

1000 Independence Avenue, SW.,  
Washington, DC 20585.

Field Offices: The Managers of the "System Location(s)" listed above are the system managers for their respective portions of the 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 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 individual's Personnel Security File, and DOE staff.

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

This system is exempt under subsections (k)(1), (k)(2), and (k)(5) 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), (d), and (e)(1) of the Act; see the Department's Privacy Act regulation at Title 10, Code of Federal Regulations, part 1008.

#### DOE-48

#### SYSTEM NAME:

Security Education and/or Infraction Reports.

#### SECURITY CLASSIFICATION:

Classified.

#### SYSTEM LOCATION:

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

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

U.S. Department of Energy, Amarillo  
Site Office, Highway 60 FM2373,  
Amarillo, TX 79120.

U.S. Department of Energy, Carlsbad  
Field Office, 4021 National Parks  
Highway, Carlsbad, NM 88220.

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

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

U.S. Department of Energy, Kansas  
City Site Office, 2000 E. 95th Street,  
Kansas City, MO 64141-3202.

U.S. Department of Energy, Sandia  
Site Office, Pennsylvania & H Street,  
Albuquerque, NM 87185-5400.

U.S. Department of Energy, Los  
Alamos Site Office, 528 35th Street, Los  
Alamos, NM 87544.

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, Pittsburgh  
Naval Reactors Office, PO Box 109, West  
Mifflin, PA 15122-0109.

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, PO Box  
1069, Schenectady, NY 12301.

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

Department of Energy (DOE) and  
National Nuclear Security  
Administration employees and DOE  
contractor employees possessing DOE  
access authorizations.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Records of security education  
briefings, and investigative and  
summary reports of security infraction  
incidents.

#### 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 maintained and used  
by the Department to inform individuals  
of their responsibilities for protecting  
classified matter, and the procedures  
established by the Department to ensure  
authorized disclosure.

#### 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 for the  
purpose of an investigation, settlement  
of claims, or the preparation and  
conduct of litigation to a (1) person  
representing the Department in the  
investigation, settlement or litigation,  
and to individuals assisting in such  
representation; (2) others involved in  
the investigation, settlement, and  
litigation, and their representatives and  
individuals assisting those  
representatives; (3) witness, potential  
witness, or their representatives and  
assistants, and any other person who  
possesses information pertaining to the  
matter, when it is necessary to obtain  
information or testimony relevant to the  
matter.

2. A record from this system may be  
disclosed as a routine use in court or  
administrative proceedings to the  
tribunals, counsel, other parties,  
witnesses, and the public (in publicly  
available pleadings, filings or discussion  
in open court) when such disclosure: (1)  
Is relevant to, and necessary for, the  
proceeding; and (2) is compatible with  
the purpose for which the Department  
collected the records; and (3) the  
proceedings involve:

(a) The Department, its predecessor  
agencies, current or former contractors  
of the Department, or other United  
States Government agencies and their  
components, or

(b) A current or former employee of  
the Department and its predecessor  
agencies, current or former contractors  
of the Department, or other United  
States Government agencies and their  
components, who is acting in an official  
capacity, or in any individual capacity  
where the Department or other United  
States Government agency has agreed to  
represent the employee.

3. A record from the system may be  
disclosed as a routine use to a Federal,  
State, or local agency to obtain  
information relevant to a Departmental  
decision concerning the hiring or  
retention of an employee, the issuance  
of a security clearance, the letting of a  
contract, or the issuance of a license,  
grant, or other benefit. The Department  
must deem such disclosure to be  
compatible with the purpose for which