or other assigned personal identifier, relating to the disbursement or discontinuation of subsidies to the employee. Other data collected and maintained for employee transportation-related programs may include employee data that is relevant and necessary for participating in and administering such programs (e.g., drivers' licenses for garage parking permits).

Data transmitted by the FTC to the U.S. Department of Transportation (DOT), which administers and distributes the transit subsidies for FTC employees, are described in and covered by the system notice published by DOT for that system, DOT/ALL 8 (Employee Transportation Facilitation), or any successor system notice for that system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7905 note; Pub. L. 103-172; Executive Order 13150.

PURPOSE(S):

Transit subsidy records are collected and maintained to implement Federal law

encouraging Federal employees to use public transportation for commuting to and from work. Such records are used to authorize subsidies for qualified FTC employees to help cover such commuting costs; to ensure the accurate and timely disbursement of subsidies to such employees; and to audit and otherwise detect or prevent fraud or abuse, if any, of such subsidies. Other employee transportation program records may be collected and maintained to administer those programs, including for building security purposes (e.g., drivers' license numbers maintained for individuals who have been issued garage parking permits).

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

Records in this system:

(1) May be disclosed to the U.S. Department of Transportation (DOT) for purposes of processing and distributing subsidies to FTC employees and verifying employee compliance with program rules, and may be used and disclosed by DOT under the routine uses set forth in the applicable DOT system notice, DOT/ALL 8 (Employee Transportation Facilitation), or any successor system notice for that system; and

(2) May be disclosed to other investigatory or law enforcement authorities, where necessary, to investigate, prosecute, discipline, or pursue other appropriate action against suspected program fraud or abuse, if any.

See Appendix I for other ways that the Privacy Act allows the FTC to use and disclose system records outside the agency.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None, except as authorized under 5 U.S.C. 552a(b)(12) when trying to collect a claim of the Government. See Appendix I.

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

STORAGE:

Records are maintained in paper format. Copies of transit subsidy applications are sent by facsimile transmission to the Department of Transportation.

RETRIEVABILITY:

Records are maintained and retrieved alphabetically by employee's last name.

SAFEGUARDS:

Access is restricted to FTC personnel or contractors whose responsibilities require

access. Records are maintained in locked file cabinets, accessible only to the program manager or other FTC staff whose job duties require access. FTC buildings are guarded and monitored by security personnel, cameras, ID checks, and other physical security measures. Obsolete records are destroyed by disposal in burn bags, by shredding, or by similarly secure means.

RETENTION AND DISPOSAL:

Retained and destroyed in accordance with applicable schedules and procedures issued or approved by the National Archives and Records Administration. Records are temporary and maintained in the system while the employee is participating in the program. Records are removed from the system and destroyed by secure means (see "Safeguards") when the employee has transferred or separated from the agency or is otherwise no longer a program participant.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Administrative Services Office, Office of the Executive Director, Federal Trade Commission, 600 Pennsylvania Avenue, NW., Washington, DC 20580.

NOTIFICATION PROCEDURE; RECORD ACCESS PROCEDURES; AND CONTESTING RECORD PROCEDURES:

See Appendix II.

RECORD SOURCE CATEGORIES:

Past and current FTC employees who have applied to participate in the subsidy program; FTC offices; Department of Transportation.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.