

July 10, 2001

# Department of State's Major Information Systems List

## OMNIBUS INFORMATION SYSTEMS

**DOS Classified E-Mail Systems (Classified E-Mail)** – The Department of State uses off-the-shelf e-mail products to transport information over a widely dispersed and decentralized network. There is no one system, directed by one source that manages them all. Classified E-Mail consists of automated information systems and off the shelf products that process Department of State classified email. These systems contain CLASSIFIED information.

**DOS Classified Word Processing Systems (Classified WP)** – Classified WP consists of networked classified word processing systems running on servers using an off-the-shelf word processing product(s). It is not under the same direct management control; the PCs probably have some shared functionality and some custom-made desktop products. But it is not one, common and shared system that is interconnected through networks. The Department of State's classified word processing systems are disparate, decentralized applications, managed by a large number of decentralized servers, that have some applications that can be shared across a network. These systems contain CLASSIFIED information.

**DOS Telegram Delivery System (TDS)** – TDS is a consolidation of systems that deal with the preparation and delivery of telegrams in the Department of State. There is currently no single, centralized system for preparing, tracking, and delivering telegrams. Each individual system would not be considered a major information system. The aggregate of these systems does result in a major information system. These systems contain CLASSIFIED information.

**DOS Unclassified E-Mail Systems (Unclassified E-Mail)** – The Department of State uses off-the-shelf e-mail products to transport information over a widely dispersed and decentralized network. There is no one system, directed by one source that manages them all. Unclassified E-Mail consists of automated information systems and off the shelf products that process Department of State unclassified email.

**DOS Unclassified Word Processing Systems (Unclassified WP)** – Unclassified WP consists of networked word processing systems running on servers using an off-the-shelf word processing product(s). It is not under the

same direct management control; the PCs probably have some shared functionality and some custom-made desktop products. But it is not one, common and shared system that is interconnected through networks. The Department of State's unclassified word processing systems are disparate, decentralized applications, managed by a large number of decentralized servers, that have some applications that can be shared across a network.

## **AUTOMATED FOREIGN POLICY INFORMATION SYSTEMS**

**Automated Refugee Tracking System (ARTS)** – The ARTS database is used to: process eligible cases; send written requests for additional information or informational letters to sponsors and applicants; schedule interviews with Immigration & Naturalization Service (INS) personnel stationed in Moscow, Russia; respond to outside inquiries and take action on requests for case changes; and post-interview update cases.

**Exchange Visitors Support System (EVSS)** – EVSS is also known as the Exchange Database System (EDS). EVSS contains information about individual Department of State's Bureau of Educational and Cultural Affairs' (ECA) exchange projects, i.e. individual exchange projects. Serves as the central repository for most information applications used in conducting ECA exchange programs, and provides limited/controlled access to the private sector participants and partners for both uploading and downloading information through email and websites.

**FREEdom of Information DOcument Management System (FREEDOMS)** - FREEDOMS is an automated system for case tracking and document management/imaging/redaction to facilitate the review and release of documents to the public under the information access statutes. FREEdoms contains CLASSIFIED information.

**International Affairs Database (IAD)** – IAD is a budget formulation, presentation and allocation system for the Department's Foreign Operations Budget and supports the Mission/Bureau Program Planning Process as well.

**Nuclear Risk Reduction Center (NRRC)** - The Nuclear Risk Reduction Center system manages, maintains, and operates direct communication links with the Russian Federation, Ukraine, Kazakhstan, and Belarus. NRRC contains CLASSIFIED information.

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**Office of Foreign Missions Information System (OFMIS)** – OFMIS allows the Office of Foreign Missions and the Office of Protocol to accomplish the following tasks:

- A. Accredit members of the diplomatic community.
- B. Issue diplomatic identification cards to members of the diplomatic community.
- C. Grant foreign mission personnel immunities and privileges as required under the Vienna Conventions.
- D. Issue work permits to members of the diplomatic community.
- E. Terminate the personal immunities and privileges granted to members of the foreign diplomatic community when their tour of duty in the US is complete.
- F. Ensure offices and properties owned and or rented by a foreign government are reported to the Department.
- G. Identify foreign mission personnel who are entitled to gasoline and/or utilities tax exemption.
- H. Identify foreign missions and their personnel who are entitled to customs duty-free entry of goods.
- I. Issue eligible foreign mission members sale tax exemption cards.
- J. Register vehicles owned and/or operated by foreign missions and foreign mission personnel.
- K. Track the insurance for vehicles owned/operated by foreign missions and foreign mission personnel.
- L. Title vehicles owned and/or operated by foreign missions and foreign mission personnel.
- M. Issue United States Department of State (USDOS) Driver Licenses to foreign mission personnel.
- N. Track the driver record of each individual issued a USDOS Driver License.

