

**GENERAL SERVICES  
ADMINISTRATION****Privacy Act of 1974; Notice of Updated  
Systems of Records**

**AGENCY:** General Services  
Administration.

**ACTION:** Notice.

**SUMMARY:** GSA reviewed its Privacy Act systems to ensure that they are relevant, necessary, accurate, up-to-date, covered by the appropriate legal or regulatory authority, and compliant with OMB M-07-16. This notice is an updated Privacy Act system of records notice.

**DATES:** Effective May 11, 2009.

**FOR FURTHER INFORMATION CONTACT:** Call or e-mail the GSA Privacy Act Officer: telephone 202-208-1317; e-mail [gsa.privacyact@gsa.gov](mailto:gsa.privacyact@gsa.gov).

**ADDRESSES:** GSA Privacy Act Officer (CIB), General Services Administration, 1800 F Street, NW., Washington, DC 20405.

**SUPPLEMENTARY INFORMATION:** GSA completed an agency wide review of its Privacy Act systems of records. As a result of the review, GSA is publishing an updated Privacy Act system of records notice. Nothing in the revised system notice indicates a change in authorities or practices regarding the collection and maintenance of information. Nor do the changes impact individuals' rights to access or amend their records in the systems of records. The updated system notice makes administrative changes to the system notice.

Dated: March 31, 2009.

**Cheryl M. Paige,**  
*Director, Office of Information Management.*

**GSA/PBS-4****SYSTEM NAME:**

System for Tracking and Administering Real-property (STAR).

**SYSTEM LOCATION:**

Electronic records are maintained at the GSA Public Buildings Service (PBS) Enterprise Service Center site. Paper records are located in PBS regional and field offices. Contact the system manager for additional information.

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

STAR includes information on individuals who are sole proprietors who lease property to the Federal Government. In addition to sole proprietors, individuals who might be designated to receive lease payments are included. Information on these individuals includes their name, contact

information, and their Taxpayer Identification Number (TIN).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system maintains an inventory of government owned and leased property and includes:

a. Personal information of property owners (including, but not limited to, names, addresses, social security numbers, and bank account numbers), including sole proprietors who are designated as Lessors, or the sole proprietor's designee who is authorized to receive payments for the lease, designated as Lease Payee.

b. Internal communications that reference the Lessors and Lease Payees.

**AUTHORITIES FOR MAINTENANCE OF THE SYSTEM:**

40 U.S.C. Chapters 5, 31, and 33.

**PURPOSE:**

To establish and maintain a system for tracking and administering leased property.

**ROUTINE USES OF THE SYSTEM RECORDS,  
INCLUDING CATEGORIES OF USERS AND THEIR  
PURPOSES FOR USING THE SYSTEM:**

System information may be accessed and used by authorized GSA employees or contractors in the conduct of official duties associated with the tracking and administration of leased property. The information may be shared with the following GSA property management systems: Business Information Solution, Occupancy Agreement Tool, and Data Gateway. Information from this system also may be disclosed as a routine use:

a. In any legal proceeding, where pertinent, to which GSA is a party before a court or administrative body.

b. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order when GSA becomes aware of a violation or potential violation of civil or criminal law or regulation.

c. To duly authorized officials engaged in investigating or settling a grievance, complaint, or appeal filed by an individual who is the subject of the record.

d. To the Office of Personnel Management (OPM) and the Government Accountability Office (GAO) when the information is required for evaluation of the program.

e. To a Member of Congress or his or her staff on behalf of and at the request of the individual who is the subject of the record.

f. To an expert, consultant, or contractor of GSA in the performance of a Federal duty to which the information is relevant.

g. To the National Archives and Records Administration (NARA) for records management purposes.

h. To appropriate agencies, entities, and persons when (1) the Agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

Information may be collected on paper or electronically and may be stored on paper or on electronic media, as appropriate. Electronic records are kept on server hard drives and/or CD ROM. Paper records are maintained in locked file cabinets in the various PBS offices.

**RETRIEVABILITY:**

Records are retrievable by a lessor's or designee's name and/or TIN.

**SAFEGUARDS:**

System records are safeguarded in accordance with the requirements of the Privacy Act, the Federal Information Security Management Act (FISMA) of 2002, and the STAR Enclave System Security Plan. Technical, administrative, and personnel security measures are implemented to ensure confidentiality and integrity of the system data that is stored, processed, and transmitted. Paper records are stored in secure cabinets or rooms. Electronic records are protected by passwords and other appropriate security measures.

**RETENTION AND DISPOSAL:**

Disposition of records is according to the National Archives and Records Administration (NARA) guidelines, as set forth in the GSA Records Maintenance and Disposition System (CIO P 1820.1), and authorized GSA records schedules.

