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TUESDAY, JANUARY 23, 1979
PART II



**INTERNATIONAL
COMMUNICATION
AGENCY**



PRIVACY ACT OF 1974

**Systems of Records; Annual
Publication**

[8230-01-M]

INTERNATIONAL COMMUNICATION AGENCY PRIVACY ACT OF 1974

Transfer of Systems of Records Existing and Proposed

AGENCY: International Communication Agency

ACTION: Notice of transfer and adoption of new systems of records.

SUMMARY: Systems of records of the United States Information Agency and the Bureau of Educational and Cultural Affairs of the Department of State have been transferred to the International Communication Agency. The Agency's systems of records have been amended to reflect those changes made necessary by its reorganization.

In addition to the amendments, US/ICA proposes to adopt the following new records systems:

USICA-54

System name: Incentive Awards File-MGT/P-USICA

USICA-55

System name: Educational and Cultural Exchange Program Records-ECA-USICA

USICA-56

System name: Exchange Visitor Waiver Records-GC-USICA

EFFECTIVE DATE: The new systems shall become effective without further notice in 30 calendar days (February 21, 1979) unless comments are received on or before February 21, 1979, which would result in a contrary determination.

ADDRESS: Written comments should be directed to: Mr. Michael Pistor, Office of Congressional and Public Liaison, Room 1019, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

FOR FURTHER INFORMATION CONTACT: Mr. Charles Jones, Access to Information Officer, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547, phone (202) 724-9130.

SUPPLEMENTARY INFORMATION: The International Communication Agency was established by Reorganization Plan No. 2 of 1977, which was made effective April 1, 1978, by Executive Order 12048, dated March 28, 1978. Reorganization Plan No. 2 provided for the transfer of all functions of the United States Information and Educational Exchange Act of 1948, as amended, P.L. 80-402, and the Mutual Educational and Cultural Exchange Act of 1961, as amended, P.L. 87-256, from the United States Information Agency and the Bureau of Educational and Cultural Affairs of the Department of State to the International Communication Agency.

By Determination Orders dated April 5, 1978, the Director of the Office of Management and Budget transferred all records of the United States Information Agency which had not been forwarded to the Archives for retention and active records of the Bureau of Educational and Cultural Affairs, Department of State, to the International Communication Agency.

All systems of records of the United States Information Agency have therefore been amended to reflect this transfer to the International Communication Agency.

The records of the Bureau of Educational and Cultural Exchange of the Department of State which were subject to the Privacy Act were contained in the system State-08 Educational and Cultural Exchange Program Records (42 FR 49703, September 27, 1977), when these records were transferred to the International Communication Agency, a portion of the records was transferred to the General Counsel and the remainder was retained by the Associate Director for Educational and Cultural Affairs. The systems of records of the International Communication Agency have therefore been amended to adopt the records transferred from the Bureau of Educational and Cultural Affairs of the Department of State by adding USICA-55 Educational and Cultural Exchange Program Records-ECA-USICA and USICA-56 Exchange Visitor Waiver Records-GC-USICA. No information not previously maintained in the system State-08 is maintained in USICA-55 or USICA-56.

The International Communication Agency also proposes to establish a new system of records USICA-54 Incentive Awards File-MGT/P-USICA. The information in this file was formerly contained in USIA-9 Employee Awards, Health Programs, Retirement and Out-Placement records-IPT-USIA. Due to internal reorganization of the Agency, the Agency proposes to remove the data relating to employee awards, establish a separate system of records

for this material, and rename the former system USICA-9 Retirement and Insurance Records-MGT/P-USICA.

Public comment is invited on the proposed new records systems. The prefatory statement containing general routine uses applicable to all of the Agency's systems of records was published at 42 FR 48245 (September 22, 1977).

Issued at Washington, D.C., October 22, 1978.

CHARLES W. BRAY III,
Deputy Director.

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USICA—1**System name: Americans Residing in Foreign Countries—USICA**

The International Communication Agency maintains establishments overseas in 120 foreign countries, which are designated as mission posts, branch posts, regional service centers, VOA relay stations and media extensions. A current listing of names and addresses of overseas establishments is not considered practical for Privacy Act purposes, due to the fact that such a list would require frequent amendment. Changing of office locations, opening of new offices, closing of established offices and realignment of geographic areas have become practical realities in conducting the Agency's mission overseas. Individuals who feel that records pertaining to themselves are maintained at any of our overseas locations may contact the Agency's Office of Congressional and Public Liaison, Room 1019, 1750 Pennsylvania Avenue, N.W., Washington, D.C., 20547. The Agency maintains an index of its records, including a current listing of overseas posts, which is available to the public as indicated in 22 CFR Ch. V, Sec. 504.2

American citizens and aliens admitted for permanent U.S. residence, who are residing Overseas, i.e., journalists, businessmen, scholars, artists, representatives of other U.S. Government agencies, missionaries.

Names and addresses:

Public Law 402, Information and Educational Exchange Act of 1948; Federal Records Act, 44 U.S.C. 3101.

Distribution of printed matter; invitation lists of official social functions and programs; selection of candidates for temporary employment, as needed; location of specialist to arrange, conduct, appear in or appraise Agency programs organized overseas; press briefings for American journalists residing in foreign countries; appraisal of American specialists whose services are utilized in Agency programming overseas.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies having statutory or other legal authority to maintain such information.

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

Storage: Addressograph plates or paper records in file folders.

Retrievability: By name of the individual.

Safeguards: Records are kept in locked file cabinets or in locked rooms when not in use.

Retention and disposal: Records are updated regularly, and metal plates or paper files no longer useful or current are destroyed.

System manager(s) and address: See "System Location" above.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C., 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information obtained from the individual concerned.

USICA—2**System name: Artists and Speakers-NEA**

System location: Office of the Assistant Director of North African, Near Eastern and South Asian Affairs, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Artists and speakers considered qualified to conduct programs at USICA's overseas posts in the Near East, North Africa and South Asia.

Categories of records in the system: Biographic data on speakers and artists; evaluation reports of past service with USICA; travel arrangements; program arrangements.

Authority for maintenance of the system: The Federal Records Act, 44 U.S.C. 3101.

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

and program information in order to arrange regional schedules for speakers and artists. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By the name of the individual concerned.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records are held as long as the individual is a prospective speaker or artist needed for or willing to conduct programs overseas.

System manager(s) and address: Office of Director, North African, Near Eastern and South Asian Affairs, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information provided by the individual artists and speakers; evaluation of speaker or artist by overseas posts; public documents and publications.

USICA—3**System name: Bidders Mailing List Application-MGT/AC**

System location: International Communication Agency, Contract and Procurement Division, 1717 H Street, NW., Washington, D.C. 20547.

Categories of individuals covered by the system: Prospective Government contractors and Agency contractors.

Categories of records in the system: Information is contained on a standard form which requests the individual's name and address, type of business, number of employees, average annual sales or receipts, facilities (space), net worth, security clearances held, and a certification of the accuracy of the information provided on the form.

Authority for maintenance of the system: Federal Procurement Regulations (41 CFR 1-2.205-1(e) and 1-16.802).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To prepare the Agency's Bidders Mailing List and for use of contracting specialists to determine adequacy of facilities, and financial responsibility of prospective contractors. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

The principal user of this information outside the International Communication Agency is the General Services Administration.

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

Storage: Information included on Standard Form 129, and maintained in binders.

Retrievability: By the name of the individual.

Safeguards: Maintained in combination lock file cabinet, available only to authorized personnel.

Retention and disposal: A routine update of information is conducted approximately every five years. Outdated information disposed of by burning.

System manager(s) and address: Agency Contracting Officer, Contract and Procurement Division, 1717 H Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Assistant Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information provided by individuals, companies and corporations.

USICA—4

System name: Contract Talent and Employee Recruitment Files-PGM/T

System location: International Communication Agency, Television and Film Service, 601 "D" Street, N.W., Washington, D.C. 20547. International Communication Agency, Television and Film Service, 1657 Broadway, New York, New York 10019.

Categories of individuals covered by the system: Job applicants; professional talent specialists in languages, camera, acting, etc., contractual motion picture and television producers.

Categories of records in the system: Records on individuals who have applied for employment as free-lance talent; correspondence between contractual motion picture and television producers; film review sheets; producer questionnaire forms; duplicate copies of security clearance information on talent vendors and contractual producers; card files on applicants for employment with USICA's Television Service and Film Service.

Authority for maintenance of the system: Federal Records Act, 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To identify sources for contract productions; to identify individuals who have applied to USICA for employment as free-lance talent vendors; to fill vacant positions in production and/or technical positions as they become vacant; to determine security clearance status of contractual individuals or companies. Also see Prefatory Statement of General Routing Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these files is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Card records and paper records in file folders.

Retrievability: By name of the individual concerned.

Safeguards: Maintained in locked file cabinets and available only to authorized personnel.

Retention and disposal: Records on talent vendors and contractual producers retained indefinitely; records on job applicants retained for ten years, and disposed of in accordance with internal schedules for retention and disposal of files.

System manager(s) and address: Chief, Television and Film Service, 601 "D" Street, N.W., Washington, D.C. 20001. Executive Officer, Television and Film Service, 601 "D" Street, N.W., Washington, D.C. 20001.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Provided by vendors, contractors and job applicants concerned; by employees of USICA's Television and Film Service.

USICA—5

System name: Contract Talent Vendor Files-VOA

System location: International Communication Agency, Voice of America, HEW North Building, 330 Independence Ave., S.W., Washington, D.C. 20547.

International Communication Agency, Voice of America, 25 "M" Street, S.W., Washington, D.C. 20547.

Categories of individuals covered by the system: All contract talent vendors who perform free-lance services in the U.S. for the Voice of America.

Categories of records in the system: Records and information pertaining to the testing and qualifications of vendors; security clearance applications and approvals; copies of contracts, and detailed record of services performed by vendors and payments made by VOA for these services.

Authority for maintenance of the system: Public Law 402: United States Information & Educational Exchange Act of 1974, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Provide necessary reference information for use by VOA administrative offices in meeting their daily responsibilities of advising on and coordinating programming and fiscal activities relating to the recruitment and contracting of free-lance talent vendors. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties. These records are not normally available to individuals and agencies outside the International Communication Agency, but information may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: All information is retained in document form in file folders.

Retrievability: Files are indexed alphabetically by vendor.

Safeguards: All files are locked in security-approved file cabinets. Access to files is permitted only to administrative staffs and other top management officials having a need to know such information in the normal performance of their duties.

Retention and disposal: Files are retained for three to four years after last date of services rendered by vendor, after which time files are then destroyed in accordance with established USICA records-disposal procedures.

System manager(s) and address: Director of Administration, Voice of America, Room 3360, HEW North Building, 330 Independence Ave., S.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information is received from vendor (application forms); from USICA Security Office (approval of security clearance request); from documents generated through the normal process of using a vendor and making payments for services rendered (purchase orders and payment records).

USICA—6

System name: Office of Cultural Centers and Resources Recruitment Files-ECA/F

System location: International Communication Agency, Educational and Cultural Affairs, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: American Scholars who may be used as consultants or specialists in American studies domestically or overseas; applicants for employment, contracts or grants with regard to USICA's Library Program and Library Fellows; applicants for employment, contracts or grants with regard to USICA's English Teaching Program; other applicants for employment, contracts or grants with regard to specific positions in overseas cultural operations.

Categories of records in the system: Biographic data on American Scholars provided by the individuals themselves upon request; biographic data on applicants for employment, contracts and grants including previous employment, education, recommendations and security clearance status; library field reports, comments and evaluation on library visits written by Public Affairs Officers, and letters of correspondence between supervisors and librarians.

