

**RECORD SOURCE CATEGORIES:**

The employer of the subject individual.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-6****SYSTEM NAME:**

EIA Customer Data Base.

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

U.S. Department of Energy (DOE), Energy Information Administration (EIA), 1000 Independence Avenue, SW., Washington, DC 20585.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM**

Persons requesting energy related information.

**CATEGORIES OF RECORDS COVERED BY THE SYSTEM:**

The following information may be maintained in the system: EIA contact name, date of contact, contact method, address, e-mail address, telephone number, fax number, description of information or services requested, description of services, and energy interests.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 7101 *et seq.* and 50 U.S.C. 2401 *et seq.*

**PURPOSE(S):**

The records are used and maintained by the DOE to analyze, evaluate and better serve EIA customers, their needs, and their interests.

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

A record from the system may be disclosed as a routine use to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties. Those provided information under this routine use are subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

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

Records may be stored as paper records and electronic media.

**RETRIEVABILITY:**

Records may be retrieved by name, e-mail address, or telephone number.

**SAFEGUARDS:**

Paper records are maintained in locked cabinets and desks. Electronic records are controlled through established DOE computer center procedures (personnel screening and physical security), and they are password protected. Passwords are known only by the system manager. Access is limited to those whose official duties require access to the records.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.

**SYSTEM MANAGER(S) AND ADDRESS:**

Administrator, Energy Information Administration, U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.

**NOTIFICATION PROCEDURES:**

In accordance with the DOE regulation implementing the Privacy Act, at title 10 Code of Federal Regulations, part 1008, a request by an individual to determine if a system of records contains information about him/her should be directed to the Director, Headquarters Freedom of Information Act and Privacy Act Group, U. S. Department of Energy, or the Privacy Act Officer at the appropriate address identified above under "System Locations." For records maintained by Laboratory or Area Office, request should be directed to the Privacy Act Officer at the Operations Office that has jurisdiction over that office or facility. The request should include the requester's complete name, time period for which records are sought, and the office location(s) where the requester believes the records are located.

**RECORDS ACCESS PROCEDURES:**

Same as Notification Procedures above. Records are generally kept at locations where the work is performed. In accordance with the DOE Privacy Act regulation, proper identification is required before a request is processed.

**CONTESTING RECORD PROCEDURES:**

Same as Notification Procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-7****SYSTEM NAME:**

Whistleblower Investigation, Hearings, and Appeals Records.

**SECURITY CLASSIFICATION:**

Classified and unclassified.

**SYSTEM LOCATION:**

These records are maintained at the Office of Hearings and Appeals, U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585-0107.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current and former employees of the Department of Energy (DOE) including National Nuclear Security Administration (NNSA) employees, contractors and subcontractors whose complaints are received at the Office of Hearings and Appeals pursuant to title 10, Code of Federal Regulations, part 708, and pursuant to Section 3164 of the National Defense Authorization Act for FY 2000, Pub. L. 106-65, codified at 42 U.S.C. 7239.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Whistleblower reprisal complaints; names, social security numbers, work and home addresses and telephone numbers, job titles, series, grade or pay levels; organization information; supervisors' names and telephone numbers; copies of employee records such as personnel actions, performance appraisals, pay and leave records, and security clearance documents; management reports; witness statements; affidavits; checklists; notes; reports of investigation; and relevant correspondence.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401 *et seq.*; 42 U.S.C. 2201(b), (c), (l), (p), 5814, 5815, 7251, 7254, 7255, 7257; 42 U.S.C. 7239.

**PURPOSE(S):**

The records are maintained and used by the DOE to document and resolve complaints made by employees of DOE and its contractors and subcontractors who allege retaliation by their employer for disclosure of information concerning danger to public or worker health or safety, substantial violations of law, or gross mismanagement; for participation in Congressional proceedings; or for refusal to participate in dangerous activities.