

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:

Current and former Department of
Energy (DOE) employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

1. Child Care Tuition Assistance Program—Application forms for child care tuition assistance containing personal information, including employee's (parent) name, Social Security Number, grade, home and work telephone numbers, home address, salary and total family income, other child care subsidies, and each child's name and date of birth; earnings statements; income tax returns. 2. Transit Subsidy Program (Commuter Choice)—Application forms that contain personal information, including employee's name, Social Security Number, home and work telephone numbers, home address, and method(s) and cost(s) of commuting; and records of vouchers or payments distributed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Child Care Tuition Assistance Program—Pub. L. 106-58, section 643 and E.O. 9397; Transit Subsidy Program (Commuter Choice)—Transportation Equity Act of 1998, E.O. 13150, and 26 CFR parts 1 and 602.

PURPOSE(S):

The records are used by the Department to determine eligibility for a program, administer the program, make payments to child care providers or providers of transportation and/or parking services, and/or reimburse employees for transportation and/or parking expenses.

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 as a routine use to local and state officials and child care providers in determining eligibility for child care tuition assistance that is available through their programs.

2. A record from this system may be disclosed as a routine use to a panel of DOE employees to determine the amount of the child care subsidy with names and Social Security Numbers deleted.

3. A record from this system may be disclosed as a routine use to other agency and/or public transportation officials when they assist in administering the Department's transit subsidy program.

4. A record from this system may be disclosed to union officials acting in their official capacity as a representative of the affected employee under 5 U.S.C. chapter 71.

5. A record from this system may be disclosed to a member of Congress submitting a request involving a constituent when the constituent has requested assistance from the member concerning the subject of the record; the member must provide a copy of the constituent's request for assistance.

6. A record from this system may be disclosed as a routine use for the purpose to investigate, settle a claim, or prepare and conduct litigation to (a) a person representing the Department or assisting in such representation; (b) others involved in the matter, their representatives, and persons assisting such persons; and (c) witnesses, potential witnesses, their representatives and assistants, and any other persons possessing information pertaining to the matter when it is necessary to obtain information or testimony relevant to the matter.

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 data.

RETRIEVABILITY:

Records may be retrieved by the name of the applicant or other personal identifier, such as a Social Security Number.

SAFEGUARDS:

Paper records are maintained in locked cabinets and desks. Electronic records are controlled through established computer procedures within DOE and its representatives and they are

password protected. Passwords in DOE computer systems 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 records schedules that have been approved by NARA.

SYSTEM MANAGER(S) AND ADDRESS(ES):

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

Field Offices: The Human Resources Directors of the "System Locations" listed above are the system managers for their respective portions of this system.

NOTIFICATION PROCEDURES:

In accordance with the DOE regulation implementing the Privacy Act, 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 Division, U.S. Department of Energy, or the Privacy Act Officer at the appropriate address identified above under "System Locations." The request should include the requester's complete name, time period for which records are sought, and the geographical location(s) where the requester believes the records are located.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above. Records generally are 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 RECORDS PROCEDURES:

Same as Notification procedures above.

RECORD SOURCE CATEGORIES:

The applicant, and applicable management officials, child care subsidy providers, transportation officials, and reports.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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SYSTEM NAME:

Accounts Payable Financial System.