

(2) *Fair trial or impartial adjudication.* We may withhold records when release would deprive a person of a fair trial or an impartial adjudication because of prejudicial publicity.

(3) *Personal privacy.* We are careful not to disclose information that could reasonably be expected to constitute an unwarranted invasion of personal privacy. When a name surfaces in an investigation, that person is likely to be vulnerable to innuendo, rumor, harassment, or retaliation.

(4) *Confidential sources and information.* We may withhold records whose release could reasonably be expected to disclose the identity of a confidential source of information. A confidential source may be an individual; a state, local, or foreign Government agency; or any private organization. The exemption applies whether the source provides information under an express promise of confidentiality or under circumstances from which such an assurance could be reasonably inferred. Also, where the record, or information in it, has been compiled by a criminal law enforcement authority conducting a criminal investigation, or by an agency conducting a lawful national security investigation, the exemption also protects all information supplied by a confidential source. Also protected from mandatory disclosure is any information which, if disclosed, could reasonably be expected to jeopardize the system of confidentiality that assures a flow of information from sources to investigatory agencies.

(5) *Techniques and procedures.* We may withhold records reflecting special techniques or procedures of investigation or prosecution not otherwise generally known to the public. In some cases, it is not possible to describe even in general terms those techniques without disclosing the very material to be withheld. We may also withhold records whose release would disclose guidelines for law enforcement investigations or prosecutions if this disclosure could reasonably be expected to create a risk that someone could circumvent requirements of law or of regulation.

(6) *Life and physical safety.* We may withhold records whose disclosure could reasonably be expected to endan-

ger the life or physical safety of any individual. This protection extends to threats and harassment as well as to physical violence.

(h) *Exemptions eight and nine—records on financial institutions and records on wells.* (1) Exemption eight permits us to withhold records about regulation or supervision of financial institutions.

(2) Exemption nine permits the withholding of geological and geophysical information and data, including maps, concerning wells.

[54 FR 26734, June 26, 1989]

PART 504—ORGANIZATION

Sec.

504.1 Introduction.

504.2 Description of central and field organization, established places at which, officers from whom, and methods whereby the public may obtain information.

AUTHORITY: Sec. 4, 63 Stat. 111, as amended, sec. 501, 65 Stat. 290; 22 U.S.C. 2658, 31 U.S.C. 483a, 5 U.S.C. 301, 552, E.O. 10477, as amended, 18 FR 4540, 3 CFR 1949-1953 Comp., page 958, E.O. 10501, 18 FR 7049, 3 CFR 1949-1953 Comp., page 979. Reorganization Plan No. 2 of 1977, Pub. L. 97-241, 96 Stat. 291, Pub. L. 98-111.

SOURCE: 51 FR 10192, Mar. 25, 1986, unless otherwise noted.

§504.1 Introduction.

It is the policy of the United States Information Agency that information about its operations, organization, procedures, and records be freely available to the public in accordance with the provisions of Pub. L. 89-487, the "Public Information Act of 1966", referred to hereinafter as "The Act", which amended the "Public Information" section of the Administrative Procedure Act (5 U.S.C. 552).

[51 FR 10192, Mar. 25, 1986]

§504.2 Description of central and field organization, established places at which, officers from whom, and methods whereby the public may obtain information.

(a) The United States Information Agency, redesignated by section 303(a) of the United States Information Agency Authorization Act, Fiscal Years 1982 and 1983 (Pub. L. 97-241, Stat. 291), was formerly the International Communication Agency.

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(b) The United States International Communication Agency was established as an independent Agency of the Executive Branch of the Government by Reorganization Plan No. 2 of 1977. The Director of the Agency is responsible for reporting to the President and the Secretary of State, as well as advising the National Security Council, on international informational, educational, and cultural matters. The scope of the Director's advice includes assessments of the impact of actual and proposed U.S. foreign policy decisions on public opinion abroad.