Authority for maintenance of the system: Executive Order 11034, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Screening of applicants for employment, contracts or grants, for appraisal by Agency's geographic area offices and Public Affairs Officers located overseas; evaluation by Library Program Staff of candidates for librarian positions; to develop work requirements for regional librarians; to identify scholars with skills related to academic projects. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal user of this information outside the International Communication Agency is the U.S. Department of State.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of the individual.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Files retained as long as they are of active interest or the individual is employed. Inactive files destroyed by burning.

System manager(s) and address: Director, Office of Cultural Centers and Resources, 1717 H St., N.W., Washington D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Records on American Scholars provided by applicants; records on all other applicants are submitted to the Agency or authorized by the applicants.

USICA-7

System name: Director's Secretariat Staff Files D/SS

System location: International Communication Agency, Executive Secretariat, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Members of the White House Staff, Congressmen, heads of other executive agencies of the Federal Government, Federal Judges and members of the general public.

Categories of records in the system: Correspondence addressed to the director of USICA, and copies of responses to requests for reports, information and/or assistance of various kinds prepared by the Director or his or her designated representative.

Authority for maintenance of the system: The Federal Records Act of 1950, as amended, 44 USC 3101-3107; Records Disposal Act of 1943, as amended, 44 USC 3301-3314.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference file to provide oversight of the flow of requests to the USICA Director for reports, information and/or assistance of various kinds, and to monitor the accomplishment of responses to such requests. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Records are stored in a computer maintained by and located within the U.S. Department of State, and maintained as paper records in file folders in USICA.

Retrievability: Records are cross-indexed by individual name and by computer reference number.

Safeguards: Computer records are accessible only to authorized employees of the International Communication Agency or the Department of State. Paper records are kept in locked file cabinets.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Executive Secretariat, International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Unsolicited correspondence from U.S. Government officials and members of the general public addressed to the Director of USICA.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H) and (f). See amendments to 22 CFR, Chapter V, Sec. 505.15 as published in the proposed rules section of the Federal Register for December 10, 1976.

USICA-8

System name: Employee Administrative Files VOA.

System location: International Communication Agency, Voice of America, HEW North Building, 330 Independence Avenue, S.W., Washington, D.C. 20547.

International Communication Agency, Voice of America, Engineering Division, 25 "M" Street, S.W., Washington, D.C., 20547. Also see Appendix II for locations of domestic relay stations.

Categories of individuals covered by the system: Voice of America domestic employees and overseas American employees.

Categories of records in the system: Records and information pertaining to testing, recruitment and appointment of employees (application forms, fiscal documents covering related expenses); records concerning post-appointment changes in employee skills, qualifications, and experience; copies of SF-50 "Notice of personnel Action" and payroll change slips.

Authority for maintenance of the system: Public Law 402, United States Information and Educational Exchange Act of 1948, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files maintained for convenience due to physical separation from Personnel Office; provide necessary background/reference information for use by VOA Administrative Offices in meeting their daily responsibilities of advising on and co-ordinating programming, personnel and fiscal activities relating to recruitment, hiring and employment of staff employees. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

These records are not normally available to individuals and agencies outside the International Communication Agency, but information may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: All information is retained in document form in file folders.

Retrievability: Files are indexed alphabetically by employee name.

Safeguards: All files are locked in security-approved file cabinets. Access to files is permitted only to administrative staffs and other top management officials having a need-to-know such information in the normal performance of their duties.

Retention and disposal: Files may be retained for up to ten years after departure of employee, then destroyed in accordance with established USICA records disposal procedures. Copies of documents for which originals exist in Official Personnel Folders and which are removed from official personnel folders when an employee resigns, are also removed from administrative files and destroyed.

System manager(s) and address: Director of Administration, Voice of America, Room 3360, HEW North Building, 330 Independence Avenue, S.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information is received from employees (application forms); from employees' supervisors (employees' experience, performance, and recommendations for promotions, etc.); from organizational personnel and fiscal elements (SF-50 personnel actions, payroll change slips, etc.).

USICA-9

System name: Retirement and Insurance Records—MGT/P-USICA.

System location: International Communications Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Agency employees in retirement processing; approaching mandatory retirement, or actually retired from the Agency.

Categories of records in the system: Retirement service history (Agency only); computer listing of (1) persons retiring mandatorily within 90 days; (2) persons who are projected to retire within 5 years. Lists give name, DOB, SCD, Grade/Step, Salary, Location code, Retirement code.

Authority for maintenance of the system: FPM Supplement 831-1, 51, 58-2, 3 FAM 670; 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Processing retirement applications and counselling prospective retirees on annuities and other benefits. Also see Prefatory Statement of General Routing Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Manually by name of employee.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Retirement files retained indefinitely. Old computer listing destroyed when updated; individual retirement computation worksheets filed in employee's retirement file.

System manager(s) and address: Chief, Retirement and Insurance Branch, Office of Personnel Services (MGT/PDR), 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison (CPL), 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individual should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access, contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Employees; official personnel folder; supervisors; Agency's payroll and leave office; Civil Service Commission; Foreign Service Retirement Board.

USICA—10

System name: Employee Identification Card and Photograph File—MGT/S

System location: International Communication Agency, Office of Security, 1425 K Street, N.W. Washington, D.C. 20547.

Categories of individuals covered by the system: Current and past employees of the International Communication Agency.

Categories of records in the system: Personal description; date of birth; height; weight; color of hair and eyes; color photograph of full face.

Authority for maintenance of the system: Executive Order 11652 dated March 8, 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Personal proof of employee identity; to provide Passport photos of employee and dependents for official use; provide photographs for official use by the office of Congressional and Public Liaison (USICA) and other Agency elements having official need to have visual identification records, such as a Senior Officer Staffing display. Photographs are also available to employees for official uses. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal user of this information outside the International Communication Agency is the U.S. Department of State.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Written form record and photograph film.

Retrievability: By name of the individual employee.

Safeguards: Access by security-cleared employees having a need-to-know. When not in personal custody during processing, stored in combination-locked security container.

Retention and disposal: Records of former employees destroyed after five years under security controls. Records of current employees retained indefinitely, or until employee is separated.

System manager(s) and address: Director (USICA) Office of Security, 1925 K Street, N.W., Washington, D.C., 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, DC 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Applicant and employment records (with verification from the individual concerned).

USICA—11

System name: Employee Payroll and Retirement System—MGT/CF

System location: International Communication Agency, Financial Operations Division, 1717 H ST. NW., Washington, D.C. 20547.

Categories of individuals covered by the system: Employees currently on Agency rolls.

Categories of records in the system: Civil Service and Foreign Service individual retirement records, time and attendance records (domestic employees only), master employee registers (domestic only), payroll folders, overseas pay cards for foreign service employees.

Authority for maintenance of the system: Section 113 of the Budget and Accounting Procedures Act of 1950 as amended

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To assure proper salary payment to employees and for reference regarding salary history; master record of employee accumulation and use of annual and sick leave; recording of employee contributions to the Civil Service and Foreign Service Retirement Systems. Also see Prefatory Statement of General Routine Uses.

Information is made available to personnel of the International Communication Agency on a need-to-know basis or as may be required in the performance of their official duties.

The principal users of this information outside the International Communication Agency are the U.S. Treasury, the Civil Service

Commission, and the Director General of the Foreign Service, U.S. Department of State.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Time and attendance cards maintained on punched cards; retirement records are recorded on 5 x 7 cards and maintained in a file cabinet; the master employee register is a computer report; payroll records are maintained in manila folders; overseas pay cards are manually prepared or maintained as a computer report, depending upon the facilities available at various overseas locations.

Retrievability: By the name of the individual employee.

Safeguards: Records maintained in various types of containers; security provided by surveillance of responsible employees during working hours, and by building security guards during non-working hours.

Retention and disposal: Retirement records are forwarded to the Civil Service Commission for domestic employees, and the State Department for foreign service employees, upon retirement, resignation or transfer of employee. Payroll records are retired to Federal records Center, St. Louis, after two years.

System manager(s) and address: Chief, Financial Operations Division, 1717 H St., NW., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Various forms provided by individual and by USICA's Office of Personnel Services, i.e., personnel action forms, payroll change forms, Federal and state withholding exemption certificates, employee allotment deduction forms, time and attendance cards.

USICA-12

System name: Employee Relations Files—MGT/P—USICA

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547

Categories of individuals covered by the system: Employees who have filed informal grievances or complaints, or formal grievances for Agency level review; employees affected by workforce or element reorganization; employees for whom special disciplinary actions are in process.

Categories of records in the system: All appropriate documents necessary in the processing of a grievance, such as position descriptions, performance evaluations, grievance investigation reports statements of supervisors, witnesses, representatives of grievant, and miscellaneous housekeeping records.

Authority for maintenance of the system: Agency's Manual of Operations and Administration; FPM 511—Subchapter 6; 44 USC 3101; P.L. 93-181; FPM Letter 630-22, FPM Chapters 335, 752, 831.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Investigation and resolution of employee grievances; provide information to the Foreign Service Grievance Board or Federal Appeals Boards as appropriate or necessary; provide investigatory or background materials to grievants or their representatives; provide information to the Agency's General Counsel in connection with the processing of a grievance, the prosecution of an appeal, or the processing of an adverse action. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency (ICA) in the performance of their official duties. The principal users of this information outside the International Communication Agency are: the Civil Service Commission, the Department of Justice; other federal, state and local law enforcement or agencies or accredited investigators. Information may also be released to other government agencies which have statutory or other legal authority to access or maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of individual.

Safeguards: Maintained in locked file cabinets; grievance files are extremely confidential and are protected as such.

Retention and disposal: Records retained indefinitely or until no longer needed.

System manager(s) and address: Chief, Labor Relations Branch((MGT/PPL), Office of Personnel Services, International Communication Agency, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Individual to whom the record pertains; Agency officials; affidavits or statements from employees; testimony of witnesses; correspondence from specific organizations or persons; employee's representative; and official documents relating to the appeal grievance or complaint.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f). See 22 CFR Part 505.15 as published in the Federal Register in July 21, 1976 (41 FR 30029).

USICA-13

System name: Employee Training Files—MGT/PT—USICA

System location: International Communication Agency, Office of Personnel Services, Training and Development Division, 1425 K Street, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Agency employees receiving training; workshops, languages, lectures or seminars, university or service colleges; personnel and management interns.

Categories of records in the system: Employee training applications, biographic data, educational background, record of training received by the Agency, outline of training program, performance evaluation extracts; language proficiency and test scores, course grade, and employee's evaluation of training courses.

Authority for maintenance of the system: P.L. 85-507, 72 Stat. 335, Reorganization Plan No. 8 of 1953, 22 U.S.C. 1461, 67 Stat. 642, P.L. 79-724, Foreign Service Act of 1946, as amended, FPM 410, Subch. 3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Background material used to determine eligibility for training; assignment and progress in language courses; used by career counselors to determine training needs; justification of training reports and record-keeping; evaluation of intern training and potential for job growth; used to evaluate and select lecturers for agency workshops or seminars; preparation of reports to Congress and other government agencies on training provided and costs, as well as projected training needs and costs. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal users of this information outside the Agency are: the Civil Service Commission; personnel officers in other government agencies as a result of transfer of the individual to whom the records pertain; other agencies considering employees for detail purposes; accredited investigators.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Manually retrieved by name, by computer generated lists of training statistics, or by training course title.

Safeguards: File maintained in locked cabinets or protected by routine office safeguards, i.e., surveillance by responsible personnel and disclosure only to authorized individuals.

Retention and disposal: Training records maintained until employee is separated, at which time records are included with official personnel folder; other records are retained indefinitely or until no longer needed; budget records and cost statistics retained indefinitely.

