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AGENCY FOR INTERNATIONAL DEVELOPMENT

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(Appendix A to 22 CFR part 215 - Regulation, Agency for International Development Addresses and Locations of Offices Referenced in the Regulations and Notices is hereby incorporated by reference into this Notice as Appendix A hereto.)

Statement of General Routine Uses

The following routine uses apply to, and are incorporated by reference into each system of records set forth below to the extent therein applicable:

1. In the event of an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by statute or particular program pursuant thereto, a record in this system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.
2. A record from this system of records may be disclosed, as a routine use, to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent

information if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the approval of a grant or other benefits.

3. A record from this system of records may be disclosed, as a routine use, to a federal agency, in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, approval of a grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

5. A record from this system of records may be disclosed, as routine use, to the Department of State and its posts abroad for the purpose of transmission of information between organizational units of the Agency, or for purposes related to the responsibilities of the Department of State in conducting United States foreign policy or protecting United States citizens, such as the assignment of employees to positions abroad, the reporting of accidents abroad, evacuation of employees and dependents, and other purposes for which officers and employees of the Department of State have a need for the records in the performance of their duties.

6. A record from this system of records may be disclosed, as a routine use, to a foreign government or international agency in response to its request for information to facilitate the conduct of U.S. relations with that government or agency through the issuance of such documents as visas, country clearances, identification cards, drivers' licenses, diplomatic lists, licenses to import or export personal effects, and other official documents and permits routinely required in connection with the official service or travel abroad of the individual and his or her dependents.

7. A record from this system of records may be disclosed, as a routine use, to Federal agencies with which the Agency has entered into an agreement to provide services to assist the Agency in carrying out its functions under the Foreign Assistance Act of 1961, as amended. Such disclosures would be for the purpose of transmission of information between organizational units of the Agency; of providing to the original employing agency information concerning the services of its employee while under the supervision of the Agency, including performance evaluations, reports of conduct, awards and commendations, and information normally obtained in the course of personnel administration and employee supervision; or of providing other information directly related to the purposes of the inter-agency agreement as set forth therein, and necessary and relevant to its implementation.

8. A record from this system of records may be disclosed, as a routine use, to a Member of Congress or a Congressional staff representative of the Member in response to an inquiry from a Member made at the request of an individual.

9. A record in those systems of records which contains medical information may be disclosed, as a routine use, to the medical adviser of any individual submitting a request for access to the record under

the Act and 15 CFR part 4b if, in the sole judgment of the Agency, disclosure could have an adverse effect upon the individual, under the provision of 5 U.S.C. 552a(f)(3) and implementing regulations at 15 CFR 4b.6.

10. A record contained in this system of records may be disclosed, as a routine use, to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

11. A record from this system of records may be disclosed, as a routine use, to the Foreign Service Grievance Board in the course of the Board's consideration of matters properly before it.

12. A record in this system of records may be disclosed, as a routine use: To the Defense Manpower Data Center, Department of Defense and to the U.S. Postal Service, to conduct computer matching programs for the purpose of identifying and locating individuals who are receiving Federal salaries or benefit payment and delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by USAID in order to collect the debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) by voluntary repayment, or by administrative or salary offset procedures; and to any other Federal agency for the purpose of effecting administrative or salary offset procedures against a person employed by that agency or receiving or eligible to receive some benefit payments from the agency when USAID as a creditor has a claim against that person. Disclosure of information about persons who are receiving Federal salaries or benefit payments and are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by USAID may be made to other Federal agencies, but only to the extent of determining whether the person is employed by that agency and if so, effecting administrative or salary offset procedures against the person.

13. A record in the following systems of records may be disclosed, as a routine use, to consumer reporting agencies:

- Claims Records (AID-20)
- Employee Payroll Records (AID-15)
- Litigation Records (AID-26) and
- Travel and Transportation Records (AID-19)

14. A record in the following systems of records may be disclosed, as a routine use, to the Internal Revenue Service (a) to obtain mailing addresses of debtors in order to collect a Federal debt; and (b) to offset a Federal debt against the debtor's income tax refund:

Claims Records (AID-20), Employee Payroll Records (AID-15), Litigation Records (AID-26), and Travel and Transportation Records (AID-19).

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AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--1

System name: Foreign Service Employee Personnel Records.

System location: Washington offices and offices of assignment abroad as listed in appendix A.

Categories of individuals covered by the system: Present and former A.I.D. Foreign Service employees and employees of other U.S. Agencies detailed to A.I.D.

Categories of records in the system: This system includes (a) central records consisting of official personnel folders and (b) decentralized records consisting of office copies of official documents and papers. Records are comprised of documents in the following categories: Biographic Data; assignment and reassignment orders; notification of personnel actions; travel arrival and departure notices; time and attendance cards; requests for security clearances and building passes; nominations and host country clearances, position descriptions; staffing and workload information; home, family, and emergency location information, records of language proficiency; records of security clearances; performance evaluations; individual assignment rating sheets; earning statements; compensations, awards, and leave information; copies of power of attorney granted by the individual; education and training information; delegations of authority; reports of accomplishments; commendations; health and medical record abstracts; accident or incident reports; reprimands and disciplinary actions; complaints and grievances; documents pertaining to fiscal, property, and transportation matters; foreign office notes and official correspondence; permits and authorizations of foreign governments; health and life insurance plans; and correspondence pertaining to the individual.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, sec. 621, 625, 626, 627, 628, and 636 (b); Foreign Service Act of 1946 as amended, U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To Foreign Governments, international organizations, and U.S. and Foreign Firms for employment or employee exchange.

To Financial and Credit Institutions for loan and credit reference purposes solely to verify the employee's name, employment with A.I.D., dates of employment and pay grade.

To other Federal Agencies and private firms for placement under exchange programs.

To officials of the Department of State serving as the employee's supervisor for performance evaluation and review.

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of A.I.D. personnel management programs, of personnel actions, or such other matters under the jurisdiction of the Commission.

To representatives of the Office of Personnel Management for the maintenance of their Central Personnel Data File, Federal Automated Career System, and Executive Inventory File.

To the Attorney General of the United States or his authorized representative in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice, or carried out as the legal representative of the executive agencies.

To a duly appointed hearing examiner or arbitrator (an employee of another federal agency) for the purpose of conducting a hearing in

connection with an employee's appeal involving disclosures of records of A.I.D.'s personnel management system.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving disclosure of records of the personnel management system.

To officials of labor organizations recognized under Executive Orders 11636 and 11491, as amended, when relevant and necessary to their duties of exclusive representation under the Orders, and to include data such as veteran preference status, tenure, salaries, grades, positions titles, duty stations, agency-sponsored training and awards received, notices of reduction in force, job-related injury, and personnel actions, when such information is relevant to personnel policies and practices affecting employment conditions and necessary for exclusive representation by the labor organization. Wherever feasible and consistent with responsibilities under the orders, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

To state employment security agencies and to the U.S. Department of Labor, upon request, employment, wage and separation data of former AID employees, to determine eligibility for unemployment compensation.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, and for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of employee.

Safeguards: Located in metal file cabinets with three-way combination lock in secured premises with access limited to those whose official duties require access.

Retention and disposal: Retention of these records varies from 1 to 75 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with General Records Schedules issued by the National Archives and Records Administration and approved records control schedules of the Agency for International Development.

System manager(s) and address: Chief, Foreign Service Personnel, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street, NW, Washington, DC 20523.

Administrative Officer or Executive Officer of the employing office or Mission as listed in appendix A.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street, NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The

determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same address as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator
Agency for International Development
320 21st Street, NW
Washington, DC 20523

ATTENTION: Executive Secretary - Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary - Privacy Review Request.

Record source categories: Provided by the individual, by officers and employees of A.I.D. in the performance of their official duties, by United States and foreign civil authorities, by educational institutions, private persons and companies and produced in the course of normal personnel administration operations of the Agency.

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AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--2

System name: Civil Service Employee Office Personnel Records.

System location: Washington offices and, when a Civil Service employee is assigned overseas, at offices of assignment abroad as listed in appendix A.

Categories of individuals covered by the system: Present and former A.I.D. Civil Service employees, consultants, experts; persons under contract to A.I.D.; other U.S. Government Agency personnel employed by A.I.D.; advisers to A.I.D.

Categories of records in the system: In addition to central records in the custody of A.I.D. but officially "maintained" by the Civil Service Commission the Agency maintains personnel records which may be comprised of any of the following categories of documents: Biographic data; assignments and reassignment orders; notification of personnel actions; travel arrival and departure notices; time and attendance cards; requests for security clearances and building passes; nominations and host country clearances; position descriptions; contracts when individuals are employed under a contract; staffing and workload information; home, family, and emergency location information; records of language proficiency; performance evaluations; earning statements; compensation awards, and leave information; copies of power of attorney granted by

individual; education and training information; delegations of authority; reports of accomplishments; commendations; accident or incident reports; reprimands and disciplinary actions; complaints and grievances; documents pertaining to fiscal, property, and transportation matters; correspondence pertaining to the individual; and health and life insurance plans.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, sec. 621, 625, 626, 627, 628 and 636(d); Foreign Service Act of 1946, as amended, sec. 911; 5 U.S.C. 301, 1301, 1302.

Authority to establish and maintain files.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To foreign Governments and U.S. and foreign firms for employment purposes.

To Financial and Credit Institutions for loan and credit reference purposes solely to verify the employee's name, employment with A.I.D., dates of employment and pay grade.

To other Federal Agencies and private firms for placement under exchange programs.

To officials of the Department of State serving as the employee's supervisor for performance evaluation and service.

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of A.I.D. personnel management programs, of personnel actions, or such other matters under the jurisdiction of the Commission.

To representatives of the Office of Personnel Management of the maintenance of their Central Personnel Data File, Federal Automated Career System, and Executive Inventory File.

To the Attorney General of the United States or his authorized representative in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice, or carried out as the legal representative of the executive agencies.

To a duly appointed hearing examiner or arbitrator (an employee of another federal agency) for the purpose of conducting a hearing in connection with an employee's appeal involving disclosures of records of A.I.D.'s personnel management system.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving disclosure of records of the personnel management system.

To officials of labor organizations recognized under Executive Orders 11636 and 11491, as amended, when relevant and necessary to their duties of exclusive representation under the Orders, and to include data such as veteran preference status, tenure, salaries, grades, position titles, duty stations, agency-sponsored training and awards received, notices of reduction in force, job-related injury, and personnel actions, when such information is relevant to personnel policies and practices affecting employment conditions and necessary for exclusive representation by the labor organization. Wherever feasible and consistent with responsibilities under the orders, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

To state employment security agencies and to the U.S. Department of Labor, upon request, employment, wage and separation data of former AID employees, to determine eligibility for unemployment compensation.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies,

and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folder.

Retrievability: By name of employee, consultant, expert, contractor, and adviser.

Safeguards: Located in metal file cabinets with three-way combination lock in secured premises with access limited to those whose official duties require access.

Retention and disposal: Retention of these records varies from 1 to 75 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with General Records Schedules issued by the National Archives and Records Service and approved records control schedules of the Agency for International Development.

System manager(s) and address: Chief, Civil Service Personnel, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street, NW, Washington, DC 20523.

Administrative Officer or Executive Officer of the employing office or Mission as listed in Appendix A.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State, Annex 2, 515 22nd Street, NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests for individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4 (c) or (d) of the Agency's regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary--Privacy Review Request.

Record source categories: Provided by the individual, by officers and employees of A.I.D. in the performance of their official duties, by United States and foreign civil authorities, by educational institutions, private persons and companies and produced in the course of normal personnel administration operations of the Agency.

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AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--3

System name: Employees Automated Records.

System location: Office of Data Management, Agency for International Development, 1975 Florida Avenue, Washington, DC.

Categories of individuals covered by the system:

- a. A.I.D. employees including: Direct-hire employees assigned positions in the United States; United States citizen direct-hire employees assigned to positions overseas; and employees of Federal, state, or local government agencies detailed or assigned to A.I.D.;
- b. Applicants for employment; and
- c. Non-direct hires such as Personal Services Contractors.

