

## STATE-30

### **System name:**

Personnel Payroll Records.

### **Security classification:**

Unclassified and classified.

### **System location:**

Department of State, Room 1921, 2201 C Street, NW, Washington, DC 20520; Annex 15, 1800 N. Kent Street, Arlington, VA 22209; Charleston Financial Service Center, Building 646A, 1969 Dyess Avenues, Charleston, SC 29408; and overseas at U.S. embassies, U.S. consulates general and consulates.

### **Categories of individuals covered by the system:**

Current and former Civil Service and Foreign Service employees of the Department of State including those serving under full-time, part-time, intermittent, temporary, and limited appointments; Foreign Service annuitants; and employees of other agencies for whom the Department provides payroll service.

### **Categories of records in the system:**

Personnel actions, payroll control records, allotment requests, tax forms, death claims, bond requests, leave records, time and attendance records, federal, state and city income tax withholding statements, compensation records, health insurance forms, reconciliation records, employee payroll authorizations from other agencies, retirement/separation and transfer forms, and related correspondence.

### **Authority for maintenance of the system:**

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of service); 5 U.S.C. 301 (Management of the Department of State); 22 U.S.C. 4042 (Maintenance of the Foreign Service Retirement and Disability Fund); 42 U.S.C. 653 (the Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Executive Order 11491, as amended (Labor-management relations in the Federal service); 5 U.S.C. 5501-5584 (Pay Administration); and 31 U.S.C. 901-903 (Agency Chief Financial Officers).

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

The information in this system is used to prepare accurate and complete biweekly/monthly payroll and related reports which include:  
Entering change data into the computerized personnel payroll system; producing a variety of machine reports for use by allotment accountants; issuing biweekly/monthly pay checks and statements; computing and issuing lump-sum pay checks for personnel separating; issuing terminal leave payments; confirming time and attendance and leave data to assist in documenting claims for restored annual leave; providing leave data to the Bureau of Personnel and the Office of Personnel Management to facilitate computing retirement cases; providing appropriate allotments for individuals; issuing salary advances; reporting wages, compensation and allowances;

reporting federal, state, city and other related taxes; filing information returns; processing debt collection actions; and processing other related payroll documents. Information consisting of the names, social security numbers, home addresses, dates of birth, dates of hire, quarterly earnings, employer identifying information, and State of hire of employees may be disclosed: (1) To the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for the purpose of locating individuals to establish paternity, establishing and modifying orders of child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform Law, 42 U.S.C. 653); (2) to the Office of Child Support Enforcement for release to the Social Security Administration for verifying social security numbers in connection with the operation of the Federal Parent Locator System by the Office of Child Support Enforcement; and (3) to the Office of Child Support Enforcement for release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return. The principal users of this information outside the Department of state are: Federal, state, and city governments which are issued tax reports; the Internal Revenue Service and the Social Security Administration which are sent tax and withholding data; and the Office of Personnel Management which receives the total record of the Civil Service Retirement System and the Federal Employees Retirement System benefit deductions including life and health insurance. A record from this system of records may be disclosed to the Office of Personnel Management in accordance with the agency's responsibility for evaluation and oversight of federal personnel management. The Department's Consolidated American Payroll Division (CAPD) of the Office of Compensation and Pension provides employee payroll services and data to other U.S. Government agencies pursuant to agreements, Memoranda of Understanding or other documents authorizing services. Those agencies include: American Institute in Taiwan; Department of Agriculture; Department of Commerce; Department of Justice including the Drug Enforcement Administration and Immigration and Naturalization Service; Department of Defense; Department of Treasury including the Customs Service and the Secret Service; Department of Transportation including the Federal Aviation Administration and the Maritime Administration; Department of Health and Human Services; Department of Energy; U.S. Trade Representative; Nuclear Regulatory Commission; Department of the Army; Federal Emergency Management Agency; ACTION (Peace Corps); United States Information Agency; Agency for International Development; Social Security Administration; Center for Disease Control; United

States Battle Monuments Commission; National Aeronautics and Space Administration; and the Board of International Broadcasting. Information is also made available to officials of labor organizations recognized under E.O. 11491, as amended, concerning the identity of Department of State employees contributing dues each pay period and the amount of dues withheld from each contributor; to officers and employees of a federal agency or public accounting firm for purposes of audit; to the Department of Justice when representing the Department or another U.S. Government agency in litigation; to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. Information may also be released on a need-to-know basis to other government agencies having statutory or other lawful authority to maintain such information. Also see the "Routine Uses" paragraphs 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:**

Hard copy, microfiche, electronic media.

**Retrievability:**

Individual name, Social Security Number.

**Safeguards:**

All employees 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. Annex 15 has security access controls (code entrances) and/or security alarm systems. 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 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.

**Retention and disposal:**

Retention of these records varies from 3 to 99 years, depending upon the specific kind of record involved. They are 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 the Director; Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1512.

**System manager(s) and address:**

Chief, Applications Programming Division,  
Systems and Integration Office, Information

Management, Bureau of Administration, Room 4428, Department of State, Washington, DC 20520.

**Notification procedure:**

Individuals who have reason to believe that the Bureau of Finance and Management Policy's Office of Compensation and Pension (Personnel Payroll Records) might have records pertaining to themselves should write to the Director; Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1512. The individual must specify that he/she wishes the Personnel Payroll Records to be checked. At a minimum, the individual must include: Name; date and place of birth; Social Security Number; approximate dates of employment with the Department of State; current mailing address and zip code; and signature.

**Record access procedure:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director; Office of Information Resources Management Programs and Services (address above).

**Record source categories:**

These records contain information obtained from the individual who is the subject of these records, the Bureau of Personnel, and other U.S. Government agencies where an employee was previously employed.

**Systems exempted from certain provisions of the act:**

Pursuant to 5 U.S.C. 552a(k)(4) certain records contained within this system of records are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) in accordance with Department of State rules published in the Federal Register.