

Independence Avenue, SW.,
Washington, DC 20585.

U.S. Department of Energy,
Headquarters, Germantown, 19901
Germantown Road, Germantown, MD
20585.

U.S. Department of Energy, Alaska
Power Administration, Federal Records
Center, San Point Way, NE., Seattle, WA
98115.

U.S. Department of Energy, NNSA
Service Center Albuquerque, PO Box
5400, Albuquerque, NM 87185-5400.

U.S. Department of Energy,
Bonneville Power Administration, PO
Box 3621, Portland, OR 97208.

U.S. Department of Energy, Chicago
Operations Office, 9800 South Cass
Avenue, Argonne, IL 60439.

U.S. Department of Energy, Golden
Field Office, 1617 Cole Boulevard,
Golden, CO 80401.

U.S. Department of Energy, Idaho
Operations Office, 850 Energy Drive,
Idaho Falls, ID 83401.

U.S. Department of Energy, National
Energy Technology Laboratory
(Morgantown), PO Box 880,
Morgantown, WV 26507.

U.S. Department of Energy, National
Energy Technology Laboratory
(Pittsburgh), PO Box 10940, Pittsburgh,
PA 15236-0940.

U.S. Department of Energy, National
Petroleum Technology Office, William
Center Tower One, 1 West Third Street,
Suite 1400, Tulsa, OK 74103.

U.S. Department of Energy, Office of
Naval Reactors, Crystal City, VA 22202.

U.S. Department of Energy, NNSA
Service Center Nevada, PO Box 98518,
Las Vegas, NV 89193-8518.

U.S. Department of Energy, Oak Ridge
Operations Office, PO Box 2001, Oak
Ridge, TN 37831.

U.S. Department of Energy, NNSA
Service Center Oakland, 1301 Clay
Street, Oakland, CA 94612-5208.

U.S. Department of Energy, Ohio
Field Office, PO Box 3020, Miamisburg,
OH 45343-3020.

U.S. Department of Energy, Richland
Operations Office, 825 Jadwin Avenue,
PO Box 550, Richland, WA 99352.

U.S. Department of Energy, Rocky
Flats Field Office, 10808 Highway 93,
Unit A, Golden, CO 80403-8200.

U.S. Department of Energy, Savannah
River Operations Office, PO Box A,
Aiken, SC 29801.

U.S. Department of Energy,
Schenectady Naval Reactors Office, PO
Box 1069, Schenectady, NY 12301.

U.S. Department of Energy,
Southeastern Power Administration,
1166 Athens Tech Road, Elberton, GA
30635-4578.

U.S. Department of Energy,
Southwestern Power Administration,

Williams Tower One, One West Third
Street, Tulsa, OK 74103.

U.S. Department of Energy, Strategic
Petroleum Reserve Project Office, 900
Commerce Road East, New Orleans, LA
70123.

U.S. Department of Energy, Western
Area Power Administration, PO Box
3402, Golden, CO 80401.

U.S. Department of Energy, Office of
Repository Development, PO Box
364629, North Las Vegas, NV 89036-
8629.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are now, or have
been, under an IPA agreement to or from
the Department of Energy (DOE) and the
National Nuclear Security
Administration (NNSA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, home and work addresses,
social security number, home and work
telephone numbers, salary, and related
correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401
et seq.; 5 U.S.C. chapter 33, subchapter
VI, and 5 CFR part 334.

PURPOSE(S):

The records are maintained and used
by DOE to provide a basis for payments
under the terms of the IPA agreements,
provide employment histories, and
provide information for reports and
program evaluations.

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

1. A record from this system may be
disclosed to State and local
governments, institutions of higher
education, Federally Funded Research
and Development Centers, or other
“eligible” organizations for the purpose
of assigning prospective individuals for
temporary periods.

2. 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
Department 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 electronic
media and paper records.

RETRIEVABILITY:

Records may be retrieved by name or
social security 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:

Headquarters: Director, Human
Resources and Management, U.S.
Department of Energy, 1000
Independence Avenue, SW.,
Washington DC 20585.

Field Offices: The Personnel Officers
at the field locations listed above under
“Systems Locations” are the system
managers for their respective portions of
this system.

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.