System manager(s) and address: Chief, Training & Development Division (MGT/PT), Office of Personnel Services, 1425 K Street, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determination by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: The employee; employment applications; official personnel records; personnel action forms; personnel officers; training officers and other officers, involved in personnel management; supervisors; training records; application for training; trainee evaluations of courses.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f). See 22 CFR Part 505.15 as published in the Federal Register on July 21, 1976 (41 FR 30029).

USICA—14

System name: Employee's Confidential Statement of Employment and Financial Interests-GC

System location: International Communication Agency, Office of the General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Experts or consultants, employees paid at the Executive Schedule level; employees classified at GS-13, FSIO-4, FSR-5, FSS-2, or above, who are in positions of responsibility for a Government decision or taking a Government action in regard to: (1) contracting or procurement; (2) Administering or monitoring grants or subsidies; (3) regulating or auditing private or other non-Federal enterprise; or required to report employment and financial interests in order to avoid possible conflicts of interest.

Categories of records in the system: Statements of personal and family shareholdings and other interest in business enterprises; copies of blind trust and other agreements pertaining to such interests; correspondence as to insulation of control or conflicts of interest; opinions of counsel, including recommendations on waivers.

Authority for maintenance of the system: E.O. 11222; 5 U.S.C. 7301; 18 U.S.C. 208.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Review by Assistant General Counsel for possible conflict of interest. Provide necessary reference information should allegations of conflict of interest arise. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally made available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Alphabetically by name and by Agency element or geographic area.

Safeguards: Maintained in bar-lock cabinet.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Disposed of 2 years after employee leaves a position in which a statement is required, or 2 years after the employee is separated from the Agency, whichever is earlier.

System manager(s) and address: General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director, (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the individual who filed the statement.

USICA—15

System name: Equal Employment Opportunity Complaint Files—MGT/E.

System location: Office of Equal Employment Opportunity, International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Any aggrieved employee or applicant for employment with USICA who believes he or she has been discriminated against because of race, color, religion, sex, national origin, and/or age, and who has consulted with an Equal Opportunity Counselor of the Agency or a member of the EEO Staff about the matter.

Categories of records in the system: Communications of EEO Counselor with aggrieved person, written report of precomplaint counseling efforts by the EEO Counselor, the complaint, the investigative file, written records of adjustment of complaint; written record of complaint withdrawal by complainant, Agency letter proposing disposition of the case, transcripts of hearing, Agency letter advising of final disposition of the case.

Authority for maintenance of the system: FPM Suppl. 990-1 (Part 713).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To record actions taken, with verifying statements, regarding employees' and employment applicants' complaints of discrimination. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal users of this information outside the International Communication Agency are the Civil Service Commission and the Department of Justice.

The information may also be released to other Government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Indexed by the individual's last name.

Safeguards: Records are stored in cabinets with bar locks. Except for copy of individual file provided to complainant and/or his or her representative, and copies furnished as needed to the office of the USICA General Counsel, and to officials of the Civil Service Commission and the Department of Justice, files are not removed from the EEO Office.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Director (USICA), Equal Employment Opportunity, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Personal interviews, affidavits, USICA personnel and employment records and procedures, transcript of hearings, and related correspondence.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (e)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See 22 CFR Part 505.15 as published in the Federal Register on July 21, 1976 (41 FR 30029).

USICA-16

System name: Equal Employment Opportunity General Files MGT/E

System location: International Communication Agency, Office of Equal Employment Opportunity, 1750 Pennsylvania Ave., N.W., D.C. 20547.

Categories of individuals covered by the system: Employees of the Office of Equal Employment Opportunity; employees selected for employment and applicants for positions with USICA; significant women, minority group members, and specialists in the area of Equal Employment Opportunity.

Categories of records in the system: Copies of applications and resumes of women and minority group members seeking employment with USICA; biographical materials describing significant women, minority group members and specialists in the area of Equal Employment Opportunity who can be used as speakers, selection board members, and consultants; miscellaneous information about individual employees and job applicants involved in the USICA Equal Employment Opportunity Affirmative Action Plan; training requests, travel documents, and notices of personnel actions for employees of the Office of Equal Employment Opportunity.

Authority for maintenance of the system: FPM Supplement 990-1, Part 713.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To supply names of women and minority group candidates to USICA recruitment officers; determine effectiveness of Agency's female and minority recruitment programs; select significant Equal Employment Opportunity speakers, consultants, and selection board members; maintain records of significant personnel actions involving employees in the Office of Equal Employment Opportunity. Also see Prefatory Statement of General Routine uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

This information is available upon request to the Civil Service Commission.

The information may also be released to other Government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Indexed by individual name and types of activity; e.g., speaker's file, Affirmative Action Plan file, travel file.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records maintained indefinitely.

System manager(s) and address: Director (USICA), Equal Employment Opportunity, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Correspondence; memos of conversation; Agency records of personnel actions; published biographical sources.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (e)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See 22 CFR, Part 505.15 as published in the Federal Register on July 21, 1976 (41 FR 30029).

ICA-17

System name: Foreign Service Selection board Files-MGT/P-USICA

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C., 20547.

Categories of individuals covered by the system: Foreign Service employees of the Agency.

Categories of records in the system: Preprinted 5 x 8 cards containing data such as name, class, specialty code, position, date OER received by MGT/P; as appropriate, letters of commendation or low-ranking and comments of the selection boards on foreign service promotions contained in letter files.

Authority for maintenance of the system: Foreign Service Act of 1946, as Amended, Sec. 611; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: preparation of promotion projections and foreign service information officer nominations lists; used to monitor and control receipt of Officer Evaluation Reports by MGT/P; used to prepare files and other information for Selection Boards may be used by Agency's Equal Employment Opportunity Officer, or the Labor Relations Branch (grievance examiners) in the event of an employee grievance. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal user of this information outside the USICA is the Director General of the Foreign Service, U.S. Department of State.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper and card records in file folders or metal card files.

Retrievability: Manually retrieved by individually name and class.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Maintained during period of employment with the Agency; records destroyed upon separation of the employee.

System manager(s) and address: Chief, Policies and Services Staff, Office of Personnel Services (MGT/PPS), 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in Rules Section of the Federal Register.

Record source categories: Reports of Selection Boards on the review of pertinent promotion documentation such as officer evaluation; notifications of personnel actions; foreign service residency and dependency reports; notifications to officers of low ranking; materials submitted by officer on his or her own behalf.

USICA-18

System name: Congressional Correspondence-CPL/USICA

System location: International Communication Agency, Office of (USICA) Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Current and former Members of Congress.

Categories of records in the system: Incoming and outgoing correspondence to Members of Congress, including requests for information and referral of job applicants by Members.

Authority for maintenance of the system: Federal Records Act of 1950, as amended, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference file for oversight of Congressional requests. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency, as may be required in the performance of their duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency,

but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Indexed alphabetically by individual name.

Safeguards: Maintained in bar-lock file cabinets.

Retention and disposal: Records are kept as long as the individual is a Member of Congress, or the files are of active interest. Thereafter the records are destroyed.

System manager(s) and address: Director, Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Communications from Members of Congress and copies of responses generated by various Agency personnel.

USICA—19

System name: Legal Files—GC

System location: International Communication Agency, Office of the General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Individuals who have filed grievances or discrimination complaints; employees separated or considered for separation for cause; officers selected out; individuals taking legal action against the Agency or its employees; tort claimants and accident victims; employees and related persons for whom legislative action is sought; personal property loss claimants; employees and applicants raising legal issues concerning rights or benefits.

Categories of records in the system: Investigatory reports; litigation reports; pre-hearing and trial preparatory materials; evidence for discovery and submission to hearing officers or courts; pleadings, briefs, transcripts, decisions and other related documents.

Authority for maintenance of the system: The Federal Records Act as amended, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To represent the Agency in claims and other actions; to issue legal opinions or determinations on further Agency action. Also see Prefatory Statement of General Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal users of this information outside the Agency are the Department of Justice, Department of State, Civil Service Commission, Foreign Service Grievance Board and the Employee Management Relations Committee.

Records contained in these files may be released to agencies outside the International Communication Agency who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By the name of the individual, and the nature of the legal action.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records may be retained indefinitely or disposed of when no longer useful or current.

System manager(s) and address: General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information provided by the individuals and their attorneys or representatives, and by employees of the Agency; information produced in the processing of a claim, grievance, legal action or issue.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), all investigatory material in the record which meets the criteria of these subsections is exempted from the notice, access and contest requirements (under 5 U.S.C. 552(a)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Agency regulations in order for the Agency's legal staff to properly perform its functions. See also 22 CFR Part 505.15 as published in the Federal Register on July 21, 1976 (41 FR 30029).

USICA—20

System name: Locator Cards—MGT/AA

System location: International Communication Agency, Domestic Support Division, Administrative Office, 1717 H Street, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Past and present domestic employees of USICA.

Categories of records in the system: Locator card prepared for each domestic employee, containing the name, office location, telephone number, home address and telephone number of person to contact in case of emergency.

Authority for maintenance of the system: USICA's Manual of Operations and Administration, Part-II 495.2.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To assist USICA elements and others in locating employees; basic input source for telephone directory; also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Material maintained on index cards.

Retrievability: Filed alphabetically by name, sorted as to active and inactive.

Safeguards: Cards maintained in index card boxes which are locked in bar-lock cabinets after working hours.

Retention and disposal: Cards retained for one year after departure of employee and disposed of by shredding.

System manager(s) and address: Chief, Office of Administrative Services, Room 600, 1717 H Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: The individual on whom information is maintained.

USICA—21

System name: Employee Master Personnel Records—MGT/P-USICA.

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547; and International Communication Agency, 300 "C" Street, S.W., Washington, D.C. 20547. Computer tape and disc records are located in the Automatic Data Processing Division (MGT/AP), International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: All Agency employees and reimbursables from other agencies.

Categories of records in the system: Data on employee's work experience, assignments, promotions, transfers, within-grade in-

creases, personnel actions, commendations, evaluations of work performance, medical information, training certificates, home address, next-of-kin information, information related to security clearances, suspense reports on various events, such as appointment expiration dates, date probation ends, date promotion eligibility, expiration of LWOP, etc.

Authority for maintenance of the system: Executive Order 10561; FPM Chapter 291-93; 5 U.S.C. 13-2, 2951, 4118, 4308, 4506, FPM Chapter 713, Subchapter 3; Executive Order 14492; 44 U.S.C. 3101; FPM Chapter 732.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To prepare reports required by the Civil Service Commission, Congress and OMB; used by the Civil Service Commission and investigatory agencies to verify employee statements on applications for employment with other agencies; investigation of discrimination complaints; statistical reporting to the CSC on minority employment, handicap programs, and other special programs; control of personnel ceilings; project and assess personnel movement dynamics; conducting security check and updating security clearances; preparation of employee performance rating and evaluations; evaluation of work performance are reviewed by Officer Evaluation Report Review Panel to correct technical deficiencies in reporting and improving quality of evaluation; used by Selection Boards and Merit Promotion Panels to determine whether employees should be recommended for promotion; used for routine personnel management and administration. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Principal users of this information outside the International Communication Agency are: The Civil Service Commission, the Department of State, the Office of Management and Budget, the General Accounting Office, and personnel offices of other government agencies when an employee seeks transfer or detail; accredited investigators.

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

Storage: Computer disc and magnetic tape; computer printouts, visual card files, paper records in file folders.

Retrievability: By employee name, agency element, employee ident. number, grade/class, tenure code, and other data elements.

Safeguards: Computer files are stored internally in the computer or in locked tape file cabinets and cannot be physically accessed except by authorized personnel; paper files and card trays locked in metal cabinets; room holding files is secured; access controlled by "sign out" records; computer access to EEO related or minority identification data strictly controlled by written direction of Director, Office of Equal Employment Opportunity.