(c) Reorganization Plan No. 2 transferred to the new Agency overseas information functions previously lodged in the U.S. Information Agency and the educational and cultural affairs functions of the Department of State. The Reorganization Plan abolished the U.S. Advisory Commission on Information and the U.S. Advisory Commission on International Educational and Cultural Affairs and established the U.S. Advisory Commission on International Communication, Cultural, and Educational Affairs whose name was subsequently changed to the United States Advisory Commission on Public Diplomacy by section 604 of the Department of State Authorization Act, Fiscal Years 1980-1981 (93 Stat. 390, August 15, 1979).

(d) The United States Information Agency has responsibility for the conduct of international information, educational, and cultural activities, including exchange programs to build bridges of mutual understanding between Americans and the other peoples of the world. The United States Information Agency engages in a wide variety of communication activities—from academic and cultural exchanges to press, radio, and television programs—to accomplish its goals of strengthening foreign understanding of American society and support of United States policies. The United States Information Agency operates field posts in 129 foreign countries.

(e) Agency operations are organized along both functional and geographical lines and directed by the Executive Policy Committee composed of the Director, Deputy Director, Counselor, four Bureau Associate Directors, five

Area Office Directors, the Inspector General, Director of Private Sector Committees, Coordinator of the President's U.S.-Soviet Exchange Initiative, the General Counsel and Congressional Liaison, Director of the Television and Film Service, Director of the Office of Public Liaison, and the Comptroller of the Agency.

(1) The four Bureaus are: Voice of America (VOA), Programs (P), Educational and Cultural Affairs (E), and Management (M).

(i) The Voice of America is the global radio network of the United States Information Agency which seeks to promote understanding abroad of the United States, its people, culture, and policies. In carrying out its mission, VOA is responsible for conducting its operations in accordance with the VOA Charter, (Pub. L. 94-350), which states:

(A) VOA will serve as a consistently reliable and authoritative source of news. VOA news will be accurate, objective, and comprehensive.

(B) VOA will represent America, not any single segment of American society, and will therefore present a balanced and comprehensive projection of significant American thought and institutions.

(C) VOA will present the policies of the United States clearly and effectively, and will also present responsible discussion and opinion of these policies.

VOA produces and broadcasts radio programs in English and 41 foreign languages, and has developed an integrated network of broadcasting and relay facilities in the United States and in different parts of the world to transmit these programs. The Voice of America's Radio Marti Program, established by Pub. L. 98-111, provides news commentary and other information about events in Cuba and elsewhere so as to promote the cause of freedom in Cuba. Radio Marti broadcasts in accordance with all Voice of America standards to ensure that its programs are objective, accurate, balanced and present a variety of views. The Voice of America reflects what is happening in the United States and the world. It informs, explains, and enlightens. The Voice of America provides background

in which listeners can better understand the diversity of American society.

(ii) The Bureau of Programs is comprised of three small specialized staffs, three foreign press centers, and four major offices and services, all reporting directly to the Associate Director. The Policy Guidance Staff provides both fast daily and in depth background guidance for operating elements of the Agency on those U.S. foreign policy issues which are susceptible to public diplomacy and on those domestic concerns which are relevant to the conduct of it. This staff also reviews program proposals of the Agency's overseas posts and Washington elements to assure that they are consistent with agreed-upon policy and that resources are allocated in accordance with priorities, and represents USIA in interagency meetings on public affairs issues, evaluates the extent to which media products reflect the Agency's subject priorities, and develops options and policy recommendations. The International Communication Policy Staff develops options and policy recommendations over the entire range of international communication policy issues for the Director of USIA and for the consideration of the U.S. Government as a whole. The Media Reaction Staff provides daily and special reports of foreign media reaction for the Director and 250 other policymakers in the White House, NSC, State, Defense and Treasury Departments, USIA, and other Federal agencies. Foreign Press Centers in Washington, New York, and Los Angeles provide facilitative services to foreign journalists working in those cities. The Office of Program Coordination and Development coordinates the design and implementation of all Agency support for major communication projects proposed by the Agency's overseas posts or undertaken by it in response to worldwide and regional priorities set by the Director, recruits American participants for those projects, and develops a systematic aggregation of essential resource materials to guide the acquisition and production of media support for them. This Office also is responsible for the development and coordination of the Agency's arts initiative undertaken

through an agreement with the National Endowments, including recruitment and scheduling of all fine arts exhibitions and performing artists and groups for overseas programming. The Office of Research combines the functions of research on foreign public opinion and communication environment with analysis of long-term foreign media trends. The two media services, Exhibits, and Press and Publications, are responsible for the acquisition and production of a variety of media products for use or adaptation by USIA's overseas posts. These include exhibits in various formats, a daily wireless bulletin to all posts, magazines, pamphlets, reprints, photographs, and picture stories. The media services also operate printing plants at two overseas locations.