Categories of records in the system:

This automated system consists of eleven files of computerized records maintained on magnetic discs and magnetic tapes. These files are described below. The first seven (a through g) and the tenth (j) pertain to the category of individuals defined in a. above; the eighth (h) pertains only to the category of individuals defined in b. above; the ninth file (i) is maintained separately from the other eight files; the eleventh (k) pertains to category of individuals defined in a. and b. above.

a. Master Data File--This file contains information about the organizational structure of the Agency, and the location within that structure of all employees. Individual records, in addition to containing data describing the position incumbent by the employee, contain the following types of information on the employee: Basic data such as name, Social Security Account Number (SSAN), birth date, veteran preference, tenure group, service computation date, reportable handicap, retirement system, and participation in Federal Employee' Government Life Insurance; pay data such as pay plan, grade or class, step within grade, date appointed to present grade and work schedule; personal data supplied by the employee such as sex, marital status, state of legal residence, and academic education level; data on retirement from a uniformed service, if applicable; a wide variety of dates including those that indicate suspense actions which are due at the future date, and others used for other purposes by personnel managers such as date assigned overseas and date returned from overseas; for Civil Service and Foreign Service employees their evaluation rating and the date of their last evaluation; qualifications and skills data such as college degrees, special prior experience, training courses completed, proficiency in foreign languages, and skills of use to the Agency.

b. A Chronological Data Record is maintained on each employee and contains up to ten entries reflecting the most recent `personnel

actions' on that individual, such as appointment, conversions, reassignment, transfer, promotion, extension, and separation. Included for each entry is the type of action code and title, effective date, position assigned to, including position title, and employee's pay plan and grade at the time.

c. Separated Employee File--For employees who have been separated, a record is maintained, made up of the employee data in the Master Data Record and the Chronological Data Record as described in a. and b. above. This record is maintained for three years after date of separation.

d. Index File--This file contains a record for each employee, but contains only the SSAN and the Position Sequence Number of the Position to which the employee is assigned. It is used to find the employee's Master Data Record when only the SSAN is known.

e. Turnaround File--This file contains only records generated by the computer and is used by the computer to update the Master Data and Chronological Record files on future effective personnel actions. It is also used by the process that prints the Standard Form 50, Report of Personnel Actions.

f. SF-50 File--This file contains data that was used in printing the Standard Form 50 and is retained for 90 days in the event the Standard Form 50 requires correction or cancellation. It contains basic data on the employee and personnel action being effected by the Standard Form 50.

g. Transaction History File--This file contains a record on each file maintenance transaction input into the computer that passed computer program edits and is used in maintaining system files.

h. Applicant Data File--This file contains name, SSAN, veteran preference, and qualification data supplied by the applicant.

i. Minority Group Designator File--This file contains SSAN and a minority code designator used in preparing reports required by the Equal Employment Opportunity Act of 1972.

j. The Equal Opportunity Program Extract File--This file contains information from the Master Data File and the Minority Group Designator File and consists of the following: Position number; position title; occupational specialty code; position pay plan; position grade; GSA location code; employee name; SSAN; sex; employee pay plan; employee grade; employee step; minority group designator; work schedule; current civil service performance rating; date of last civil service performance rating; supervisory code; age; date of birth; handicap code; date appointed present grade; incumbent assigned date; date entered on duty with AID or predecessor; academic education level; degree Majors 1, 2 and 3; Agency occupational special ties 1, 2 and 3; Veteran's Preference.

k. New Data File--Automated Mission Staffing Pattern System that will include a record on each USAID employee (both direct and non-direct hire) and consists of the following information: data elements previously identified in the Master Data File and additional data elements such as only that designates local, U.S. or third country hire, Contract Start and End Dates, to be used for personal contractors only, Total Cost Existing Contract, to be used for personal contractors only, and All Other Annual Costs. This data file is the only file that contains information on non-direct hires.

Authority for maintenance of the system: Title 5 U.S.C. 301 1302, 2951, 4118, 4308; Foreign Assistance Act of 1961, as amended, sec. 621, 621A, 625, 626, 627, 628; Foreign Service Act of 1946, as amended,

sec. 911.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To representatives of the Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of A.I.D. personnel management programs, of personnel actions, or such other matters under the jurisdiction of the Commission.

To representatives of the Office of Personnel Management for the maintenance of their Central Personnel Data File, Federal Automated Career System, and Executive Inventory File.

To the Attorney General of the United States or his authorized representative in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice, or carried out as the legal representative of the executive agencies.

To the Chesapeake and Potomac Telephone Co. (a contractor) and its employees for the purpose of telecommunications transmission of data between the central computer facility and the remote terminals.

To a duly appointed hearing examiner or arbitrator (an employee of another federal agency) for the purpose of conducting a hearing in connection with an employee's appeal involving disclosures of records of A.I.D.'s personnel management system.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving disclosure of the record of the personnel management system.

To the recognized labor union for the purposes of meeting the requirements of the negotiated agreement.

To representatives of the Department of Health and Human Services for the purpose of producing microfiche and microfilm outputs.

To the Department of State for the purposes of producing microfiche and microfilm outputs.

To the Department of the Treasury and the Department of State for the purpose of providing special reports pertaining to AID employees in the Foreign Service Retirement and Disability System.

To law enforcement agencies, U.S. government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Records are stored on magnetic disc and/or magnetic tape.

Retrievability: The eleven files described above are indexed in the following manner and may be retrieved as indicated; however, personal data in all files are readily retrieved through the Index File.

- (a) Master Data File: By Position Sequence Number (POSNO) within AID.;
- (b) Chronological Data File: By Social Security Account Number (SSAN)
- (c) Separated Employee File: By SSAN;
- (d) Index File: By SSAN;
- (e) Turnaround File: By effective date;
- (f) SF-50 File: By effective date;
- (g) Transaction History File: By date of input to the system or effective date, whichever is later; and
- (h) Applicant Data File: By SSAN.
- (i) Minority Group Designator File: By SSAN.

(j) Equal Opportunity Program Extract File: By Position Sequence Number (POSNO) within A.I.D.

(k) Automated Mission Staffing Pattern System: by Organization.

Safeguards: A `password' is assigned to A.I.D. employees who, in the performance of their official duties, must have access to these files. The password is checked by the computer prior to granting access to the files. The computer facility, including the time library, is located in secured premises with combination-lock door, and access is limited to persons of verified identity who require access.

Retention and disposal: The computerized records are deleted from the files when no longer needed by the system. A copy of the content of all files is made at the end of June and December and is retained for five years, then destroyed.

System manager(s) and address:

Chief, Office of Information Resources management, Agency for International Development, 1100 Wilson Boulevard, Rosslyn, Virginia 22209.

For the Minority Group code designator, the Director, Equal Opportunity Programs, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director
Office of Personnel and Manpower (SER/PM)
Attn: Privacy Liaison Officer
Agency for International Development
320 21st Street, NW
Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's rules as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same address as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator
Agency for International Development
320 21st Street, NW
Washington, DC.

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities in approving personnel actions and verifying information.

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AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--4

System name: Position Classification Records.

System location: Office of Personnel and Manpower, State Annex 2, 515
22nd Street NW, Washington, DC 20523.

Categories of individuals covered by the system: Employees of A.I.D.

Categories of records in the system: Position descriptions, appeals,
correspondence relating to position classification, reviews of
classifications and the determinations made thereon, and
Notifications of Personnel Actions (SF-50's) relating to the
position.

Authority for maintenance of the system: The Foreign Assistance Act of
1961, as amended sec. 621 and the Foreign Service Act of 1946 as
amended; 5 U.S.C. 301, 1302, 2951, 4118, 4308, and Executive Orders
10561 and 10987.

Routine uses of records maintained in the system, including categories
of users and the purposes of such uses: To law enforcement agencies,
U.S. Government agencies, courts, the Department of State, foreign
governments and international agencies, and Members of Congress, for
the purposes set forth in the Statement of General Routine Uses
immediately preceding these specific notices of systems of records.

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

Storage: Paper copies in file folders.

Retrievability: Name of individual.

Safeguards: Located in metal file cabinets with three-way combination
locks in a secure space or secured premises with access limited to
those whose official duties require access.

Retention and disposal: Retained by A.I.D. as long as five years (in
case of appeals against position classification actions), then
destroyed by shredding.

System manager(s) and address: For Civil Service personnel: Chief,
Civil Service Personnel, Office of Personnel and Manpower, Agency
for International Development, 515 22nd Street NW, Washington, DC
20523.

For Foreign Service personnel: Chief, Position Management & Foreign
National Branch, Office of Personnel and Manpower, Agency for
International Development, 515 22nd Street NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the
existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW,
Washington, DC 20523.

Information Required: Individual's name, place and date of birth. The

determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed to:

Administrator
Agency for International Development
320 21st Street, NW
Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary--Privacy Review Requests.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--5 [Reserved]

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--6

System name: Recruiting, Examining and Placement Records.

System location: Records are maintained in various offices in Washington and abroad that have responsibility for recruiting candidates for employment. See appendix A for actual location of these offices.

Categories of individuals covered by the system: Individuals who have applied to the Agency for employment or employees who have requested outplacement assistance.

Categories of records in the system: In addition to central records maintained by A.I.D. but under the control of the Civil Service Commission, the Agency also maintains information relating to the education and training; employment history and earnings; appraisal of past performance; convictions of offenses against the law; results of written tests; appraisal of potential; honors, awards or fellowships; military service; veteran preference; birthplace; birth date; Social Security number; and home address.

Authority for maintenance of the system: The Foreign Assistance Act of 1961, as amended; the Foreign Service Act of 1946; 5 U.S.C. 301,

1302, 3301, 3302, 3304, 3306, 3307, 3309, 3313, 3317, 3318, 3319, 3349, 4103, 5532, 5533, 5723; and Executive Orders 10577 and 11103.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To prospective employees (Universities, State, and Local Governments, private enterprises, United Nations and other international organizations, foreign governments, and governments of the territories of the U.S.) for purposes of proposing A.I.D. employees who have requested placement assistance for positions outside the Agency.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Located in metal file cabinets with three-way combination lock in secured premises with access limited to those whose official duties require access.

Retention and disposal: Kept from 6 months to 5 years depending upon need; disposed of by shredding or burning.

System manager(s) and address: Chief, Recruitment Staff, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PN)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW,

Washington, DC 20523.

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention:
Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities; previous employers, personal references provided by the individual; and educational institutions.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--7

System name: Foreign Service Personnel Evaluation Records.

System location: Evaluation files are kept in the Office of Personnel and Manpower, 515 22nd Street NW, Washington, DC 20523.

Categories of individuals covered by the system: Foreign Service Reserve Officers and Staff of A.I.D.

Categories of records in the system: Employee's name, date of birth, entry on duty in Foreign Service, Social Security number, name of evaluation panel, employee backstop code, panel determination and comments, relative ranking of employee, employee data record print, and personal evaluation reports.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, sec. 625(d) and (c); Foreign Service Act of 1946 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To representatives of the Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of A.I.D. personnel management programs, of personnel actions, or such other matters under the jurisdiction of the Commission.

To a duly appointed hearing examiner or arbitrator (an employee of another federal agency) for the purpose of conducting a hearing in connection with an employee's appeal involving disclosures of records of A.I.D.'s personnel management system.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving disclosure of records of the personnel management system.

To the recognized labor union for the purpose of meeting the requirements of the negotiated agreement.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy filed in folders.

Retrievability: By name of individual.

Safeguards: Located in metal cabinets with three-way combination lock in a secured area. Access is to those whose official duties require access.

Retention and disposal: Destroyed by burning five years after employee separates.

System manager(s) and address: Chief, Personnel Information Center (PM/PO/PIC), Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523.

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same address as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523.

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--8

System name: Personnel Security and Suitability Investigations Records.

Security classification: Secret.

System location: a. Central file: Office of Security, 1621 North Kent Street, Arlington, Virginia.

b. Working files are maintained in various offices in Agency Washington Headquarters and in missions abroad. See appendix A for actual locations.

c. Retired files are maintained in the Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: Present and former employees, including full and part-time. 'When Actually Employed' (WAE), 'Without Compensation' (WOC), intermittent, experts and consultants; current and former applicants for employment; Americans currently or formerly employed under contract; applicants for contract; certain contractors and contractor personnel; individual names not included in the above categories are also cross-indexed in security files when significantly involved in security-related investigations; and individuals currently and formerly employed under Participating Agency Service Agreements (PASA) or Interagency Personnel Act (IPA) or other authority.

Categories of records in the system: Employee identification cards and photographs; reports of investigations conducted by A.I.D. and by other government agencies; interoffice and intraoffice correspondence, memoranda and reports; correspondence and memoranda originated by other elements of A.I.D., Federal agencies and other governmental entities (i.e., state and local), corporate and private entities, and by individuals. Additionally, records are maintained of security violations and consequent recommendations for disciplinary action. The system contains reports of briefings and debriefings of employees.

