

November 1, 2005

MEMORANDUM TO: Those on the Attached List

FROM: Edward T. Baker III, Director */RA/*  
Office of Information Services

SUBJECT: REMINDER OF PRIVACY ACT RESPONSIBILITIES

My staff will soon begin the FY2006 biennial review of the agency's Privacy Act systems of records, so this is a good opportunity to remind you of your responsibilities as Office Directors and Regional Administrators as stated in Management Directive (MD) 3.2, "Privacy Act." MD 3.2 provides the agency guidance for maintaining compliance with the Privacy Act of 1974, as amended (5 U.S.C. 552a). This guidance includes information on maintaining systems of records, individual access to and correction of records, collection of information from or about an individual, and responsibilities of employees who work with records containing information about individuals.

Under Organizational Responsibilities and Delegations of Authority, your responsibilities are:

- Ensure that all employees under your jurisdiction are informed of and comply with the provisions of MD 3.2.  
  
Helpful information, including MD 3.2 and a slide presentation on the Privacy Act can be found on NRC's internal Web site by clicking on "Policies and Procedures" then "Privacy Act."
- Provide adequate safeguards for Privacy Act records and develop a system security plan in accordance with MD 12.5, "NRC Automated Information Security Program," for each automated system of records under your control or purview. Review of the plan for automated records is part of the certification and accreditation process.
- Conduct periodic reviews of systems of records under your control to ensure compliance with guidelines and procedures implementing the Privacy Act.
- Inform the Privacy Program Officer or Freedom of Information Act/Privacy Act (FOIA/PA) Officer, Office of Information Services (OIS), about any new or contemplated systems of records or revisions to existing systems of records to carry out the functions of your office or region.

You should review all systems (paper and electronic) maintained by your office to identify any systems that contain personal information about individuals that are not already identified as a Privacy Act system of records. If any are identified, inform the Privacy Program Officer or FOIA/PA Officer.

A Privacy Act system of records is a group of records (paper or electronic) about individuals from which information is retrieved by an individual's name or personal identifier, such as a social security number, HRMS ID, or badge number, that uniquely identifies that individual. Attached, for your convenience, is a list of the current Privacy Act systems of records, including the names of the system managers, organized by responsible office.

- Prepare and include Privacy Act statements on forms (paper or electronic) used to solicit personal information from individuals that will be maintained in a system of records. This requirement is reviewed during the process for approving forms.

If you have any questions, please contact Sandra Northern, Privacy Program Officer, at 301-415-6879 or by e-mail.

Attachment: As stated

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Attachment: As stated

Distribution:

DOIS	R. Nichols	S. Northern	E. Hayden	G. Tracy	M. Gary
DDOIS	N. Hilton	B. Randall	L. Tremper	M. Givvines	P. Williams-Johnson
IRSD r/f	W. Burnside	E. Barnhill	L. Reidinger	C. Swanson	K. Gibson
FPT r/f	C. Harbaugh	C. Secor	C. Marcy	R. Bailey	S. Boone
RFPSB r/f	T. Rothschild	M. Scott	T. Rich	A. Bolduc	M. Beach
J. Jackson	J. Horn	J. Lobe	D. Trimble	S. Park	M. Itzkowitz
M. Fahey	J. Walker	S. Burrows	M. Lombard	S. Stewart	G. Wood
P. Smith	S. Wood	T. Stansbury	J. Royal	B. Dubinsky	A. Allen
K. Sotiropoulos					

ADAMS Document Title: Memo to Those on the Attached List from E. Baker, OIS -  
Reminder of Privacy Act Responsibilities  
ADAMS Accession No.: ML052860211

Non-Publicly Available      Non-Sensitive      \*See previous concurrence

OFFICE	FOIA/PA	FOIA/PA	RFPSB	IRSD	DDOIS
NAME	SSNorthern: <b>SSN*</b>	RANichols: <b>RAN*</b>	BJShelton: <b>BJS*</b>	JJLinehan: <b>JJL*</b>	JBSchaeffer: <b>JBS*</b>
DATE	10/13/2005	10/13/2005	10/17/2005	10/17/2005	10/26/2005
OFFICE	DOIS				
NAME	ETBaker: <b>ETB*</b>				
DATE	11/01/2005				