(iii) Four major offices constitute the Bureau of Educational and Cultural Affairs. The Office of Cultural Centers and Resources provides policy direction, program support, and professional guidance and materials to USIA libraries, American and Binational Centers overseas; promotes the distribution of American books in English and in translation; operates a donated books program; and supports English teaching programs abroad. The Office of Private Sector Programs is responsible for developing cooperative projects with private sector institutions to support, complement and enhance the goals and objectives of the United States Information Agency. These projects are designed to promote a better understanding of the United States abroad by means of educational and cultural exchange between Americans and citizens of other nations. The Office of Private Sector Programs may provide selective assistance, encouragement, and grant support to nonprofit activities to U.S. organizations and institutions that satisfy this purpose, with special emphasis on international educational and cultural exchanges. The Office of International Visitors is responsible for planning, implementing, monitoring, and evaluating all International Visitor (both grantee and voluntary) programs; for managing the Agency's four reception centers; for serving as the Agency's liaison with public and private organizations involved in the

International Visitor Program; and for arranging programs in the U.S. for UN Fellows and foreign government trainees. The Office of Academic Programs is responsible for organizing and assisting academic exchange between the United States and other countries; facilitating the establishment and maintenance of close ties between the American academic community and those abroad; encouraging and supporting learning; and providing staff support to the Board of Foreign Scholarships. The Office maintains liaison with a wide range of non-government institutions to encourage and support private exchange programs and foster institutional linkages across national boundaries; and coordinates international information, educational, cultural, and exchange programs conducted by other departments and agencies of the U.S. Government. The International Youth Exchange Staff is responsible for planning, developing and monitoring exchanges of young people in over 30 countries in all regions of the world. The International Youth Exchange Staff also administers a national campaign in the United States which encourages young Americans to go abroad, American families to host foreign students and local community involvement in youth exchange activities.

(iv) The Bureau of Management is comprised of a management analysis staff and six major offices reporting to the Associate Director. These offices are responsible for planning, organizing, directing and controlling the Agency's administrative and management operations. These offices provide support services in the areas of administration, personnel and training, budget and fiscal operations, systems technology, security, equal employment opportunity, and contracts.

(v) The Office of Public Liaison (PL), directs and carries out activities designed to discharge the Agency's obligation to provide information about USIA policies, mission and programs to the American people and the communications media. It publishes news releases, fact sheets and over pamphlets; provides Agency speakers in response to invitations from organizations and institutions in the U.S.; and holds sem-

inars and workshops with academic, business, professional and public interest institutions and groups. It is responsible for the publication of the Agency's internal newsletter. The Office is responsible for conducting tours of the Agency exhibit at the VOA headquarters. The Office also maintains a public affairs staff at the Voice of America, which provides the media and public with information about USIA in general, with emphasis on the U.S. Government's broadcasting arm, the VOA. It also conducts daily tours of VOA facilities, arranges briefings for domestic and foreign groups and dignitaries, and facilitates media coverage of VOA activities.

(vi) The Office of the General Counsel and Congressional Liaison (GC). The General Counsel and legal staff advise all elements of the Agency on the interpretation of all laws, regulations, and Executive Orders that authorize the Agency's programs or relate to the Agency's activities. The Office assists in the drafting of proposed legislation, Executive Orders, regulations, contracts, leases, and other legal documents, and participates in the negotiation of international agreements. The Office represents the Agency in hearings arising from disputes on contracts, equal employment opportunity, grievances, labor disputes, and licensing. The Office provides support to trial counsel in cases tried before domestic and foreign courts. The Office secures the necessary rights clearances for the Agency's activities, exercises in full authority vested in the Director by law relating to Exchange Visitor Program designation, visa waiver review, and authorized periods of duration of stays, and advises on matters relating to ethical conduct and conflict of interest of Agency employees. On congressional matters it maintains contact with Members and staffs and serves as Agency coordinator of hearings on substantive legislation and of Agency programming of Members and staff. The Office passes on all requests made under the Freedom of Information and Privacy Acts.

