

NUCLEAR REGULATORY COMMISSION

Privacy Act of 1974; Republication of Systems of Records Notices

**AGENCY:** Nuclear Regulatory Commission.

**ACTION:** Republication of Systems of Records Notices.

**SUMMARY:** The Nuclear Regulatory Commission (NRC) has conducted a comprehensive review of all its Privacy Act systems of records. The NRC is revising and republishing all its systems of records notices as a result of this review. The revisions are minor corrective and administrative changes that do not meet the threshold criteria established by the Office of Management and Budget (OMB) for either a new or altered system of records.

**EFFECTIVE DATE:** All revisions included in this republication are complete and accurate as of December 18, 2008.

**FOR FURTHER INFORMATION CONTACT:** Sandra S. Northern, Privacy Act Program Analyst, FOIA/Privacy Act Section, Records and FOIA/Privacy Services Branch, Information and Records Services Division, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, telephone: 301-415-6879; e-mail: [Sandra.Northern@nrc.gov](mailto:Sandra.Northern@nrc.gov).

## **SUPPLEMENTARY INFORMATION:**

### ***Republication of NRC's Revised Systems of Records Notices.***

With the exception of one new system of records and one new general routine use, these notices were last published in the Federal Register on October 10, 2006 (71 FR 59614). The new system of records was NRC-45, Digital Certificates for Personal Identity Verification Records, published in the Federal Register on December 22, 2006 (71 FR 77072), and became effective on January 31, 2007. The new general routine use applies to all of NRC's systems of records allowing disclosure to appropriate persons and entities for purposes of response and remedial efforts in the event that there has been a breach of data contained in the systems. This new routine use was published in the Federal Register on August 3, 2007 (72 FR 43297), and became effective on September 12, 2007. One system of records, NRC-13, Incentive Awards Files, has been revoked.

## **NUCLEAR REGULATORY COMMISSION PRIVACY ACT SYSTEMS OF RECORDS**

### ***NRC Systems of Records***

1. Parking Permit Records--NRC.
2. Biographical Information Records--NRC.
3. Enforcement Actions Against Individuals--NRC.
4. Conflict of Interest Files--NRC.
5. Contracts Records Files--NRC.
6. Department of Labor (DOL) Discrimination Cases--NRC.
7. Call Detail Records--NRC.
8. Employee Disciplinary Actions, Appeals, Grievances, and Complaints Records--NRC.
9. Office of Small Business and Civil Rights Discrimination Complaint Files--NRC.

10. Freedom of Information Act (FOIA) and Privacy Act (PA) Requests Records--NRC.
11. General Personnel Records (Official Personnel Folder and Related Records)--NRC.
12. Child Care Subsidy Program Records--NRC.
13. (Revoked.)
14. Employee Assistance Program Files--NRC.
15. (Revoked.)
16. Facility Operator Licensees Record Files (10 CFR Part 55)--NRC.
17. Office of Workers' Compensation Program Records--NRC.
18. Office of the Inspector General (OIG) Investigative Records--NRC.
19. Official Personnel Training Records--NRC.
20. Official Travel Records--NRC.
21. Payroll Accounting Records--NRC.
22. Personnel Performance Appraisals--NRC.
23. Office of Investigations Indices, Files, and Associated Records--NRC.
24. Property and Supply Records--NRC.
25. Oral History Program--NRC.
26. Transit Subsidy Benefits Program Records--NRC.
27. Radiation Exposure Information and Reporting System (REIRS) Files--NRC.
28. Merit Selection Records--NRC.
29. (Revoked.)
30. (Revoked.)
31. (Revoked.)
32. Office of the Chief Financial Officer Financial Transactions and Debt Collection Management Records--NRC.

33. Special Inquiry File--NRC.
34. (Revoked.)
35. Drug Testing Program Records--NRC.
36. Employee Locator Records--NRC.
37. Information Security Files and Associated Records--NRC.
38. Mailing Lists--NRC.
39. Personnel Security Files and Associated Records--NRC.
40. Facility Security Access Control Records--NRC.
41. Tort Claims and Personal Property Claims Records--NRC.
42. Strategic Workforce Planning Records--NRC.
43. Employee Health Center Records--NRC.
44. Employee Fitness Center Records--NRC.
45. Digital Certificates for Personal Identity Verification Records--NRC.

These systems of records are those systems maintained by the NRC that contain personal information about individuals from which information is retrieved by an individual's name or identifier.

The notice for each system of records states the name and location of the record system, the authority for and manner of its operation, the categories of individuals that it covers, the types of records that it contains, the sources of information in those records, and the routine uses of each system of records. Each notice also includes the business address of the NRC official who will inform interested persons of the procedures whereby they may gain access to and request amendment of records pertaining to them.

The Privacy Act provides certain safeguards for an individual against an invasion of personal privacy by requiring Federal agencies to protect records contained in an agency system

of records from unauthorized disclosure, ensure that information is current and accurate for its intended use, and that adequate safeguards are provided to prevent misuse of such information.

