

NSF -13

System Name:

Fellowship Payroll.

System Location(s):

National Science Foundation, Division of Financial Management, Payroll Section, 4201 Wilson Boulevard, Arlington, VA 22230.

Categories of Individuals Covered by the System:

Fellows under certain NSF Fellowship Programs being paid directly by the Government.

Categories of Records in the System:

Copies of fellowship award letter, acceptance form, starting certificates, and records of payments of stipends.

Authority for Maintenance of the System:

42 U.S.C. 1861; Department of the Treasury Fiscal Requirements Manual; GAO Manual, Title 6--Pay, Leave and Allowances.

Purpose(s):

This system enables the NSF to maintain all data that apply to the payment of fellowship payroll in a single location and ensures that appropriate payments are made.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from this system may be disclosed to:

1. The Department of Treasury for the purpose of issuing the payment directly to the financial account of the payee.
2. Financial institutions for purpose of direct deposit.
3. Another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administrative proceeding.

4. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected and is relevant and necessary to litigation or anticipated litigation, in which one of the following is a party or has an interest: (a) NSF or any of its components; (b) an NSF employee in his/her official capacity; (c) an NSF employee in his/her individual capacity when the Department of Justice is representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely to affect the Agency.

5. Contractors, grantees, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, or other arrangement with or for the Federal government, as necessary to carry out their duties.

6. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Paper records maintained in file folders. Records are also maintained electronically.

Retrievability:

Alphabetically by last name of Fellow.

Safeguards:

NSF employs security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours.

Retention and Disposal:

Destroyed four years after termination of fellowship.

System Manager(s) and Address(es):

Director, Division of Financial Management, National Science Foundation, 4201 Wilson Boulevard, Arlington VA 22230.

Notification Procedure:

The NSF Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR part 613.

Record Access Procedures:

See "Notification" above.

Contesting Record Procedures:

See "Notification" above.

Record Source Categories:

Information obtained from Fellow.

Systems Exempted from Certain Provisions of the Act:

None.