

1. System Name: WMATA's Operations Central Control (OCC) Training Records.
2. System Location: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: WMATA Employees and Fire Department Employees of the WMATA jurisdictions who receive OCC Training.
4. Categories of Records in the system: Names, employee numbers, job titles, certifications, test scores, home addresses and cell phone numbers.
5. Principal Purpose: *For Employees*: To administer and track OCC training and to monitor job performance. *For Fire Department Employees*: To administer and track OCC security training.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agencies); D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); E (Disclosure to Courts or Administrative Bodies); F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); G (Disclosure for Administrative Claims, Complaints and Appeals); H (Disclosure in Connection with Litigation); I (Disclosure to WMATA Unions); and J (Disclosure to the Government Accountability Office), and disclosure to Fire Departments of the WMATA signatories to verify that their personnel have received training apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: By payroll number or name.
 - Storage**: Electronic and Hard Copies.
 - Safeguards**: User ID and Password; Hard Copies kept in locked cabinet in locked office.
 - Retention and Disposal**: Retain until separation from employment and then sent to Official Personnel File.
8. Systems Manager: OCC Training Administrators.
9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website.
10. Records Source Categories: WMATA Employees and Fire Department Employees who participate in OCC training; WMATA employees who provide training.