STATE-20
SYSTEM NAME:
Legal Adviser Attorney Employment Application Records.
SECURITY CLASSIFICATION:
Unclassified.
SYSTEM LOCATION:
Department of State; 2201 C Street, NW;
Washington, DC 20520.
CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
All attorney applicants for employment with the
Office of the Legal Adviser (including
unsuccessful applicants).
CATEGORIES OF RECORD IN THE SYSTEM:
All categories of records may include identifying
information, such as but not limited to, name,
date of birth, home address, mailing and e-mail
addresses, social security number, and home
television number. The recruitment and
employment files may contain any of the
following documents as well as related
docs not otherwise stated: resumes,
interview opinions, letters of recommendation,
applicant’s writing samples, college transcripts,
academic/ professional references, and
applications for Federal employment and
associated attachments.
AUTHORITY FOR MAINTENANCE OF THE SYSTEM:
5 CFR 213.3102(d)&(e)(Excepted service
attorney positions); 5 CFR 13.3202(a)(Excepted
service student positions); 5 U.S.C. 301
(Management of the Department of State); 22
U.S.C. 2581 (General Authority of Secretary of
State); and 22 U.S.C. 2651a (Organization of the
Department of State).
PURPOSE(S):
The information contained in this system of
records is collected and maintained by the Office
of the Legal Adviser in order to fulfill its limited
delegation of authority from the Bureau of
Human Resources to facilitate the recruiting,
processing and appointing of attorneys in the
Office of the Legal Adviser.
ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:
The information in the Legal Adviser Attorney
Employment Application Records is used
primarily to fill vacancies in the Office of the
Legal Adviser. Information contained in the files
is used:
* By the Bureau's Attorney Recruitment
Committee and Executive Office Staff to screen
and evaluate potential candidates;
* By the selecting official(s) for possible
consideration and assessment; and
* By the Bureau of Human Resources to
eventually complete the employment processing
of selectees.
Also see the "Routine Uses"
paragraph of the Prefatory Statement published
in the Federal Register and on our web site at
www.foia.state.gov.
Policies and Practices for
Storing, Retrieving, Accessing,
Retaining, and Disposing of
Records in the System:
STORAGE:
Electronic media and hard copy.
RETRIEVABILITY:
Individual name.
SAFEGUARDS:
All employees of the Department of State have
undergone a thorough background security
investigation. Access to the Department of State
and its annexes is controlled by security guards,
and admission is limited to those individuals
possessing a valid identification card or
individuals under proper escort. All records
containing personal information are maintained
in secured file cabinets or in restricted areas,
access to which is limited to authorized
personnel. Access to computerized files is
password- protected and under the direct
supervision of the system manager. The system
manager has the capability of printing audit trails
of access from the computer media, thereby
permitting regular and ad hoc monitoring of
computer usage.
RETENTION AND DISPOSAL:
These records will be maintained
until they become inactive at which
time they will be retired or destroyed in
accordance with published records schedules of
the Department of State and as approved by the
National Archives and Records Administration.
More specific information may be obtained by
writing to the Director, Office of IRM Programs
and Services; Department of State; SA-2; 515
22nd Street, NW; Washington, DC 20522-6001.
SYSTEM MANAGER(S) AND ADDRESS:
Executive Director; Office of the Legal Adviser;
Department of State; 2201 C Street, NW;
Washington, DC 20520.
NOTIFICATION PROCEDURE:
Individuals who have reason to believe that the
Office of the Legal Adviser might have records
pertaining to themselves should write to the Director, Office of IRM Programs and Services; Department of State; SA-2; 515 22nd Street; NW; Washington, DC 20222-6001. The individual must specify that he/she wishes the Legal Adviser Attorney Employment Application Records to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; and the approximate date on which he/she applied for employment with the Office of the Legal Adviser.

RECORDS ACCESS AND AMENDMENT PROCEDURES:
Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of IRM Programs and Services (address above).

RECORD SOURCE CATEGORIES:
These records contain information obtained primarily from the individual who is the subject of these records, the Bureau of Human Resources, educational institutions, the Office of the Legal Adviser, and the references provided by the applicant.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:
Pursuant to 5 U.S.C. 552a(k)(5), certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (1), and (0. [FR Doc. 02-11165 Filed 5-6-02; 8:45 am]
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