

Vol. 67, No. 186
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Public Notice 4129

STATE-67

SYSTEM NAME:

Office of Inspector General (OIG)
Timesheet System.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of Inspector General (OIG), U.S.
Department of State, 2201 C Street,
NW., Washington, DC 20520, SA-39
1700 N. Lynn Street, Rosslyn, Virginia
22209.

**CATEGORIES OF INDIVIDUALS
COVERED BY THE**

SYSTEM:

All OIG employees of the Department of
State, including the Inspector General
and Deputy Inspector General.

**CATEGORIES OF RECORDS IN
THE SYSTEM:**

Employee's name; annual salary; hourly
rate; leave use; employee timesheets;
employment tenure; employee grade and
series; occupational series.

**AUTHORITY FOR MAINTENANCE
OF THE SYSTEM:**

Inspector General Act of 1978, 5 U.S.C.
App. 3; Foreign Service Act of 1980, as
amended (22 U.S.C. 3901).

**ROUTINE USES OF RECORDS
MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF
SUCH USES:**

The information in the OIG Timesheet
System may be used: (a) By the subject
of the record to review time spent by the
subject on projects, training, and other
activities; (b) By OIG management to
generate reports and analysis of the time

and costs spent on projects, training, and
management. Also see the "Routine
Uses" paragraph of the Prefatory
Statement published in the Federal
Register.

**POLICIES AND PRACTICES FOR
STORING, RETRIEVING,
ACCESSING, RETAINING AND
DISPOSING OF RECORDS IN THE
SYSTEM:**

STORAGE:

Electronic Media.

RETRIEVABILITY:

By individual name or by project, as
well as by each of the data items listed
as a category of record in this
description.

SAFEGUARDS:

All employees of the Department of
State have undergone background
investigations. Access to the Department
and its annexes is controlled and limited
to those individuals possessing a valid
identity card or individuals with a 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. Access to computerized files
is password protected 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 and ad hoc monitoring of
computer usage.

RETENTION AND DISPOSAL:

These records will be maintained until
they become inactive at which time they
will be retired or destroyed in
accordance with published records
schedules of the Department of State
and as approved by the National
Archives and Records Administration.
More specific information may be

obtained by writing to Director, Office of IRM Programs and Services; A/RPS/IPS; U.S. Department of State, SA-2; Washington, DC 20522-6001.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administration, U.S. Department of State, Office of Inspector General, 1700 North Moore St., Suite # 720, Rosslyn, VA 22209.

NOTIFICATION PROCEDURE:

Individuals who have reason to believe that the OIG Timesheet System might contain records pertaining to them should write to the Information and Privacy Coordinator, Office of Inspector General, Department of State, Room 6817, 2201 C Street, NW., Washington, DC, 20520. The individual must specify that he/she wishes the records of the OIG Timesheet System to be checked.

At a minimum, the individual must include: date and place of birth; approximate dates of employment with Department of State's OIG; current mailing address and zip code; signature; and, preferably, his/her social security number.

RECORD ACCESS AND AMENDMENT PROCEDURES:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Information and Privacy Coordinator, Office of Inspector General, Department of State (address above).

RECORD SOURCE CATEGORIES:

These records contain employee information obtained directly from the individual who is the subject of these records. The records also contain grade, position, and salary information from the OIG's Office of Human Resources that is generated using the employee's identification number from the Global Employee Management System GEMS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.