

## STATE-58

**System name :** Procurement Career Management Information System.

**Security classification:** Unclassified.

**System location :**

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

**Categories of individuals covered by the system:**

Present employees performing procurement activities in the Department of State.

**Authority for maintenance of the system:**

5 U.S.C. 4101 (Employee Performance-- Training) et. seq.; 41 U.S.C. 414 (Executive Agency Responsibilities); Executive Order 12352 (Government Procurement Reforms); and Office of Federal Procurement Policy Letter 92-3.

**Categories of records in the system:**

Employee's name, grade level (GS, GM, or FS, step level and date of last step or grade increase) and positions held within the procurement activity by title, dates and office symbol. Education: Starting with college degree, the type of degree obtained, in what field, when and where the education was conducted, trade schools, union apprenticeship, or military school experience. Membership/Certification: The type of professional membership and date received, and the type of professional certification and date received. Training Completed: For all training that one already has by course title, dates, location, number of hours, degree, if any, and major field of study. Training elements are to be coded as mandatory, formal classroom, correspondence, acceptable substitute, equivalency test or other. Training planned/approved should be coded the same as training completed. On-the job development: By title, period of time, description, FAI units of instruction covered, method (work assignment, rotational assignment, practicum, or other), as well as dates; training planned/approved should be coded as training completed. Individual Development Plan and most recent date. Contracting Officer Warrant level: The dollar level of warrant and type of warrant, date issued, and any subject restrictions. Quarterly Review Data: Including the date of employee's last performance review, the date of his/her last performance rating, all awards received by title and date, monetary increases received, and any promotion information by step and/or grade level.

**Routine uses of records maintained in this system, including categories of users and the purpose of such uses :**

The information contained in the Procurement Career Management Information System will be used by the Office of the Procurement Executive and each contracting activity's training officer within the affected Bureau, as well as to each individual in order to update information. The information contained in this system will be used to:

- (a) Profile the Department's procurement workforce;
- (b) Determine current and future training requirements of individuals;
- (c) Determine qualifications for issuance of Contracting Officer warrants;
- (d) Monitor individual career development plans;
- (e) Assess program effectiveness in achieving compliance with the training requirements of OFPP Policy Letter 92-3 and related policies and procedures; and
- (f) Ensure that proper recognition is given to an employee for his/her performance record.

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

**Storage:**

Hard copy, electronic media.

**Retrievability:**

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

**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 secure 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 ad hoc monitoring of computer usage.

**Retention and disposal:**

Data may be maintained in the system for as long as the individual is employed by the Department of State. Records are destroyed in

accordance with published schedules of the Department of State.

**System manager(s) and address:**

The Procurement Executive, Department of State, Room 603, 1701 N. Ft. Myer Drive, Arlington, Virginia 22201.

**Notification procedure:**

Individuals who have reason to believe that the Procurement Career Management Information System might have information pertaining to them should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 2201 C Street, NW, Washington, DC 20520. The individual must specify that he/she wishes the Procurement Career Management Information System to be checked. At a minimum, the individual should include: Name, date and place of birth, current mailing address, zip code and signature.

**Record access procedures:**

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

**Record source categories:**

These records contain information obtained directly from the individual who is the subject of these records. This information will be verified by the individual employee on a yearly basis.

**Systems exempted from certain provisions of the act:**

None.