

STATE-12

System name :

Foreign Service Employee Locator/Notification Records.

System location :

Department of State, 2201 C Street NW, Washington, DC 20520.

Categories of individuals covered by the system:

Foreign Service employees.

Categories of records in the system:

Employee's name; current post of assignment; Washington area address and telephone number; other address in the U.S.; instructions for forwarding mail; names of dependents; names of contacts for employees for emergency purposes.

Authority for maintenance of the system:

22 U.S.C. 811a, 821.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in these files is used for the forwarding of employee's mail and for the notification of next of kin in the event of an emergency or death of an employee. The information may also be released to other government agencies on a need-to-know basis. Also see ``Routine Uses" paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy.

Retrievability:

By individual name.

Safeguards :

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

Retention and disposal:

The card is maintained until the employee updates it because of a change in address or assignment. The card is destroyed 2 years after the employee retires or resigns.

System manager(s) and address:

Chief, Foreign Service Lounge, Room 1252, Department of State, 2201 C Street NW, Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the Employees Service Center might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he/she wishes the records of the Employees Services Center to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures:

(See above).

Record source categories:

The individual.