

## USDA/FS-49

**System Name:** International Skills Roster of Forestry and Natural Resources Expertise, USDA/FS.

**System Location:** The records in this system are maintained at the office of the USDA, Forest Service, International Forestry Staff, and P.O. BOX 96538, WASHINGTON, DC 20005-3402.

**Categories of individuals covered by the system:** The system consists of a summary of each applicant's qualifications, a resume or other documentation providing detailed information relative to education and/or experience, and related correspondence. The system will also contain the addresses and phone numbers where individuals can be contacted.

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**Authority for maintenance of the system:** 5 U.S.C. 1302; 7 U.S.C. 1736; and 22 U.S.C. 2386-2388, 2392, 2513.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** (1) Information from this system of records is used by authorized agency officials to identify and locate qualified forestry and natural resource professionals for international assignments. Information is made available to agency contracting offices to determine if Federal employees with required qualifications are available for specific international assignments, or to initiate development of an acquisition and to facilitate competitive selection in the issuance of agency acquisitions. Referral of information is also made to authorized individuals of other Federal agencies or international organizations seeking technically qualified individuals in the fields of forestry and natural resources, and to current U.S. Agency for International Development contractors seeking qualified professionals to perform authorized international forestry and natural resource tasks for United States Government agencies.

(2) Disclosure to the Department of Justice for use in litigation when USDA, or any component thereof; or any employee of USDA in his or her official capacity; or any employee of USDA in his or her individual capacity where the Department of Justice has agreed to represent the employee; or the United States, where USDA determines the litigation is likely to affect USDA or any of its components, is a part to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by USDA to be relevant and necessary to the litigation, provided, however, that in each case, USDA determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records are collected.

(3) Disclosure in a proceeding before a court or adjudicative body before which USDA is authorized to appear, when USDA or any component thereof; or any employee of USDA in his or her official capacity; or any employee of USDA in his or her individual capacity where USDA has agreed to represent the employee; or the United States, where USDA determines that litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation and USDA determines that disclosure of the records to the court is a use of the information contained in the records that is

compatible with the purpose for which the records were collected.;

(4) Referral to the appropriate agency, where Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any records within this system where 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 thereto;

(5) To answer congressional inquiries made at the request of the individual from whose record information is disclosed.

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

**Storage:** Records are maintained in file folders at the agency address listed above; qualification summaries are maintained in an automated database for easy retrieval.

**Retrievability:** Paper records are indexed alphabetically and/or by identification number. Automated records may be retrieved by experience, education, language capability, employment status or other criteria required for the successful conduct of proposed assignments or acquisitions.

**Safeguards:** All records containing personal information are maintained in secured file cabinets and in secured computer rooms.

**Retention and disposal:** Until the National Archives and Records Administration determines an appropriate retention and disposal schedule for these records, they will be retained indefinitely in accordance with Forest Service Handbook 6209.11, Records Management Handbook.

**System manager(s) and address:** International Skills Roster Manager, Forestry Support Program, International Forestry Staff, USDA Forest Service, P.O. Box 96538, Washington, DC 20005-6538.

**Notification procedure:** Individuals may request information regarding this system of records, or information as to whether the system contains records pertaining to them from the International Skills Roster Manager, Forestry Support Program (address above). A request for information should contain name, address, and particulars involved (for example, the date of action giving rise to the inquiry or complaint).

**Record access procedures:** Individuals who wish to gain access to or amend records pertaining to them should submit a written request to the International Skills Roster Manager, Forestry Support Program (address above). The envelope should be marked "Privacy Act Request."

**Contesting record procedures:** Same as record access procedures.

**Record source categories:** Information in this system comes from applicants for agency acquisition or Federal employees interested in international forestry or natural resources development assignments.