Authority for maintenance of the system: Foreign Assistance Act of 1961, as amended, sec. 635(b), 5 U.S.C. 7531 and 7532; Act of August 26, 1950, 64 Stat. 476; and Executive Order 10450 of April 27, 1953 (as amended by Executive Orders 10491 of October 13, 1953; 10531 of May 27, 1954; 10548 of August 2, 1954; 10550 of August 5, 1954; 11785 of April 6, 1974; and 11652 of March 8, 1972).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To persons contacted in the course of an investigation to the extent necessary to further the purposes of the investigation.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy and photographic film in file folders.

Retrievability: By name of individual.

Safeguards: Maintained in containers with three-way combination locks or areas with intrusion alarms and accessible only to authorized personnel for their information in the performance of their duties.

Retention and disposal: Security violation records and investigative reports are normally retained for 30 years following separation of employee but may be destroyed earlier upon determination that material has no value; identification cards are destroyed upon termination of employment.

System manager(s) and address: Director, Office of Security, 1621 North Kent Street, Arlington, Virginia.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), (k)(2), (k)(3), and (k)(5) all investigatory material in the record which meets the criteria of all these subsections is exempted from the notice, access, and contest

requirements under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), (I) and (f) in order to accomplish this law enforcement function of the Agency, to prevent disclosure of classified information as required by Executive Order 11652, to assure the protection of the President, to prevent subjects of investigation from frustrating the investigatory process, to prevent the disclosure of investigative techniques, to fulfill commitments made to protect the confidentiality of information and sources, and to avoid endangering these sources and law enforcement personnel. See Agency Regulations published in this issue of Federal Register.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--9

System name: Criminal Law Enforcement Records.

Security classification: Top Secret.

System location: a. Central files are maintained in the Office of Inspections and Investigations, 1621 North Kent Street, Arlington, Virginia.

b. Working files are maintained in the Office of the General Counsel, 320 21st Street, NW, Washington, DC and in the overseas offices of the Auditor General, Office of Inspections and Investigations located in Panama, Karachi, Bangkok, Rabat and Manila. (See appendix A for actual location of these offices).

c. Retired files are maintained at the Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: In furtherance of an investigation for suspected violation of criminal laws--present and former employees of the Agency and of the Overseas Private Investment Corporation; present and former employees of contractors used by the Agency and individuals involved or associated with such employees; individuals investigated at the request of another Federal agency.

Categories of records in the system: Reports of investigations concerning violations of Federal civil and criminal statutes and other violations of Title 18, U.S.C. and violations of Agency regulations; personal identification data and details of activities; related correspondence with individuals, with other organizational units of the Agency, and with federal, state, and local government agencies; records of disciplinary or other actions deriving from investigations; and copies of reports of investigations conducted by the Agency on the behalf of other federal agencies. Executive Order 10973 of November 3, 1961, and State Department Delegation of Authority 104 of November 3, 1963.

Authority for maintenance of the system: Attorney General's memorandum re: Pub. L. 725 (28 U.S.C. 535); Foreign Assistance Act of 1961, as amended; Title 18 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To persons contacted in the course of an investigation to the extent necessary to further the purposes of the investigation.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Files in Washington are stored in combination locked containers or in intrusion-alarmed areas. Files in field offices abroad are stored in secured areas with access by combination lock doors, in combination locked containers, and/or in areas secured by U.S. Marine guards. Access to records is limited to authorized screened personnel with an official need to know.

Retention and disposal: Records are retained for three years after the closing of a case and are then retired to the Washington National Records Center for 10 years after last entry in file. Copies of reports furnished by other agencies are returned to the originating agency when so requested; otherwise such records are retained until cases are closed and then retired to the National Washington Records Center for the periods stated above.

System manager(s) and address: Director, Office of Inspections and Investigations, 1621 North Kent Street, Arlington, Virginia.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(j)(2) all information about an individual in the record which meets the criteria stated in 5 U.S.C. 552a(j)(2) are exempted from the notice, access, and contest requirements of 5 U.S.C. 552a except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i). If the 5 U.S.C. 552a(j)(2) exemption is held to be invalid, then this system is determined to be exempt, under 5 U.S.C. 552(a)(k)(1) and (2) of the Act, from the provisions of 5 U.S.C. 552a (c) (3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f). The reasons for asserting the exemptions are to protect the materials required by Executive Order to be kept secret in the interest of the national defense or foreign policy, to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosures of investigative techniques, to maintain the ability to obtain necessary information, to fulfill commitments made to sources to protect their identities and the confidentiality of information and to avoid endangering these sources and law enforcement personnel. See Agency Regulations published in this issue of the Federal Register.

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AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--10

System name: Employee Relations Records.

Security classification: Confidential.

System location: a. For active records: Employee Relations Branch, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

b. For retired records: Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: Any A.I.D. employee or employee of another Federal Agency assigned to A.I.D. under a Participating Agency Service Agreement who has filed a complaint, grievance or appeal; has been the subject of an alimony or child support claim; has been listed as a prisoner of war or missing in action (POW/MIA); or has a medical problem affecting his employment.

Categories of records in the system: Correspondence and indexes covering complaints, grievances, appeals, life insurance, health insurance, occupational health, workers' compensation, but not including those records belonging to the Department of Labor; alimony and child support, employee medical problems (but not including medical records maintained by the Office of the Medical Director, Department of State) and material relating to POW/MIA's.

Authority for maintenance of the system: Foreign Assistance Act of 1961, as amended, especially secs. 621 and 625; Foreign Service Act of 1946, as amended; Executive Order 10450 as amended August 5, 1954; 5 U.S.C. 301, 7301, 7531, 7532, 7533; sec. 914 of Pub.L. 92-255; and sec. 201 of Pub.L. 91-616.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To a duly appointed Hearing Examiner or Arbitrator for the purpose of conducting a hearing in connection with an employee's appeal involving a grievance.

To a union representative for the purpose of representing an employee in order to protect the employee rights negotiated under the union agreement.

To the Office of Personnel Management for the purpose of determining if the Agency's course of action is correct.

To a health or life insurance carrier for the purpose of determining the status of benefits paid or owed by or to an employee pursuant to a health or life insurance compensation agreement.

To hospitals, clinics, and other medical treatment facilities upon their request in order to provide information about health insurance under the Federal Employees Group Health Insurance Program.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper records in file folders.

Retrievability: By employee name.

Safeguards: Located in metal file cabinets with three-way combination lock in secured premises with access limited to those whose official duties require access.

Retention and disposal: Workers' compensation files are retired to Federal Records Center, St. Louis, Missouri, for permanent retention after resolution of case. Alcohol and drug abuse files are destroyed by burning one to three years after separation of employee. POW/MIA files are retained indefinitely. All other records are destroyed by burning one to two years after resolution of a problem or final

decision on a pending matter.
System manager(s) and address: Chief, Employee Relations Branch, at the location shown in the Systems Location Section above.
Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of these subsections is exempted from the notice, access and contest requirements of sections (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f) 5 U.S.C. 552a in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine suitability for employment. See Agency Regulations published in this issue of the Federal Register.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--11

System name: Employee Conduct and Discipline Records.

Security classification: Secret.

System location: a. For active records: Office of Personnel and Manpower, Agency for International Development, 515 22nd Street NW, Washington, DC 20523 and Office of General Counsel, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

b. For retired records: Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: A.I.D. employees and personal services contract personnel.

Categories of records in the system: Investigations of alleged misconduct, statements of outside employment and financial interests, claims for indebtedness, conflict of interest, insubordination, prohibited political activity, sale or barter of personal property abroad, medical problems affecting employment, and relevant disciplinary actions affecting all of the above.

Authority for maintenance of the system: 18 U.S.C. 201 through 209, Executive Order 11222 of May, 1965; FR Doc. 68-14888, filed Dec. 12, 1968.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, Members of Congress, and individuals' medical advisers for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Stored in fire-insulated combination vault or in three-way combination locked containers accessible only to authorized personnel with an official need to know.

Retention and disposal: Misconduct and discipline records are destroyed

by burning twenty years after last entry in file or ten years after separation whichever is earlier. All other records are destroyed by burning one to two years after resolution of a problem or final decision on a pending matter.

System manager(s) and address: a. For records at location (a); Chief, Employee Relations Branch, Office of Personnel and Manpower, 515 22nd Street NW, Washington, DC 20523.

b. For records at Location (b): Management Assistant, Office of the General Counsel, A.I.D., 320 21st Street, NW, Washington, DC.

Record source categories: The individual concerned, creditors, and A.I.D. employees acting in their official capacities.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(5), all investigatory material in the record which meets the criteria of these subsections is exempted from the notice, access and contest requirements of sections (c)(3), (d), (e)(1), (e)(4)(G)(H) and (l) and (f) of 5 U.S.C. 552a in order to fulfill commitments made to protect the confidentiality of sources and to maintain access to sources of information which are necessary to determine suitability for employment. See Agency regulations published in this issue of the Federal Register.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--12

System name: Executive Assignment Records.

Security classification: Confidential.

System location: Agency for International Development Office of the Deputy Administrator, 320 21st Street, NW, Washington, DC 20523.

Categories of individuals covered by the system: Applicants for employment and present A.I.D. employees.

Categories of records in the system: Biographical data, education, nominating documents, and recommendations.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, sections 631 (b) and (c) and 625 (b), (c), (d); 5 U.S.C. 2103.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To Members of Congress for Congressional clearance; the White House for clearance; Department of Justice, Federal Bureau of Investigations for security clearance; Civil Service Commission for security clearance, and other U.S. Government Departments and Agencies for executive placement opportunities.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of applicant or employee.

Safeguards: Located in metal file cabinets with three-way combination locks in secure premises with access limited to those whose official duties require access.

Retention and disposal: Applicant's file kept for one year and then reviewed for status. Employee's file kept until employee retires, transfers, or resigns. Files destroyed by shredding or burning.

System manager(s) and address: Special Assistant for Executive Assignments, Agency for International Development, Office of the Deputy Administrator, 320 21st Street, NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director
Office of Personnel and Manpower (SER/PM)
Attn: Privacy Liaison Officer
Agency for International Development
320 21st Street, NW
Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator
Agency for International Development
320 21st Street, NW
Washington, DC 20523

ATTENTION: Executive Secretary - Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary, Privacy Review Request.

Record source categories: Information provided by the applicant or employee, educational institutions, and documents originated by A.I.D., the White House, other U.S. Government Departments and Agencies, Members of Congress, organizations and persons.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--13

System name: Orientation and Training Records.

System location: Records are maintained in various offices in Washington

and abroad that have responsibilities in processing applications.
See Appendix A for actual location of these offices.

Categories of individuals covered by the system: Employees of A.I.D., employees of other U.S. Agencies assigned to A.I.D., A.I.D. contractor personnel and dependents of the foregoing; personnel from voluntary organizations, foreign governments and international organizations who apply for participating agency training programs.

Categories of records in the system: In addition to central records in custody of A.I.D., but officially 'maintained' by the Civil Service Commission, the Agency maintains biographical information, training applications, college transcripts, thesis papers, language aptitude and proficiency scores, miscellaneous test scores and correspondence, and evaluations of employees in training.

Authority for maintenance of the system: Foreign Assistance Act of 1961, as amended (Pub.L. 87-195), sec 621; and the Foreign Service Act of 1946 amended Title 5, U.S.C. 301, 1302, 2951, 4118, 4308, and Executive Order 10561, Sept. 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To colleges, universities, and other formal training institutions, for the purpose of nominating or recommending employees of the Agency for academic studies or training at such institutions, law enforcement agencies, U.S. Government agencies, A.I.D. contractors, courts, the Department of State, foreign governments and international agencies, Members of Congress, and individuals' medical advisers for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual or other personal identifier.

Safeguards: Located in metal file cabinets with three-way combination locks in secure premises with access limited to those whose official duties require access.

Retention and disposal: Selected records disposed of after one to five years by shredding or burning; records of more permanent value disposed of in same manner after retirement, transfer or resignation of employee to which they pertain.

System manager(s) and address: The Chief, Professional Studies and Career Development Division, Agency for International Development, 1735 N. Lynn Street, Arlington, Virginia. Additional records are maintained by Administrative and Executive Officers and Office supervisors in A.I.D. Washington offices located abroad. See appendix A for actual location of offices.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator
Agency for International Development
320 21st Street, NW
Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--14

System name: Awards and Incentives Records.

System location: a. Central File: Incentive Awards Branch, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

b. Decentralized files are maintained in various Washington offices and offices abroad having responsibility for initiating and/or implementing incentive award activities or programs. See appendix A for actual location of these offices.

