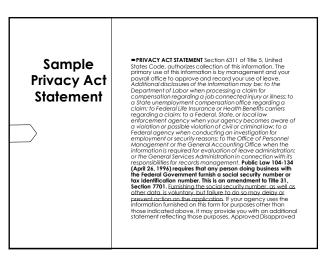
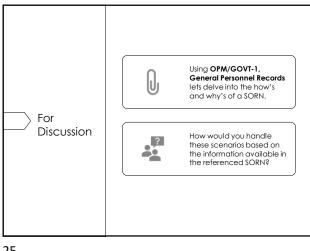


Drafting a Privacy Act Statement	Routine uses: provide information about inter-governmental sharing of records collected; applies to info collected on the form itself;
	Disclosure: describes whether disclosure is voluntary or mandatory, and prospective impact of non-disclosure; Citation to applicable SORN;

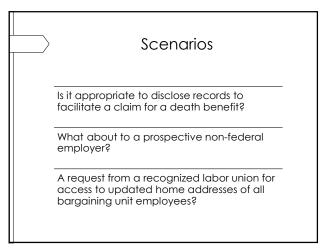
Drafting Privacy Act Statement	PAS should appear on the form; if the means of collection is other than a form, PAS should be read to individual and if requested, a copy sent to individual;
	Preferred locations for PAS: below title of form, elsewhere on the front page, on the back of the form with a notation of its location on the front, or as click- through for web-based collections.







Scenarios	A REQUEST FROM AN OPM EMPLOYEE WHO HAS AN OFFICIAL NEED OR USE FOR THE RECORD?
	A FEHB ADMINISTRATOR SEEKING TO VERIFY QUALIFICATIONS FOR BENEFITS?
	RECORDS MAINTAINED BY A SUPERVISOR, IN HIS OFFICE, BUT DERIVED FROM THE OPF?





Scenarios	How long are records kept once a Federal civilian employee separates from the government?
	OPM owns the records, but where might a requester submit a request? Does it depend on service status?
	What about to a prospective non-federal employer?



