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 RECORDS IN THE SYSTEM:

STORAGE:

Computer records are stored on a secure server and accessed over the web using encryption software. Paper records, when created, are kept in file folders and cabinets in secure rooms.

RETRIEVABILITY:

Records are retrieved by name, Social Security Number, or Applicant or Employee ID. In the Business Objects tool, records can be retrieved and sorted by any category as long as the category is in the user’s access rights.

SAFEGUARDS:

Computer records are protected by a password system. Paper output is stored in locked metal containers or in secured rooms when not in use. Information is released to authorized officials based on their need to know. All users who have access to CHRIS are required to complete the following training courses before gaining access to the system: IT Security Awareness Training, Privacy Training 101.

RETENTION AND DISPOSAL:

Records are disposed of by shredding or burning as scheduled in the handbook, GSA Records Maintenance and Disposition System (CIO P 1820.1).

SYSTEM MANAGER AND ADDRESS:

CHRIS Program Manager, Office of the Chief Information Officer, Office of Human Resources Information Technology (HRIT) Services Division, U.S. General Services Administration, 1800 F Street NW., Washington, DC 20405.

NOTIFICATION PROCEDURE:

Address inquiries to: Director of Human Resources Services (CP), Office of the Chief People Officer, U.S. General Services Administration, 1800 F Street NW., Washington, DC 20405; or, for regional personnel records, to the regional Human Resources Officer at the addresses listed above under System Location.

RECORD ACCESS PROCEDURES:

Requests from individuals for access to their records should be addressed to the system manager.

CONTesting RECORD PROCEDURES:

Rules for contesting the content of a record and appealing a decision are contained in 41 CFR 105–64.

RECORD SOURCE CATEGORIES:

The sources for the system information are the individuals themselves, other employees, supervisors, management officials, officials of other agencies, and record systems GSA/HRO–37, OPM/GOVT–1, and EEOC/GOVT–1.

SUPPLEMENTARY INFORMATION:

The GPRA Modernization Act holds federal agencies accountable for using resources wisely and achieving program results. Specifically, the GPRA Modernization Act requires agencies to develop: Strategic Plans, which include a mission statement, set out long-term goals, objectives, and strategic measures, and describe strategies to achieve them over a four-year time horizon; Annual Performance Plans, which provide annual performance measures and activities toward the long-term Strategic Plan; and Annual Performance Reports, which evaluate an agency’s success in achieving the annual performance measures.

The Draft FY 2014–2018 GSA Strategic Plan defines GSA’s mission, strategic goals, strategic and management objectives, strategies, and priority goals. The Strategic Plan links objectives to GSA programs and presents the key performance indicators by which GSA will hold itself accountable.

Dated: December 20, 2013.

Michael Casella,
Chief Financial Officer, Office of the Chief Financial Officer.

BILLING CODE 6820–34–P