

**Subpart D—Maintenance and  
Establishment of Systems of Records**

- 1008.20 Content of systems of records.  
 1008.21 Collection of information by DOE about an individual for a system of records.  
 1008.22 Use and collection of social security numbers.  
 1008.23 Public notice of systems of records.  
 1008.24 Criminal penalties—failure to publish a system notice.

**AUTHORITY:** Dept. of Energy Organization Act, Pub. L. 95-91, Executive Order 12091, 42 FR 46267, Privacy Act of 1974, Pub. L. 93-579 (5 U.S.C. 552a).

**SOURCE:** 45 FR 61577, Sept. 16, 1980, unless otherwise noted.

**Subpart A—General Provisions**

**§ 1008.1 Purpose and scope.**

(a) This part establishes the procedures to implement the Privacy Act of 1974 (Pub. L. 93-579, 5 U.S.C. 552a) within the Department of Energy.

(b) This part applies to all systems of records, as defined in § 1008.2(m), maintained by DOE.

(c) This part applies to all divisions within the DOE, and to the personnel records of the Federal Energy Regulatory Commission (FERC), which are maintained by DOE on behalf of FERC. These regulations do not apply to other systems of records maintained by FERC. These regulations also apply to DOE contractors and their employees to the extent required by 5 U.S.C. 552a(m).

**§ 1008.2 Definitions.**

(a) *Department* or *Department of Energy (DOE)* means all organizational entities which are a part of the executive department created by title II of the Department of Energy Organization Act, Public Law 95-91, except the Federal Energy Regulatory Commission (FERC).

(b) *Director, Office of Hearings and Appeals* means the Director or his delegate.

(c) *DOE locations* means each of the following DOE components:

- (1) Alaska Power Administration, P.O. Box 50, Juneau, AK 88801.
- (2) Albuquerque Operations Office, P.O. Box 5400, Albuquerque, NM 87115.

**NOTE:** This office has cognizance over the following area offices: Amarillo, Dayton, Kansas City, Los Alamos, Pinellas, Rocky Flats and Sanria.

(3) Bartlesville Energy Technology Center, P.O. Box 1398, Bartlesville, OK 74003.

(4) Bonneville Power Administration, P.O. Box 3621, Portland, OR 97268.

(5) Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439.

**NOTE:** This office has cognizance over the Batvia and Brookhaven area offices and the New Brunswick laboratory.

(6) Grand Forks Energy Technology Center, P.O. Box 8213, University Station, Grand Forks, ND 58201.

(7) Grand Junction Office, P.O. Box 2567, Grand Junction, CO 81502.

(8) Headquarters, Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.

(9) Idaho Operations Office, 550 Second Street, Idaho Falls, ID 83401.

(10) Laramie Energy Technology Center, P.O. Box 3395, University Station, Laramie, WY 82070.

(11) Morgantown Energy Technology Center, P.O. Box 880, Morgantown, WV 26505.

(12) Nevada Operations Office, P.O. Box 14100, Las Vegas, NV 89114.

(13) Oak Ridge Operations Office, P.O. Box E, Oak Ridge, TN 37830.

(14) Oak Ridge Technical Information Center, P.O. Box 62, Oak Ridge, TN 37830.

(15) Pittsburgh Energy Technology Center, 4800 Forbes Avenue, Pittsburgh, PA 15213.

(16) Region I, Analex Building, Room 700, 150 Causeway Street, Boston, MA 02114.

(17) Region II, 26 Federal Plaza, Room 3206, New York, NY 10007.

(18) Region III, 1421 Cherry Street, 10th Floor, Philadelphia, PA 19102.

(19) Region IV, 1655 Peachtree Street, NE., 8th Floor, Atlanta, GA 30309.

(20) Region V, 175 West Jackson Boulevard, Room A-333, Chicago, IL 60604.

(21) Region VI, P.O. Box 35228, 2626 West Mockingbird Lane, Dallas, TX 75235.