(vii) The Office of Inspector General conducts, supervises, and coordinates

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audits, program reviews and evaluations, and investigative inquiries relating to programs and operations of the Agency. In addition, the Inspector General directs the resources of the office to promote economy, efficiency and effectiveness, and to prevent and detect fraud and abuse in the administration of the Agency's programs and operations. Further, the Inspector General keeps the Director fully and currently informed about how well such programs and operations are being administered, the problems and deficiencies existing in such programs and operations, and the necessity for and progress of corrective actions. The Inspector General also reports expeditiously to the Attorney General suspected violations of federal criminal laws and receives and considers for investigation employee ("whistle-blower") complaints. The Inspector General reports to and is under the general supervision of the Director or the Deputy Director.

(viii) The Television and Film Service is responsible for planning, organizing and directing the Agency's television and film activities. The areas of responsibility encompass planning, and producing scheduled Worldnet television programming for satellite transmissions overseas; produces, acquires and maintains video tape libraries for overseas programming support; facilitative assistance to visiting foreign television and film producers; assistance to foreign broadcasters in the production and foreign telecast of cooperative television programs; and coordination with other U.S. and foreign government agencies on the dissemination of information overseas through television, video cassette libraries and motion pictures.

(ix) The heads of the five geographic areas are the Agency's principal advisers on all programs within countries in their respective areas. They help to formulate Agency policies and represent the Director in interagency working groups. The Area Directors (Africa; Europe; East Asia and Pacific; American Republics; and North Africa, Near East, and South Asia) are responsible for the coordination and management of public diplomacy programs for the countries in their geographic areas.

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They supply a knowledge of the field programs and requirements to the Agency's policy and planning processes. They arrange with media services to provide media products to their areas. They consult with appropriate area and country officers in the Department of State and other foreign affairs agencies on operational matters of mutual concern.

(x) The Agency maintains 213 posts abroad in 129 countries. These posts are under the supervision of the U.S. Chiefs of Mission, and with the guidance of the Director and the appropriate Area Office Director, conduct information, educational exchange and cultural programs on behalf of the U.S. Government. Each overseas office is headed by a Public Affairs Officer who is a member of the "Country Team" under the Chief of the U.S. Diplomatic Mission. A list of overseas offices is maintained by the Management Plans and Analysis Staff, Washington, DC 20547.

[51 FR 10192, Mar. 25, 1986]

APPENDIX I—UNITED STATES INFORMATION AGENCY OFFICE LOCATIONS IN WASHINGTON, DC AREA

(1) Agency elements located at 301 4th Street, SW., Washington, DC 20547

Office of the Director
Office of the Counselor
Office of Public Liaison
Office of the General Counsel and Congressional Liaison
Office of Inspector General
Bureau of Programs—
Policy Guidance Staff
International Communications Staff
Office of Program Coordination and Development
Office of Research
Exhibits Service
Press and Publications Service
Bureau of Educational and Cultural Affairs
Office of Cultural Centers and Resources
Office of Private Sector Programs
Office of International Visitors
Office of Academic Programs
Bureau of Management
Management Plans and Analysis Staff
Office of Administrative and Technology
Office of the Comptroller
Office of Equal Employment Opportunity
Office of Personnel
Office of Security
Office of African Affairs
Office of American Republics Affairs
Office of East Asian and Pacific Affairs
Office of European Affairs

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Office of North African, Near Eastern, and South Asian Affairs

(2) Other Agency Elements and addresses:

(a) United States Information Agency, Health and Human Services Building, 330 Independence Avenue, SW., Washington, DC 20547; Voice of America.

(b) United States Information Agency, 400 6th Street, SW., Washington, DC 20547, Voice of America—Radio Marti Program.

(c) United States Information Agency, Patrick Henry Building, 601 D Street, NW., Washington, DC 20547, Television and Film Service.

(d) United States Information Agency, Bureau of Programs—Foreign Press Center, National Press Building, 529 14th Street, NW., Washington, DC 20547.