Retention and disposal: Computer printouts destroyed by shredding or burning when new listings are produced; computer tapes retained indefinitely; other records retained until employee is separated, and then disposed of by transfer to the Civil Service Commission, other employing agency, Federal Records Center, or destruction as directed by internal agency regulations.

System manager(s) and address: Chief, Transactions and Files Staff (MGT/PDT), Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules to access, for contesting contents, and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Employee; employment applications; official personnel records, personnel action forms; administrative file; budget and personnel authorizations; employees' supervisors; USICA Office of Security; training officers and other officials involved in personnel management.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e), (1), (e)(4) (G), (H), (I), and (f). See 22

CFR Part 505.15 as published in the Federal Register on July 21, 1976 (41 CFR 30029).

USICA—22

System name: Non-Official Personnel Files—USICA

System location: International Communication Agency, 1776 Pennsylvania Ave., N.W. Washington, D.C. 20547.

International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

International Communication Agency, 1717 "H" Street, N.W., Washington, D.C. 20547.

International Communication Agency, 601 "D" Street, N.W., Washington, D.C. 20547.

International Communication Agency, 1425 "K" Street, N.W., Washington, D.C. 20547.

See Appendix I for details of offices located in Washington, D.C. See Appendix II for the locations of Agency offices located outside of Washington, D.C.

Categories of individuals covered by the system: Current employees and employees of other agencies detailed to USICA, and who are assigned to any of the following Agency elements:

Office of the Director

Associate Directorate for Programs

Office of Research and Evaluation

Television and Film Service

Press and Publications Service

Exhibits Service

Associate Directorate for Management

Office of Equal Employment Opportunity

Office of Security

Office of Personnel Services

Office of Administrative Services

Associate Directorate for Educational and Cultural Affairs

Office of Cultural Centers and Resources

Office of Congressional and Public Liaison

Office of General Counsel

Office of the Director of African Affairs

Office of the Director of American Republics Affairs

Office of the Director of East Asian and Pacific Affairs

Office of the Director of European Affairs

Office of the Director of North African, Near Eastern and South Asian Affairs

(Note: For non-Official Personnel Records maintained by the Associate Directorate for Broadcast see USICA—8 Employee Administrative Files—VOA.)

Categories of records in the system: Job descriptions; personnel action forms; payroll change slips; service record cards; employee locator cards; letters of commendation and other correspondence; material related to employment, experience, training, special qualifications and skills; salary and leave records. (Note: The record material listed above may not be contained in the files of all Agency elements listed under "Categories of Individuals Covered by the System".)

Authority for maintenance of the system: FPM-293-31, Subch. S-8; USICA's Manual of Operations and Administration. Part III—520.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To prepare requests for personnel action; to provide convenient access to information about employees, in view of the office's physical separation from the Office of Personnel Services, which maintains Official Personnel Files.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the Performance of their official duties.

Information in these files is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Indexed by individual name.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: When employee separates from the Agency, file is forwarded to the Office of Personnel Services for screening and disposal.

System manager(s) and address: Chief, Secretariat Staff, Office of the Director, 1750 Pennsylvania Ave., N.W., Washington D.C. 20547.

Records Control Officer, Associate Directorate for Programs, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Executive Officer, Office of Research and Evaluation, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Records Control Officer, Office of Equal Employment Opportunity, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Access to Information Officer, Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Paralegal Specialist, Office of the General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Chief, Personnel Security Division, Office of Security, 1425 K Street, N.W., Washington, D.C. 20547.

Program Coordinator, Office of the Director (African Affairs), 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Program Coordinator, Office of the Director (East Asia and Pacific Affairs), 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Program Coordinator, Office of the Director (European Affairs), 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Program Coordinator, Office of the Director (American Republics Affairs), 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Resource Coordinator, Office of the Assistant Director (North African, Near Eastern and South Asian Affairs), 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Records Control Officer, Associate Directorate Management, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Records Control Officer, Office of Personnel Services, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Records Control Officer, Office of the Director, Cultural Centers and Resources, 1717 "H" Street, N.W., Washington, D.C. 20547.

Executive Officer, Television and Film Service, Patrick Henry Building, 601 "D" Street, N.W., Washington, D.C. 20547.

Executive Officer, Press and Publications Service, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individual should be addressed to Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the individual concerned; copies of actions originated by the USICA Office of Personnel Services; USICA Payroll Office; supervisors of employees on whom records are maintained.

USICA—23

System name: Overseas Personnel Files and Records—USICA

System location: International Communication Agency maintains establishments overseas in 120 foreign countries which are designated as mission posts, branch posts, regional service centers, VOA relay stations, and media extensions. A current listing of names and addresses of overseas establishments is not considered practical for Privacy Act purposes, due to the fact that such a list would require frequent amendment. Changing of office locations, opening of new offices, closing of established offices and realignment of geographic areas have become practical realities in conducting the Agency's mission overseas. Individuals who feel that records pertaining to themselves are maintained at any one of our overseas locations may contact the Agency's Congressional and Public Liaison, Room 1019, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547. The Agency maintains an index of its records, including a current listing of overseas posts, which is available to the public as indicated in 22 CFR Ch. V, Rules for Implementing the Freedom of Information Act.

Categories of individuals covered by the system: Foreign Service employees of the International Communication Agency who are serving or have served at any of the Agency's overseas establishments.

Categories of records in the system: Personnel evaluation reports, travel orders, personnel action forms, payroll change forms, travel vouchers, residence and dependency reports, correspondence related to transfer of duty station or training assignments.

Authority for maintenance of the system: The Foreign Service Act of 1946.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintained for convenience due to separation from main office; for use by senior USICA officers at overseas establishments in evaluating the performance of subordinate officers; for planning future staffing requirements; dates of reassignment of officers; entitlement to foreign service allowances; home address and next of kin in the United States in case of emergency; settlement of personal business after departure of employee from the overseas establishment. Also see Prefatory Statement of General Routing Uses.

Information in these files is available only to American foreign service employees on a need-to-know basis as may be required in the performance of their official duties.

The principal user of this information outside the International Communication Agency is the U.S. Department of State.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of the individual.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Destroyed after three years after employee's departure from the post. (Reference USICA's Manual of Operations and Administration, Part III, Exhibit 630A-3, Page 3).

System manager(s) and address: See "System Location" above.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: All documents contained in these records are duplicates of material originated by other elements of the International Communication Agency or, in some instances, by the Department of State.

USICA—24

System name: Personnel Security and Integrity Records—MGT/S

System location: Office of Security, Room 662, International Communication Agency 1425 K. St., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: All persons currently or formerly employed or used under contract in the U.S.; all Americans currently or formerly employed or used under contract in other countries; some but not all foreign nationals currently or formerly employed or used under contract in other countries; former applicants who were not employed; persons whose services are or were otherwise utilized by a component of USICA, whether compensated or not; prospective spouses of USICA employees; and other persons who are significantly identified with persons whose services have at one time or another been utilized or considered by the Agency in one or more of the manners indicated herein. Names are also cross-indexed on persons not so identified but who are or were significantly involved in non-security related administrative inquiries conducted by the Security Office of USICA, such as malfeasance, nonfeasance, misfeasance, conflicts of interest, tort matters, equal employment opportunity inquiries and other administrative investigations conducted at the request of other elements of the Agency, and on persons of intelligence and counterintelligence interest whose names appeared in the press, or are contained in documents furnished by the FBI, CIA and other intelligence and counterintelligence agencies of the U.S. Government.

Categories of records in the system: Reports of Investigation conducted by the Security Office of USICA and by other government agencies, inter-office correspondence, relevant correspondence and memoranda originated by other elements of USICA, other federal agencies, other governmental entities (i.e., state and local authorities), 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 and other performing services for USICA at overseas posts and evaluative summaries of individuals files. Not all files, however, contain all of the above elements.

Authority for maintenance of the system: The authority of the Office of Security to collect and maintain security data is based on Section 1001 of the United States Information and Education Exchange Act of 1948, 62 Stat. 13, 22 U.S.C. Section 1434, as amended, 66 Stat. 43, (1952), Reorganization Plan No. 8 of 1953, 67 Stat. 642, Executive Order 10477 of August 1, 1953 as amended, the Act of August 26, 1950 64 Stat. 476, 5 U.S.C.A. 3571, 7312, 7501, 7512 and 7532, Executive Order No. 10450 of April 27, 1953 as amended, and Executive Order 11652 of March 8, 1972.

The authority of the Office of Security to collect and maintain certain administrative data, as the investigative arm of the Agency, is based on 22 USC 1434; Foreign Service Act of 1946, Sec. 611; Reorganization Plan No. 8; Executive Order 10477; 5 USC Chap. 33.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Making security decisions on applicants for employment. In certain cases data in security files is used by the Personnel Office and the Foreign Service Board of Examiners to determine the qualifications and suitability of an applicant.

Making security decisions on Agency employees to determine whether previously granted security clearances may remain in effect.

Making advisory opinions on individuals used by the Agency in a limited or unlimited contractual manner or otherwise and granting exceptions to the Agency's regulations governing such usage under a delegation of authority from the Director.

Giving security certifications in writing or orally to other Security Offices of the Federal Government.

Making security decisions as to the advisability of assigning employees to certain areas of the world or to certain positions within the Agency.

Making security decisions as to the advisability of certain promotions as required by Agency regulations.

Making security decisions as to granting an employee a cryptographic clearance under regulations for such clearance enforced by the Department of State.

Making an advisory opinion as to the effect on an employee's security clearance of a marriage to a non-U.S. citizen.

Reviewing the files in certain cases of non-citizen employees of USICA abroad to determine whether they may be granted a security certification.

Reviewing the files of former Agency employees and applicants never employed to determine what investigative material must be returned to the Civil Service Commission as required by that Commission.

Forwarding the investigative material to certain designated employees of the Personnel Office and of other offices of USICA.

Advising duly authorized security officers of other agencies of significant security data in the file of an Agency employee or applicant.

Advising the Civil Service Commission that significant security or suitability data was developed during a pre-employment investigation of an applicant, or during an investigation of an Agency employee who left the Agency's employment prior to a final adjudication of the case.

To determine whether the Office of Security has previous record of individuals or organizations of interest to the Agency as potential employees, contractors or in some non-compensated activity, or previous record of individuals or organizations becoming of interest as the result of significant identification with person or organizations of current interest to the Agency.

To determine what investigation might be required in the processing of individuals or organizations of interest to the Agency as potential employees or contractors, or in non-compensated use.

To determine specific areas of inquiry by agents of the Office of Security or agents of other federal agencies acting in our behalf, engaged in the various types of security/suitability investigations conducted by the office, i.e., applicant interviews, applicant update investigations, employee investigations, administrative inquiries, debriefings and employee interviews.

To determine whether periodic updating of employee security clearances are required and further determine the appropriate scope of update investigations.

To assist in determining the extent to which allegations against employees or applicants should be investigated.

Review of MGT/SI investigative material by authorized representatives of other U.S. government agencies having security or suitability interests.

Furnish to the Department of Justice information indicating possible violation of criminal laws.

Review for research projects originating from within and outside MGT/SI i.e., surveys of exhibit guide debriefings, and statistical surveys regarding the conduct of various types of investigations and the results thereof.

To determine whether debriefings are indicated.

To furnish biographical data to other elements of the agency.

To furnish data, to the extent necessary to identify the individual adequately, to any other record custodian in order to obtain information relevant to a legitimate investigative or intelligence interest of the International Communication Agency.

To provide guidance for employees having had and anticipating contacts with certain foreign nationals.

To assess recommendations for disciplinary action based on violations of security regulations.

