

STATE--41

System name :

Rover Records.

Security classification :

Unclassified and classified.

System location :

Department of State, 2201 C Street, NW, Washington, DC 20520; and the Miami Regional Center, 4000 N. Andrews Street, Ft. Lauderdale, FL 33309.

Categories of individuals covered by the system:

Foreign Service professional full-time officers and specialists, (communicators, secretaries, personnelists, administrative officers, and budget and fiscal officers) who are assigned as rovers for a tour of duty or in temporary duty status; WAE re-employed annuitants assigned as rovers in designated positions; and individuals previously in the above two categories whose reassignments are pending or who have resigned from the rover program or been reassigned outside of the program.

Authority for maintenance of the system:

22 U.S.C. 3921 (Management of service); 22 U.S.C. 2656 and 2658 (Management of foreign affairs; Delegation of authority); 5 U.S.C. 301 (Management of the Department of State).

Categories of records in the system:

Communications between the Bureau of Personnel (PER) and the employee regarding assignments, extensions and curtailments; communications between PER and the bureau of assignment; communications between the employee and the office responsible for the employee's rating regarding issues and problems encountered and self-evaluation of performance and accomplishments; memoranda and telegrams regarding performance prepared at posts where employee served; employee trip reports; employee's assignment history; passports and copies of passport applications; photographs of employee for passport and visa purposes; profile sheets for visa applications; blanket travel authorizations and amendments; training records; medical clearance notifications; signed work requirements; copies of SF-50 personnel actions, arrival/departure communications; information regarding allowances, housing, and household effects; and time and attendance information. For WAE re-employed annuitants: Copies of W-4 tax withholding forms, SF-1190 foreign allowance forms, earnings and leave statements, salary checks and transfer of labor charges are

also kept when routed through the appropriate Executive Office.

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

The information in this system is used to provide performance evaluation information for the employee's rating and reviewing officers who are not the on-site supervisors, to provide necessary information for visa requests for foreign travel, for applications for U.S. passports, for recommendation and authorization of training, for assisting the employee and posts in travel arrangements and assignment and administrative processing, for assignment processing in considering reappointments for re-employed annuitants, and by foreign missions when visas are requested. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

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

Storage:

Electronic media, hard copy.

Retrievability:

Individual name.

Safeguards :

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Access to the Miami Regional Center is controlled by camera and motion detection devices. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

Retention and disposal:

These records will be maintained until they become inactive, at which time they will be destroyed or retired according to published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director, Office of Freedom of Information,

Privacy and Classification Review, Room 1239;
Department of State, 2201 C Street, NW,
Washington, DC 20520-1239.

System manager(s) and address:

Executive Director for African Affairs, Room 3517; Executive Director for East Asian and Pacific Affairs, Room 4313A; Executive Director for European and Canadian Affairs, Room 5428; Executive Director for Near Eastern and South Asian Affairs, Room 4245; or the Managing Director for Systems Operations for Information Management, Room 4422; Department of State, 2201 C Street, NW, Washington, DC 20520; or the Director of Miami Regional Center; 4000 N. Andrews Street, Ft. Lauderdale, FL 33309.

Notification procedure:

Individuals who have reason to believe the Department of State might have records pertaining to themselves when they were rovers should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 1201 C Street NW, Washington, DC 20520-1239. The individual must specify that he/she wishes the Rover Records applicable to his/her assignment to that program to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; bureau to which he/she was assigned and dates of assignment.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

Record source categories:

These records contain information obtained directly from the individual who is the subject of these records, from supervisors and officers who benefited from the individual's performance at posts where the individual served, from the office of the Regional Executive Director, from the Office of Medical Services, and from the Bureau of Personnel.

Systems exempted from certain provisions of the act:

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State Rules published in the Federal Register.