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Public Notice 7133

**STATE-68**

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM NAME:**

Office of the Coordinator for  
Reconstruction and Stabilization  
Records.

**SYSTEM LOCATION:**

Department of State, SA-3, 2121  
Virginia Avenue, NW., Washington, DC  
20520.

**CATEGORIES OF INDIVIDUALS  
COVERED BY THE SYSTEM:**

Individuals who have been or will be  
involved in international reconstruction  
and stabilization activities and  
individuals who offer to participate in  
potential future overseas reconstruction  
and stabilization activities in a foreign  
deployment or in a management function  
based in Washington, DC, and/or in  
domestic training and civilian-military  
exercises.

**CATEGORIES OF RECORDS IN  
THE SYSTEM:**

Name; Social Security number; date of  
birth; citizenship; contact information  
such as mailing address, e-mail and/or  
phone number; passport number, dates  
of expiration, places of issuance; driver's  
license number, dates of expiration and  
state where issued; individuals' height  
and weight; language skills; military  
service, if any; prior related experience;  
security clearance status; medical  
clearance; personal gear/clothing size;  
emergency contact information and  
dependent information.

**AUTHORITY FOR MAINTENANCE  
OF THE SYSTEM:**

Public Law 108-447, Div B, Title IV,  
Sec. 408, 118 Stat. 2904 (Consolidated  
Appropriations Act, 2005).

**PURPOSE:**

The information in this system will be  
used to assist the Office of the  
Coordinator for Reconstruction and  
Stabilization to carry out its mandate to  
lead, coordinate, and institutionalize  
international reconstruction and  
stabilization activities of the U.S.  
Government.

The database shall be compiled and used  
to categorize and identify individuals  
who volunteer to participate in Civilian  
Response Corps missions and other  
international reconstruction and  
stabilization activities.

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

The records in this system may be  
disclosed to:

(1) Any and all U.S. Government  
agencies involved in reconstruction and  
stabilization operations in order to  
coordinate U.S. efforts in international  
reconstruction and stabilization; to  
determine which members are available  
and best qualified for particular  
missions; and to manage and select  
individuals who have been hired or  
agreed to deploy overseas in support of  
reconstruction and stabilization efforts of  
the U.S. Government.

(2) The United Nations, North  
Atlantic Treaty Organization (NATO) or  
similar international organizations for  
the purpose of coordinating personnel  
engaged in specific reconstruction and  
stabilization activities.

(3) U.S. and NATO military  
installations for the purpose of sharing  
information necessary for security  
checks and to obtain access to military  
facilities, including manifesting on  
military aircraft.

(4) State governments, foreign governments and international organizations where employees are being considered for detail, assignment or secondment.

(5) Officials of foreign governments and other U.S. Government agencies for clearance before a Federal employee is assigned to that country as well as for the procurement of necessary services for American personnel assigned overseas, such as permits of free entry and identity cards;

(6) Attorneys, union representatives or other persons designated in writing by employees who are the subject of the information to represent them in complaints, grievances, or other litigation.

The Department of State periodically publishes in the Federal Register its standard routine uses that apply to all of its Privacy Act systems of records. These notices appear in the form of a Prefatory Statement. These standard routine uses apply to the Office of the Coordinator for Reconstruction and Stabilization Records, State-68.

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

**STORAGE:**

Electronic media.

**RETRIEVABILITY:**

Individual's name or system generated identification number.

**SAFEGUARDS:**

The Department of State will maintain responsibility for keeping the records accurate and updated; however, a limited number of U.S. Agency for International Development (USAID) personnel will be allowed to access the CRC database in order to run the Civilian Deployment

Center. These USAID personnel will use a State Department-approved remote access program in order to enter the State system. All Department of State and USAID employees and contractors with authorized access have undergone a thorough background security investigation. All users must take mandatory annual cyber security awareness training including the procedures for handling Sensitive But Unclassified and personally identifiable information. Before being granted access to the

Office of the Coordinator for Reconstruction and Stabilization Records, a user must first be granted access to Department of State computer systems.

Remote access to the Department of State network from non-Department owned systems is only authorized through a Department-approved remote access program. Remote access to the network is configured with two factor authentication and time-out functions. 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. Servers are stored in Department of State secured facilities in cipher locked server rooms. Access to electronic 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 and ad hoc monitoring of computer usage. When it is determined that a user no longer needs access, the user account is disabled.

**RETENTION AND DISPOSAL:**

These records will be maintained with published record disposition schedules

of the Department of State as approved by the National Archives and Records Administration (NARA). More specific information may be obtained by writing to the Director, Office of Information Programs and Services, A/GIS/IPS, SA-2, Department of State, 515 22nd Street, NW., Washington, DC 20522-8100.

**SYSTEM MANAGER AND ADDRESS:**

Office of the Coordinator for Reconstruction and Stabilization, Department of State, SA-3, 2121 Virginia Avenue, NW., Washington, DC 20520.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that the Office of the Coordinator for Reconstruction and Stabilization might have records pertaining to them should write to the Director, Office of Information Programs and Services, A/GIS/IPS, SA-2, Department of State, 515 22nd Street, NW., Washington, DC 20522-8100. The individual must specify that he or she wishes the records of the Office of the Coordinator for Reconstruction and Stabilization to be checked. At a minimum, the individual should include: Name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record (including the city and/or country and the approximate dates) which gives the individual cause to believe that the Office of the Coordinator for Reconstruction and Stabilization has records pertaining to them.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

Individuals who wish to gain access to, or amend records pertaining to, themselves should write to the Director,

Office of Information Programs and Services (address above).

**CONTESTING RECORD**

**PROCEDURES:**

See above.

**RECORD SOURCE CATEGORIES:**

These records contain information that is obtained from the individual who is the subject of the records.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE**

**ACT:**

None.