Categories of individuals covered by the system: Foreign Service and Civil Service Employees of A.I.D. and employees of other government agencies.

Categories of records in the system: In addition to central records in the custody of A.I.D. but officially 'maintained' by the Civil Service Commission, the agency maintains forms recording employee suggestions, supervisor's recommendations, award citations, and agency decisions.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, section 621 (a); Foreign Service Act of 1946 as amended, 5 U.S.C. Chapter 45.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of

Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Located in metal file cabinets with three-way combination locks in secured premises with access limited to those persons whose official duties require access.

Retention and disposal: Destroyed one year following completion of program or granting of award; or when obsolete.

System manager(s) and address: a. Central File: Chief Incentive Awards Branch, Office of Personnel and Manpower, Agency for International Development at the location stated above.

b. Executive Officer or Principal Administrative Officer in A.I.D. Washington offices and offices abroad. See appendix A for actual location of offices.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523

For offices abroad, to the Privacy Liaison Officer at the applicable address in Appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency' regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Request for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary - Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary, Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

<DOC>

From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--15

System name: Employees Payroll Records.

System location: a. Office of Information Resource Management, Agency for International Development, 1100 Wilson Boulevard, Rosslyn, Virginia 22209.

b. For employee case file--Employee Services Division, Office of the Controller, Agency for International Development, 1975 Florida Avenue, Washington, DC.

c. For alimony and child support garnishment file - Employee Relations Branch, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

d. For retired files - Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: A.I.D. employees including: Direct-hire employees assigned to positions in the United States, U.S. citizen direct-hire employees assigned to positions overseas, personal services contractors, other contract employees; and employees of Federal, state, or local government agencies assigned to A.I.D.

Categories of records in the system: This system consists of five files, three of which are computerized records maintained on magnetic discs and magnetic tapes. The other two are manual files maintained in filing cabinets. These files are described below.

a. Employee Case File - this manual file contains copies of SF-50's, withholding statements, bond allotment slips, health benefits forms, life insurance forms, retirement forms and other papers concerning payroll matters.

b. New American Payroll System Automated Master Employee File this is an automated file. Individual records contain the following types of information; name, Social Security account number, country post, union indicator, timekeeper code, W-2 mail indicator, retirement system federal government life insurance, health benefits, birth date, a wide variety of dates including those that indicate suspense actions which are due at a future date, and other dates for the use of financial managers such as limited appointment expiration date, effective date of pay change; allowances, deductions, hours worked, leave severance pay, and federal and state income tax.

c. Payroll History File - this file is an automated file. Individual records contain Social Security account number, current pay, year to date pay, tax status, allotments, bonds, time and attendance, retirement, insurance and other pay data.

d. Address File - This is an automated file. Individual records contain address records for bonds, allotment, paychecks; W-2 mailing address, agency, Social Security account number, bond number, checkline code and financial organization.

e. Alimony and Child Support Garnishment File - this is a manual file which contains court judgment and writ and other legal orders concerning alimony and/or child support payments.

Authority for maintenance of the system: Foreign Assistance Act of 1961 (as amended) 621(a), 625, 636(b), (c); Chapter 51 title 5 U.S.C.;

Executive Order 10927; Pub.L. 93-647; Foreign Service Act of 1946, as amended; and Social Security Act (42 U.S.C. 659).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To Treasury Department for payroll purposes.

To Treasury Department for issuance of savings bonds.

To Office of Personnel Management for retirement, health and life insurance purposes.

To the Social Security Administration for Federal Insurance Compensation Act purposes.

To the Internal Revenue Service for taxable earnings and withholding purposes.

To the Combined Federal Campaign for charitable contribution purposes.

To American Federation of Government Employees for union dues.

To American Foreign Service Association for union dues.

To the States of California, New York, Pennsylvania, Maryland, Virginia, and the District of Columbia, under agreements entered into by the Secretary of the Treasury, wage and tax information consisting of name, address, social security number, wages (as defined in Section 3401(a) of the Internal Revenue Code, 26 U.S.C. 3401(a)), and tax withheld, if any. This data is provided generally with respect to employees of the Agency who are employed in the State and subject to the tax (whether or not tax is withheld); or, who have opted for voluntary withholding for their taxing jurisdiction.

To the Attorney General of the United States or his authorized representative in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice, or carried out as the legal representative of the Executive Branch agencies.

To the Internal Revenue Service for audit and inspection and investigation purposes.

To the Department of Health and Human Services for microfilming and producing microfiche.

To the Chesapeake and Potomac Telephone Company (a contractor) and its employees for the purpose of telecommunications transmission of data between the central computer facility and the remote terminal.

To the Department of State for retirement and microfilming purposes.

To judgment holder for the purposes of garnishment for the payment of alimony or child support.

To a duly appointed hearing examiner or arbitrator (an employee of another federal agency) for the purpose of conducting a hearing in connection with an employee's appeal involving disclosures of records of A.I.D. financial systems.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving disclosure of records of the financial management system.

To the Civil Service Commission concerning pay, benefits, retirement deductions, and other information necessary for the Commission to carry out its Government-wide personnel management functions.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Automated records are stored on magnetic disc and/or magnetic tape. The manual files contain microfilm, microfiche, printed forms, punched cards, and correspondence.

Retrievability: The five files described above are indexed in the following manner; a. Employee Case File - By name of employee.
b. New American Payroll System Automated Master Employee File - by Social Security account number.
c. Payroll History File - by Agency (A.I.D. and O.P.I.C.) and Social Security account number.
d. Address File - by Social Security account number.
e. Alimony and Child Support Garnishment File - by name.

Safeguards: For the automated system, a 'password' is assigned to A.I.D. employees who in the performance of their official duties, must have access to these files. For the manual files they are located in metal file cabinets with three-way combination locks or in secured premises with access limited to those whose official duties require access. The computer facility, including the tape library, is located in secured premises with combination-lock door and, access is limited to persons of verified identity who require access.

Retention and disposal: a. The Employee Case Files are maintained for ten years after the date of an employee's separation. The file is transferred to the Washington National Records Center one year after audit.
b. The new American Payroll System Automated Master Employee File is maintained for a two-week period; then it is updated by writing over the old record. This automated record duplicates the information in the employee case file.
c. The Payroll History File is maintained for five years; then it is written over.
d. The Address File is updated periodically as needed and the old version is written over.
e. The Alimony and Child Support Garnishment File is maintained in the office for a period of seven years after an employee is transferred or separated.

System manager(s) and address: For Alimony and Child Support Garnishment File: Chief, Employee Relations Branch, Office of Personnel and Manpower, Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

For all other files: Assistant Controller, Employee Services Division, Financial Management, Agency for International Development, 1975 Florida Avenue, Washington, DC.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director
Office of Personnel and Manpower (SER/PM)
Attn: Privacy Liaison Officer
Agency for International Development
320 21st Street, NW
Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention:

Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--16

System name: Attendance and Leave Reporting Records.

System location: Central records located in Office of Financial Management, Agency for International Development, 1975 Florida Avenue, NW, Washington, DC. Timekeeper's records are kept by the employing Washington office and offices abroad. See appendix A for a listing of these locations.

Categories of individuals covered by the system: Employees of A.I.D. and Personal Service Contractors.

Categories of records in the system: Central Records (Employee Payroll File) and Timekeepers Records contain various combinations of the following: Time and attendance cards, leave requests forms, correspondence and memorandums on leave, payroll deductions for savings bonds and allotments to various institutions and correspondence on reimbursements.

Authority for maintenance of the system: Title 5, U.S.C. 1302, 2951, 4118, 4308 and sections 112 (a) and 113 of the Budget and Accounting Procedures Act of 1950, and Title 6, GAO Policies and Procedures Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

To the Office of Personnel Management concerning pay, benefits, retirement deductions, and other information necessary for the

Commission to carry out its Government-wide personnel management functions.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual and Social Security number.

Safeguards: Located in metal file cabinets with three-way combination locks in a secure space or secured premises with access limited to those whose official duties require access.

Retention and disposal: Destroyed after 5 years by burning or shredding.

System manager(s) and address: Assistant Controller, Employees Services Division, at the location shown in System Location Section above.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary - Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary, Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--17

System name: Employee-Owned or -Leased Property Records.

System location: Records are located at various overseas offices listed in appendix A.

Categories of individuals covered by the system: U.S. Government employees and contract employees of A.I.D.

Categories of records in the system: Records on leasing living quarters whose rent and utility costs are reimbursed wholly or in part by A.I.D. and personally-owned vehicles and other property at post. Records contain a description of such property, and how property is disposed of at post.

Authority for maintenance of the system: Foreign Assistance Act of 1961r as amended, section 636; Foreign Service Act of 1946 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the Department of State for the issuance of licenses and establishing of duty free status of A.I.D. personnel.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Located in metal file cabinets with three-way combination locks in secured premises with access limited to those whose official duties require access.

Retention and disposal: After employee leaves post, records on owned property are retained for four years and on leased property for two years, then destroyed.

System manager(s) and address: Director, Office of Management Operations, 320 21st Street NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 1601 North Kent Street, Arlington, Virginia.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify

the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.
Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.
Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:
Administrator
Agency for International Development
320 21st Street, NW
Washington, DC 20523
ATTENTION: Executive Secretary - Privacy Review Request.
Both the envelope and the letter should be clearly marked Attention: Executive Secretary - Privacy Review Request.
Record source categories: U.S. Government employees, local and contract employees of A.I.D. and American Embassy personnel.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--18

System name: Employee Use of Property Owned or Leased by the U.S. Government Records.

System location: Records are located at Agency Washington headquarters and at offices abroad. See Appendix A for actual location of those offices.

Categories of individuals covered by the system: U.S. Government employees, contract employees of A.I.D., and guests at A.I.D.-operated staff or guest houses.

Categories of records in the system: Records pertaining to the occupancy or use of property owned or leased by the U.S. Government, and to facilities and/or services provided such as: Government-leased housing; government-owned furniture, appliances and furnishings; U.S. Government property in custody used for official purposes; government-owned vehicles used for official or unofficial purposes; parking permits; government-purchased publications; long-distance telephone calls made from A.I.D facilities; U.S. Government vehicle repair facilities; commissary, liquor, and post exchange purchases; gasoline purchased from or through post exchange purchases; gasoline purchased from or through an A.I.D. overseas post; government-furnished housing maintenance and repair services; and A.I.D. staff or guest house facilities.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, section 621, 635; Foreign Service Act of 1946 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders, and card index file.

Retrievability: By name of individual.

Safeguards: Located in metal file cabinets with three-way combination locks in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records on the issuance of U.S. Government property are destroyed three years after the property is turned in or otherwise accounted for. Individual trip tickets reflecting official and unofficial use of vehicles are destroyed 6 months after the end of the fiscal year. Maintenance and repair records and related papers pertaining to the maintenance and repair of individual residential units occupied by individuals at overseas posts are destroyed at the end of 4 years. Destruction is by shredding or burning.

System manager(s) and address: Director, Office of Management Operations, Agency for International Development, 320 21st Street, NW, Washington, DC.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention:

Executive Secretary--Privacy Review Request.

Record source categories: U.S. Government employees, local and contract employees of A.I.D., and personnel of the Department of State.

<DOC>

From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--19

System name: Travel and Transportation Records.

System location: Central records located in A.I.D. Washington Headquarters. Decentralized records maintained in various Washington offices and offices abroad having responsibilities for initiating requests for travel or transportation of things. Travel Advance Control History File for Automated Files: Office of Data Management, 1875 Connecticut Avenue, NW, Washington, DC. Travel Advance, Employee Case File: Employee Services Division, Office of the Controller, 1875 Connecticut Avenue, NW, Washington, DC. See appendix A for actual location of these offices.

Categories of individuals covered by the system: A.I.D. employees and their dependents, individuals whose travel is sponsored or paid for by A.I.D., and visitors to A.I.D. offices abroad.

Categories of records in the system: a. Central Records: Travel authorizations; itineraries; government bills of lading; government transportation requests; card file pertaining to passports, travel and shipment of effects; and correspondence.
b. Decentralized Records: Copies of documents maintained in the central records; export/import permits; baggage declarations; customs declarations; passports and records of applications for visas; travel advance requests; arrival and departure notices; record of clearances prior to departure from post abroad; packing lists and information on meetings abroad including meeting schedules and biographical sketch of attendees.
c. Travel Advance, Employee Case File: A manual file containing copies of travel authorizations and related paid vouchers and correspondence.
d. Travel Advance Control History File: Automated file containing name, social security account number, appropriation code, date issued, advance issued and advance outstanding.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, esp. section 621, 636(a) and (b); Foreign Service Act of 1946 as amended, section 911; and Chapter 57, 5 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To commercial travel, transportation and shipping companies and agents for making travel, transportation and shipping arrangements.

