

**System name:**

Records of the Domestic Accounts Receivable Tracking System.

**Security classification:**

Unclassified and classified.

**System location:**

Department of State, Annex 15; 1800 N. Kent Street; Arlington, VA 22209.

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

Employees of the Department of State, employees of other federal agencies, private U.S. citizens, and other individuals who have incurred a debt to the Department of State or the U.S. Government.

Examples may include but are not limited to repatriation loans, emergency medical/dietary assistance loans, employee medical services, salary advances, and travel advances.

**Categories of records in the system:**

Documentation and related correspondence regarding the incurrence of a debt, which may include, but are not limited to the following:

Fiscal irregularity accounts, installment and promissory agreements, repatriation loan applications, emergency medical/dietary assistance loan applications, transmittals from the Office of Medical Services regarding employee medical services and insurance reimbursement to the Department, salary advances, travel advances, unused tickets, and other debtor accounts submitted to the Department of State by other federal agencies for collection action.

**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); 31 U.S.C. 3701-3720A (Claims of the United States Government).

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

The information in this system is used for aging, reviewing, collecting and updating the individual accounts of debts owed to the Department of State or the U.S. Government, in accordance with the Debt Collection Improvement Act of 1996. The principal user of this information outside the Department of State is the Department of Treasury for administrative offset collection. 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, hard copy.

**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. Access to 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:**

These records will be maintained until they become inactive, at which time they will be retired or destroyed in accordance with published record 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:**

Managing Director, Domestic Financial Services Directorate, Room 6604D, Department of State, Annex 15, 1800 N. Kent Street, Arlington, VA 22209.

**Notification procedure:**

Individuals who have reason to believe that the Domestic Financial Services Directorate 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 Records of the Domestic Accounts Receivable Tracking System to be checked. At a minimum, the individual should include: Name; date and place of birth; Social Security Number; 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 give the individual cause to believe that the Domestic Financial Services Directorate has records pertaining to him/her.

**Record access procedures:**

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 primarily from the individual who is the subject of these records.

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

None.