

1. System Name: Employee Metrorail Right of Way Training Records.
2. System Location: System Safety and Risk Protection/Industrial Construction and Environmental Services (SARP/ICES); Hard copies in Carmen E. Turner Facilities, 3500 Pennsy Drive, Hyattsville, MD 20785. Originals are kept in the ID Office in the Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: WMATA employees who receive Right of Way Training.
4. Categories of Records in the system: WMATA employees' Right Of Way training records, including sign in sheet, which contains name, signature, employee ID#, date of training and letters of failure.
5. Principal Purpose: To administer and track compliance with Right Of Way training that WMATA requires of employees prior to allowing them to perform work within the energized rail system.
6. Routine Uses of Records maintained in the System: General Routine Use B (Disclosure Incident to Requesting Information); C (Disclosure to Requesting Agencies); D (Disclosures to Congressional Offices or Offices of Elected Officials in the Transit Zone); F (Disclosure to Contractor, Grantors, Grantees, Federal Government Agencies, and Others); H (Disclosure in Connection with Litigation); I (Disclosures to WMATA Unions); and J (Disclosure to the GAO, FTA, or Other Government Oversight Agencies) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
 - Retrieved by**: By name.
 - Storage**: Hard Copies.
 - Safeguards**: All records are kept in a lockable cabinet maintained in secure, access-controlled areas in the Carmen Turner Facility.
 - Retention and Disposal**: Kept indefinitely.
8. Systems Manager: Fire/Life Safety Liaison in SARP.
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 who receive Right of Way Training and Trainers.