

**STATE-20**

**SYSTEM NAME:**

Legal Adviser Attorney Employment Application Records.

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

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

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

All attorney applicants for employment with the Office of the Legal Adviser (including unsuccessful applicants).

**CATEGORIES OF RECORD IN THE SYSTEM:**

All categories of records may include identifying information, such as but not limited to, name, date of birth, home address, mailing and e-mail addresses, social security number, and home telephone number. The recruitment and employment files may contain any of the following documents as well as related documents not otherwise stated: resumes, interview opinions, letters of recommendation, applicant's writing samples, college transcripts, academic/ professional references, and applications for Federal employment and associated attachments.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 CFR 213.3102(d)&(e)(Excepted service attorney positions); 5 CFR 13.3202(a)(Excepted service student positions); 5 U.S.C. 301 (Management of the Department of State); 22 U.S.C. 2581 (General Authority of Secretary of State); and 22 U.S.C. 2651a (Organization of the Department of State).

**PURPOSE(S):**

The information contained in this system of records is collected and maintained by the Office of the Legal Adviser in order to fulfill its limited delegation of authority from the Bureau of Human Resources to facilitate the recruiting, processing and appointing of attorneys in the Office of the Legal Adviser.

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

The information in the Legal Adviser Attorney Employment Application Records is used primarily to fill vacancies in the Office of the Legal Adviser. Information contained in the files is used:

\* By the Bureau's Attorney Recruitment Committee and Executive Office Staff to screen and evaluate potential candidates;

\* By the selecting official(s) for possible consideration and assessment; and

\* By the Bureau of Human Resources to eventually complete the employment processing of selectees.

Also see the "Routine Uses"

paragraph of the Prefatory Statement published in the **Federal Register** and on our web site at [www.foia.state.gov](http://www.foia.state.gov).

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

Electronic media and hard copy.

**RETRIEVABILITY:**

Individual name.

**SAFEGUARDS:**

All employees of the Department of State have undergone a thorough 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 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:**

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 the Director, Office of IRM Programs and Services; Department of State; SA-2; 515 22nd Street, NW; Washington, DC 20522-6001.

**SYSTEM MANAGER(S) AND ADDRESS:**

Executive Director; Office of the Legal Adviser; Department of State; 2201 C Street, NW; Washington, DC 20520.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that the Office of the Legal Adviser might have records

pertaining to themselves should write to the Director, Office of IRM Programs and Services; Department of State; SA-2; 515 22nd Street; NW; Washington, DC 20222-6001. The individual must specify that he/she wishes the Legal Adviser Attorney Employment Application Records to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; and the approximate date on which he/she applied for employment with the Office of the Legal Adviser.

**RECORDS ACCESS AND AMENDMENT PROCEDURES:**

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

**RECORD SOURCE CATEGORIES:**

These records contain information obtained primarily from the individual who is the subject of these records, the Bureau of Human Resources, educational institutions, the Office of the Legal Adviser, and the references provided by the applicant.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:**

Pursuant to 5 U.S.C. 552a(k)(5), 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 (1), and (0).

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