To U.S. Treasury for payment of bills and vouchers.

To U.S. Dispatch Agents to arrange shipment and clearance of effects.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folder.

Retrievability: Individual's name or other personal identifier.

Safeguards: Biographic information and passports kept in metal cabinets

with three way combination lock. Other records kept in areas with access limited to those whose official duties require access.

Retention and disposal: Retained for four years and then destroyed by shredding or burning.

System manager(s) and address: a. Central Records: Director, Office of Management Operations, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

b. Decentralized Records: Administrative and Executive officers and office supervisors in A.I.D. Washington offices and offices abroad. See Appendix A for actual location of offices.

c. Travel Advance, Employee Case File: Chief, Central Accounts Division, Office of the Controller, 1875 Connecticut Avenue, NW, Washington, DC.

d. Travel Advance Control History File: Chief, Information Management Division, Office of Data Management, 1875 Connecticut Avenue, NW, Washington, DC.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director
Office of Personnel and Manpower (SER/PM)
Attn: Privacy Liaison Officer
Agency for International Development
320 21st Street, NW
Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator
Agency for International Development
320 21st Street, NW
Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention.

Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

<DOC>

From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--20

System name: Claims Records.

System location: a. Central Records:

Office of Personnel and Manpower, Agency for International Development, 1601 Kent Street, Arlington, Virginia for allowance claims and health benefit claims.

Office of the General Counsel, Agency for International Development, 320 21st Street, NW, Washington, DC, for tort claims.

Office of Management Operations, Agency for International Development, 320 21st Street, NW, Washington, DC 20523 for claims involving loss of private personal property.

Office of Financial Management, Agency for International Development, 1975 Florida Avenue, NW, Washington, DC, for all other claims.

b. Decentralized records maintained in various Washington offices and offices abroad having responsibilities for initiating requests for claims activity. See Appendix A for actual location of these offices.

Categories of individuals covered by the system: Employees who have filed claims against the Agency and employees against whom the Agency has filed a claim.

Categories of records in the system: a. Central Records: Documentation of claims, voucher disallowances, duplicate payment, and bills for collection.

b. Decentralized Records: Copies of documents maintained in the central records, legal reviews and opinions, and referrals to G.A.O.

Authority for maintenance of the system: Foreign Assistance Act of 1961 as amended, section 621; Foreign Service Act of 1946, as amended; Federal Tort Claims Act and G.A.O. Policy and Procedures Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To U.S. Treasury for payment.

To U.S. Despatch Agents to verify movement of persons and things and costs thereof.

To Office of Operations, Department of State, for review and initial adjudication of private personal property claims.

To the State - A.I.D. - U.S.I.A. Joint Survey Board for review of claims arising from evacuation.

To commercial travel, transportation, and shipping companies and agents to verify actual costs of services;

To the Office of the Director of Medical Services, Department of State to determine validity of medical claims.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual or other personal identifier.

Safeguards: Located in metal file cabinets with three-way combination locks in secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained for seven years and then destroyed by shredding or burning.

System manager(s) and address: a. Central Records:

For Allowance Claims: Chief, Foreign Service Technical and Staff Support Branch, Agency for International Development, 515 22nd Street NW, Washington, DC 20523.

For Health Benefit Claims: Chief, Employee Relations Branch, Agency for International Development, 515 22nd Street, NW, Washington, DC 20523.

For Tort Claims: Deputy General Counsel, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

For Private Personal Property Claims: Office of Management Operations, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

For Uncollectable Claims: Assistant Controller, Central Accounting Division, Office of Financial Management, Agency for International Development, 1975 Florida Avenue, Washington, DC.

b. Decentralized Records: Administrative and Executive Officers in A.I.D. Washington and offices abroad. See appendix A for actual location of office.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC. 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's rules as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary--Privacy Review Request.

Record source categories: The individual concerned and A.I.D. employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.-21

System name: Public Information Records.

System location:

- a. Principal files are maintained in the Office of Public Affairs, A.I.D., 320 21st Street, NW, Washington, DC 20523.

Categories of individuals covered by the system:

Employees of A.I.D., Members of Congress, individuals associated with foreign economic assistance, and individuals requesting information under the Freedom of Information and Privacy Acts.

Categories of records in the system:

Biographical information on Members of Congress, individuals officials within the agency. Biographical information on employees who serve as public speakers, press releases, news clippings, photographs, requests for access to A.I.D. records under the Freedom of Information and Privacy Acts, and related correspondence.

Authority for maintenance of the system:

Foreign Assistance Act of 1961 as amended, especially sections 621, 634(b); Pub. L. 93-502; 5 U.S.C. 301; and the Freedom of Information Act (5 U.S.C. 552).

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

The Administrator and Deputy Administrator for personal contacts. Persons or organizations requesting A.I.D. to make available an employee to speak in public on A.I.D. activities are provided a biographical sketch of the speaker in order to select and introduce the speaker.

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, Members of Congress, and individuals' medical advisers for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage:

Paper copies and photographs in file folders. Automated records on magnetic discs and permanently on line at the computer center.

Retrievability:

By name of individual.

Safeguards:

Located in metal file cabinets with three-way combination lock in a secure space or secured premises with access limited to those whose official duties require access. The Resource Allocation Control Facility, in use on our computer system, lessens the potential for unauthorized use.

Retention and disposal:

Destroyed after five years by burning. Computerized records are deleted from the system when no longer needed for daily operations.

System manager(s) and address:

Director, Office of Public Affairs, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

Notification procedure:

Requests by individuals concerning the existence of a record may be addressed to: Director, Office of Public Affairs, Attn: Privacy Liaison Officer, Agency for International Development, 320 21st Street NW, Washington, DC 20523, or presented in person at 320 21st Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security Account Number and dates and places of service.

Record access procedures:

Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to 22 CFR 215.4 (c) or (d).

Contesting record procedures:

Written requests from individuals to amend their record should be mailed or presented in person to the same address as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to: Administrator, Agency for International Development, 320 21st Street NW, Washington, DC 20523, Attention: Executive Secretary--Privacy Review Request.

Both the envelope and the letter should be clearly marked Attention: Executive Secretary, Privacy Review Request.

Record source categories:

Members of Congress, employees, public media information, A.I.D. records, and individuals requesting access to records under the Freedom of Information and Privacy Acts.

<DOC>

From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.-22

System name: Congressional Relations, Inquiries, and Travel Records.

System location:

- a. Principal files are maintained in the Office of Legislative Affairs, A.I.D., 320 21st Street, NW, Washington, DC 20523
- b. Records of Congressional inquiries concerning employees of and applicants for employment with the Office of the General Counsel are maintained in the Office of the General Counsel, A.I.D., 320 21st Street, NW, Washington, DC 20523.
- c. Related files are maintained in certain areas of the field offices listed at Appendix A.
- d. Retired files are maintained in the Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system:

Members of Congress, members of their personal staffs and of Congressional Committee staffs; employees of A.I.D. or applicants for employment who are or have been the subject of Congressional inquiries and recommendations.

Categories of records in the system:

Congressional correspondence and memoranda of Congressional telephone calls covering (1) requests for information and assistance on matters related to foreign assistance; (2) requests for assistance from the Agency in arranging official travel overseas by Members of Congress, their staffs or committee staffs to inspect and observe foreign assistance programs abroad, and (3) inquiries about A.I.D. employees and recommendations concerning employees or applicants for employment. Also includes information about individual members of Congress derived from public media sources, including biographic records, and extracts from the Congressional Record.

Authority for maintenance of the system:

Foreign Assistance Act of 1961 as amended, especially section 634(b); 5 U.S.C. 301; 44 U.S.C., Chapters 31 and 33.

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

To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, Members of Congress, and individuals' medical advisers for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage:

Paper copy in file folders. Automated records on magnetic discs and permanently on line at the computer center.

Retrievability:

By name of Congressman. Access will be limited to individuals with a need to know and have the proper password.

Safeguards:

Except for material completely in the public domain, located in a secure space or secured premises with access limited to those whose official duties require the information. The Resources Allocation Control Facility, in use on our computer system, lessens the potential for unauthorized use.

Retention and disposal:

Except for correspondence involving matters of policy, records are destroyed by burning after no more than 15 years; files related to individual Congressmen are retired at the end of each session of Congress. Records involving policy matters are retained permanently in archival files. The computerized records are deleted from the system when no longer needed for daily operations.

System manager(s) and address:

- a. For records maintained at Location (a): Director for Legislative Affairs, A.I.D., 320 21st Street, NW, Washington, DC 20523.
- b. For records maintained at Location (b): Office of the General Counsel, A.I.D., 320 21st Street, NW, Washington, DC 20523.
- c. For records maintained at Location (c): Executive Office of the appropriate A.I.D. office listed at appendix A.

Notification procedure:

Requests by individuals concerning the existence of a record may be addressed to: Director, Office of Public Affairs, Attn.: Privacy

Liaison Officer, Agency for International Development, 320 21st Street NW, Washington, DC 20523, or presented in person at 320 21st Street, NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name. For records of Congressional correspondence, include name of Congressman and appropriate session of Congress. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security Account Number and dates and places of service.

Record access procedure:

Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4 (c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures:

Written requests from individuals to amend their record should be mailed or presented in persons the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to: Administrator, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

Attention: Executive Secretary--Privacy Review Request. Both the envelope and the letter should be clearly marked Attention: Executive Secretary, Privacy Review Request.

Record source categories:

Members of Congress and their staffs; Congressional Committee Members; A.I.D. employees; Congressional Directory, Congressional Quarterly, and Congressional Record; newspapers, magazines, and other public media.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--23

System name: Employees Equal Employment Opportunity Complaint Investigative Records.

Security classification: Confidential.

System location: Files are maintained in the Office of Equal Opportunity, Agency for International Development, 320 21st Street NW, Washington, DC.

Retired Files, Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: Employees of A.I.D. who have filed a discrimination complaint.

Categories of records in the system: Employee's name, hearing transcripts, depositions, witness statements, salary, grade, supervisor's evaluation, biographic data.

Authority for maintenance of the system: Executive Order 11478 of Aug. 8, 1969; and Federal Personnel Manual Chapter 713.

Routine uses of records maintained in the system, including categories

of users and the purposes of such uses: To the Civil Service Commission for the purposes of compiling statistics on employees. To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Located in metal file cabinets with three-way combination lock in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained for three years after the closing of a case and are then retired to the Washington National Records Center for 10 years after termination of employee or 20 years after last entry in file.

System manager(s) and address: Director, Equal Opportunity Programs at the location shown in System Location Section above.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a (k)(5) is exempted from the notice, access, and contest requirements of Sections (c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) of 5 U.S.C. 552a in order to fulfill commitments made to protect the confidentiality of sources. See Agency Regulations published in this issue of the Federal Register.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--24

System name: Emergency Case File.

System location: a. Central records located in A.I.D. Washington Headquarters.

b. Decentralized records maintained in various Washington offices and offices abroad having responsibilities for administrative processing. See appendix A for office locations.

c. For retired records: Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: A.I.D. employees and employees of other U.S. Government Agencies assigned to A.I.D.

Categories of records in the system: a. Material and claims connected with employee deaths, employee emergency locator cards, blood donor records and emergency visitation travel.

b. Decentralized Records: Copies of documents maintained in the central records.

Authority for maintenance of the system: Foreign Assistance Act of 1961, as amended; Foreign Service Act of 1946, as amended and Title 5, Subchapter VIII.

Routine uses of records maintained in the system, including categories

of users and the purposes of such uses: To survivors of employees for the purpose of settling claims and to families of employees for emergency visitation travel arrangements and arrival notifications. To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Safeguarded in metal file cabinets with three-way combination locks.

Retention and disposal: Cases related to employee death are retained for three years and then retired to Washington National Records Center for permanent retention. Emergency locator cards and blood donor records are destroyed when obsolete. Emergency visitation records are filed in Official Personnel Folder upon completion of travel.

System manager(s) and address: a. Central Records: Chief, Employee Relations Branch, Office of Personnel and Manpower, Agency for International Development, Washington, DC.

b. Decentralized Records: Administrative and Executive officers and office supervisors in A.I.D. Washington offices and offices abroad.

See appendix A for actual location of offices.

Notification procedure: Requests by individuals concerning the existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW, Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523
ATTENTION: Executive Secretary--Privacy Review Request.
Both the envelope and the letter should be clearly marked Attention:
Executive Secretary--Privacy Review Request.
Record source categories: The individual concerned and A.I.D. employees
acting in their official capacities.