(22) Region VII, Twelve Grand Building, 1150 Grand Avenue, Kansas City, MO 64106.

(23) Region VIII, P.O. Box 26247—Belmar Branch, 1075 South Yukon Street, Lakewood, CO 80226.

(24) Region IX, 111 Pine Street, Third Floor, San Francisco, CA 94111.

(25) Region X, 1992 Federal Building, 915 Second Avenue, Seattle, WA 98174.

(26) Richland Operations Office, P.O. Box 550, Richland, WA 99352.

(27) San Francisco Operations Office, 1333 Broadway, Wells Fargo Building, Oakland, CA 94612.

(28) Savannah River Operations Office, P.O. Box "A," Aiken, SC 29801.

(29) Southeastern Power Administration, Elberton, GA 30635.

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(30) Southwestern Power Administration, P.O. Drawer 619, Tulsa, OK 74101.

(31) Western Area Power Administration, P.O. Box 3402, Golden, CO 80401.

(d) *General Counsel* means the General Counsel provided for in section 202(b) of the Department of Energy Organization Act, or any DOE attorney designated by the General Counsel.

(e) *Headquarters* means all DOE facilities functioning within the Washington, DC metropolitan area.

(f) *Individual* means a citizen of the United States or an alien lawfully admitted for permanent residence, but does not include proprietorships, businesses, or corporations. Where appropriate, the term *individual* also includes a duly authorized representative of an individual.

(g) *Maintain* means maintain, collect, use, or disseminate.

(h) *Privacy Act Officer* means the person designated by the Director, Office of Administration, as responsible for administering the DOE's program for implementing the requirements of the Privacy Act of 1974 at the DOE locations listed at §1008.2(c).

(i) *Record* means any item, collection, or grouping of information about an individual that is maintained by or for the DOE including, but not limited, to education, financial transactions, medical history, and criminal or employment history, and that contains that individual's name, or other identifying number, symbol, or other identifying particulars assigned to the individual, such as a finger or voice print or photograph. See subsection (a)(4) of the Act.

(j) *Routine use* means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected. See subsection (a)(7) of the Act.

(k) *Statistical record* means a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by 13 U.S.C. 8. See subsection (a)(6) of the Act.

(l) *System Manager* means the DOE official who is responsible for a system of records as designated in the system no-

tice of that system of records published by DOE.

(m) *System of records* means a group of any records under DOE control from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particulars assigned to the individual. See subsection (a)(5) of the Act.

(n) *Act* means the Privacy Act of 1974, Public Law 93-579; references to subsections of the Act mean subsections of section 3 of the Act.

### §1008.3 Employee standards of conduct with regard to privacy.

(a) The Headquarters DOE Privacy Act Officer shall assure that DOE personnel are advised of the provisions of the Privacy Act, including the criminal penalties and civil liabilities provided therein, (subsections (g) and (i) of the Act), and that DOE personnel are made aware of their responsibilities: to protect the security of personal information to assure its accuracy, relevance, timeliness and completeness; to avoid unauthorized disclosure; and to insure that no system of records concerning individuals, no matter how insignificant or specialized, is maintained without public notice.

(b) DOE personnel shall:

(1) Collect or maintain no information of a personal nature about individuals unless relevant and necessary to achieve a purpose or carry out a responsibility of the DOE as required by statute or by Executive Order. See subsection (e)(1) of the Act and §1008.18(a).

(2) Collect information, wherever possible, directly from the individual to whom it pertains. See subsection (e)(2) of the Act and §1009.19(a).

(3) Inform individuals from whom information is collected of the authority for collection, the principal purposes for which the information will be used, the routine uses that will be made of the information, and the effects of not furnishing the information. See subsection (e)(3) of the Act and §1008.19(b).

(4) Collect, maintain, use or disseminate no information concerning an individual's rights guaranteed by the First Amendment, unless:

(i) The individual has volunteered such; or