**Property Management System** – The Property Management Systems lists office and residential properties owned and leased by Foreign Missions.

**Principal Officers Executive Mgmt System (POEMS)** - POEMS is a classified network used by the offices of the principal officers of the Department of State. POEMS is a combination of Microsoft commercial off the shelf (COTS) products, Microsoft Windows Exchange Server and Microsoft Windows Outlook, that execute on Intel-compatible servers and client computers, respectively. POEMS

provides e-mail between the offices of the principal officers of the Department via a classified closed network within the Main State facility.

**Refugee Data Center (RDC)** - RDC processes and facilitates the allocation of refugee resettlement cases among national voluntary agencies and maintains the database of biographical information of refugees approved for admissions into the United States.

**Reference Materials Support System (RMSS)** – also known as Reference Database, RMSS captures and organizes the ongoing research and reference inquiries received by the Department of State's Public Diplomacy - International Information Programs' Reference Specialists. Using either Lotus Notes or a web browser, Department of State overseas posts and Washington D.C. staff access the Database's holdings of comprehensive responses to individual reference requests.

**State Archiving System (SAS)** – SAS is the automated repository of Department of State Official Foreign Policy Documents and the record of the conduct of U.S. Diplomacy. SAS contains CLASSIFIED information.

**Diplomatic Travel Tracking System** - The Diplomatic Travel Tracking System contains a list of diplomats/consular officers from specific countries who have submitted notifications to travel throughout the US.

## **MANUAL FOREIGN POLICY INFORMATION SYSTEMS**

**Defense Trade Application System (DETAS)** – DETAS integrates multiple data bases containing millions of electronic records in support of various legal and policy responsibilities of the Department of State concerning the export of defense equipment and technology and to enhance the overall automated processing of documents. DETAS assists in the processing and monitoring of defense trade licensing and compliance activities. DETAS is supported and supplemented by thousands of hard copy records. DETAS contains Classified information.

**Info Access Programs Records System (IAPRS)** – IAPRS consists of manual information systems that deal with public access to official records of the Department of State. IAPRS consists of three manual subsystems: Declassification Files Management System (DFM); FOIA Files Management System (FFM), and Privacy Act Files Management System (PAFM). IAPRS contains CLASSIFIED information.

**DOS Strategic and Performance Planning System (SPPS)** – SPPS relates to three reports required of the Department under the Government Performance and Results Act of 1993: the Department of State Strategic Plan, the Department

of State Annual Performance Plan, and the Department of State Annual Program Performance Report. SPPS contains CLASSIFIED information.

## **INTELLIGENCE AND SECURITY INFORMATION SYSTEMS**

**Counter-Intelligence Data Base (CIDB)** – The Counter-Intelligence Database allows the Bureau of Diplomatic Security to perform the mission to deter, detect, and neutralize the efforts of foreign intelligence agencies against Department of State employees. CIDB contains CLASSIFIED information.

**INR Information Support System (INRISS)** – INRISS is a classified information message handling system used to process, disseminate, and produce all-source intelligence information. The system is connected to other intelligence community agencies providing access to electronic mail and remote databases, systems and applications via intelligence community sponsored networks. INRISS operating environment is Windows/NT desktop/server and is available to every INR analyst at his or her desktops.

**Intelligence Research Information System (IRIS)** – Intelligence Research Information System is an automated message handling system designed to provide efficient support for intelligence analysts to profile large quantities of data from multiple sources and build threat assessments. IRIS contains CLASSIFIED information.

**Overseas Security Advisory Council Electronic Database (OSAC EDB)** – The Overseas Security Advisory Council (OSAC) Electronic Data Base contains security alert information for worldwide countries. The data is intended to alert American firms, that have locations or business interests in the affected locales, to security conditions such as terrorist activity, crime against expatriates, or civil unrest, that may have an adverse impact on private sector facilities or personnel.

