

Vol. 67, No. 186  
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**Public Notice 4129**

**STATE-67**

**SYSTEM NAME:**

Office of Inspector General (OIG)  
Timesheet System.

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

Office of Inspector General (OIG), U.S.  
Department of State, 2201 C Street,  
NW., Washington, DC 20520, SA-39  
1700 N. Lynn Street, Rosslyn, Virginia  
22209.

**CATEGORIES OF INDIVIDUALS  
COVERED BY THE**

**SYSTEM:**

All OIG employees of the Department of  
State, including the Inspector General  
and Deputy Inspector General.

**CATEGORIES OF RECORDS IN  
THE SYSTEM:**

Employee's name; annual salary; hourly  
rate; leave use; employee timesheets;  
employment tenure; employee grade and  
series; occupational series.

**AUTHORITY FOR MAINTENANCE  
OF THE SYSTEM:**

Inspector General Act of 1978, 5 U.S.C.  
App. 3; Foreign Service Act of 1980, as  
amended (22 U.S.C. 3901).

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

The information in the OIG Timesheet  
System may be used: (a) By the subject  
of the record to review time spent by the  
subject on projects, training, and other  
activities; (b) By OIG management to  
generate reports and analysis of the time

and costs spent on projects, training, and  
management. 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.

**RETRIEVABILITY:**

By individual name or by project, as  
well as by each of the data items listed  
as a category of record in this  
description.

**SAFEGUARDS:**

All employees of the Department of  
State have undergone background  
investigations. Access to the Department  
and its annexes is controlled and limited  
to those individuals possessing a valid  
identity card or individuals with a proper  
escort. All records containing personal  
information are maintained in secured  
file cabinets or in restricted areas, access  
to which is limited to authorized  
personnel. Access to computerized files  
is password protected under the direct  
supervision of the system manager. The  
system manager has the capability of  
printing audit trails of access from the  
computer media, thereby permitting  
regular and ad hoc monitoring of  
computer usage.

**RETENTION AND DISPOSAL:**

These records will be maintained until  
they become inactive at which time they  
will be retired or destroyed in  
accordance with published records  
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 Director, Office of IRM Programs and Services; A/RPS/IPS; U.S. Department of State, SA-2; Washington, DC 20522-6001.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director of Administration, U.S. Department of State, Office of Inspector General, 1700 North Moore St., Suite # 720, Rosslyn, VA 22209.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that the OIG Timesheet System might contain records pertaining to them should write to the Information and Privacy Coordinator, Office of Inspector General, Department of State, Room 6817, 2201 C Street, NW., Washington, DC, 20520. The individual must specify that he/she wishes the records of the OIG Timesheet System to be checked.

At a minimum, the individual must include: date and place of birth; approximate dates of employment with Department of State's OIG; current mailing address and zip code; signature; and, preferably, his/her social security number.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Information and Privacy Coordinator, Office of Inspector General, Department of State (address above).

**RECORD SOURCE CATEGORIES:**

These records contain employee information obtained directly from the individual who is the subject of these records. The records also contain grade, position, and salary information from the OIG's Office of Human Resources that is generated using the employee's identification number from the Global Employee Management System GEMS).

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.