(e) United States Information Agency, Switzer Building, 300 C Street, SW., Washington, DC 20547, Bureau of Management—Office of Contracts, and the Training and Development Division.

APPENDIX II—UNITED STATES INFORMATION AGENCY OFFICE LOCATIONS OUTSIDE THE WASHINGTON, DC, AREA

Television and Film Service—

(a) New York Office, Room 30-100, 26 Federal Plaza, New York, N.Y. 10278.

(b) Los Angeles Office, 11000 Wilshire Boulevard, Los Angeles, Calif. 90024.

United States Information Agency, Bureau of Broadcasting—

(a) Relay Stations:

(1) Bethany Relay Station, P.O. Box 227, Mason, Ohio 45040.

(2) Delano Relay Station, Route 1, Box 1350, Delano, Calif. 93215.

(3) Dixon Relay Station, Route 2, Box 739, Dixon, Calif. 95620.

(4) Marathon Relay Station, P.O. Box 726, Marathon, Fla. 33050.

(5) Edward R. Murrow Transmitting Station, P.O. Box 1826, Greenville, N.C. 27834.

(b) News Bureaus:

(1) Midwest News Bureau, Room 3876, Federal Building, 230 South Dearborn Street, Chicago, Ill. 60604.

(2) Southeast News Bureau, Room 1518, Federal Office Building, 51 SW. First Avenue, Miami, Fla. 33130.

(3) West Coast News Bureau, Room 8107, Federal Building, 11000 Wilshire Boulevard, Los Angeles, Calif. 90020.

(4) New York News Bureau, Room 30-100, Fisk Building, 26 Federal Plaza, New York, N.Y. 10278.

Bureau of Programs—

(a) Foreign Press Centers:

(1) Federal Building, 11000 Wilshire Blvd., Suite C-200, Los Angeles, Calif. 90024

(2) 18 E. 50th Street, 11th Floor, New York, N.Y. 10022.

(b) Senior Advisor for Public Affairs, U.S. Mission to the United Nations, 799 United Nations Plaza, New York, N.Y. 10017.

Bureau of Management—

Administrative Services Division, New York Services Branch, 830 Third Avenue, Brooklyn, N.Y. 11232.

Bureau of Educational and Cultural Affairs—Reception Centers:

(a) Honolulu—P.O. Box 50186, Honolulu, Hawaii 96850.

(b) Miami—Room 1304, Federal Office Building, 51 SW. First Avenue, Miami, Fla. 33130

(c) New Orleans—Suite 1130, International Trade Mart, 2 Canal Street, New Orleans, La. 70130

(d) New York—Third Floor, 1414 Avenue of the Americas, New York, N.Y. 10019.

[51 FR 10192, Mar. 25, 1986, as amended at 51 FR 11016, Apr. 1, 1986]

PART 505—PRIVACY ACT POLICIES AND PROCEDURES

Sec.

505.1 Purpose and scope.

505.2 Definitions.

505.3 Procedures and requests.

505.4 Requirements and identification for making requests.

505.5 Disclosure of information.

505.6 Medical records.

505.7 Correction or amendment of record.

505.8 Agency review of requests for changes.

505.9 Review of adverse Agency determination.

505.10 Disclosure to third parties.

505.11 Fees.

505.12 Civil remedies and criminal penalties.

505.13 General exemptions (Subsection (j)).

505.14 Specific exemptions (Subsection (k)).

505.15 Exempt systems of records used.

AUTHORITY: Pub. L. 93-579, 88 Stat. 1897; 5 U.S.C. 552a; 55 FR 31940, Aug. 6, 1990, as amended.

SOURCE: 62 FR 10630, Mar. 7, 1997, unless otherwise noted.

§ 505.1 Purpose and scope.

The United States Information Agency will protect individuals' privacy from misuse of their records, and grant individuals access to records concerning them which are maintained by the Agency's domestic and overseas offices, consistent with the provisions of Public Law 93-579, 88 Stat. 1897; 5 U.S.C. 552a, the Privacy Act of 1974, as amended. The Agency has also established procedures to permit individuals to amend incorrect records, to limit the