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SYSTEM NAME:

International Narcotics and Law Enforcement Affairs (INL) Personnel Records (INLPR).

SECURITY CLASSIFICATION:

Sensitive but Unclassified.

SYSTEM LOCATIONS:

2201 C Street, NW, Washington, DC 20520; 2765 Business Center Blvd., Melbourne, FL 32940; Navy Hill, SA-4, 2430 E Street, NW, Washington, DC 20037; 1800 G Street, NW, SA-22, Washington, DC 20006.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or previous contractors and Federal employees affiliated with the Bureau of International Narcotics and Law Enforcement Affairs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Foreign Assistance Act of 1961 as amended, in particular Chapter 8, Part I, section 481 *et seq.*, codified at 22 U.S.C. 2291 and 2292; State Department Basic Authorities Act of 1980, as amended, section 36(b), codified at 22 U.S.C. 2708; Section 103(c) of the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Public Law 99-399), as amended, codified at 22 U.S.C. 4802; Section 207 of the Foreign Service Act of 1980, codified at 22 U.S.C. 3927; National Security Decision Directive-38; National Security Presidential Directive-44, Management of Interagency Efforts Concerning Reconstruction and Stabilization; and other authorities, as appropriate.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include biographical information (full name, date of birth, home zip code, and e-mail address), employee or contractor identification number, job location, employment history, job experience, reports of significant/serious incidents, skills, training, and related information.

PURPOSE:

The INLPR system maintains records primarily on contracted personnel serving in criminal justice roles for the purposes of: documenting individuals' experience and skills relevant to INL funded programs; ensuring maintenance of the public trust, personnel safety, and accountability; providing aggregate statistical data for program management purposes; providing information related to employment suitability for service in high-risk environments, including authority to carry weapons; and capturing and validating flight mission data.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

Records may be disclosed to private employers when necessary for contract administration in connection with the purposes stated above and to Federal and State agencies and international organizations, upon their request, for the purpose of providing information relating to employment eligibility. See also the standard routine uses listed in the Department of State Prefatory Statement, published in the *Federal Register*.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Electronic and paper.

RETRIEVABILITY:

Records may be retrieved by individual name, employee identification number, contractor identification number, or date of birth.

SAFEGUARDS:

All users are given information system security awareness training, including the procedures for handling Sensitive but Unclassified and personally identifiable information. Annual refresher training is mandatory. Before being granted access to INLPR, a user must first be granted access to Department of State computer systems. Remote access to Department of State network from non-Department owned systems is only authorized through Department approved access program. Remote access to the network is configured with the Office of Management and Budget Memorandum (M-07-16) security requirements of two factor authentication and time out function. All Department of State employees and contractors with authorized access have undergone a thorough background security investigation. Access to the Department of State and its facilities is controlled by security guards and admission is limited to those individuals possessing a valid identification card or under proper escort. All paper records containing personal information are maintained in secured filing cabinets or in restricted areas, access to which is limited to authorized personnel only. Access to electronic files is password-protected and under the direct supervision of the information owner. The INLPR structures access privileges to reflect the separation of key duties that end-users perform within the functions the application supports. Access privileges

are consistent with a “need-to-know,” separation of duties, and supervisory requirements established for manual processes. When it is determined that a user no longer needs access, the user account is disabled.

RETENTION AND DISPOSAL:

These records are maintained until they become inactive, at which time they are destroyed or retired in accordance with published record disposition schedules of the Department of State, and, as approved by the National Archives and Records Administration (NARA). More specific information may be obtained by writing to the Director, Office of Information Programs and Services, A/ISS/IPS, SA-2, Department of State, 515 22nd Street, NW, Washington DC 20522-8001.

SYSTEM MANAGER AND ADDRESS:

Principal Deputy Assistant Secretary, Bureau of International Narcotics and Law Enforcement Affairs, 2201 ‘C’ Street, NW, Washington, DC 20520.

NOTIFICATION PROCEDURES:

Individuals who have reason to believe that the INLPR system might have records pertaining to them should write to the Director, Office of Information Programs and Services, A/ISS/IPS, SA-2, Department of State, 515 22nd Street, NW, Washington, DC 20522-8001.

Individuals must specify that they are requesting that the records of INLPR be checked for information pertaining to them. At a minimum, the individual must include: name, date and place of birth, current mailing address and zip code, and signature.

RECORD ACCESS AND**AMENDMENT PROCEDURES:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director,

Office of Information Programs and Services, A/ISS/IPS, SA-2, Department of State, 515 22nd Street, NW, Washington, DC 20522-8001.

RECORD SOURCE CATEGORIES:

These records contain information that is obtained directly from the individual, international organizations, prior employers, current employers, and/or law enforcement agencies.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.