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AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--25

System name: Privacy Act Implementation Records.

System location: Office of Personnel and Manpower, Personnel Services
Division, 515 22nd Street NW, Washington, DC 20523.

Categories of individuals covered by the system: Individuals, U.S.
Federal and local governments, and Members and Committees of
Congress.

Categories of records in the system: Correspondence and other documents
related to requests for information about the existence of records,
requests for access to information, requests for amendments to
records, and requests for review of refusals to amend records.

Authority for maintenance of the system: Privacy Act of 1974 (Pub.L.
93-579), sec. 552a (c), (e), (f), and (p); and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories
of users and the purposes of such uses: To law enforcement
agencies, U.S. Government agencies, courts, the Department of State,
foreign governments and international agencies, and Members of
Congress, for the purposes set forth in the Statement of General
Routine Uses immediately preceding these specific notices of systems
of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of individual.

Safeguards: Maintained in metal containers with three-way combination
locks and accessible only to authorized personnel with a need for
the information in the performance of their official duties.

Retention and disposal: Records are retained for one year and then
retired to the Washington National Records Center for ten years
before destruction.

System manager(s) and address: Privacy Liaison Officer, Office of
Personnel and Manpower, Agency for International Development, 515
22nd Street NW, Washington, DC 20523.

Notification procedure: Requests by individuals concerning the
existence of a record may be addressed to:

Director

Office of Personnel and Manpower (SER/PM)

Attn: Privacy Liaison Officer

Agency for International Development

320 21st Street, NW

Washington, DC 20523

or presented in person at State Annex 2, 515 22nd Street NW,

Washington, DC 20523.

For offices abroad, to the Privacy Liaison Officer at the applicable address in appendix A.

Information Required: Individual's name, place and date of birth. The determination as to the existence of a record will be facilitated by the provision of the individual's Social Security number and dates and places of service.

Record access procedures: Requests from individuals should be addressed or presented in person to the same addresses as stated in the Notification Section above.

Requests should be accompanied by information sufficient to identify the individual pursuant to Sec. 215.4(c) or (d) of the Agency's Regulations as published in this issue of the Federal Register.

Contesting record procedures: Written requests from individuals to amend their record should be mailed or presented in person to the same addresses as stated in the Notification Section above.

Requests for review of a refusal to amend a record should be made in writing and mailed or delivered to:

Administrator

Agency for International Development

320 21st Street, NW

Washington, DC 20523

ATTENTION: Executive Secretary - Privacy Review Request. Both the envelope and the letter should be clearly marked Attention, Executive Secretary-Privacy Review Request.

Record source categories: Individuals and Agency employees acting in their official capacities.

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From the Privacy Act Online via GPO Access [wais.access.gpo.gov]

AGENCY FOR INTERNATIONAL DEVELOPMENT

A.I.D.--26

System name: Litigation Records.

Security classification: Secret.

System location: a. Active files are maintained at the Office of the General Counsel, Agency for International Development, 320 21st Street, NW, Washington, DC 20523.

b. Retired records are maintained at the Washington National Records Center, 4205 Suitland Road, Suitland, Maryland.

Categories of individuals covered by the system: Foreign Service employees, Civil Service employees, personal services contractors, former employees, and members of the public.

Categories of records in the system: Correspondence and other documents relating to disputed contracts, and tort claims against the Agency, and other claims and actions against the Agency.

Authority for maintenance of the system: Foreign Assistance Act of 1961, as amended; Foreign Service Act of 1946, as amended; Tort Claims Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To law enforcement agencies, U.S. Government agencies, courts, the Department of State, foreign governments and international agencies, and Members of

Congress, for the purposes set forth in the Statement of General Routine Uses immediately preceding these specific notices of systems of records.

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

Storage: Paper copy in file folders.

Retrievability: By name of employee and calendar year.

Safeguards: Maintained in combination vault insulated against fire and located in secure premises with access limited to those whose official duties require access.

Retention and disposal: Maintained for two years following settlement of case and then retired to Washington National Records Center for five years prior to destruction.

System manager(s) and address: Assistant General Counsel for Management and Administration, Office of the General Counsel, Agency for International Development, 320 21st Street, Washington, DC 20523.

Systems exempted from certain provisions of the act: This system is exempt under 5 U.S.C. 552a (k)(1), (k)(2), and (k)(5) from the notice, access, and contest requirements of sections (c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) of 5 U.S.C. 552a. These exemptions are claimed to protect the materials required by Executive Order to be kept secret in the interest of national defense or foreign policy, to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques, to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, and to avoid endangering these sources. See Agency Regulations published in this issue of the Federal Register.

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PRIVACY ACT RULES

AGENCY FOR INTERNATIONAL DEVELOPMENT

Title 22-Foreign Relations

Chapter II-Agency for International Development, International Development Cooperation Agency

PART 215--REGULATIONS FOR IMPLEMENTATION OF PRIVACY ACT OF 1974

Sec.

215.1 Purpose and scope.

215.2 Definitions.

215.3 Procedures for requests pertaining to individual records in a system of records.

215.4 Times, places and requirements for identification of individuals making requests.

215.5 Access to requested information by individuals.

215.6 Special procedures: Medical records.

215.7 Request for correction or amendment of record.

- 215.8 Agency review of request for amendment of record.
- 215.9 Appeal of initial adverse agency determination.
- 215.10 Disclosure of record to person other than the individual to whom it pertains.
- 215.11 Fees.
- 215.12 Penalties and remedies.
- 215.13 General exemptions.
- 215.14 Specific exemptions.

Appendix A--Agency for International Development, address and locations of office referenced in the regulations and notices

Authority: Sec. 621, Foreign Assistance Act of 1961, as amended, (22 U.S.C. 2381; 75 Stat. 445); secs. 3, 4, Administrative Procedures Act (5 U.S.C. 553; 60 Stat. 237); Privacy Act of 1974 (Pub. L. 93-579; 5 U.S.C. 552a; 88 Stat. 1896).

Source: A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, unless otherwise noted.

Sec. 215.1 Purpose and scope.

(a) It is the purpose and objective of the International Development Cooperation Agency and the Agency for International Development to collect information, revise personal data collection forms or processes, and maintain Agency records in a manner that will prevent an unwarranted invasion of privacy of those individuals who are the subjects of Agency records.

(b) These regulations establish the procedures by which an individual may obtain notification of the existence of Agency records pertaining to that individual, gain access to those records, request an amendment or correction to the records, and appeal adverse decisions to requests for amendment or correction of Agency records.

(c) The Agency separately states and publishes in the Federal Register a public notice of the existence and character of systems maintained by the Agency, pursuant to the provisions of sections (e)(4) and (e)(11) of the Privacy Act of 1974 (5 U.S.C. 552a; 88 Stat. 1896).

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.2 Definitions.

(a) "Act" means the Privacy Act of 1974 (5 U.S.C. 552a; 88 Stat. 1896);

(b) "Agency" means the International Development Cooperation Agency or the Agency for International Development, its offices, bureaus, divisions, and posts abroad;

(c) "Amend" shall include the amendment or correction of a record;

(d) "Individual" means a citizen of the United States or an alien lawfully admitted for permanent residence;

(e) "Maintain" includes maintain, collect, use or disseminate;

(f) "Record" means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the

identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph;

(g) "Routine use" means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected;

(h) "Statistical Record" means a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of title 13;

(i) "System of Records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.3 Procedures for requests pertaining to individual records in a system of records.

(a) Requests for notification of access to or amendment of Agency records contained in a system of record pertaining to an individual may be made in person or by mail as follows:

For I.D.C.A.

Assistant Director for Administration, International Development
Cooperation Agency, Room 3929 New State, 320 21st Street, NW,
Washington, DC 20523. Attention: Privacy Act Officer.

For A.I.D.

Privacy Liaison Officer, Agency for International Development, Room 2728
New State, 320 21st Street, NW, Washington, DC 20523.

(b) Such request should include information necessary to identify the record, e.g., the individual's full name, date of birth, place of birth, present mailing address, system of record identification name and number, if known, and, to facilitate the retrieval of records contained in those systems of records which are retrievable by social security numbers, the social security number of the individual to whom the record pertains.

(c) With respect to a system of records which may be maintained by the Agency in offices outside the United States, an individual may inquire whether he or she is the subject of an Agency record or may request access to or amendment of such records by appearing in person or by writing to the Privacy Liaison Officer, Agency for International Development, at the address given for the applicable country in appendix A of this part.

(d) The Assistant Director for Administration for requests to I.D.C.A. or the appropriate Privacy Liaison Officer for request to A.I.D. , or their designees, shall, within ten (10) working days of receipt of the request, furnish in writing to the requesting individual notice of the existence or nonexistence of any records described in the request.

Sec. 215.4 Times, places, and requirements for identification of

individuals making requests.

(a) Individuals making personal requests for notification, access or contest may do so at the place designated in paragraph (a) of Sec. 215.3, which is open from 9 a.m. to 5 p.m. daily, except Saturdays, Sundays, and Legal Public Holidays.

(b) Individuals making personal requests for notification, access or contest at offices outside the United States may do so at the places designated in paragraph (c) of Sec. 215.3, during the regular business hours of those offices.

(c) An individual requesting such information in person shall provide such personal identification as is reasonable under the circumstances to verify the individual's identity; e.g., driver's license, employee identification card, or medicare card.

(d) An individual requesting such information by mail shall include in his or her request a signed notarized statement to verify his or her identity and which stipulates that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine up to \$5,000, as provided in section (i)(3) of the Act.

(e) Verification of identity as set forth in paragraphs (c) and (d) of this section shall not be required of individuals seeking access to records otherwise available to any member of the public under the Freedom of Information Act (5 U.S.C. 552; 88 Stat. 1561).

(f) An individual who wishes to be accompanied by another person when reviewing a record shall furnish the Agency with a written statement authorizing discussion of his or her record in the presence of the accompanying person. Such statement need not contain any reasons for the access or for the accompanying person's presence.

Sec. 215.5 Access to requested information by individuals.

(a) Upon receipt of a request by an individual made in accordance with the provisions of Sec. 215.3, such individual shall be granted access to any record pertaining to him or her which is contained in a system of records maintained by the Agency.

(b) Notwithstanding the provisions of paragraph (a) of this section, access will not be allowed an individual to information or records compiled by the Agency in reasonable anticipation of a civil or criminal action or proceeding.

(c) Whenever possible, access to requested records will be granted:

(1) Where the request is presented in person and the record is readily available, promptly upon receipt of the request for access, determination that access to the record may be granted, verification of the identity of the individual seeking access, and, where applicable, receipt of consent to discuss the record with a person accompanying the individual;

(2) Where the request is made by mail, the record will, whenever possible, be provided within ten (10) working days of receipt of the request.

(d) Where access to a record cannot reasonably be granted as provided in paragraphs (c)(1) and (2) of this section, the Agency will acknowledge in writing receipt of the request for access and indicate a reasonable time within which access to the record can be granted.

(e) Where no reasonable means exist for an individual to have access to his or her record in person, a copy of the record may be provided

through the mail. No fee will be charged for providing copies pursuant to this subsection.

Sec. 215.6 Special procedures: Medical records.

If the Assistant Director for Administration or the Privacy Act Liaison Officer determines that the release directly to the individual of medical records maintained by the Agency could have an adverse effect upon such individual, the director will attempt to arrange an acceptable alternative (such as the release of said information to a doctor named by the individual) in granting access to such record.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.7 Request for correction or amendment of record.

(a) An individual may request the Agency to correct or amend a record pertaining to him or her which the individual believes is not accurate, relevant, timely or complete.

(b) Such request must be in writing and must be presented, in person or by mail to the addresses listed in Sec. 215.3(a).

(c) Such requests, whether or not submitted on forms provided therefor, must set forth the following information:

(1) Identification of the system of records in which the particular record is maintained;

(2) The portion(s) of the record to be amended or corrected;

(3) The desired amendment or correction;

(4) The reasons for the amendment or correction; and the request must be accompanied by evidence, documentation, or other information in support of the request.

(d) Assistance in preparing a request to amend a record may be obtained from the officials listed in Sec. 215.3(a).

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.8 Agency review of requests for amendment of record.

(a) The Agency will examine the information requested to be amended to determine its accuracy, timeliness, and completeness, and its relevancy and necessity to accomplish a purpose of the Agency required to be accomplished by statute or by executive order.

