

STATE-34

System name:

Records of the Office of White House Liaison.

Security classification:

Classified and unclassified.

System location:

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

Categories of individuals covered by the system:

Candidates who are being or would like to be considered for non-career appointments within the Department of State including Presidential appointments requiring Senate confirmation, non-career Senior Executive Service, Schedule C and limited term non-career appointments. Individuals who have been selected for non-career appointments within the Department and who are at various stages of the employment approval and confirmation clearance processes. Individuals who currently hold a non-career position within the Department and some career ambassadors.

Authority for maintenance of the system:

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the Foreign Service); 5 U.S.C. 301 (Management of the Department of State).

Categories of records in the system:

The files contain documents pertaining to an individual's prospective and/or confirmed Presidential appointment. Specifically, they include: Candidate Information Summary; Acknowledgement and Consent Regarding Intent to Appoint form; Declaration for Federal Employment (OF-306); Optional Application for Federal Employment (OF-612); and Public Financial Disclosure Report (SF-278), Confidential Financial Disclosure Report (OGE-450); Office of the Legal Adviser's Certification of Financial Disclosure Report; security clearance forms including Consent to FBI investigation form, FBI Name Check Waiver form; White House Personal Data Statement; Questionnaire for Sensitive Positions (SF-86); Disclosure and Authorization pertaining to Consumer Reports pursuant to the Fair Credit Reporting Act form; IRS Tax Check Waiver form; Congressional forms (Senate Foreign Relations Committee questionnaire, competence statements for the Senate Foreign Relations Committee, Federal Campaign Contribution Report); memoranda to the Office of Legislative Affairs transmitting Congressional documents; letters of recommendation; biographic summary; White House draft press release; agreement telegrams (if bilateral ambassadorial positions); employment documents for non-career selectees; correspondence, memoranda and/or e-mail exchanges relative to appointment processing, selection and nomination; transmittal correspondence from the private sector, other government agencies, and the Executive and Legislative branches of Federal government; official appointment notice prepared following Presidential attestation of an appointment; documents related to accretion of duties requests

including requests for approval submitted to the White House and internal Department processing of the accretion of duties; position description; Foreign Service Residence and Dependency Report. Race and National Origin Identification, and resignation letters and responses from the President.

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

The information in the Records of the White House Liaison Office (WHLO) is used for the consideration, review, clearance and appointment of an individual to a Presidential position/ title. Specifically,
-Background information such as resumes, applications, letters of recommendation and Congressional Committee documents are reviewed by WHLO, the Bureau of Personnel, and the Bureau of Legislative Affairs for consideration of an appointment; released to or discussed in consultation with Bureaus that have vacancies for which the individual is being considered, and when appropriate released to the White House Office of Presidential Personnel for approval/ disapproval.

-Responses to letters of recommendation are sent to the individual offering the recommendation and correspondence are forwarded to the Bureau of Legislative Affairs for tracking purposes.

-Background information is also used by WHLO to draft documentation related to the appointment and in discussions with the candidate: it may be provided to the Bureau of Personnel to determine salary levels and to the appropriate Bureau Executive Office for assignment processing.

-Competency statements for the Senate Foreign Relations Committee are drafted by WHLO using the individual's resume and biographical information and once approved by the Bureau of Legislative Affairs, the statement is forwarded to the White House Office of Presidential Personnel.

-Security forms are provided to the Bureau of Diplomatic Security for appropriate processing.

-The Public Financial Disclosure Report and the Confidential Financial Disclosure Report are provided to the Department's Office of the Legal Adviser and to the Office of Government Ethics for a conflict of interest analysis.

-Information regarding the accretion of duties is given to the White House Office of Presidential Personnel for approval and to the Bureau of Personnel for processing.

-Press releases drafted by WHLO are forwarded to the White House Office of Presidential Personnel to be released to the press by the White House Press Office when appropriate.

Policies and Practices For Storing, Retrieving, Accessing, retaining and disposing of records in the system:

Storage:

Computer media and hard copy.

Retrievability:

By individual name, country or position title.

Safeguards:

All employees of the Department of State have undergone a thorough security background 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. 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 specified information may be obtained by writing to the Director, Office of IRM Programs and Services; Room 1512; Department of State; 2201 C Street, NW; Washington, D.C. 20520- 1512.

System manager(s) and address:

Senior Adviser to the Secretary and White House Liaison, Room 6311; Department of State; 2201 C Street, NW; Washington DC 20520.

Notification procedures:

Individuals who have reason to believe that the Office of the White House Liaison might have records pertaining to themselves should write to the Director, Office of IRM Programs and services (address above). The individual must specify that he/she wishes the records of the White House Liaison Office to be checked. At a minimum, the individuals must include: name; date and place of birth; Social Security number; approximate dates of employment with the Department of State particularly the time during which the individual was a candidate or held a non-career Presidential appointment; current mailing address and zip code; and signature.

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 IRM Programs and Services (address above).

Record source categories:

These records contain information obtained directly from the individual who is the subject of these records; Office of the Legal Advisor; Bureau of Diplomatic Security; Bureau of Personnel; Bureau of Legislative Affairs; the White House Office of Presidential Personnel; and/or individuals who know or worked with the subject and may offer recommendations.

System exempted from certain provisions of the act:

Pursuant to 5 U.S.C. 55.2a (k)(5), certain records in this system contain confidential source information and are exempted from 5 U.S.C. 522a(c)(3), (d), (e)(1),

(e)(4)(G), (H) and (I), and (f). See Department of State Rules published in the Federal Register .