## **PREFATORY STATEMENT OF GENERAL ROUTINE USES**

The following routine uses apply to each system of records notice set forth below which specifically references this Prefatory Statement of General Routine Uses.

1. A record from this system of records which indicates a violation of civil or criminal law, regulation or order may be referred as a routine use to a Federal, State, local or foreign agency that has authority to investigate, enforce, implement or prosecute such laws. Further, a record from this system of records may be disclosed for civil or criminal law or regulatory enforcement purposes to another agency in response to a written request from that agency's head or an official who has been delegated such authority.

2. A record from this system of records may be disclosed as a routine use to a Federal, State, local, or foreign agency to obtain information relevant to an NRC decision concerning hiring or retaining an employee, letting a contract or issuing a security clearance, license, grant or other benefit.

3. A record from this system of records may be disclosed as a routine use to a Federal, State, local, or foreign agency requesting a record that is relevant and necessary to its decision on a matter of hiring or retaining an employee, issuing a security clearance, reporting an investigation of an employee, letting a contract, or issuing a license, grant, or other benefit.

4. A record from this system of records may be disclosed as a routine use in the course of discovery; in presenting evidence to a court, magistrate, administrative tribunal, or grand jury or pursuant to a qualifying order from any of those; in alternative dispute resolution proceedings, such as arbitration or mediation; or in the course of settlement negotiations.

5. A record from this system of records may be disclosed as a routine use to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

6. A record from this system of records may be disclosed as a routine use to NRC-paid experts or consultants, and those under contract with the NRC on a "need-to-know" basis for a purpose within the scope of the pertinent NRC task. This access will be granted to an NRC contractor or employee of such contractor by a system manager only after satisfactory justification has been provided to the system manager.

7. A record from this system of records may be disclosed as a routine use to appropriate agencies, entities, and persons when (1) the NRC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) the NRC has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the NRC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the NRC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

#### **NRC-1**

**SYSTEM NAME:**

Parking Permit Records--NRC.

**SYSTEM LOCATION:**

Administrative Services Center, Office of Administration, NRC, One White Flint North,

11555 Rockville Pike, Rockville, Maryland, and current contractor facility.

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

Employees and contractors who apply for parking permits for NRC-controlled parking spaces.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records consist of the applications and the revenue collected for the Headquarters' parking facilities. The applications include, but are not limited to, the applicant's name, address, telephone number, length of service, vehicle, rideshare, and handicap information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C. 3511; 41 CFR 102-74.265 *et seq.*, Parking Facilities; Management Directive 13.4, "Transportation Management," Part I, "White Flint North Parking Procedures".

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To record amount paid and revenue collected for parking;
  - b. To contact permit holder;
  - c. To determine priority for issuance of permits;
  - d. To provide statistical reports to city, county, State, and Federal Government agencies;
- and
- e. For the routine uses specified in paragraph numbers 1, 4, 5, 6, and 7 in the Prefatory

Statement of General Routine Uses.

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

**STORAGE:**

Records are on paper in file folders and on computer media.

**RETRIEVABILITY:**

Accessed by name, tag number, and permit number.

**SAFEGUARDS:**

Paper records are maintained in locked file cabinets under visual control of the Administrative Services Center staff. Computer files are maintained on a hard drive, access to which is password protected. Access to and use of these records is limited to those persons whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Administrative Services Center, Division of Administrative Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.



**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Applications submitted by NRC employees and contractors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-2**

**SYSTEM NAME:**

Biographical Information Records--NRC.

**SYSTEM LOCATION:**

Office of Public Affairs, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

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

Current and former Commissioners and senior NRC staff members.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information relating to education and training, employment history,

and other general biographical data about the Commissioners and senior NRC staff members, including photographs of Commissioners.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 5841, 5843(a), 5844(a), 5845(a), and 5849.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To provide information to the press;
- b. To provide information to other persons and agencies requesting this information; and
- c. For the routine uses specified in paragraph numbers 5, 6, and 7 of the Prefatory

Statement of General Routine Uses. Biographies of current Commissioners are available on the NRC's Web site.

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

**STORAGE:**

Records are maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Records are accessed by name.

**SAFEGUARDS:**

Records are maintained in locked file cabinets. Access to and use of this information is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Director, Office of Public Affairs, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is provided by each individual and approved for use by the individual involved.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-3**

**SYSTEM NAME:**

Enforcement Actions Against Individuals--NRC.