Also see Prefatory Statement of General Routine Uses.

Individual files are used by the Director, Office of Security, as reference in contacts and correspondence with USICA Director, Deputy Director, General Counsel, Associate Directors and other USICA personnel when necessary to resolve specific personnel security matters. In addition, files are also used by him in correspondence and contacts with other government agency officials when necessary to inform them of information available in USICA Office of Security files.

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

Storage: Various written-entry document forms.

Retrievability: Indexed by serial file number through card index by name.

Safeguards: Persons having access are security-cleared and must establish a "need-to-know" the information under routine use policies and practices established by Statute, Executive Order, and Agency Regulation. When not in personal custody, files are stored in combination-locked containers or intrusion alarmed area.

Retention and disposal: Records are retained indefinitely, with CSC investigate reports returned to that agency and the balance of records sent to archival storage when no longer active.

System manager(s) and address: Director, Office of Security, International Communication Agency, 1425 K Street, N.W., Washington D.C. 20547.

Notification procedure: Director, Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director, Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Biographic and personal history information furnished voluntarily by applicants and employees.

Reports of Investigation conducted by the Civil Service Commission, the Federal Bureau of Investigation, the Department of State and other government investigative agencies.

Reports of Investigation conducted by the Office of Security, USICA.

Investigative sources include information furnished by the subject of the investigation during personal interviews, record checks at other government agencies, records of professional organizations, real estate and rental agencies, baptismal records, police and credit records, interviews of former and present employers, supervisors, references, teachers, neighbors and other acquaintances. Educational and medical records are also checked when appropriate.

Intelligence reports relating to USICA interests which are furnished by other Federal agencies.

Various public records and indices such as those produced by committees of Congress.

Information furnished by employees of USICA, employees of other Government agencies, nongovernmental entities or members of the public at large who occasionally furnish information to USICA in the interests of national security or the integrity of the Federal service.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See 22 CFR, Part 505.15 as published in the Federal Register on July 21, 1976 (41 FR 30029).

USICA—25

System name: Press Service Contributors—PGM/P

System location: International Communication Agency, Press and Publication Service, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Free-lance writers, photographers and artists who are available to USICA on an intermittent, fixed-fee basis to perform services for the Agency outside of Washington, D.C.; authors of newspaper and magazine articles.

Categories of records in the system: Copies of purchase orders issued to contributors; biographic data on contributors, including addresses, phone numbers, type of security clearances, specialties, foreign languages; data on number of times contributors have been used and fees paid for services; cross-indexed records, by author, of newspaper and magazine articles for which reprint/translation rights have been obtained covering republication by USICA and/or the local press outside the United States.

Authority for maintenance of the system: IAPR—191.103 issued under authority of 5 U.S.C., Chap. 3 and Federal Property and Administrative Services Act of 1949 (P.L. 152, 81st Congress) as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference material used to select writers, artists and/or photographers, as required, to provide coverage of newsworthy events, such as, interviews with foreign visitors and students, and coverage of conferences outside of Washington, D.C.; also used to determine the type of security clearance held by contributor before granting an assignment; used to check on completion of assignment before payment for services is approved; for office reference in identifying articles, locating authors, checking the extent of right previously obtained and for use in the Agency's Overseas Information Program. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these files is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other Government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Purchase order paper records in file folders. Biographic data is kept on 3x5 cards.

Retrievability: By name and geographic location of the contributor; author files maintained alphabetically by name.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Purchase orders retained for 2 years and then destroyed. Biographic data retained until contributor is no longer available, has died or moved; author index retained indefinitely.

System manager(s) and address: Executive Office, Press and Publications Service, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Request from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Referrals by city editors of local newspapers; other free-lance contributors; biographic data provided by individual concerned; data on authors obtained from the newspaper or magazine article in which the original article appeared, from the author directly or from standard references such as "Who's Who" and "Editor and Publisher."

USICA—26

System name: Press Service Photographer File—PGM/P

System location: International Communication Agency, Press and Publications Service, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Free-lance photographers and picture agents; prominent Americans.

Categories of records in the system: Personal data on free-lance photographers such as name, address, telephone number, price charged for services, specialties, availability of rights, previous USICA assignments, evaluations of photographer's work; photographs of prominent Americans.

Authority for maintenance of the system: IAPR—191.103 issued under authority of 5 U.S.C., Chap. 3 and the Federal Property and Administrative Services Act of 1949 (P.L. 152, 81st Congress), as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To acquire existing pictures; to select photographers for specific assignments; for general photo research; for use in the Agency's Overseas Information Program. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these files is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Card file and paper records in file folders; mounted and unmounted prints; 3 x 5 index cards and 35 mm and 4 x 5 transparencies.

Retrievability: By name of the individual concerned.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Paper records on photographers are maintained indefinitely, or until individual is no longer available for assignment; picture files retained indefinitely or until no longer useful; outdated pictures retired to Federal Records Center.

System manager(s) and address: Executive Office, Press and Publication Service, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the individuals concerned; from publications, photo agencies, and photographer association; photos taken by USICA photographers or obtained from various news services.

USICA—27

System name: Printout of Minority Group Designator (MGD) Data System—MGT/E.

System location: International Communication Agency, Office of Equal Employment Opportunity, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: All current employees of USICA.

Categories of records in the system: Computer printout containing names of all USICA employees identified by name, sex, race, national origin, age, grade, and wage scale.

Authority for maintenance of the system: Draft FPM 713, and Public Law 93-571, 5 U.S.C. 552 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To compile statistical records of minority and female employment and promotion within the Agency; for inclusion in Agency's Equal Employment Opportunity Affirmative Action Plan; for determinations in complaints of discrimination.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency,

but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

The principal user of this information outside the International Communication Agency is the Civil Service Commission.

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

Storage: Paper records in file folders (computer reports).

Retrievability: By name, sex, race, national origin, age, grade, and wage scale.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records maintained indefinitely.

System manager(s) and address: Director (USICA), Equal Employment Opportunity, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the employee concerned; USICA personnel data; visual inspection of the employee.

USICA—28

System name: Recruitment, Contractor and Vendor File—PGM/R

System location: International Communication Agency, Office of Research and Evaluation, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Job applicants; prospective contractors or vendors (or principals of firms); and any other individuals from whom services (whether compensated or not) may be formally solicited by the Office of Research and Evaluation.

Categories of records in the system: Resumes, employment inquiries and related correspondence; records on the security clearance status of prospective contractors or vendors.

Authority for maintenance of the system: USICA Manual of Operations and Administration, Part VIII; Federal Records Act, 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To review qualifications of candidates for employment; to comply with security regulations in procurement actions or when soliciting services from outsiders. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

This information is not normally available to individuals or agencies outside the International Communication Agency, but it may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records maintained in file folders.

Retrievability: Indexed alphabetically by the name of the individual.

Safeguards: Files are kept in bar-lock file cabinets.

Retention and disposal: Security clearance status records on contractors and vendors maintained indefinitely; employment applications and inquiries are retained for two years or as long as there is an interest or prospect of employment of the individual, at which time, records are disposed of in accordance with internal disposal requirements.

System manager(s) and address: Executive Officer, Office of Research and Evaluation, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the individuals concerned and from USICA's Office of Security.

USICA—29

System name: Recruitment Records—GC

System location: International Communication Agency, Office of the General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Applicants for legal and summer intern positions.

Categories of records in the system: Inquiries from attorneys and law students seeking employment with the Office of the General Counsel, resumes and responses to inquiries.

Authority for maintenance of the system: Federal Records Act of 1950, as amended, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For reference and screening of candidates for vacancies on the Agency's legal staff. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally made available to individuals or agencies outside the International Communication Agency, but records may be released to other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records are kept one year and then destroyed by shredding.

System manager(s) and address: Paralegal Specialist, Office of the General Counsel, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Unsolicited inquiries and job applications received from individuals who are seeking employment with USICA's legal staff.

USICA—30

System name: Recruitment Records—MGT/P—USICA

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547, and 300 "C" Street, S.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Applicants for foreign service or domestic employment; applicants for personnel or management intern positions; employees hired under the worker-trainee program; individuals certified by the Civil Service Commission for appointment consideration.

Categories of records in the system: Employment application forms; resumes and replies to employment inquiries; personnel security data forms; results of written examinations; notes on interviews by selection panels; records on availability of job applicants; CSC employment certificates.

Authority for maintenance of the system: 44 USC 3101; FPM 333 Subch. 1-1; FPM Chap. 713, FPM Bulletin 713-31, FPM 332, Appendix B, FPM Chap. 731, FPM Chap. 732.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used for recruitment and evaluating employment applicants; to determine Agency employment needs; evaluation of minority hiring practices; selection of candidates for intern and other programs; evaluation of progress of employees on worker-trainee programs; monitor status of pre-employment secu-

ity investigation. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal users of this information outside the International Communication Agency are: the Civil Service Commission; the Director General of the Foreign Service; U.S. Department of State; accredited investigators; Board of Examiners for the Foreign Service.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of the individual.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records of successful employment candidates transferred to official personnel folder; records of unsuccessful candidates destroyed after 2 years; CSC certificates retained indefinitely; security files destroyed after candidate is given security clearance; other records retained indefinitely or disposed of in accordance with Agency's internal regulations.

System manager(s) and address: Chief, Employment Branch (MGT/PDE), Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Employment applicants; college transcripts and other recruitment sources; test scores provided by testing Agency; notes prepared by selection panels; the Civil Service Commission; U.S. ICA Office of Security.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552 (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f). See 22 CFR Part 505.15 as published in the Federal Register on July 21, 1976 (41 FR 30029).

USICA—31

System name: Senior Officer and Prominent Employee Information CPL/USICA

System location: International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Leaders of the International Communication Agency and other prominent employees.

Categories of records in the system: Photographs, biographic data sheets and past press releases.

Authority for maintenance of the system: The Federal Records Act, 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For responding to press inquiries and in the preparation of Agency press releases concerning leaders of the International Communication Agency and Prominent employees. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

While this information is generally available to the public upon request, it may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records and photographs in file folders.

Retrievability: By name of the individual employee.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records are disposed of upon separation of the employee.

System manager(s) and address: Director, (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: The Department of State's Biographic Register; from the individual concerned; copies of press releases concerning the individual.

USICA—32

System name: Senior Officer Files—MGT/P

System location: International Communication Agency, Office of Personnel and Services, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Employees in grades GS-14, 15, 16, 17, 18 and foreign service officer class equivalents (FSIO, FSR, FSLR—I, 2, 3, 2)

Categories of records in the system: Biographical, professional and experience information on employees nominated for senior level positions, position descriptions and position evaluations.

Authority for maintenance of the system: FPM 305, Supp. 305—1, FPM—300 subch. 3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference material for the Director's staff, element heads and personnel officers; placement of high level employees in proper management positions and to insure their consideration for vacancies government-wide; used by personnel officers for personnel management functions; requested from time to time by CSC, OMB, and Congress for position control of super-grade employees. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal users of this information outside the International Communication Agency are: the Civil Service Commission; the Office of Management and Budget; the Congress; personnel officers in other government agencies as a result of a transfer or potential transfer of the individual to whom the records pertain.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name and grade of individual, or combinations of name and grade.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records maintained indefinitely, or until employee is separated, at which time pertinent information is filed in the official personnel folder; all other material is destroyed as provided in Agency internal regulations.

System manager(s) and address: Chief, Operations Branch 1776 Pennsylvania Ave., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director, (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Official Personnel Folders; from the employee; element heads; position classifiers.

• USICA—33

System name: Speaker File—AF

System location: Office of the Director, African Affairs, International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Artists and Speakers considered qualified to conduct programs at USICA's overseas posts in sub-Saharan Africa.