**SYSTEM MANAGER AND ADDRESS:**

STAR Program Manager, Systems Development Division (PGAB), Office of Technology Capital Asset Management, Room 5217, General Services Administration, 1800 F Street, NW., Washington, DC 20405-0001.

**NOTIFICATION PROCEDURES:**

An individual may obtain information on whether the system contains his or her record by addressing a request to the STAR Program Manager at the above address.

**RECORD ACCESS PROCEDURE:**

Requests from individuals for access to their records should be addressed to the STAR Program Manager at the above address.

**CONTESTING RECORD PROCEDURES:**

GSA rules for access to systems of records, for contesting the contents of systems of records, and for appealing initial determinations are published in the **Federal Register**, 41 CFR part 105-64.

**RECORD SOURCE CATEGORIES:**

Information is obtained from individuals who are sole proprietor property owners or individuals who are designated to receive lease payments.

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## **GENERAL SERVICES ADMINISTRATION**

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**Cheryl M. Paige,**

*Director, Office of Information Management.*

**GSA/PPFM-8****SYSTEM NAME:**

Comprehensive Human Resources Integrated System (CHRIS)

**SYSTEM LOCATION:**

The record system is an Oracle web-based application used by GSA Services and Staff Offices, Presidential Boards and Commissions, and small agencies serviced by GSA, at the addresses below:

- GSA Central Office, 1800 F Street, NW., Washington, DC 20405.
- National Capital Region, 7th & D Streets, SW., Washington, DC 20407.
- New England Region, 10 Causeway Street, Boston, MA 02222.
- Northeast and Caribbean Region, 26 Federal Plaza, New York, NY 10278.
- Mid-Atlantic Region, 20 N. Eighth Street, Philadelphia, PA 19107.
- Southeast Sunbelt Region, 77 Forsyth Street, Atlanta, GA 30303.
- Great Lakes Region, 230 South Dearborn Street, Chicago, IL 60604.
- The Heartland Region, 1500 East Bannister Road, Kansas City, MO 64131.
- Greater Southwest Region, 819 Taylor Street, Fort Worth, TX 76102.
- Rocky Mountain Region, 1 Denver Federal Center, Denver, CO 80225
- Pacific Rim Region, 450 Golden Gate Avenue, San Francisco, CA 95102.
- NARA, 9700 Page Blvd, St. Louis, MO.
- NARA, 8601 Adelphi Road, College Park, MD 20740-6001.
- OPM, 1900 E Street NW., Washington, DC 20415.
- OPM, 1137 Branchton Road, Boyers, PA 16020.
- RRB, 844 N. Rush, Chicago, IL 60611.
- NCUA, 1775 Duke Street, Alexandria, VA 22314.
- Export-Import Bank of the US, Washington, DC 20571.
- USIP, 1200 17th Street, NW., 2nd floor, Washington, DC 20036.
- PBS Business Objects system GSA systems facility Chantilly, VA.

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

Current and former employees of the General Services Administration, Presidential Boards and Commissions, and small agencies serviced by GSA, including persons in intern, youth employment, and work-study programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains personnel and training records. The records include information collected by operating officials and personnel officials administering programs for or about employees.

The system has data needed to update the Central Personnel Data File (CPDF), the Enterprise Human Resources Integration (EHRI), and the Electronic Official Personnel Folder (eOPF) at the Office of Personnel Management (OPM), as well as process and document personnel actions. It may include, but is not limited to, the data maintained in each employee's Official Personnel Folder, including:

- a. Employee's name, Social Security Number, date of birth, gender, work schedule, type of appointment, education, veteran's preference, military service, and race or national origin.
- b. Employee's service computation date for leave, date probationary period began, and date of performance rating.
- c. Pay data such as pay plan, occupational series, grade, step, salary, and organizational location.
- d. Performance rating and types and amounts of awards.
- e. Position description number, special employment program, and target occupational series and grade.
- f. Training records that show what classes employees have taken.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C., pt. III, is the authority for maintaining personnel information. Authorities for recording Social Security Numbers are E.O. 9397, 26 CFR 31.6011(b)-2, and 26 CFR 31.6109-1.

**PURPOSE:**

To maintain a computer based information system supporting the day-to-day operating needs of human resource operations and management. The system is designed to meet information and statistical needs of all types of Government organizations and provides a number of outputs.

For the Office of the Chief Human Capital Officer, the system tracks, produces and stores personnel actions, and supplies HR data used to generate reports (organizational rosters, retention registers, retirement calculations, Federal civilian employment, length-of-