

## STATE-65

### **System name:**

Speaker/Specialist Program Records.

### **Security classification:**

Unclassified.

### **System location:**

Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

### **Categories of Individuals Covered by the System:**

American specialists and experts who have participated or been considered for participation in the Speaker/Specialist Program sponsored by the Office of International Information Programs. Specialists are recruited for their expertise in addressing foreign audiences in U.S. policies and practices in any of five thematic areas: Economic Security, Political Security, Democracy and Human Rights, Global Issues and Communications, and U.S. Society and Values.

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

These records contain biographic information about the speaker/specialist including education and professional experience; correspondence between the individual, the Department and overseas posts regarding the speaker's participation in the program; travel itineraries and visa documentation; grant authorization numbers and types; copies of the grant documents; cost and fiscal data; payment vouchers; Automated Clearing House (ACH) payment enrollment forms; country clearance telegrams; and where applicable, program evaluations and speaker reports.

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

5 U.S.C. 301 (Management of the Department of State); 22 U.S.C. 1431 et seq. (Smith-Mundt United States Information and Educational Exchange Act of 1948, as amended); 22 U.S.C. 2451-58 Fulbright-Hays Mutual Educational and Cultural Exchange Act of 1961, as amended; 22 U.S.C. 2651 a (Organization of the Department of State); and 22 U.S.C. 3921 (Management of the Foreign Service).

### **Purpose(s):**

The information contained in the Speaker/Specialist Program Records is collected and maintained by the Office of International Information Programs in the administration of its responsibility to manage the Department's Speaker/Specialist Program as provided for in the Smith-Mundt Act.

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

Information in the Speaker/Specialist Program Records is used or disseminated as follows:

- By program officers and assistants in implementing and managing the Speaker/Specialist Program;
  - To generate grant documents and payment vouchers;
  - For internal reporting and tracking of international speaking appearances;
  - To generate periodic and ad hoc statistical reports in response to requests from Congress, the White House and other U.S. Government entities, e.g., the number of speakers addressing a specific issue; or the number of speakers from historically ethnic colleges and universities, and
  - To disclose information to officials of foreign governments and organizations before a participant is sent to that country in order to facilitate participation in programs and events.
- 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:**

Hard copy; electronic media.

#### **Retrievability:**

Individual name.

#### **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. 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 destroyed or retired 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 IRM Programs and Services; Department of State; SA-2; 515 22nd Street, NW; Washington, DC 20522.6001.

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

Director, Office of International Information Programs; Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

**Notification procedure:**

Individuals who have reason to believe that the Office of International Information Programs 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 20522-6001. The individual must specify that he/she wishes the Cultural Property Advisory Committee Records 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, and the approximate dates which give the individual cause to believe that the Office of International Information Programs 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 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.

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

None.