**Records Analysis Management System (RAMS)** – The RAMS Database allows all Field Offices, Resident Agent Offices (RAO) and the Bureau of Diplomatic Security to track, maintain, and efficiently share law enforcement investigative case information. RAMS contains CLASSIFIED information.

**Security Environment Information System (SEIS)** – The SEIS Database allows the Bureau of Diplomatic Security to perform the mission to track worldwide incidents and threats against U.S. Diplomatic facilities and personnel. SEIS contains CLASSIFIED information.

## **CONSULAR INFORMATION SYSTEMS**

**Automated Cash Register System (ACRS)** – ACRS is the Consular Affairs Bureau's automated cash register system. When cashiers collect fees for consular services, the transactions are recorded through this system.

**American Citizen Services (ACS)** – ACS maintains registration records of US citizens, welfare and whereabouts records, arrest case tracking, passport issuance files, reports of birth or death abroad of U.S. citizens, records of citizenship claims and losses, and reference lists of foreign doctors and lawyers available to U.S. citizens. It maintains a U.S. citizen alert warden system for emergencies, documents repatriations and other emergency assistance, updates the post's directory of registration, passport, and arrest data, performs passport name-checks, and runs the Machine Readable Passport (MRP) system. Subsystems of ACS are the International Parental Child Abductions system (IPCA) and the Consular Lost and Stolen Passport database (CLASP).

**Passport's Acceptance Facility Database Application (AFDB)** – AFDB is available both in the Department's intranet environment and also on the public internet domain. This service provides information for anyone, including the general public on all and any facilities in the United States where one can apply for an U.S. passport.

**Consular Lookout and Support System (CLASS)** – The principal name-check system for visas and passports. The Distributed Name-Check System (DNC) provides backup name-checks against a copy of the visa name-check database, which is distributed on compact disk (cd). The Passport Back-up Name-Check system provides similar capability for the passport name-check database.

**Immigrant Visa System (IV)** – The primary IV system functions are petition case management, case applicant management, and visa allocation management. The system provides for issuance and refusal of immigrant visas. Corollary systems for the processing of immigrants include the Diversity Immigrant Visa Information System (DVIS), the Immigrant Visa/Diversity Visa System (IV/DV), the Immigrant Visa Allocation Management System (IVAMS), and the Immigrant Visa Information System (IVIS).

**Non-Immigrant Visa System (NIV)** – NIV is used to schedule interviews, receive applications and documents, perform local file and Consular Lookout & Support System (CLASS) name-checks, record officers' decisions, and print and account for visas and foils. NIV updates visa refusal information to CLASS and distributes issuance and refusal information to a domestic repository.

**Travel Document Issuance System (TDIS)** – TDIS is the automated passport system used by domestic passport offices to issue machine-readable passports.

The Passport Records Imaging Systems (PRISM) and Passport File Miniaturization (PFM) are corollary passport systems consisting of passport application records.

**Visa Information System and Tracking of Applicants (VISTA)** – VISTA indexes Visa Office files providing a system for assigning case action, allowing on-line case inquiries, tracking logged out files, and generating statistical and management reports.

## **HUMAN RESOURCES INFORMATION SYSTEMS**

**Global Employee Management System (GEMS)** – GEMS is an on-line information system providing employment and payroll data for all direct-hire Department of State employees and is the primary system for processing Department of State personnel actions. Employment and position data are updated for each personnel-related action.

**Integrated FS Assignment Management Application (IFSAMA)** - The purpose of this application is to aid the Department of State in the selection and processing of assignments for Foreign Service Officers around the world. The process includes identifying open positions, processing the bids for each position, selecting the candidates, verifying candidate eligibility, and producing the required documentation to transfer the candidates and their dependents.

**Integrated Medical Information Management System (IMIMS)** - IMIMS creates and electronically transmits medical clearance data to the Department of State's Bureau of Human Resources. IMIMS provides archival and retrieval of medical records, maintains patient demographics, tracks patient charts, schedules appointments, maintains a Health Unit directory, and provides an interface for tracking laboratory results that flags abnormal test results.

**Student Training and Management System (STMS)** – STMS is a commercial off-the-shelf (COTS) application that was customized to provide enhanced functions to meet the requirements of the Foreign Service Institute (FSI). STMS is the system of record for training provided by FSI to Department of State employees.

