

American Embassy Tokyo, Japan; and Seoul Field School, American Embassy Seoul, Korea.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Persons who requested and/or received training from the Foreign Service Institute, took a language proficiency test given by the Foreign Service Institute, or received external training (including at colleges and universities) sponsored or approved by the Institute including: (1) Employees (and eligible family members thereof) of the Department of State; (2) employees (and eligible family members thereof) of other agencies of the Federal executive, legislative and judicial branches; (3) members (and eligible family members thereof) of the U.S. military; (4) citizens or nationals of the United States, or employees of any corporation, company, partnership, association or other legal entity that is 50 percent or more beneficially owned by citizens or nationals of the United States, that is engaged in business abroad, as well as any family member of such individuals; (5) citizens or nationals of the United States, or employees of any corporation, company, partnership, association or other legal entity that is 50 percent or more beneficially owned by citizens or nationals of the United States, under contract to provide services to the United States Government or to any employee thereof that is performing such services; and (6) applicants for employment at the Department of State.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 (Management of Executive Agencies); 22 U.S.C. 4021–4028 (Chapter 7 of the Foreign Service Act of 1980).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Training request forms and supporting documentation; progress reports; evaluation reports; course grades and/or test scores; general correspondence; biographic information; educational and employment history; security clearance data; travel vouchers; fiscal, *i.e.*, payment or billing, information.

**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 document assignments to training and students' progress, and for operation of the training program. The principal users of this information outside the Department are: (1) Other agencies of the legislative, executive and judicial branches that send students to the Institute for training; (2) non-Federal

organizations that send students to the Institute for training; (3) universities to whom the Institute sends students for training; and (4) other training vendors to whom the Institute sends students for training." Also see "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, Social Security Number.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

These records will be maintained until they become inactive, at which time they will be destroyed or retired in accordance with published record disposition 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 Information Programs and Services, A/RPS/IPS, SA–2, Department of State, Washington, DC 20522–8100.

**SYSTEM MANAGER AND ADDRESS:**

Executive Director for Management, Foreign Service Institute, George P. Shultz National Foreign Affairs Training Center, Room F–2205, Washington, DC 20522–4201.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that the Foreign Service Institute might have records pertaining to them should write to the Director, Office of Information Programs and Services, A/RPS/IPS, SA–2, Department of State,

Washington, DC 20522–8100. The individual must specify that he or she wishes the records of the Foreign Service Institute to be checked. At a minimum, the individual should include: name; date and place of birth; Social Security Number; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record (including the city and/or country and the approximate dates) which gives the individual cause to believe that the Foreign Service Institute has records pertaining to him or her.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

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

**RECORD SOURCE CATEGORIES:**

These records contain information that is primarily obtained from the individual who is the subject of the records.

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

Pursuant to 5 U.S.C. 552a(k)(6) records in this system of records may be exempted from 5 U.S.C. 552a(c)(3).(d).(e)(l).(e)(4)(G).(H). and (I) and (f).

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**DEPARTMENT OF STATE**

[Public Notice 5318]

**State–69 WebMove Records**

**SUMMARY:** Notice is hereby given that the Department of State proposes to create a new system of records, STATE–69, pursuant to the Provisions of the Privacy Act of 1974 as amended (5 U.S.C.(r)), and the Office of Management and Budget Circular No. A–130, Appendix I. The Department's report was filed with the Office of Management and Budget on February 9, 2006.

It is proposed that the new system will be named "WebMove Records." This system description is proposed in order to reflect more accurately the Office of Logistics Management Transportation Management Office and the General Services Officers at Posts' record-keeping system, activities and operations. Any persons interested in commenting on this new system of records may do so by submitting comments in writing to Margaret P. Grafeld, Director; Office of Information Programs and Services; A/RPS/IPS;

Department of State, SA-2; Washington, DC 20522-6001. This system of records will be effective 40 days from the date of publication, unless we receive comments that will result in a contrary determination.

This new system description, "WebMove Records, State-69" will read as set forth below.

Dated: February 8, 2006.

**Frank Coulter,**

*Acting Assistant Secretary for the Bureau of Administration, Department of State.*

**STATE-69**

**SYSTEM NAME:**

WebMove Records.

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

Department of State; 2201 C Street, NW., Washington, DC 20520.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All employees of the Department of State who are undergoing a job transfer, retirement or supplemental shipment that involves a Department of State funded relocation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

POV transfer, Home Service Transfer Allowance, Foreign Transfer Allowance, Travel Authorization forms. Shipment Request—name, social security number, travel authorization number, billing, shipment types and expenses, vendor name and travel dates.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

22 U.S.C. 4081, Travel and Related Expenses; 22 U.S.C. 5724a, Relocation Expenses of Employees Transferred or Reemployed; 5 U.S.C. 301, 302, Management of the Department of State; 22 U.S.C. 2581, General Authority; 22 U.S.C. 2651a, Organization of the Department of State; 22 U.S.C. 2677, Availability of Funds for the Department of State; 22 U.S.C. 3921, Management of the Foreign Service; 22 U.S.C. 3927, Responsibility of Chief of Mission; Executive Order 9397 (Numbering System for Federal Accounts Relating to Individual Persons); Executive Order 9830 (as amended) (Amending the Civil Service Rules and Providing for Federal Personnel Administration); and Executive Order 12107 (as amended) (Relating to the Civil Service Commission and Labor-Management in the Federal Service).

**PURPOSE(S):**

The information contained in this system of records is collected and

maintained by the Office of Logistics Management Transportation Management Office and General Service Officers at Posts in the administration of their responsibility for maintaining the State Department's centralized relocation and transportation management office. The information contained in this system of records assists in facilitating Department of State employee move requests. This information is maintained in a database and is accessible only by the employee and other appropriate personnel. Home and designated contact information not publicly accessible is solicited for travel-related matters only.

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

Records in the system of records are used for relocation purposes. The principal users of this system of records are Department personnel and their agents involved in processing a move. This information may also be released on a need-to-know basis to other government agencies when the information is necessary for services regarding a relocation. See also the "Routine Uses" paragraphs from the Department's Prefatory Statement.

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

**STORAGE:**

Electronic media only.

**RETRIEVABILITY:**

Individual name.

**SAFEGUARDS:**

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage. To ensure that your data is private and secure, we use a government computer system that employs industry standard encryption technology. All access to data is

provided via secure features that require a log-in with a user ID and password.

**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 the Director; Office of Information Programs and Services; SA-2; Department of State; 515 22nd Street, NW., Washington, DC 20522-8100.

**SYSTEM MANAGER AND ADDRESS:**

Office Director, Program Management and Policy (A/LM/PMP); Department of State; 2201 C Street, NW., Washington, DC 20522.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that the Office of Logistics Management might have records pertaining to themselves should write to the Director; Office of Information Programs and Services; SA-2; Department of State; 515 22nd Street, NW., Washington, DC 20522-8100. The individual must specify that he/she wishes the WebMove system to be checked. At a minimum, the individual should include: Name; date and place of birth; current mailing address and zip code; signature; and preferably his/her social security number; if appropriate add: A brief description of the circumstances, including the city and/or country and approximate dates, which gives the individual cause to believe that the Office of Logistics Management has records pertaining to him or her that is listed in the WebMove system.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

Individuals who wish to gain access to or amend records pertaining to them should write to the Director; Office of Information Programs and Services; SA-2; Department of State; 515 22nd Street, NW., Washington, DC 20522-8100.

**RECORD SOURCE CATEGORIES:**

These records contain information obtained primarily from the individual who is the subject of these records and his/her spouse and/or dependent(s).

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

None.

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