

## STATE-49

### **System name :**

Skills Catalogue Records.

### **System location :**

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

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

Family members of U.S. Government employees (specifically family members of Department of State, Agency for International Development, and International Communications Agency personnel).

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

Biographic data, including educational background, language skills, special skills, work experience, availability for employment.

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

22 U.S.C. 2693.

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

The Family Liaison Office will use this record system to assist family members of U.S. Government employees in acquiring employment and other services. Information from this system will be made available to personnel offices of other government agencies having employment opportunities. Information may also be disclosed to multinational corporations, international organizations, business firms, foundations, foreign governments, and families at overseas posts who are interested in hiring Foreign Service family members to perform a task commensurate with their work experience or to utilize their services in performing voluntary work.

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

#### **Storage:**

Hard copy, computer media.

#### **Retrievability:**

By individual name, education, work experience, language facility, overseas experience, current address, Foreign Service post, country, regional bureau.

#### **Safeguards :**

All employees of the Department of State have undergone a thorough background investigation. Access to the Department of State building 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.

### **Retention and disposal:**

These records will be maintained for two years and then retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to Director of Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, 20520.

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

Director, Family Liaison Office, Department of State, 2201 C Street NW, Washington, DC 20520.

### **Notification procedure:**

Individuals who have reason to believe that the Skills Catalogue Records might have records pertaining to them should write to the Chief of the Privacy Staff, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specifically request that the Skills Catalogue Records 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 them should write to the Chief of the Privacy Staff (address above).

### **Contesting record procedures:**

See above.

### **Record source categories:**

The individual; Who's Who and other such reference publications; newspapers and periodicals; testimony and comments from other persons having knowledge of the individual; pertinent records of other Federal, State, or local agencies and foreign governments; pertinent records of private firms or organizations; other public sources.