

is maintained will voluntarily submit the information for the expressed interest in participating in international activities carried out through CSREES.

On-line access to International Programs Recruitment Roster data is controlled by password protection. Information stored in file folders will be stored in locked file cabinets. Access to these records will be limited to authorized personnel.

The revised system of records will not be exempt from any provisions of the Privacy Act.

USDA/CSREES-2

SYSTEM NAME:

International Programs Recruitment Roster, USDA/CSREES-2.

SYSTEM LOCATION:

Cooperative State Research, Education, and Extension Service (CSREES), International Programs, USDA, Waterfront Centre, 800 9th Street, SW., Washington, DC 20024.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Cooperating university personnel interested in overseas assignments.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal data identifying the individual, such as name, address, university, telephone number, and e-mail address; summary background information categorized under headings, such as subject matter experience, commodity experience, functional experience, clientele experience, ecosystems experience, production systems experience, scope of experience, international experience, education and language proficiency; preferred length of assignment (short-, mid- or long-term); and personal resume.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 296 and 297 of the Foreign Assistance Act of 1961, Pub. L. 87-195, 75 Stat. 424, as added by section 312 of the International Development and Food Assistance Act of 1975, Pub. L. 94-161, 89 Stat. 849; and section 1458 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, 7 U.S.C. 301 et seq., as amended by section 1436 of the Agriculture and Food Act of 1981, Pub. L. 97-98, 95 Stat. 1213.

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

Records in this system may be disclosed to: (1) To international organizations seeking university personnel for placement in overseas

projects and assignments; (2) the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records; (3) an appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law or rule, regulation, or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant to such statute; (4) in response to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (5) a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.

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

STORAGE:

International Programs Recruitment Roster records are stored on a shared office computer drive and in file folders.

RETRIEVABILITY:

Records can be accessed on the computer by individual name, university affiliation, preferred length of duty or keywords and phrases under any of the experience categories. Resumes will be filed by name in alphabetical order in file folders.

SAFEGUARDS:

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these records will be limited to authorized personnel.

RETENTION AND DISPOSAL:

Applicant information will remain on the system for a period of 3 years. At the end of each year the applicant will have the option to remain on the system for the following year, and make any needed changes in his/her file, or be dropped from the roster. At anytime during the year, the applicant may request that his/her files be removed from the system. Data for disposal is deleted from the computer memory.

SYSTEM MANAGER(S) AND ADDRESS:

Director, International Programs, USDA-CSREES-SERD, Stop 2203, 1400 Independence Avenue, SW., Washington, DC 20250-2203. The address for express mail or overnight courier service is: Director, International Programs, USDA-CSREES-SERD, Waterfront Centre, 800 9th Street, SW., Washington, DC 20024.

NOTIFICATION PROCEDURE:

An individual may request information regarding this system of records or information as to whether the system contains records pertaining to such individual from the System Manager. A request for information regarding an individual should include the individual's full name and address. Before any information about an individual is released, the System Manager may require the individual to provide proof of identity or require the requester to furnish an authorization from the individual to permit release of information.

RECORD ACCESS PROCEDURES:

An individual may gain access to a record in the system that pertains to such individual by submitting a written request to the System Manager.

CONTESTING RECORD PROCEDURES:

Same as notification procedures.

RECORD SOURCE CATEGORIES:

Records in this system come from documents submitted by the individual directly for the purpose of inclusion in the International Programs Recruitment Roster.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Privacy Act System "State Cooperative Extension Service Employees," USDA/CSREES-3 Report

The purpose of this system of records is to generate the annual Salary Analyses Report that is used as a management tool for salary and pay