

4. A record from this system of records may be disclosed to a Federal agency to facilitate the requesting agency's decision concerning the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. The Department must deem such disclosure to be compatible with the purpose for which the Department collected the information.

5. 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.

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

7. 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 paper records and electronic media.

RETRIEVABILITY:

Records may be retrieved by name.

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

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

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 location where the work is performed. In accordance with the DOE Privacy Act regulation, proper identification is required before a request is processed.

RECORD SOURCE CATEGORIES:

The subject individual, physicians, and persons administering the tests.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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SYSTEM NAME:

Counterintelligence Administrative and Analytical Records and Reports.

SECURITY CLASSIFICATION:

Classified and unclassified.

SYSTEM LOCATION:

U.S. Department of Energy (Headquarters), Office of Counterintelligence, 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, Chicago Operations Office, 9800 Cass Ave., Argonne, IL 60439.

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

U.S. Department of Energy, Livermore Site Office, PO Box 808, L-062, Livermore, CA 94551.

U.S. Department of Energy, Lockheed Martin Idaho Technology, PO Box 1625, M/S 2800, Idaho Falls, ID 83415-2800.

U.S. Department of Energy, Los Alamos National Laboratory, Mail Station 5000, PO Box 1663, Los Alamos National Laboratory, NM 87545.

U.S. Department of Energy, Martin Lockheed Energy Systems, PO Box 2009, Oak Ridge, TN 37831-8107.

U.S. Department of Energy, Mason & Hangar—Silar Mason, Co., Inc., Pantex Plant, Bldg 11-54, PO Box 30020, Amarillo, TX 79177.

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 E, Oak Ridge, TN 37830.

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

U.S. Department of Energy, Ohio Field Office. Mound Plant, PO Box 3000, OSE-4, Miamisburg, OH 45343.

U.S. Department of Energy, Pacific Northwest Laboratory, 902 Battelle Blvd., PO Box 999, Richland, WA 99352.

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

U.S. Department of Energy, Rocky Flats Field Office, 10808 Highway 93, Unit A, Golden, CO 880403-8200.

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

U.S. Department of Energy, Sandia National Laboratory, PO Box 969, M/S 9020, Livermore, CA 94551-0969.

U.S. Department of Energy, Sandia National Laboratory, Org 7400, PO Box 5800, M/S 0173, Albuquerque, NM 87185.

U.S. Department of Energy, Westinghouse Hanford Co., PO Box 1970, Richland, WA 99352.

U.S. Department of Energy, Worldwide Security Service Ltd., Rocky Flats Environmental Technology Site, PO Box 464, T893B, Golden, CO 80402-0464