

STATE-57

System name :

Communications Personnel Training Records.

Security classification:

Unclassified.

System location:

Office of Communications, Resource Management Training Division, 2201 C Street, NW, Washington, DC 20520; and Warrenton Training Center, Bear Wallow Road, Warrenton, Virginia 22186.

Categories of individuals covered by the system:

All Foreign Service professional communications personnel, Foreign Service officer and secretary back-up communications personnel, and Civil Service communications personnel employed by the Department of State.

Categories of records in the system:

Employee's name, social security account number, grade, date and place of birth, current and previous assignments, Continuing Education Units (CEU'S) awarded, previous experience and educational backgrounds, and technical training provided by the Office of Communications.

Authority for maintenance of the system:

Foreign Service Act of 1980, as amended, (22 U.S.C. 3901), and the Civil Service Reform Act of 1978 (5 U.S.C. 1101).

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

The Office of Communications will use this record system in determining current and future training requirements of those individuals who are professional communications personnel and who have been tasked to perform additional back-up communications duties at Foreign Service posts.

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

Storage:

Hard copy, computer media.

Retrievability:

By individual name, social security account number, assignment/posts and types of training.

Safeguards :

All employees of the Department of State have undergone a background security investigation. Access to the Department of State 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 on a computerized database are accessible only through computer media under Department of State jurisdiction and placed in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct responsibility 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:

Biographic training data may be maintained in the system for as long as the individual is employed by the Department of State. More specific information regarding retention and disposal may be obtained by writing to the Director, Foreign Affairs Information Management Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address:

Chief of Training Division, Warrenton Training Center, Box 3050, B-47, Warrenton, Virginia 22186.

Notification procedure:

Individuals who have reason to believe that the Communications Personnel Training Records might contain records pertaining to themselves should write to the Information and Privacy Coordinator, Foreign Affairs Information Management 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 Communications Personnel Training Records to be checked. At a minimum, the individual must include: 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 Information and Privacy Coordinator, Foreign Affairs Information Management Center (address above).

Contesting record procedures:

See above.

Record source categories:

The individual employee and the Department's central personnel database.

Systems exempted from certain provisions of the act:

None.