

SYSTEM NAME AND NUMBER: BGFRS-25 “FRB—360 Assessment Records.”

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW, Washington, DC 20551. The completed 360

Assessment questionnaires and the resulting feedback reports are collected and maintained, on

behalf of the Board, by contractors. Based on the information provided by the completed

questionnaires, the contractors provide an individual feedback report to the individual under

evaluation. With the exception of the feedback report provided to the individual under

evaluation, no individually identifiable information is maintained on the Board's premises. The

names and addresses of the contractors engaged to design, facilitate, and report the results of the

360 Assessment process at the Board within the past three years are as follows:

BlessingWhite, 11000 Broken Land Parkway, Suite 200, Columbia, MD 20144;

Center for Creative Leadership, 1 Leadership Place, Greensboro, NC 27410;

ChangeFusion, LLC, 6402 Arlington Blvd., Falls Church, VA 22042;

Communications Training Analysis Corp., 3120 Fairview Park Drive, Suite 600, Falls Church, VA 22041;

Information PathWaves, Inc., 18 Torrance Court, Kensington, MD 20895;

Innolect, Inc., 2764 Pleasant Road #11503, Fort Mill, SC 29708;

IVY Planning Group, LLC, 6701 Democracy Blvd., Bethesda, MD 20817;

Korn Ferry, 12012 Sunset Hills Road, Reston, VA 20190;

Otto Kroeger Associates, 3605 Chain Bridge Road, Fairfax, VA 22030;

Uniplus Consultants, Inc., 8140 Ashton Ave Suite 210, Manassas, VA 20109;

WiseWays Consulting, Inc., 2207 Greywing Street, Woodbridge, VA 22191.

SYSTEM MANAGER(S): Ethel Bulluck, Learning and Development Manager, Human Resources, Management Division, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue NW, Washington, DC 20551, (202) 452-3749, or ethel.g.bulluck@frb.gov.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Sections 10 and 11 of the Federal Reserve Act (12 U.S.C. 244 and 248).

PURPOSE(S) OF THE SYSTEM: These records are collected and maintained to assist the Board in administering its personnel functions and improving the management skills of its employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Past and present employees of the Board who have participated in the 360 Assessment program.

CATEGORIES OF RECORDS IN THE SYSTEM: This system contains 360 Assessment questionnaires completed by the individual under evaluation and his or her evaluators, analyses of the questionnaires, and feedback reports compiled by the contractor based upon the analyses.

RECORD SOURCE CATEGORIES: Information is provided by the individual being evaluated and his or her evaluators.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND PURPOSES OF SUCH USES: General routine uses A, C, D, F, G, H, I, and J apply to this system. These general routine uses are located at <https://www.federalreserve.gov/files/SORN-page-general-routine-uses-of-board-systems-of-records.pdf> and are published in the Federal Register at 83 FR 43872 at 43873-74 (August 28, 2018). Records may also be used to disclose information to an arbitrator to resolve disputes under a negotiated grievance procedure or to officials of labor organizations recognized under

applicable law, regulation, or policy when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Paper records in this system are stored in locked file cabinets with access limited to staff with a need to know. Electronic records are stored on a secure server with access limited to staff with a need to know.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Records can be retrieved by one or more personal identifiers depending on the contractor engaged by the Board for a particular 360 Assessment. These identifiers may include the name, email address, role, and demographic information (age, gender, etc.) of the individuals being evaluated and of the individuals performing the evaluations.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: All records are retained either until the record is superseded, one year after the individual under evaluation's separation from employment, or three years—whichever occurs first. Longer retention is authorized if required for business use.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Paper records are secured by lock and key and electronic files are stored on secure servers. The system has the ability to track individual user actions within the system. The audit and accountability controls are based on National Institute of Standards and Technology (NIST) and Board standards, which, in turn, are based on applicable laws and regulations. The controls assist in detecting security violations and performance or other issues in the system. Access to the system is restricted to authorized users within the Board who require access for official business purposes. Users are classified into different roles and common access and usage rights are established for each role.

User roles are used to delineate between the different types of access requirements such that users are restricted to data that is required in the performance of their duties. Periodic assessments and reviews are conducted to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes.

RECORD ACCESS PROCEDURES: The Privacy Act allows individuals the right to access records maintained about them in a Board system of records. Your request for access must: (1) contain a statement that the request is made pursuant to the Privacy Act of 1974; (2) provide either the name of the Board system of records expected to contain the record requested or a concise description of the system of records; (3) provide the information necessary to verify your identity; and (4) provide any other information that may assist in the rapid identification of the record you seek.

Current or former Board employees may make a request for access by contacting the Board office that maintains the record. The Board handles all Privacy Act requests as both a Privacy Act request and as a Freedom of Information Act request. The Board does not charge fees to a requestor seeking to access or amend his/her Privacy Act records.

You may submit your Privacy Act request to the—

Secretary of the Board
Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue NW
Washington, DC 20551

You may also submit your Privacy Act request electronically by filling out the required information at: <https://foia.federalreserve.gov/>.

CONTESTING RECORD PROCEDURES: The Privacy Act allows individuals to seek amendment of information that is erroneous, irrelevant, untimely, or incomplete and is

maintained in a system of records that pertains to them. To request an amendment to your record, you should clearly mark the request as a “Privacy Act Amendment Request.” You have the burden of proof for demonstrating the appropriateness of the requested amendment and you must provide relevant and convincing evidence in support of your request.

Your request for amendment must: (1) provide the name of the specific Board system of records containing the record you seek to amend; (2) identify the specific portion of the record you seek to amend; (3) describe the nature of and reasons for each requested amendment; (4) explain why you believe the record is not accurate, relevant, timely, or complete; and (5) unless you have already done so in a related Privacy Act request for access or amendment, provide the necessary information to verify your identity.

NOTIFICATION PROCEDURES: Same as “Access procedures” above. You may also follow this procedure in order to request an accounting of previous disclosures of records pertaining to you as provided for by 5 U.S.C. 552a(c).

EXEMPTIONS PROMULGATED FOR THE SYSTEM: Certain portions of this system of records may be exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5).

HISTORY: This SORN was previously published in the Federal Register at 73 FR 24984 at 25003-04 (May 6, 2008). The SORN was also amended to incorporate two new routine uses required by OMB at 83 FR 43872 (August 28, 2018).