Categories of records in the system: Biographic data on speakers and artists; evaluation of reports of past service; itineraries.

Authority for maintenance of the system: The Federal Records Act, 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide basic personnel and program information in order to arrange regional schedules for speakers and artists. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties. Information in these records is not normally made available to individuals or agencies outside USICA, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By the name of the individual concerned.

Safeguards: Maintained in locked file cabinets.

Retention and disposal: Records are held as long as the individual is a prospective speaker or artist.

System manager(s) and address: Regional Cultural Affairs Officer, Office of the Director, African Affairs, International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director, (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director, (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Originated through correspondence with speakers and correspondence with individual USICA posts overseas.

USICA—34

System name: Speaker File—EA

System location: International Communication Agency, Office of the Director, East Asian and Pacific Affairs, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Prospective individual and actual speakers at USICA overseas posts in the East Asia and Pacific geographic area. Speakers may include volunteers, U.S. Government officials, and others.

Categories of records in the system: Biographic data on prospective speakers, including lists of topics, dates of previous service to USICA, travel vouchers processed, amounts charged Agency and method of payment, and in some cases, evaluations of speakers by overseas posts.

Authority for maintenance of the system: Federal Records Act, 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Biographic data and evaluations of speakers and their suitability to engage in Agency programs. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The principal user of this information outside the International Communication Agency is the U.S. Department of State.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: Indexed by name of the individual.

Safeguards: Maintained in locked file cabinets, available only to authorized persons.

Retention and disposal: Retained as long as the speaker has topicality for area programs. Records are destroyed thereafter in accordance with Agency's internal records retirement procedures.

System manager(s) and address: Program Coordinator, Office of the Director, East Asian and Pacific Affairs, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Originated through correspondence with speakers and correspondence with individual USICA posts overseas.

USICA—35

System name: Speaker Name Files—PGM

System location: International Communication Agency, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: American specialists and experts in a variety of fields who have participated or been considered for participation in the Volunteer Speakers Program.

Categories of records in the system: A typical file contains the following information on or about speakers and prospective speakers in the Volunteer Speakers Program administered by the International Communication Agency; Biographic data including education and professional experience, correspondence between the speaker and PGM and communications between the Agency and its overseas posts regarding the speaker's participation in the program. Many of these files also include the results of requests for security information from the Office of Security, USICA.

Authority for maintenance of the system: Executive Order No. 11034 and Executive Order 11034 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Speakers files are used routinely by program development officers, program assistants and clerical personnel in the daily conduct of the speaker program. They are occasionally consulted by other Agency personnel for such purposes as preparing advance publicity on speakers who will lecture abroad under USICA auspices. Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these files is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: The files are stored in individual folders by name and consist of the types of information specified under "Category of Record."

Retrievability: File folders are indexed alphabetically by name and filed under five major subjects: Arts and Humanities, Economics, International Political and Security Affairs, Political and Social Processes, and Science and Technology.

Safeguards: The files are kept in locked file cabinets and, when open during office hours, are always tended by one or more employees. Only appropriate personnel are normally allowed to consult these files routinely. Other Agency personnel wishing to consult them are asked to identify themselves. U.S. government personnel other than USICA very rarely seek access to these files. When they do, they are asked to produce specific identification.

Retention and disposal: These records are normally maintained for approximately 3 years. Afterward, they are retired to the USICA archives for a period of from 5-7 years.

System manager(s) and address: International Communication Agency Associate Director for Programs, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., NW., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Without significant exceptions, the information on individuals maintained in these files has come from the individual concerned or, occasionally, from others at the request of that individual.

USICA—36

System name: Advisory, Referral and Counseling Records—MGT/P-USICA.

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Employees with serious personal, job-related or medical problems such as alcoholism, drug abuse or behavioral problems.

Categories of records in the system: Confidential statements relating to specific problems.

Authority for maintenance of the system: Public Law 91-616, Sec. 201 (Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970); Public Law 92-255, Sec. 413 (Drug Abuse Treatment Act of 1972).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used on occasion to provide necessary background to medical personnel to arrange for medical examinations, treatment of employees, or for counseling purposes within. The program is a confidential resource within the Agency available voluntarily to employees for assistance with personal or job-related problems. Employees are advised of rights, obligations as well as benefits available; referrals of employees to professional resources within the government and in the community; continuing on-the-job counseling available. Also see Prefatory Statement of General Routine Uses. Without the express written consent of the employee, this information is not available to other personnel of the International Communication Agency. The only users of this information outside the International Communication Agency are appropriate medical personnel of the Department of State, Office of Medical Services, and appropriate health professionals in the community, only with the employee's consent.

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

Storage: Paper records in file folders.

Retrievability: By the employee's name.

Safeguards: Records are maintained in a combination barlock cabinet at all times, accessible only to the Advisory, Referral and Counseling personnel.

Retention and disposal: Records retained as long as individual is an employee of the Agency; file destroyed by shredding when employee is separated, or when ARCS personnel considers there is no need to retain file, or when incumbent counselor is separated from the Agency; exceptions to rules for retention can be made only with the concerned employee's specific approval.

System manager(s) and address: Chief, Policies and Services Staff (MGT/PPS), Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Principally from the individual concerned; background information provided by the person who initiates referral of the employee, such as supervisors or medical personnel.

USICA—37

System name: Book Adaptation Files—ECA/FB

System location: International Communication Agency, Associate Directorate For Educational and Cultural Affairs, Washington, D.C. 20547.

Categories of individuals covered by the system: Authors of books selected for inclusion in the Current Thought Series and the Ladder Series; contractual adapters of books.

Categories of records in the system: Correspondence with authors; rights agreements for use of books; USICA book appraisals and reviews; biographic data on authors; correspondence with and biographic data and namecheck forms on adapters; correspondence with contracting agency concerning contractual arrangements with adapters, qualifying tests and sample material submitted by adapters.

Authority for maintenance of the system: Executive Order 11034, as amended, Public Law 87-256, Mutual Educational and Cultural Exchange Act of 1961.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference material for determination of suitability of books for use in the Agency's Current Thought Series and Ladder Series; to arrange for clearances to use books in Agency programs; for the selection of adapters who can adapt books for use by foreign nationals; final clearance of adaptation by authors of books.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Card records and paper records in file folders.

Retrievability: By individual name, by date of assignment, or both.

Safeguards: Maintained in bar-lock file cabinets.

Retention and disposal: Biographic data and personnel statistical data subject to update periodically; old records destroyed by shredding when no longer needed.

System manager(s) and address: Chief, Foreign Service Personnel Division, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director, USICA, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director, Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Officer Evaluation Reports; official administrative file (OPP); records of interviews and correspondence with officers; minutes of meetings held to discuss assignment of Foreign Service Officers by the career management staff.

USICA—38

System name: Career Counseling Records—MGT/P-USICA

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: All foreign service officers of the Agency.

Categories of records in the system: Computer listing of work experience; biographic data; assignment history date; education data; position data; grade; title; post of assignment; date of employment; dependents; proposed position detail to "pipeline" complement; roster of personnel available for domestic assignments; notes of personnel discussions between counselors and individual clients on preferences and other factors bearing on assignments.

Authority for maintenance of the system: The Foreign Service Act of 1946, as amended; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by career counselors and personnel officers for assignment, detail or rotation of Agency foreign service officers, within USICA or to other federal agencies. Also see Prefatory Statement of General Routine Uses. Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties. The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Card records and paper records in file folders.

Retrievability: By individual name, by date or place of assignment, or both.

Safeguards: Maintained in bar-lock file cabinets.

Retention and disposal: Biographic data and personnel statistical data subject to update periodically; old records destroyed by shredding when no longer needed or when employee separates.

System manager(s) and address: Chief, Career Counselors Staff, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Officer Evaluation Reports. Official administrative file (OPF); records of interviews and correspondence with officers; minutes of meeting of the career management staff held to discuss assignment of Foreign Service officers.

USICA—39

System name: Employee Parking—USICA

System location: International Communication Agency, Office of Administrative Services, General Services Branch, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Voice of America, 330 Independence Ave., S.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Agency employees assigned USICA controlled parking spaces; employees awaiting assignment of vacated parking spaces.

Categories of records in the system: Names, office locations and telephone numbers of employees assigned parking space; participants in car-pools; records of payments for parking space use; records on employees with physical handicaps and doctors or others to contact in case of emergency; waiting list of employees desiring assignment of official parking space.

Authority for maintenance of the system: General Services Administration Regulations dated February 6, 1974, prescribing regulations regarding the use of federally controlled parking spaces.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Assignment of parking space to Agency executives; to assure fairness in the assignment of parking space to employees and to give priority to the handicapped and to car-pools; to assure timely payment of fees for parking space.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

The principal user of this information outside the International Communication Agency is the General Services Administration.

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

Storage: Paper records maintained in file folders.

Retrievability: By name of the employee.

Safeguards: Maintained in bar-lock cabinets.

Retention and disposal: Records destroyed when employee relinquishes assigned parking space or is separated from the Agency.

System manager(s) and address: Director of Administration, Voice of America, Room 3360, HEW-N Bldg., 330 Independence Ave., N.W., Washington, D.C. 20547.

Chief, General Services Branch, 1776 Pennsylvania Ave., S.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: All information obtained from individuals concerned.

USICA—40

System name: Employment Requests—MGT/P—USICA

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Certain individuals seeking employment with the Agency such as Congressional referrals, referrals of Director, etc.

Categories of records in the system: Letters, memos, resumes, recommendations, biographic data and referrals submitted to the Director, Office of Personnel Services, for the purpose of soliciting employment with the Agency.

Authority for maintenance of the system: The Federal Records Act, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To answer inquiries from Members of Congress regarding employment opportunities for constituents; referrals to Agency elements for qualification evaluations. Also see Prefatory statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of the individual.

Safeguards: Maintained in bar-lock file cabinets.

Retention and disposal: Records retained until no longer useful, or until after 2 years from date of submission, whichever is first. Records are destroyed by shredding.

System manager(s) and address: Director, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests for individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Unsolicited information or referrals submitted to the Agency by individuals seeking information on employment possibilities.

USICA—41

System name: Exhibit Guide Training File—PGM/E

System location: International Communication Agency Service, 1425 "K" Street, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Translators and various instructors hired periodically by the Exhibits Service to train Exhibit Guides before assignment overseas.

Categories of records in the system: Biographic data, security name-check forms, history of assignments with the Agency, and routine correspondence.

Authority for maintenance of the system: Executive Order 11034, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A ready reference file for locating specialists and translators, evaluating their qualifications and determining their availability to train individuals hired by the Agency for overseas assignments as Exhibit Guides.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of the individual.

Safeguards: Records maintained in bar-lock cabinets, available only to authorized personnel.

Retention and disposal: Records kept as long as person is of employment interest and/or employed. Files are destroyed by burning when no longer needed.

System manager(s) and address: Records Control Officer, Creative Services Branch, Exhibits Service, International Communication Agency, 1425 "K" Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information including in these records is submitted or authorized by the individual concerned and is available for his/her review.

USICA—42

System name: Exhibit Specialist Grantees—PGM/E.

System location: International Communication Agency, Exhibit Service, 1425 "K" Street, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Private individuals under grant or contractual agreement with the Agency, or Government employees on temporary duty assignments with USICA, to provide services to Agency exhibits as expert specialists, usually involving overseas travel.

Categories of records in the system: Name, address, itinerary of travel, description of services, records of security clearance and of grants or orders, resume of career and list of publications, correspondence, informal evaluations of performance as an exhibit specialists, photographs, publications by the concerned individuals.