(b) Within ten (10) working days after the receipt by the Assistant Director for Administration or the Privacy Liaison Officer of a request made in accordance with this section, the Assistant Director for Administration or the Privacy Liaison Officer shall acknowledge in writing such receipt and shall, after examination in accordance with the provisions of paragraph (a) of this section, promptly either:

(1) Make any amendment of any portion thereof which the individual believes is not accurate, relevant, timely or complete, and notify the individual of the amendment made; or

(2) Inform the individual of the Agency's refusal to amend the record in accordance with the request, the reason(s) for the refusal, and the procedures established by the Agency for the individual to request a review of that refusal.

(c) If the Agency agrees with the individual's request to amend a record, in addition to proceeding as set forth in paragraph (b)(1) of this section, it shall promptly advise all previous recipients of the record of the fact that the amendment was made and the substance of the amendment where an accounting of disclosures has been made.

(d) If unusual circumstances prevent the completion of Agency action on the request to amend within 30 days after the receipt thereof by the Assistant Director for Administration or the Privacy Liaison Officer, the individual will be promptly advised of the delay, the reasons for the delay, and of the date by which the review is expected to be completed.

(e) If the Agency, after its initial examination of the record and the request for Amendment, disagrees with all or any part of the individual's request to amend it shall:

(1) To the extent the Agency agrees with any part of the individual's request to amend, proceed as described in paragraphs (b)(1) and (c) of this section;

(2) Advise the individual of its refusal and the reason(s) therefor;

(3) Inform the individual that he or she may request a further review by Director or Administrator, or their designees; and

(4) Describe the procedures for requesting such a review, including the name and address of the official to whom the request should be directed.

(f) No part of these regulations shall be construed to permit:

(1) The alteration of evidence presented in the course of judicial, quasi-judicial or quasi-legislative proceedings;

(2) Collateral attack upon any matter which has been the subject of judicial or quasi-judicial action; or

(3) An amendment or correction which would be in violation of an existing statute, executive order or regulation.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.9 Appeal of initial adverse agency determination.

(a) An individual who disagrees with the denial or partial denial of his or her request to amend a record may file a request for review of such refusal within 60 days after the date of notification of the denial or partial denial.

(b) The request for review must be in writing and may be presented in person or by mail to:

Director, International Development Cooperation Agency, 320 21st Street,
NW, Washington DC 20523. Attention: Executive Secretary, Privacy
Review Request.

Administrator, Agency for International Development, 320 21st Street,
NW, Washington, DC 20523. Attention: Executive Secretary, Privacy
Review Request.

Both the envelope and the letter should be clearly marked: Attention: Executive Secretary, Privacy Review Request. Such request should include any documentation, information or statements advanced for the amendment of the record, and a copy of the initial adverse determination.

(c) Upon receipt of the request for review, the Director or the Administrator, or an officer of the Agency designated in writing by the

Director or Administrator, shall undertake an independent review of the initial determination.

(d) If someone other than the Director or the Administrator is designated to conduct the review, he or she shall be an officer who is organizationally independent of or senior to the officer or employee who made the initial determination.

(e) In conducting the review, the reviewing official may, at his or her option, request such additional information as is deemed necessary to establish that the record contains only that information which is accurate, timely, complete and necessary to assure fairness in any determination which may be made about the individual on the basis of the record.

(f) Within 30 days after receipt of the request for review, the Director, the Administrator, or the official designated to conduct the review, shall advise the individual of the Agency's final decision. If unusual circumstances prevent the completion of the review within the 30-day period, the Agency shall, prior to the expiration of the 30-day period, advise the individual in writing of the circumstances preventing the completion of such review and inform him or her of the date by which the review is expected to be completed.

(g) If the reviewing official determines that the record should be amended in accordance with the individual's request, the Agency shall:

- (1) Amend the record accordingly;
- (2) Advise the individual of the amendment; and
- (3) Where an accounting of disclosures has been made, advise all previous recipients of the fact that the amendment was made and the nature of the amendment.

(h) If, after conducting the review, the reviewing official refuses to amend the record, in whole or in part, in accordance with the individual's request, Agency shall advise the individual:

- (1) Of its refusal and the reasons therefor;
- (2) Of the individual's right to file a concise statement of his or her reasons for disagreeing with the Agency's decision;
- (3) Of the procedures for filing a statement of disagreement;
- (4) That any such statement will be made available to anyone to whom the record is subsequently disclosed, together with a brief statement by the Agency summarizing its reasons for refusing to amend the record;
- (5) That to the extent an accounting of disclosure was maintained, prior recipients of the disputed record will be provided a copy of any statement of disagreement and of the Agency's statement summarizing its reasons for refusing to amend the record; and
- (6) Of the individual's right to seek judicial review of the Agency's refusal to amend a record as provided for in section (g)(1)(a) of the Act.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.10 Disclosure of record to person other than the individual to whom it pertains.

(a) Subject to the conditions of paragraphs (b) and (c) of this section, the Agency shall not disclose any record which is contained in a system of records by any means of communication to any person or other agency who is not the individual to whom the record pertains.

(b) Upon written request or with prior written consent of the

individual to whom the record pertains, the Agency may disclose any such record to a person or to another agency as requested or authorized.

(c) Notwithstanding the absence of written consent from the individual to whom the record pertains, the Agency may disclose any such record provided such disclosure is:

(1) To those officers and employees of the Agency who have a need for the record in the performance of their duties;

(2) Required under the Freedom of Information Act (5 U.S.C. 552);

(3) For a routine use as defined in Sec. 215.2;

(4) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13 of the United States Code;

(5) To a recipient who has provided the Agency with adequate advance written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(6) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his or her designee, to determine whether the record has such value;

(7) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity authorized by law: Provided, The head of the agency or instrumentality has made a prior written request to the Assistant Administrator of Administration or the Privacy Liaison Officer specifying the particular record and the law enforcement activity for which it is sought;

(8) To a responsible person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification will be transmitted to the last known address of such individual;

(9) To either House of Congress, and to the extent of a matter within its jurisdiction, any committee or subcommittee, or joint committee of Congress, or subcommittee of such joint committee;

(10) To the Comptroller General, or any of his or her authorized representatives, in the course of the performance of the duties of the General Accounting Office; or

(11) Pursuant to an order of a court of competent jurisdiction.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.11 Fees.

(a) Except as provided in paragraph (b) of this section, and Sec. 215.5(e), fees for copies of records and documents will be charged at the rate of 10 cents per page (one side), limited to size 8\1/2\ by 14" or smaller.

(b) No fees will be charged for providing the first copy of a record or any portion thereof to individuals to whom the record pertains.

(c) If special handling or other than first-class mail is requested or required, the costs thereof shall be added to the basic fee.

(d) Remittance may be in the form of a check, bank draft on a bank in the United States, or postal money order, payable to the Treasurer of the United States, or cash.

(e) A receipt for fees paid will be given only upon request.

Sec. 215.12 Penalties and remedies.

The provisions of the Act relating to penalties and remedies are summarized below:

(a) An individual may bring a civil action against the Agency when the Agency:

(1) Makes a determination not to amend a record in accordance with the individual's request;

(2) Refuses to comply with an individual's request pursuant to 5 U.S.C. 552a (d)(1);

(3) Fails to maintain a record concerning an individual with such accuracy, relevance, timeliness, and completeness as is necessary to assure fairness in any determination relating to the qualifications, character, rights, or opportunities of, or benefits to the individual that may be made on the basis of such record, and as a result thereof a determination is made which is adverse to the individual; or

(4) Fails to comply with any other provision of section (d) of the Act in such a way as to have an adverse effect on an individual.

(b) The court may order the correction or amendment of the record, may enjoin the Agency from withholding the records, may order the Agency to produce any records improperly withheld, and may assess attorneys' fees and costs.

(c) Where a court of competent jurisdiction makes a determination that the Agency action was willful or intentional with respect to 5 U.S.C. 552a(g)(1) (c) or (d), the United States shall be liable for actual damages of no less than \$1,000, the costs of the action, and attorneys' fees.

(d) Criminal penalties may be imposed against an officer or employee of the Agency who willfully discloses material which he or she knows is prohibited from disclosure, or who maintains a system of records without complying with the notice requirements.

(e) Criminal penalties may be imposed against any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses. The offenses enumerated in paragraph (d) of this section and this paragraph (e) are misdemeanors, with fines not to exceed \$5,000.

Sec. 215.13 General exemptions.

(a) Pursuant to 5 U.S.C. 552a(j)(2), the Director or the Administrator may, where there is a compelling reason to do so, exempt a system of records within the Agency from any part of the Act, except subsections (b), (c) (1) and (2), (e)(4)(A) through (F), (e) (6), (7), (9), (10), and (11), and (i) thereof, if the system of records is maintained by the Agency or component thereof which performs as its principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities, and which consists of:

(1) Information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status;

(2) Information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; or

(3) Reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment through release from supervision.

(b) Each notice of a system of records that is the subject of an exemption under this section will include a statement that the system has been exempted, the reasons therefor, and a reference to the Federal Register issue where the exemption rule can be found.

(c) The systems of records to be exempted under section (j)(2) of the Act, the provisions of the Act from which they are being exempted, and the justification for the exemptions, are set forth below:

(1) Criminal Law Enforcement Records. This system of records is to be exempted from sections (c) (3) and (4), (d), (e) (1), (2), and (3), (e) (4) (G), (H), and (I), (e) (5) and (8), (f), (g) and (h) of the Act.

These exemptions are necessary to insure the proper functioning of the law enforcement activity, to protect confidential sources of information, to fulfill promises of confidentiality, to maintain the integrity of the law enforcement procedures, to avoid premature disclosure of the knowledge of criminal activity and the evidentiary bases of possible enforcement actions, to prevent interference with law enforcement proceedings, to avoid the disclosure of investigative techniques, and to avoid the endangering of law enforcement personnel.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790, Mar. 31, 1980]

Sec. 215.14 Specific exemptions.

(a) Pursuant to 5 U.S.C. 552a(k) the Director or the Administrator may, where there is a compelling reason to do so, exempt a system of records, from any of the provisions of subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Act if a system of records is:

(1) Subject to the provisions of 5 U.S.C. 552(b)(1);

(2) Investigatory material compiled for law enforcement purposes, other than material within the scope of subsection (j)(2) of the Act: Provided, however, That if any individual is denied any right, privilege, or benefit to which he or she would otherwise be eligible, as a result of the maintenance of such material, such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(3) Maintained in connection with providing protective services to the President of the United States or other individuals pursuant to 18 U.S.C. 3056;

(4) Required by statute to be maintained and used solely as statistical records;

(5) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished

information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(6) Testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process; or

(7) Evaluation material used to determine potential for promotion in the armed services, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence.

(b) Each notice of a system of records that is the subject of an exemption under 5 U.S.C. 552a(k) will include a statement that the system has been exempted, the reasons therefor, and a reference to the Federal Register issue where the exemption rule can be found.

(c) The systems of records to be exempted under section (k) of the Act, the provisions of the Act from which they are being exempted, and the justification for the exemptions, are set forth below:

(1) Criminal Law Enforcement Records. If the 5 U.S.C. 552a(j)(2) exemption claimed under paragraph (c) of Sec. 215.13 and on the notice of systems of records to be published in the Federal Register on this same date is held to be invalid, then this system is determined to be exempt, under 5 U.S.C. 552a(k) (1) and (2) of the Act, from the provisions of 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4), (G), (H), and (I), and (f). The reasons for asserting the exemptions are to protect the materials required by Executive Order to be kept secret in the interest of the national defense or foreign policy, to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques, to maintain the ability to obtain necessary information, to fulfill commitments made to sources to protect their identities and the confidentiality of information and to avoid endangering these sources and law enforcement personnel.

(2) Personnel Security and Suitability Investigatory Records. This system is exempt under 5 U.S.C. 552a(k)(1), (k)(2), (k)(3), and (k)(5) from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4), (G), (H), and (I), and (f). These exemptions are claimed to protect the materials required by Executive Order to be kept secret in the interest of national defense or foreign policy, to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques, to assure the protection of the President, to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, to avoid endangering these sources and, ultimately, to facilitate proper selection or continuance of the best applicants or persons for a given position or contract. Special note is made of the limitation on the extent to which this exemption may be asserted.

(3) Litigation Records. This system is exempt under 5 U.S.C. 552a(k)(1), (k)(2), and (k)(5) from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f). These

exemptions are claimed to protect the materials required by Executive Order to be kept secret in the interest of national defense or foreign policy, to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques, to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, to avoid endangering these sources and, ultimately, to facilitate proper selection or continuance of the best applicants or persons for a given position or contract.