## **FINANCIAL INFORMATION SYSTEMS**

**Consolidated American Payroll Processing System (CAPPS)** – CAPPS provides payroll services to over 20,000 domestic and overseas Foreign Service, General Services, and Personal Service Contractor personnel. In addition, CAPPS has important and complex interrelationships with the Department's Global Employee Management System (GEMS).

**Central Financial Management System (CFMS)** – CFMS, based upon the proprietary Federal Financial System (FFS) from American Management Systems Inc., provides highly flexible financial accounting, funds control, management accounting, and financial reporting processes. The system is comprised of subsystems that work together to maintain the Department's spending budget, support the buying of goods/services and the paying of vendors, record general ledger entries using the Standard General Ledger at the transaction level, report to Treasury and OMB, verify data accuracy and properly clear and close ledgers and journals. The subsystems include budget execution, travel, purchasing, accounts payable, accounts receivable, planning, automated disbursements, general ledger, annual closing, and external reporting among others.

**Central Resource Management System (CRMS)** - CRMS supports budget, planning, and resource management in the areas of: central budget planning, budget formulation and presentation, reimbursements processing for the foreign affairs administration, and detailed financial planning and accounting for the Department's regional, functional, and management bureaus. The data that is collected and maintained by the system will provide the Bureau of Financial Management and Policy's Office of Budget and Planning (FMP/BP) with detailed financial information. The information will contain prior, current and budget year funding and resource requirements for the Department as they are planned, monitored, administered, and presented to the Office of Management and Budget and the U.S. Congress for appropriations purposes.

**Foreign Affairs Retirement & Disability System (FARADS)** – FARADS is an annuity system for participants in the Foreign Service Retirement systems. It also computes, disburses and tracks payments and benefits for certain non-annuitants who are entitled due to either special provisions of the law or court order.

**Foreign Service Nationals Payroll System (FSN Pay)** – FSN Pay processes payroll for Foreign Service National employees of the Department of State and other agencies. There are three installations of the system, one in each of the overseas Financial Service Centers (Bangkok; Charleston, SC; and Paris), servicing FSN employees at posts in the respective regions.

**International Cooperative Administrative System (ICASS)** – ICASS provides a budgeting and cost distribution software system. The system is comprised of post software, financial service center software, and a global database. This system supports the policies and procedures to equitably distribute the costs of shared administrative services to all participating agencies in ICASS. The ICASS software system provides the means to manage budgets, budget reporting, and cost distribution (invoicing and invoice reporting).



**Overseas Financial Management System (OFMS)** – OFMS provides centralized accounting and disbursing services to US diplomatic posts overseas. OFMS functions include reference file maintenance and processing, budget execution, bank account reconciliation, cashier monitoring, cash management, vouchering, disbursing in both US and foreign currencies, daily, monthly, and yearly job streams, allotment accounting, and archival processing. There are two installations of this system in Financial Service Center (FSC) in Bangkok (servicing East Asia, South Asia and Pacific posts) and in FSC Charleston (servicing Western Hemisphere and some European posts).

**Financial Service Center (FSC) Paris Accounting & Disbursing System (Paris A & D)** – Paris A & D provides centralized accounting and disbursing services to U.S. diplomatic posts in Europe, Africa, Near East and Central Asia. Paris A & D functions include accounting, disbursing via check writing and electronic funds transfers in both US and foreign currencies, bank account reconciliation, cashier monitoring, cash management, reference file maintenance and processing, vouchering and accounts payable, daily, monthly, and yearly job streams, allotment accounting, and archival processing. The single installation of this system is in Financial Service Center (FSC) Paris.

## **ADMINISTRATIVE INFORMATION SYSTEMS**

**Allowances Information System (AIS)** - The Bureau of Administration/Operations/Allowances (A/OPR/ALS) is responsible for administering the allowances and differentials program for all civilian U.S. government employees assigned in foreign areas. The AIS contains seven separate modules which are interdependent (Exchange Rates, Per Diem, Cost of Living, Living Quarters, Post Differential, Education, and Standards and Regulations). Each module draws upon pertinent data entered into other modules to assist in calculating allowance levels for individual posts, preparing and printing memos, cables and generating reports that are distributed to U.S. Government agencies and uploaded to the Department of State web page, which is available to the U.S. public. Two files are exported from AIS and sent to the Department of Defense, and the other to the Department of State's Foreign Building Office (FBO).