Authority for maintenance of the system: Executive Order 11034, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used for the purpose of selecting specialists in various fields to assist in the design of exhibits for use overseas; as consultants during fabrication of exhibits; to assist USICA personnel overseas to construct exhibits.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other Government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By show name, the word "specialist," followed by individual's name.

Safeguards: Maintained in bar-lock file cabinets.

Retention and disposal: Records kept as long as individual is of employment interest and/or employed. Files are destroyed by burning when no longer needed.

System manager(s) and address: Records Control Officer, Creative Services Branch Exhibits Service, International Communication Agency, 1425 "K" Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information included in records was either submitted or authorized by the individual concerned, or was available from public sources, such as book reviews or material printed in various publications; National Agency namecheck information is obtained through the Agency's Office of Security.

USICA—43

System name: Foreign Service Location File—MGT/P—USICA

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: All Agency foreign service employees and foreign service retirees.

Categories of records in the system: Foreign service employees' place of assignment overseas, position held, home address, address of next-of-kin, employee's personal bank (if requested the Agency deposit payroll checks); last home address of retirees.

Authority for maintenance of the system: The Federal Records Act, 44 U.S.C. 3101; 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: Used by USICA officials to locate a Foreign Service employee; make salary deposits; informing next-of-kin in emergency situations.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other Government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Information maintained on 5x8 index cards in metal cabinets.

Retrievability: By the officer's name.

Safeguards: Records are under surveillance by authorized employees during working hours; in locked metal cabinets after hours.

Retention and disposal: Locator information destroyed when employee separates, except by retirement, in which case card maintained indefinitely.

System manager(s) and address: Chief, Administrative Staff (MGT/PA), Office of Personnel Services, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the officer concerned; copies of Personnel Action Forms (SF-50); travel memos.

USICA—44

System name: Office of Cultural Centers and Resources ECA/F
System location: International Communication Agency, Associate Directorate for Educational and Cultural Affairs, 1717 "H" Street, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Private individuals who are under grant or contractual agreement with the Agency's Office of Cultural Centers and Resources to provide goods or services required in conducting cultural programs.

Categories of records in the system: Name, address, itinerary of travel, goods and/or services to be provided to the Office of Cultural Centers and Resources under grant, contract or purchase order grant; records of payments for services rendered or goods delivered.

Authority for maintenance of the system: Executive Order 110477 of August 1, 1953; Executive Order 10822 of May 20, 1953, implementing Section 2(d) of the Reorganization Plan No. 8 of 1953.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files are used by the Budget Office and the Executive Office staffs of the Agency's Office of Cultural Centers and Resources as reference material to assure proper expenditure of agency funds, to monitor the completion of grant or contractual arrangements, and to assure proper payment for goods delivered or services rendered.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records maintained in file folders.

Retrievability: By document number cross-referenced by a name card file.

Safeguards: Maintained in bar-lock file cabinets.

Retention and disposal: Records of transactions over 10,000 dollars retained for six years, then sent to the Federal Records Center. For transactions under 10,000 dollars, records retained for three years, then sent to Federal Records Center.

System manager(s) and address: Records Control Officer, ECA/F, Associate Directorate for Educational and Cultural Affairs, 1717 "H" Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the individual concerned; copies of contracts and grants; travel authorizations provided by Agency Transportation Branch; copies of invoices for payment.

USICA—45

System name: Mailing Lists—MGT/AGR

System location: International Communication Agency, Office of Administrative Services Reproduction and Graphics Branch, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: USICA domestic and Foreign Service officers; radio station managers, and technicians; foreign correspondents; American and foreign diplomats; librarians; scholars; Members of Congress; information counselors of other Federal agencies and the military; officers of international organizations; American journalists; newspaper and magazine editors and publishers; public relations officers; musicians; historians.

Categories of records in the system: Records contain name, address, occupation, title and profession of individuals who need to have access to, or have requested information concerning: Agency publications, news pictures, reports on current issues and other reports; messages for overseas distribution; press releases; USICA Manual of Operations and Administration; adaptations and condensations; cur-

rent events picture packs; FYI kits; VOA frequency schedule; stand-by officer lists; special packets; Music USA packets; VOA program highlights.

Authority for maintenance of the system: Public Law 402.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Mailing lists are used by Agency elements to distribute printed materials to Agency personnel who need access to such information in the performance of their duties, and to members of the public listed under Categories of Individuals covered by the system as shown above who have requested such information, or who have a professional need and interest in acquiring such information.

Also see Prefatory statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Addressograph plates filed in special drawers.

Retrievability: By code number of the distribution list and the subject matter of the printed material, and then by name arranged alphabetically.

Safeguards: Maintained in locked cabinets when not in use.

Retention and disposal: Plates are updated frequently, with old plates removed from the system and destroyed.

System manager(s) and address: Chief, Reproduction and Graphics Branch, International Communication Agency, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the individual concerned and from public documents such as Congressional and professional directories and journals.

USICA—46

System name: Officer Assignment Requests MGT/P

System location: International Communication Agency, Office of Personnel Services, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Agency officers who have written or spoken to the Director, Office of Personnel Services, regarding assignment preferences or problems.

Categories of records in the system: Letters, memos, and occasionally biographic data submitted by the individual seeking particular assignments; written answers to specific requests.

Authority for maintenance of the system: The Federal Records Act, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used exclusively by the Director and the Deputy Director, Office of Personnel Services, for discussion of officer assignments and officer career interests.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper Records in file folders.

Retrievability: By the name of the individual.

Safeguards: Maintained in metal bar-lock file cabinets.

Retention and disposal: Usually retained until officer is assigned or for longer period depending upon the assignment actions; destroyed when no longer needed.

System manager(s) and address: Assistant Director, Office of Personnel Services, International Communication Agency, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: From the officer requesting assignment consultation, replies of the Director, Office of Personnel Services, to such requests.

USICA-47

System name: Official Travel Records-MGT/ADT

System location: International Communication Agency Office of Administrative Services, Travel and Transportation Branch 1776 Pennsylvania Ave. N.W., Washington D.C. 20547

Categories of individuals covered by the system: Past and present USICA employees and private citizens who have traveled under Agency auspices.

Categories of records in the system: Travel authorizations documents related to shipment and storage of personal effects and automobiles worksheets on itineraries and correspondence related to the above. Records of active passports and passports issued. Records of temporary duty travel. Location and cost of storage of personal effects.

Authority for maintenance of the system: Supplemental Appropriations act of 1955, Public Law 663, Section 1311 (83d Congress) (31 U.S.C. 200). Section 3679 of the Revised Statutes, as amended, Anti-deficiency Act (31 U.S.C. 665).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as reference material by the staff of the Agency's Travel and Transportation Branch, and as authorization for issuance of transportation requests, travel advances, and passports, for payment to carriers for transportation of travelers and their personal effects, for payment to storage and transfer companies for the packing and storage of household effects.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records maintained in file folders and in index boxes.

Retrievability: Indexed alphabetically by name.

Safeguards: Passports and related material such as correspondence and messages are kept in bar-lock cabinets. Other records are kept in unlocked cabinets which are under surveillance of authorized employees during the working day, and by security guards after official working hours.

Retention and disposal: Temporary duty travel authorizations are maintained for four years and then sent to a Federal records center. All other records are retained indefinitely, or until after an employee has been separated from the Agency for six months.

System manager(s) and address: Chief, Travel and Transportation Branch, International Communication Agency, 1776 Pennsylvania Ave, N.W, Washington, D.C. 20547

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave, N.W., Washington, D.C. 20547

Record access procedures: Requests from individuals should be addressed to Director (USICA), Congressional and Public Liaison 1750 Pennsylvania Ave, N W, Washington, DC 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register

Record source categories: Travel request forms initiated by various Agency elements, information regarding personal and household effects obtained from the traveler and from carriers, passport information received from the Department of State's Passport Office.

USICA-48

System name: Photographers and Photographs for Exhibits Use—PGM/E

System location: International Communication Agency, Exhibits Service, 1425 K Street, N.W., Washington, D.C. 20547

Categories of individuals covered by the system: Names and addresses of photographers hired by the Exhibits Service to provide photographs suitable for use in the Agency's overseas Exhibits Program, collection of photographs for possible use in Exhibits programs with the names and addresses of the individuals holding copyrights.

Categories of records in the system: Correspondence with individuals concerning employment with the Exhibits Service to perform photographic services, personal data on photographers such as name, address, telephone number, price charged for service, specialties, availability of rights, previous USICA assignments, evaluation of photographer's work, names and addresses of persons owning rights to photographic work considered suitable for overseas exhibits.

Authority for maintenance of the system: Executive Order 11034, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To acquire existing pictures, to select photographers for specific assignments, for general photo research, for use in the Agency's Exhibits Program.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records and photographs maintained in file folders.

Retrievability: By name of the individual.

Safeguards: Maintained in combination bar-lock cabinets.

Retention and disposal: Records kept as long as person's photographs are of interest for use in particular exhibits. Files are destroyed by burning when no longer useful.

System manager(s) and address: Records Control Officer, Exhibits Service International Communication Agency, 1425 K Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information included in records is provided or authorized by the individual concerned and is available for his or her review.

USICA-49

System name: Records on Shipment of Effects, Unaccompanied Baggage and Automobile—MGT/CF

System location: International Communication Agency, Office of Comptroller Services, Financial Operations Division, 1717 H St., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Foreign service employees authorized to ship effects and automobiles overseas at USICA expense.

Categories of records in the system: Paper cards listing payments made to packers, carriers, etc., in connection with shipments of effects, baggage and automobiles pursuant to travel authorizations.

Authority for maintenance of the system: 31 U.S.C. 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To determine if unauthorized charges were incurred due to excess shipments, indirect routing, or other reasons.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records maintained in tub file.

Retrievability: Filed alphabetically by individual name.

Safeguards: Records are under surveillance by authorized employees during the working day, and by security guards after official working hours.

Retention and disposal: Records destroyed four years after the fiscal year in which shipment is authorized.

System manager(s) and address: Chief, Financial Operations Division, International Communications Agency, 1717 H St., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547

Record access procedures: Requests from individuals should be addressed to Assistant Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: USICA offices issuing travel authorizations, travel vouchers submitted by employees; invoices submitted by carriers for payment.

USICA—50

System name: Salary Computation Records—MGT/CB

System location: International Communication Agency, Office of Comptroller Services, Budget Operations Division, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Persons employed by the Agency during any past fiscal year, and the current fiscal year.

Categories of records in the system: Personnel Action Forms, Standard Forms 50.

Authority for maintenance of the system: Executive Order 10477 of August 1, 1953; Executive Order 10822 of May 20, 1953, implementing Section 2(d) of the Reorganization Plan No. 8 of 1953; Budget-Treasury Regulation No. 1 (revised); The Economy Act (31 U.S.C. 686), Section 601; Section 3679 of the Revised Statutes as amended (31 U.S.C. 665).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the use of the Budget Operations Division only, for salary computations for Agency budget purposes.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records maintained in files.

Retrievability: By name of individual.

Safeguards: Security provided by surveillance of authorized employees during working hours and by security guards after working hours.

Retention and disposal: Retained until no longer needed.

System manager(s) and address: Chief, Program Support Branch, Budget Operations Division, International Communication Agency, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Office Personnel Services.

USICA—51

System name: Travel Authorization Obligation File—MGT/CF

System location: International Communication Agency, Office of Comptroller Services, Financial Operations Division 1717 H St., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Individuals authorized to travel for which costs of travel are chargeable to USICA appropriations.

Categories of records in the system: Copies of travel authorizations and copies of paid vouchers and/or abstracts or other documents relating to payments for authorized travel.

Authority for maintenance of the system: 31 U.S.C. 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To support recording of obligations of funds for travel; for audit of travel and transportation vouchers prior to certification and payment; control to avoid duplicate payment of claims.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

Storage: Paper files maintained in three-ring binders and in file folders.