(4) Employee Equal Employment Opportunity Complaint Investigatory Records. This system is exempt under 5 U.S.C. 552a(k)(1), (k)(2), (k)(4), and (k)(5) from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4), (G), (H), and (I), and (f). These exemptions are claimed to protect the materials required by Executive Order to be kept secret in the interest of national defense or foreign policy, to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques, to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, to avoid endangering these sources and, ultimately, to facilitate proper selection or continuance of the best applicants or persons for a given position or contract, and to prevent interference with a legitimate, Congressionally sanctioned activity.

(5) The following systems of records are exempt under 5 U.S.C. 552a(k)(5) from the provisions of 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4), (G), (H), and (I), and (f):

- (i) Employee Conduct and Discipline Records.
- (ii) Employee Relations Records.

This exemption is claimed for these systems of records to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, to avoid endangering these sources and, ultimately, to facilitate proper selection or continuance of the best applicants or persons for a given position or contract. Special note is made of the limitation on the extent to which this exemption may be asserted. The existence and general character of the information exempted will be made known to the individual to whom it pertains.

Appendix A--Agency for International Development, address and locations of office referenced in the regulations and notices

	Mailing address	Location
	office	

I. In the United States:

State Department.....	A.I.D., Washington, DC 20523.....	320
21st St. NW., Washington, DC.		
State Department, Annex 2.....	do.....	515 22d St.
NW, Washington, DC.		

State Department, Annex 5..... do..... 1901
 Pennsylvania Ave. NW, Washington,
 DC.
 State Department, Annex 11..... do..... 1401 Wilson
 Blvd., Arlington, Va.
 Universal North Building..... do..... 1975 Florida
 Ave. NW, Washington, DC.
 Pomponio Plaza Building..... do..... 1735 North
 Lynn St., Arlington, Va.
 Rosslyn Plaza ``E" Building..... do..... 1621 N. Kent
 St., Arlington, Va.
 Rosslyn Plaza ``C" Building..... do.....

 New Cumberland..... A.I.D. Excess Property Division, Building 54-5, New
 Cumberland Army Building 54-5, New Cumberland Army
 Depot, New Cumberland, Pa. 17070.. Depot,
 New Cumberland, Pa. 17070.

mission

II. Abroad:

Afghanistan..... USAID to Afghanistan, c/o American Embassy, Kabul,
 Afghanistan..... Wazir Abkar Khan Mina, Kabul,
 Afghanistan.
 Bangladesh..... USAID, c/o American Embassy, Dacca,
 Bangladesh..... Adamjee Court Bldg. Montijheel, Dacca,
 Bangladesh.
 Brazil..... USAID to Brazil, CAIZA Postal 14-2324, Brasilia D.F., Brazil.....
 Ed. Bandeirantes, SCS Q. 17, Lote 2/5,
 Brasilia, Brazil.
 British Honduras..... American Consulate, Belize City, British Honduras.....
 Gabourel Lane and Hutson St., Belize
 City, Belize.
 Bolivia..... USAID to Bolivia, c/o American Embassy, La Paz, Bolivia.....
 363 Almirante Grau St., La Paz, Bolivia.
 Chad..... Country Development Officer, c/o American Embassy, N'Djamena,
 Chad. Rue du Lt. Col. Colonna d'Ornano,
 N'Ljamena, Chad.
 Cameroon..... Area Development Office, c/o American Embassy, Yaounde,
 Cameroon... Rue Nachtigal, Yaounde, Cameroon.
 Chile..... USAID to Chile, c/o American Embassy, Santiago, Chile.....
 Avenida B. O'Higgins No. 1146, Santiago,
 Chile.
 Colombia..... USAID to Colombia, c/o American Embassy, Bogota,
 Colombia..... Carrera 10 Nr 28-49, Bogota, Colombia.
 Costa Rica..... Office of AID Affairs, c/o American Embassy, San Jose, Costa
 Rica.. Avenida 3 Calle 1, San Jose, Costa Rica.
 Dominican Republic..... USAID to Dominican Republic, c/o American Embassy, Santo
 Domingo, Calle Cesar Nicolas Pensen and Calle,
 Dominican Republic. Leopoldo
 Navarro, Santo Domingo,
 Dominican Republic.
 Ecuador..... USAID to Ecuador, c/o American Embassy, Quito,
 Ecuador..... 120 Avenida Patria, Quito, Ecuador.
 Egypt..... USAID, American Embassy, Cairo, Egypt..... 5
 Sharia Latin America, Cairo, Egypt.

El Salvador..... USAID to El Salvador, c/o American Embassy, San Salvador, El
 No. 1230, 25 Avenida Norte, San Salvador, El Salvador.

Ethiopia..... USAID to Ethiopia, c/o American Embassy, Addis Ababa,
 Ethiopia..... Crown Prince Asfaw Wossen St., Addis Ababa, Ethiopia.

France..... U.S. Mission to the OECD, c/o American Embassy, Paris,
 France..... 13 Villa Croix Nivert, Paris, France.

Ghana..... USAID, PO Box 1630, Accra, Ghana..... Liberia
 and Rowe Roads, Accra, Ghana.

Guatemala..... USAID/ROCAP, c/o American Embassy, Guatemala City,
 Guatemala..... USAID/ROCAP, 7-86, 8th St., Zone 9, Guatemala City, Guatemala.

Guyana..... USAID to Guyana, c/o American Embassy, Georgetown,
 Guyana..... 65 Main St., Georgetown, Guyana.

Haiti..... Office of AID Representative, American Embassy, Port au Prince,
 American Embassy, Harry Truman Blvd., Port au Prince, Haiti.

Honduras..... USAID to Honduras, c/o American Embassy, Tegucigalpa,
 Honduras..... Avenida La Paz, Tegucigalpa, Honduras.

Iceland..... American Embassy, Reykjavik, Iceland.....
 Laufasvegur 21, Reykjavik, Iceland.

India..... USAID to India, c/o American Embassy, New Delhi, India 11.....
 Shanti Path, Chanakyapuri 21, New Delhi, India.

Indonesia..... USAID to Indonesia, c/o American Embassy, Jakarta,
 Indonesia..... Medan Merdeka, Selatan 5, Jakarta, Indonesia.

Italy..... American Embassy, Rome, Italy..... Via Veneto
 119, Rome, Italy.

Ivory Coast..... Regional Economic Development Services Offices/West Africa,
 c/o 5, Rue Jesse Owens, Abidjan, Ivory Coast.

Jamaica..... Office of AID Affairs, c/o American Embassy, Kingston,
 Jamaica..... American Embassy, 43 Duke St., Kingston, Jamaica.

Jordan..... American Embassy, Amman, Jordan..... Jebel
 Amman, Amman, Jordan.

Kenya..... USAID to Kenya, PO Box 30261, Nairobi, Kenya.....
 Cotts House, Eliot St., Nairobi, Kenya.

Korea..... USAID to Korea, c/o American Embassy, Seoul, Korea.....
 New Seoul Bldg. 1503 62-7, 2-KA, Chungmu-Ro; Chung-Ku, Seoul, Korea.

Lebanon..... AID Regional Training Office, c/o American Embassy, Beirut,
 Lebanon Corniche at Rue Aiv Mreisseh, Beirut, Lebanon.

Liberia..... USAID, PO Box 1445, Monrovia, Liberia..... United
 Nations Dr., Monrovia, Liberia.

Mali..... Country Development Officer, c/o American Embassy, Bamako,
 Mali.... Rue Testard and Rue Mohamed V. Bamako, Mali.

Mauritania..... Country Development Officer, c/o American Embassy,
 Nouakchott, American Embassy, Nouakchott, Mauritania.

Mexico..... Office of AID Affairs, c/o American Embassy, Mexico D.F.
Mexico.... Cor. Danubio and Paseo de la Reforma,
305, Colonia
Cuauhtemoc, Mexico D.F. Mexico.

Morocco..... USAID to Morocco, c/o American Embassy, Rabat,
Morocco..... 2 Ave. de Marrakech, Rabat, Morocco.
Nepal..... USAID to Nepal, c/o American Embassy, Kathmandu,
Nepal..... Rabi Bhawan, Kathmandu, Nepal.
Nicaragua..... USAID to Nicaragua, c/o American Embassy, Managua,
Nicaragua..... Boulevard Somoza, Managua, Nicaragua.
Niger..... Area Development Office, c/o American Embassy, Niamey,
Niger..... Yantala Road, Niamey, Niger.
Nigeria..... USAID to Nigeria, c/o American Embassy, Lagos, Nigeria.....
1/3 Moloney St., Lagos, Nigeria.
Pakistan..... USAID, PO Box 1208, Islamabad, Pakistan.....
Diplomatic Enclave, Ramna 4, Islamabad, Pakistan.
Panama..... USAID to Panama, c/o American Embassy, Panama City,
Panama..... USAID Main Bldg., Cemento Panama Bldg.,
Manuel Espinosa Batista,
Panama City, Panama.
Paraguay..... USAID to Paraguay, c/o American Embassy, Asuncion,
Paraguay..... 390 Kubitschek, Asuncion, Paraguay.
Peru..... USAID to Peru, c/o American Embassy, Lima, Peru.....
Av. Espana 386, Lima, Peru.
Philippines..... USAID to the Republic of the Philippines, c/o American Embassy,
1680 Roxas Blvd., Manila, Philippines.
Manila, Philippines.
Portugal..... American Embassy, Lisbon, APO New York 09678.....
Avenida Duque de Loule No. 39, Lisbon, Portugal.
Puerto Rico..... c/o Assistant Secretary, International Exchange, Department of
OTC, San Juan, Puerto Rico.
State, Commonwealth of Puerto Rico, San Juan, Puerto Rico.
Senegal..... Area Development Office, c/o American Embassy, Dakar,
Senegal..... BIAO Building, Place de l'Independance,
Dakar, Senegal.
Sri Lanka..... Office of AID Representative c/o American Embassy, Colombo, Sri
44 Galle Road, Colpetty, Colombo, Sri Lanka.
Sudan..... AID Affairs Office, c/o Embassy of the Netherlands, Khartoum,
Sudan Gambouria Ave., Khartoum, Sudan.
Swaziland..... Office of Southern African Regional Activities, Coordination/
OSA RAC-Hdqts., 218 Gilifilan St.,
Mbabane, c/o American Embassy, Mbabane, Swaziland.
Mbabane, Swaziland.
Switzerland..... U.S. Mission to International Organization, c/o Amemb, Geneva,
80 Rue de Lausanne, Geneva, Switzerland.
Switzerland.
Syria..... Office of AID Representative, c/o American Embassy, Damascus,
Syria Chare (Ave.) Al-Mansour, Abu, Rummanih,
Arab Republic. Damascus, Syria.
Taiwan..... Office of AID Affairs, c/o American Embassy, Taipei, Taiwan.....
No. 2 Chung Hsiao West Road, Second

Tanzania..... USAID to the United Republic of Tanzania, c/o American
Embassy, Dar National Bank of Commerce Bldg. on City
es Salaam, Tanzania. Drive, Dar es
Salaam, Tanzania.

Taiwan. Sectioni, Taipei, Taiwan.

Thailand..... USOM, c/o American Embassy, Bangkok, Thailand.....
95 Wireless Road, Bangkok, Thailand.

Togo..... Area Development Officer, c/o American Embassy, Niamey,
Niger..... Rue Pelletier Caventor and rue Vauban,
Lome, Togo.

Tunisia..... USAID to Tunisia, c/o American Embassy, Tunis, Tunisia.....
149 Avenue de la Liberte, Tunis,
Tunisia.

Turkey..... USAID, PK 39, Cankaya, Ankara, Turkey.....
Cinnah Caddesi, No. 16, Ankara, Turkey.

Upper Volta..... AID Country Development Officer, c/o American Embassy,
Ouagadougou, Boite Postale 35, Ouagadougou, Upper
Upper Volta. Volta.

Uruguay..... Office of AID, Representative/Montevideo, c/o American
Embassy, Lauro Muller 1776, Montevideo, Uruguay.
Montevideo, Uruguay.

Yemen..... Office of AID Affairs, c/o American Embassy, Sana, Yemen.....
American Embassy, Sana, Yemen Arab
Republic.

Zaire..... USAID to Republic of Zaire, c/o American Embassy, Kinshasa,
310 Ave. des Aviateurs, Kinshasa, Zaire.
Republic of Zaire.

[A.I.D. Reg. 15, 40 FR 45679, Oct. 2, 1975, as amended at 45 FR 20790,
Mar. 31, 1980]