

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

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

U.S. Department of Energy, Sandia Site Office, 7011 E Avenue, Albuquerque, NM 87123.

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

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

Current and former Department of Energy (DOE) and National Nuclear Security Administration employees, current and former DOE contractor employees, and employees of other Federal agencies authorized access to special categories of classified information and compartmentalized DOE facilities and/or areas.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Names of individuals, social security numbers, letters and memoranda, and status reports relating to authorized access to special categories of classified information and compartmentalized DOE facilities and/or areas.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 7101; 50 U.S.C. 2401; 5 U.S.C. 301; Atomic Energy Act of 1954, as amended; Department of Energy Organization Act, including authorities incorporated by reference in Title of the Department of Energy Organization Act; DOE M 471.2-4, Executive Order 12333; Executive Order 12968; Federal Personnel Manual, Chapters 731 and 736.

#### **PURPOSE(S):**

The records are maintained and used by DOE to verify individuals who are authorized access to special categories of classified information and compartmentalized DOE facilities and/or areas.

#### **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 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, and

2. A record from this system may be disclosed as a routine use to other federal agencies or departments for

determining individuals who have access to classified information generated by these agencies.

3. A record from the system may be disclosed as a routine use to the appropriate local, State or Federal agency when records alone or in conjunction with other information, indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program pursuant thereto.

4. A record from this system may be disclosed as a routine use to a member of Congress submitting a request involving a constituent when the constituent has requested assistance from the member of Congress with respect to the subject matter of the record. The member of Congress must provide a copy of the constituent's request for assistance.

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

##### **STORAGE:**

A record may be stored as paper records, microfiche, and electronic media.

##### **RETRIEVABILITY:**

Records may be retrieved by name.

##### **SAFEGUARDS:**

Paper records and microfiche are maintained in locked General Services Administration approved security containers. Electronic records are controlled through established DOE computer center procedures (personnel screening and physical security), and they are locked in General Services Administration approved security containers. Access is limited to those whose official duties require access to the records on a strict need-to-know basis.

##### **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, Office of Security, U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.

Field Offices: The Managers 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, 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 a Laboratory or an Area Office, the 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 DOE's 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, present and former DOE employees and contractor employees; publicly available material; other agencies within the Intelligence Community; other offices and elements within DOE; and other federal agencies and official records.

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

This system is exempt under subsection (k)(1) of the Privacy Act to the extent that information within the System meets the criteria of those subsections of the Act. Such information has been exempted from the provisions of subsections (c)(3), and (e)(1) of the Act. See the Department's Privacy Act regulation at Title 10, Code of Federal Regulations, part 1008.

#### **DOE-45**

##### **SYSTEM NAME:**

Weapon Data Access Control System (WDACS).

##### **SECURITY CLASSIFICATION:**

Unclassified.

##### **SYSTEM LOCATION:**

Headquarters: U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.