SYSTEM NAME:
Global Financial Management System.

SECURITY CLASSIFICATION:
Unclassified.

SYSTEM LOCATIONS:
Department of State, Annex 1, 2201 ‘C’
Street, NW, Washington, DC 20520;
Annex 15, 1800 N. Kent Street,
Arlington, VA 22209; Charleston
Financial Service Center, Building
646A, 1969 Dyess Avenues, Charleston,
SC 29408; and overseas at U.S.
embassies, consulates general and
consulates.

CATEGORIES OF INDIVIDUALS
COVERED BY THE SYSTEM:
Any individual requiring payment by the
Department of State whether for services
rendered or for reimbursement of an
authorized payment voucher.

AUTHORITY FOR MAINTENANCE
OF SYSTEM:
Federal Managers’ Financial Integrity
Act of 1982, Federal Financial
Management Improvement Act of 1996
and the Debt Collection Act of 1982 and
1996.

CATEGORIES OF RECORDS IN
THE SYSTEM:
Names, addresses, telephone numbers,
social security numbers, tax
identification numbers, employee
identification numbers, bank routing and
account numbers, loan numbers and
receivable reference numbers, and
related information.

PURPOSE:
The Global Financial Management
System (GFMS) is the official financial
management system for the Department
of State to account for and control
appropriated resources and to maintain
accounting and financial information
associated with the normal operation of
U.S. government organizations. The
information in this system is used to
make authorized payments for goods and
services to companies or individuals
doing business with the Department of
State, to make authorized reimbursement
payments to an employee, to prepare
IRS-1099 tax reports, and to account for
individual accounts of debts owed to the
Department of State or the U.S.
Government, in accordance with the
Debt Collection Improvement Act of
1996.

ROUTINE USES OF RECORDS
MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES OF
USERS AND PURPOSES OF SUCH
USES:
The principal users of this information
outside the Department of State are: (1)
Department of Treasury to issue
authorized payments to companies and
individuals or to issue authorized
reimbursement payments to employees;
and (2) the Internal Revenue Service and
companies or individuals who have
received qualifying payments during the
tax year as recipients of IRS-1099
reporting.

Also see the Department of State’s
Prefatory Statement of Routine Uses
published in the Federal Register.

DISCLOSURE TO CONSUMER
REPORTING AGENCIES:
Disclosure made pursuant to 5 U.S.C.
552a(b)(12): Debt information
concerning a government claim against
an individual may be furnished in
accordance with 5 U.S.C. 552a(b)(12)
and section 3 of the Debt Collection Act
of 1982 (Pub. L. 97–365) to consumer
reporting agencies encouraging
repayment of an overdue debt.

POLICIES AND PRACTICES FOR
STORING, RETRIEVING,
ACCESSING, RETAINING AND
DISPOSING OF RECORDS IN THE
SYSTEM:
**STORAGE:**
Electronic media and paper records.

**RETRIEVABILITY:**
By name, employee identification number, or social security number, consistent with Executive Order 9397 and Section 7 of the Privacy Act.

**SAFEGUARDS:**
All Department of State employees and contractors with authorized access have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Servers are stored in Department of State secured facilities in cipher locked server rooms. Physical access to the server rooms is limited to authorized personnel only. The system is secured with the safeguards required by Office of Management and Budget Memorandum M–07–16 as may be applicable.

**RETENTION AND DISPOSAL:**
Records maintenance and disposal is in accordance with National Archives and Records Administration retention schedule, and any supplemental guidance issued by individual components.

**SYSTEM MANAGER AND ADDRESS:**
Director, Systems Development and Maintenance, Department of State, P.O. Box 150008, Charleston, SC 29415–5008.

**NOTIFICATION PROCEDURE:**
Individuals who have reason to believe that the Department of State’s Global Financial Management System may have records pertaining to them may write the Director, Office of Information Programs and Services, A/ISS/IPS, SA–2, Department of State, 515 22nd Street, NW, Washington, DC 20522–8100. The individual must specify that he or she wishes the GFMS to be checked. At a minimum, the individual should include: Name, date of birth, current mailing address and zip code and signature; also a brief description of the circumstances that caused the individual to believe that the GFMS has records pertaining to him or her.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**
Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Office of Information Programs and Services, A/ISS/IPS, SA–2, Department of State, 515 22nd Street, NW, Washington, DC 20522–8100.

**RECORD SOURCE CATEGORIES**
These records contain information obtained from the individual who is the subject of these records, from Department of State transactions, and from other U.S. Government agencies.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:**
None.