Retrievability: By name; cross-reference to travel authorization number filed by appropriation/allotment chargeable.

Safeguards: Records are under surveillance by authorized employees during the working hours, and by security guards after official working hours.

Retention and disposal: Alphabetical copy of travel authorizations destroyed 3 years after close of fiscal year in which issued. Folders destroyed between 4 and 10 years after close of fiscal year, depending upon the type of travel.

System manager(s) and address: Chief, Financial Operations Division, International Communication Agency, 1717 H St., N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Standard forms and Agency forms prepared in connection with official travel by personnel.

USICA—52

System name: Source File—PGM/T

System location: Television and Film Service, International Communication Agency, 601 D Street, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Individuals in the audio-visual field who are in contact with the International Communications Media Staff on attestation, film festivals and other activities.

Categories of records in the system: Biographical data, press releases, routine correspondence, and similar material.

Authority for maintenance of the system: To provide a source of information file for the Office of Acquisitions on subjects such as attestation and film festivals.

Also Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name individual concerned.

Safeguards: Maintained in locked file cabinets and available only to authorized personnel.

Retention and disposal: Files are reviewed approximately every 5 years and retained, retired or destroyed as appropriate.

System manager(s) and address: Chief, Office of Acquisitions Media Staff, International Communication Agency, 601 D Street, N.W., Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Information is provided by the individual concerned or from published sources.

In addition, the Agency proposes to adopt the following system of records, "USICA-53-Privacy Act/Freedom of Information Act File-CPL-USICA," which has not been announced heretofore because of administrative oversight.

USICA—53

System name: Privacy Act-Freedom of Information Act file—CPL-USICA

System location: Congressional and Public Liaison, International Communication Agency, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Individuals who have requested documents, records or other information concerning themselves from the Agency pursuant to the Freedom of Information Act (5 U.S.C. 552), or the Privacy Act of 1974 (5 U.S.C. 552a).

Categories of records in the system: Personal information that may be contained in reports, memoranda, letters, or any other official or unofficial documents that are relevant to the request.

Authority for maintenance of the system: 5 U.S.C. 552 and 5 U.S.C. 552a.

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

For processing of requests received pursuant to the Freedom of Information and Privacy Acts.

Also see Prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

Information in these records is not normally available to individuals or agencies outside the International Communication Agency, but records may be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Paper records in file folders.

Retrievability: By name of individual requesting the information.

Safeguards: Records are under surveillance by authorized employees during working hours, and are stored in combination-lock cabinets when not in use.

Retention and disposal: Retired and destroyed in accordance with schedules of the International Communication Agency.

System manager(s) and address: Access to Information Officer, Congressional and Public Liaison, International Communication Agency, Washington, D.C. 20547.

Notification procedure: Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Assistant Director (USICA), Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing initial determinations by the individual concerned appear at 22 CFR, Chapter V, Part 505 and were published in the Federal Register on October 21, 1975 (40 FR 49278) and on September 22, 1976 (41 FR 11424) (and on April 4, 1978 (43 FR 14298)).

Record source categories: Compiled as a result of requests under the Freedom of Information Act and the Privacy Act.

Systems exempted from certain provisions of the act: Certain records contained within this system of records may be exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f). See amendments to 22 CFR, Chapter V, Part 505.15 as published in the proposed rule section of the Federal Register for December 10, 1976.

USICA—54

System name: Incentive Awards File—MGT/P-USICA

System location: International Communications Agency, Office of Personnel Services, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Employees who are nominated for Special, Honor, Unit, Cash or other incentive awards; employees who are to receive Length-of-Service Certificates.

Categories of records in the system: Nomination forms or narratives; copies of award certificates with citations; cards containing name, award, and date awarded.

Authority for maintenance of the system: 3 FAM 640; 5 CFR 451; FPM Chapter 451; MOA V-A/B 570.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used only by awards staff, selection committee and approving officials to process and record nominations and for presentation of incentive and length of service awards; used to prepare annual statistical reports for the Civil Service Commission. Also see prefatory Statement of General Routine Uses.

Information is made available on a need-to-know basis to personnel of the International Communication Agency as may be required in the performance of their official duties.

The information may also be released to other government agencies who have statutory or other lawful authority to maintain such information.

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

Storage: Temporary paper records in file folders; 3x5 cards in card files.

Retrievability: Manually by name and/or type of award.

Safeguards: File folders maintained in locked file cabinets.

Retention and disposal: Cards and copy of nomination and if an award includes a certificate maintained indefinitely.

System manager(s) and address: Chief, Policies and Services Staff (MGT/PPS), Office of Personnel Services, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Notification procedure: Office of Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Record access procedures: Requests from individuals should be addressed to: Office of Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and contesting contents and appealing initial determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: Nominations; supervisors; official personnel folders; awards committee and approving officials.

USICA—55

System name: Educational and Cultural Exchange Program Records—ECA—USICA

System location: Associate Directorate for Educational and Cultural Affairs, 1776 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Applicants, recipients, and prospective recipients of Educational and Cultural Exchange grants; members of the Board of Foreign Scholarships; American Executive Secretaries of Fulbright Foundations and Commissions; members of the U.S. Advisory Commission on International Educational and Cultural Affairs; members of the Government Advisory Committee on International Book and Library Programs; members of the former National Review Board of the East-West Center; faculty members of U.S. educational institution participating in student counseling workshops conducted in various countries.

Categories of records in the system: Biographic information; project descriptions; forms relating to the individual's security clearance; evaluations of the performances of former grantees; evaluations of performing artists who may be potential grantees; copies of press releases; news clippings; information related to the grant; related correspondence; academic transcripts; letters of reference.

Authority for maintenance of the system: Mutual Educational and Cultural Exchange Act of 1961; 22 U.S.C. 2451-58; 22 U.S.C. 2054-57; 22 U.S.C. 1431.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary function of the Educational and Cultural Exchange Program records is the aiding in the selection of individuals for educational and cultural exchange grants and for the administration of such grants. Information from these records is also used to develop statistics for use in the operation of the exchange program. The principal users of this information outside the International Communication Agency are: Civil Service Commission; Central Intelligence Agency; Immigration and Naturalization Service; Department of Justice; Smithsonian Institution; Congress; the news media; relatives of the grantee trying to reach the individual for bona fide personal reasons; the grantee. In connection with the selection process, information may be released to: binational commissions; the Board of Foreign Scholarships; foreign host institutions; contract agencies. Fulbright-Hays alumni names and addresses may be made available to American institutions, organizations or individuals assisting in the organizing and functioning of an association of alumni of the exchange program. Excerpts from the files may be used by non-governmental panels of experts in rating candidates. This information may also be released to other government agencies having statutory or other lawful authority to maintain such information. Also see Routine Uses paragraphs of Prefatory Statement.

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

Storage: Hard copy; magnetic computer media.

Retrievability: By individual name.

Safeguards: Records are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

Retention and disposal: Retention of these records varies from three years to an indefinite period of time, depending upon the specific kind of record involved. (Records of non-recommended candidates are only maintained for up to twelve months after submission of the application.) They are retired or destroyed in accordance with published schedules of the International Communication Agency.

System manager(s) and address: Associate Director, (USICA), Associate Directorate for Educational and Cultural Affairs, 1776 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Individuals who have cause to believe that the Educational and Cultural Affairs might have records pertaining to them should write to the Director, Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547. The individual must specify that he/she wishes the records of the Bureau of Educational and Cultural Affairs to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature. If the individual is or was a grantee or an applicant for a grant, he/she must specify the type of grant and the dates of the grant which he/she received or for which he/she applied.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to themselves should write to Director,

Congressional and Public Liaison, 1750 Pennsylvania Ave., N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: The individual; public references; other offices within the Department; other government agencies; other public and professional institutions possessing relevant information.

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), (I), and (f).

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System name: Exchange Visitor Waiver Records—GC—USICA

System location: USICA, Office of the General Counsel, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Categories of individuals covered by the system: Applicants for extensions or waivers or foreign-residence requirements.

Categories of records in the system: Biographic data; information from the Immigration and Naturalization Service regarding hardship or persecution; evaluations of applicants' performances; copies of published materials; newsclippings; academic transcripts; letters of reference; related correspondence.

Authority for maintenance of the system: Mutual Educational and Cultural Exchange Act of 1961, as amended, Sec. 109, P.L. 87-256.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the Exchange Visitor Waiver Records is in recommending to the Immigration and Naturalization Service if the foreign residency requirements should be waived or visas extended. Information from these records is also used to develop statistics for use in the operation of the cultural and educational exchange program. The principal users of this information outside the International Communication Agency are: Immigration and Naturalization Service; Department of Justice; the Diplomatic Corps of the foreign embassies in Washington; Department of State; Congress; relatives of the applicant trying to reach the individual for bona fide personal reasons; the applicant; foreign host institutions; contract agencies. This information may also be released to other Government agencies having statutory or other lawful authority to maintain such information. Also see Routine Uses paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Manually by name of applicant.

Safeguards: Records are maintained in secured cabinets.

Retention and disposal: Retention of these records varies from three years to an indefinite period of time, depending on the specific kind of record involved. They are destroyed in accordance with Agency's internal regulations.

System manager(s) and address: General Counsel, USICA, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Notification procedure: Individuals who have cause to believe that the Office of General Counsel might have records pertaining to them should write to the Director, Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547. The individual must specify that he/she wishes the Exchange visitor Waiver Records to be checked. At a minimum, the individual must include: name; date and place of birth, current mailing address and zip code; signature.

Record access procedures: Individuals who wish to gain access to or amend records pertaining to themselves should write to Director, Congressional and Public Liaison, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20547.

Contesting record procedures: The Agency's rules for access and for contesting contents and appealing determinations by the individual concerned appear in the Rules Section of the Federal Register.

Record source categories: The individual applicants; foreign embassies, applicants' sponsors and attorneys; Department of State; Immigration and Naturalization Service; other offices within the Agency.

APPENDIX I

Prefatory Statement of General Routine Uses

The following routine uses apply to, and are incorporated by reference into, each system of records set forth above.

1. In the event that a system of records maintained by the Agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the 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, such as current licenses, 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 issuance of a license, grant or other benefit.

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, 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 in this system of records which contains medical information may be disclosed, as a routine use, to the medical advisor of any individual submitting a request for access to the record under the Act and 22 CFR 505 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 22 CFR 505.6.

6. The information contained in this system of records will be disclosed 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.

7. A record from this system of records may be disclosed to an authorized appeal grievance examiner; a formal complaints examiner; an equal employment opportunity investigator; an arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee. A record from this system of records may be disclosed to the U.S. Civil Service Commission in accordance with the Agency's responsibility for evaluation and oversight of federal personnel management.

8. A record from this system of records may be disclosed to authorized employees of a federal agency for purposes of audit.

9. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

10. A record from this system of records may be disclosed, as a 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 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 official duties.

11. A record in this system of records may be disclosed, as a routine use, to a foreign government or international agency when necessary 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.

12. A record in 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 transmitting information between organizational units of the Agency, for 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 for providing other information directly related to the purpose of the inter-agency agreement as set forth therein, and necessary and relevant to its implementation.

13. A record in this system of records may be disclosed, as a routine use, to the Department of Justice to determine whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).

14. A record in this system of records may be disclosed, as a routine use, when the information is subject to exemption under the Freedom of Information Act (5 U.S.C. 552) but the Agency, in its discretion, determines not to assert the exemption.

15. A record from this system of records may be disclosed, as a routine use, only to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements and only to those State and local taxing authorities for which the employee is subject to tax (whether or not tax is withheld).

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