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED:

SUBJECT: REMINDER OF PRIVACY ACT RESPONSIBILITIES

	<u>Mail Stop</u>	
John T. Larkins, Executive Director, Advisory Committee on Reactor Safeguards/Advisory Committee on Nuclear Waste	T-2	E26
G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3	F23
Karen D. Cyr, General Counsel	O-15	D21
John F. Cordes, Jr., Director, Office of Commission Appellate Adjudication	O-16	C1
Jesse L. Funches, Chief Financial Officer	T-9	F4
Hubert T. Bell, Inspector General	T-5	D28
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
Rebecca L. Schmidt, Director, Office of Congressional Affairs	O-16	C1
Eliot B. Brenner, Director, Office of Public Affairs	O-2	A13
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
Luis A. Reyes, Executive Director for Operations	O-16	E15
Timothy F. Hagan, Director, Office of Administration	T-7	D26
Michael R. Johnson, Director, Office of Enforcement	O-14	E1
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Edward T. Baker, Director, Office of Information Services	T-6	F15
James F. McDermott, Director, Office of Human Resources	T-3	A2
Corenthis B. Kelley, Director, Office of Small Business and Civil Rights	T-2	C2
Jack R. Strosnider, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
James E. Dyer, Director, Office of Nuclear Reactor Regulation	O-5	E7
Carl J. Paperiello, Director, Office of Nuclear Regulatory Research	T-10	F12
Janet R. Schlueter, Director, Office of State and Tribal Programs	O-3	C10
Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response	T-4	D22a
Samuel J. Collins, Regional Administrator, Region I	RGN-I	
William D. Travers, Regional Administrator, Region II	RGN-II	
James L. Caldwell, Regional Administrator, Region III	RGN-III	
Bruce S. Mallett, Regional Administrator, Region IV	RGN-IV	

**CURRENT PRIVACY ACT SYSTEMS OF RECORDS LISTED BY RESPONSIBLE OFFICE**

<b>OFFICE</b>	<b>SYSTEM NUMBER</b>	<b>SYSTEM NAME</b>	<b>SYSTEM MANAGER</b>	<b>ADDITIONAL CONTACT PERSON</b>
ADM	NRC-1	Parking Permit Records	Cynthia Marcy, Chief Administrative Services Center	Renee Bailey
	NRC-5	Contracts Records Files	Mary Lynn Scott, Director, Division of Contracts	
	NRC-24	Property and Supply System	Cynthia Marcy, Chief Administrative Services Center	Sharon Boone
	NRC-26	Full Share Program Records	Cynthia Marcy, Chief Administrative Services Center	Renee Bailey
	NRC-35	Drug Testing Program Records	Sharon Stewart, Director, Division of Facilities and Security	Mark Lombard Christine Secor
	NRC-36	Employee Locator Records	Timothy F. Hagan, Office Director	Reggie Stansbury
	NRC-39	Personnel Security Files and Associated Records	Sharon Stewart, Director, Division of Facilities and Security	Mark Lombard Patricia Smith
	NRC-40	Facility Security Access Control Records	Sharon Stewart, Director, Division of Facilities and Security	Mark Lombard Cindy Harbaugh
HR	NRC-8	Employee Appeal, Grievances, and Complaints Records	Angela Bolduc, Chief Organization and Labor Relations	
	NRC-11	General Personnel Records (Official Personnel Folder and Related Records)	Jacqueline Jackson (Headquarters), Judith Royal (RI), Alma Allen (RII), Kostantina Sotiropoulos (RIII), Bart Dubinsky (RIV)	