**Document Authentication Retrieval and Tracking System (DARTS)** - The Bureau of Administration, Operations, General Services Management, Authentications (A/OPR/GSM/AUTH), uses DARTS to facilitate its document authentication, retrieval and tracking responsibilities. DARTS generates certificates, which certify that documents adhere to international laws governing trade and other critical areas.

**Enhanced Automated Procurement System (EAPCS)** - The Bureau of Administration, Logistics Management Acquisitions (A/LM/AQM) is responsible

for acquisition and procurement control of purchases for supplies or services made throughout the Department of State. EAPCS was developed to meet these requirements. The primary purpose of EAPCS is to record and process information, for contracts, as well as both small purchases (\$25,000 or less), and large purchases and contracts. EAPCS has external interfaces with the Department of State's Diplomatic Security's Property Accountability Management System (PAMS), Department of State's Central Financial Management System (CFMS), World Wide Procurement Database (WWPDB), Federal Procurement Database System (FPDS), Supply Automated Receiving System (SARS), and the Foreign Building Office's Voucher Tracking Application (VTA).

**Electronic Receipt System (ERS)** – The Bureau of Administration, Logistics Management Diplomatic Pouch and Mail (A/LM/ PMP/DPM) is responsible for the delivery and distribution of domestic and overseas Department mail. ERS is a tracking system used by Diplomatic Pouch and Mail to track all incoming and outgoing mail for appropriate distribution.

**Grant Request Annual Submission Program (GRASP)** - The Bureau of Administration, Office of Operations, Overseas Schools, (A/OPR/OS) endeavors to enhance the quality and availability of educational opportunities for dependents of U.S Government and Contractor employees, and other Americans located overseas. GRASP is used by overseas schools to develop and generate grant requests, supply information on courses and instructors, and to request assistance from the Office of Overseas Schools (OS). Posts examine a school's grant request by way of the GRASP application, before submitting the data to A/OPR/OS where it is imported to the Overseas American Schools Information System (OASIS).

**Logistics Management Information System (LMIS)** – LMIS is a warehouse and inventory management system used by the Bureau of Administration, Logistics Management, Operations Division (A/LM/OPS/WLC), and IRM Program Offices. The primary functions of LMIS include; ordering, receiving, shipping, storage, and tracking Department of State program equipment.

**Non-Expendable Property Management System (NEPA)** – NEPA is used by Department of State overseas and domestic sites, to track and record all Department owned non-expendable property, from receipt through disposal. The Bureau of Administration, Logistics Management, Program Management and Policy Division, Property Management Branch, (A/LM/PMP/BA//PM), provides application assistance and program guidance to NEPA users.

**Overseas American Schools Information System (OASIS)** - The Bureau of Administration, Office of Operations, Overseas Schools, (A/OPR/OS) endeavors to enhance the quality and availability of educational opportunities for dependents of U.S Government and Contractor employees, and other Americans located overseas. OASIS is used to develop, generate and track the status of

grants as well as analyze data contained in grant requests. OASIS interfaces with the Department of States' Central Financial Management System (CFMS).

**Post Real Property Application (POST RPA)** – POST RPA provides database of real property inventory data from posts.

**Supply Automated Receiving System (SARS)** - The Bureau of Administration, Logistics Management, Operations, Washington Logistics Center, Material (ALM/OPS/WLC/MAT) is to provide services essential to the delivery of goods purchased by the Department of State, and other U.S Government agencies for both domestic offices and foreign posts. SARS functionality provides for requisitioning and order entry, delivery and receiving, inventory management, shipping, billing, database query, report generation. SARS interfaces are provided to the Office of Foreign Service Building's (FBO) Acquisition Management System (AMS).

**State Transportation and Tracking System (STATS)** - The Bureau of Administration, Logistics Management, Operations, Transportation and Travel Management, (A/LM/OPS/TTM) provides services for shipping personal effects and supplies going to, and coming from overseas posts and domestically. STATS is used to track a shipments progress. It consolidates specific information pertaining to the shipment, which includes the government and commercial agents involved in the move, the characteristics of the shipment, its funding and its disposition. STATS interfaces with the Department of State's Central Financial Management System (CFMS); the Department's Supply Automated Receiving System (SARS); the Department's Human Resources' Integrated Foreign Service Assignment Management Application (IFSAMA); and with various other U.S. Government Foreign Service Agencies.