

STATE-51

System name :

Office of Freedom of Information, Privacy and Classification Review WAE Re-employed Annuitants and Contractor Records.

Security classification:

Unclassified.

System location:

Department of State, 2201 C Street, NW, Washington, DC 20520-1239.

Categories of individuals covered by the system:

Retired Foreign Service and Civil Service officers and contract employees who serve as re-employed annuitants or contractors, and those eligible for such re-employment, but whose assignments/contracts are pending with the Office of Freedom of Information, Privacy and Classification Review.

Categories of records in the system:

Manual files, maintained by name of re-employed annuitant, prospective employee or contractor, contain administrative information, such as, full name, home address, home telephone number, bureau endorsements, results of pre-employment panel meetings, annual work schedule preferences, annual work schedules, Social Security Number, date of birth, date and period of appointment, position title and number, and salary at time of retirement. Computer records, maintained primarily by name of the annuitant, include information of area (bureau) specialties, agency from which annuitant retired, approximate number of days that annuitant can work each year, assignment by division, hours worked by pay period, hourly pay rate, grade, and hours worked on special projects or in areas outside of the assigned division. Computer records are also maintained by Freedom of Information Act, Privacy Act and Executive Order request case number which includes information on specific cases assigned to annuitants showing case number, type and size of case, and dates the case was assigned and completed.

Authority for maintenance of the system:

22 U.S.C. 2658 (Rules and Regulations; Promulgation by Secretary; Delegation of Authority); 22 U.S.C. 3921 (Secretary of State).

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

Information in this system is used for scheduling the work of re-employed annuitants and contractors, monitoring and controlling

expenditures, tracking and controlling cases, and for accountability and payment of contractors.

The information is used primarily by the staff of the Office of Freedom of Information, Privacy and Classification Review; however, some information concerning hours worked and salary costs of annuitants is provided on a need-to-know basis to support other offices when requested. Also see "Routine Uses" paragraphs of Prefatory Statement published in the Federal Register (42 FR 49699, September 27, 1977).

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

Storage:

Hard copy, electronic media.

Retrievability:

By individual name and Freedom of Information Act or Privacy Act case number.

Safeguards:

All employees and contractors of the Department of State have undergone a thorough background security investigation. Access to the Department 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. The Office of Freedom of Information, Privacy and Classification Review is located within a secure area of the Department. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular ad hoc monitoring of computer usage.

Retention and disposal:

Retention of records of re-employed annuitants, prospective employees and contractors is indefinite because of a need to maintain a record of work availability over an extended period of time. The record is destroyed five years after the re-employed annuitant or contractor who is the subject of the record is no longer employed or under contract by the Office of Freedom of Information, Privacy and Classification Review. More specific information may be obtained by writing the Director, Office of Freedom of Information, Privacy, and Classification Review, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520-1239.

System manager(s) and address:

Director, Office of Freedom of Information,
Privacy, and Classification Review, Room 1239,
Department of State, 2201 C Street NW,
Washington, DC 20520-1239.

Notification procedure:

Individuals who have reason to believe that the Office of Freedom of Information, Privacy, and Classification Review might have records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520-1239. The individual must specify that he/she wishes the Office of Freedom of Information, Privacy and Classification Review WAE Re-employed Annuitants and Contractor Records to be checked. At a minimum, the individual must include: Name, date and place of birth, current mailing address and zip code, and signature.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

Record source categories:

The individual, Department of State Personnel Records and Department officials who endorse the nomination of an annuitant.

Exemptions claimed for the system:

None.