<b>OFFICE</b>	<b>SYSTEM NUMBER</b>	<b>SYSTEM NAME</b>	<b>SYSTEM MANAGER</b>	<b>ADDITIONAL CONTACT PERSON</b>
	NRC-12	Child Care Tuition Assistance Program Records	James McDermott, Office Director	Carolyn Swanson
	NRC-13	Incentive Awards Files	James Horn, Manager Human Resources Services and Benefits	
	NRC-14	Employee Assistance Program Records	Jon Lobe, Manager, Employee Assistance and Wellness Services	
	NRC-17	Occupational Injuries and Illness Records	James McDermott, Office Director	Angela Bolduc
	NRC-19	Official Personnel Training Records	Kathy Gibson, Associate Director for Training and Development	Len Reidinger
	NRC-22	Personnel Performance Appraisals	Jacqueline Jackson (Headquarters), Judith Royal (RI), Alma Allen (RII), Kostantina Sotiropoulos (RIII), Bart Dubinsky (RIV)	
	NRC-28	Recruiting, Examining, and Placement Records	Jacqueline Jackson, Chief Human Resources Services and Operations	
	NRC-36	Employee Locator Records	Jacqueline Jackson, Chief Human Resources Services and Operations	
	NRC-42	Strategic Workforce Planning Records	Mary Ellen Beach, Chief, Workforce Planning and Information Management	Len Reidinger

<b>OFFICE</b>	<b>SYSTEM NUMBER</b>	<b>SYSTEM NAME</b>	<b>SYSTEM MANAGER</b>	<b>ADDITIONAL CONTACT PERSON</b>
	NRC-43	Employee Health Center Records	Jon Lobe, Manager, Employee Assistance and Wellness Services	
	NRC-44	Employee Fitness Center Records	Jon Lobe, Manager, Employee Assistance and Wellness Services	
NRR	NRC-16	Facility Operator Licensees Record Files (10 CFR Part 55)	David Trimble, Chief Operator Licensing and Human Performance Section	Edith Barnhill
NSIR	NRC-37	Information Security Files	Glenn Tracy, Director Division of Nuclear Security	Wayne Burnside
OCFO	NRC-20	Official Travel Records	Sandi Park, Chief, Payment Policy and Obligations Team	
	NRC-21	Payroll Accounting Records	Patrice Williams-Johnson, Chief, Time, Labor, and Payroll Services Team	
	NRC-32	Financial Transactions and Debt Collection Management Records	Mary Givvines, Director, Division of Financial Management	Leah Tremper
OE	NRC-3	Enforcement Actions Against Individuals	Michael Johnson, Office Director	Nick Hilton
	NRC-6	DOL Discrimination Cases	Michael Johnson, Office Director	Nick Hilton

OFFICE	SYSTEM NUMBER	SYSTEM NAME	SYSTEM MANAGER	ADDITIONAL CONTACT PERSON
OGC	NRC-4	Conflict of Interest Files	Trip Rothschild, Assistant General Counsel for Legal Counsel, Legislation, and Special Projects	
	NRC-33	Special Inquiry File (no records)	Records Manager Special Inquiry Group	
	NRC-41	Tort Claims and Personal Property Claims	Marvin L. Itzkowitz, Assistant General Counsel for Administration	
OI	NRC-23	OI Indices, Files and Associated Records	Guy Caputo, Office Director	Mary Kay Fahey
OIG	NRC-18	OIG Investigative Records	Hubert Bell, Inspector General	Maryann Grodin
OIS	NRC-7	Call Detail Records	Thomas Rich, Director Infrastructure and Computer Operations Division	Ben Randall
	NRC-10	Freedom of Information Act and Privacy Act Request Records	Russell Nichols, Freedom of Information Act and Privacy Act Officer	
	NRC-36	Employee Locator Records	Edward Baker, Office Director	Stanley Wood
	NRC-38	Mailing Lists	Gene Wood, Chief Reproduction and Distribution Services	
OPA	NRC-2	Biographical Information Records	Elizabeth Hayden, Deputy Director, OPA	



OFFICE	SYSTEM NUMBER	SYSTEM NAME	SYSTEM MANAGER	ADDITIONAL CONTACT PERSON
RES	NRC-27	Radiation Exposure Information and Reports System (REIRS)	Sheryl Burrows, REIRS Project Manager	
SBCR	NRC-9	Office of Small Business and Civil Rights Discrimination Complaint Files	Marva Gary, Civil Rights Program Manager	
SECY	NRC-25	Oral History Program	J. Samuel Walker, Historian	