**SYSTEM LOCATION:**

Primary system--Office of Enforcement, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems may exist, in whole or in part, at the NRC Regional Offices at the locations listed in Addendum I, Part 2, and in the Office of the General Counsel, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

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

Individuals involved in NRC-licensed activities who have been subject to NRC enforcement actions or who have been the subject of correspondence indicating that they are being, or have been, considered for enforcement action.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system includes, but is not limited to, individual enforcement actions, including Orders, Notices of Violations with and without Civil Penalties, Orders Imposing Civil Penalties, Letters of Reprimand, Demands for Information, and letters to individuals who are being or have been considered for enforcement action. Also included are responses to these actions and letters. In addition, the files may contain other relevant documents directly related to those actions and letters that have been issued. Files are arranged numerically by Individual Action (IA) numbers, which are assigned when individual enforcement actions are considered. In

instances where only letters are issued, these letters also receive IA numbers. The system includes a computerized database from which information is retrieved by names of the individuals subject to the action and IA numbers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2073(e), 2113, 2114, 2167, 2168, 2201(i), 2231, 2282; 10 CFR 30.10, 40.10, 50.5, 50.110, 50.111, 50.120, 60.11, 61.9b, 70.10, 72.12, 110.7b, 110.50, and 110.53 (2008); 10 CFR Part 2, subpart B.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To respond to general information requests from the Congress;
- b. To deter future violations, certain information in this system of records may be routinely disseminated to the public by means such as: publishing in the Federal Register certain enforcement actions issued to individuals and making the information available in the Public Electronic Reading Room accessible through the NRC Web site, [www.nrc.gov](http://www.nrc.gov).
- c. When considered appropriate for disciplinary purposes, information in this system of records, such as enforcement actions and hearing proceedings, may be disclosed to a bar association, or other professional organization performing similar functions, including certification of individuals licensed by NRC or Agreement States to perform specified licensing activities;
- d. Where appropriate to ensure the public health and safety, information in this system of

records, such as enforcement actions and hearing proceedings, may be disclosed to a Federal or State agency with licensing jurisdiction;

e. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906; and

f. For all of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Records are accessed by individual action file number or by the name of the individual.

**SAFEGUARDS:**

Paper records are maintained in lockable file cabinets and are under visual control during duty hours. Access to computer records requires use of proper password and user identification codes. Access to and use of these records is limited to those NRC employees whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at

[www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Enforcement, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in the records is primarily obtained from NRC inspectors and investigators and other NRC employees, individuals to whom a record pertains, authorized representatives for these individuals, and NRC licensees, vendors, other individuals regulated by the NRC, and persons making allegations to the NRC.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-4**

**SYSTEM NAME:**

Conflict of Interest Files--NRC.

**SYSTEM LOCATION:**

Office of the General Counsel, NRC, One White Flint North, 11555 Rockville Pike,  
Rockville, Maryland.

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

NRC current and former employees, consultants, Special Government employees, and advisory committee members.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information relating to:

a. General biographical data (i.e., name, birth date, home address, position title, home and business telephone numbers, citizenship, educational history, employment history, professional society memberships, honors, fellowships received, publications, licenses, and special qualifications);

b. Financial status (i.e., nature of financial interests and in whose name held, creditors, character of indebtedness, interest in real property, and pension or other retirement interests);

c. Certifications by employees that they and members of their families are in compliance with the Commission's stock ownership regulations;

d. Requests for approval of outside employment by NRC employees and NRC responses thereto;

e. Advice and determinations (i.e., no conflict or apparent conflict of interest, questions requiring resolution, steps taken toward resolution); and

f. Information pertaining to appointment (i.e., proposed period of NRC service, estimated number of days of NRC employment during period of service, proposed pay, clearance status,



description of services to be performed and explanation of need for the services, justification for proposed pay, description of expenses to be reimbursed and dollar limitation, and description of Government-owned property to be in possession of appointee).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 CFR 2634-2641, 5801; 5 U.S.C. 7351, 7353; 5 U.S.C. App. (Ethics in Government Act of 1978, as amended); 18 U.S.C. 201-209; 31 U.S.C. 1353; Executive Order (E.O.) 12674 (as modified by E.O. 12731).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To provide the Department of Justice, Office of Personnel Management, Office of Government Ethics, Office of Special Counsel, and/or Merit Systems Protection Board with information concerning an employee in instances where this office has reason to believe a Federal law may have been violated or where this office desires the advice of the Department, Office, or Board concerning potential violations of Federal law; and

b. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Records are accessed by name.

**SAFEGUARDS:**

Records are maintained in locked file cabinets and in access restricted computer media.

Access to these records is limited to individuals with a need-to-know.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at

[www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant General Counsel for Legal Counsel, Legislation, and Special Projects, Office of the General Counsel, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records either comes from the individual to whom it applies, or is derived from information he or she supplied, or comes from the office to which the individual is to be assigned, other NRC offices, or other persons such as attorneys.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-5**

**SYSTEM NAME:**

Contracts Records Files--NRC.

**SYSTEM LOCATION:**

Primary system--Division of Contracts, Office of Administration, NRC, Twinbrook Metro Plaza, 12300 Twinbrook Parkway, Rockville, Maryland.

Duplicate system--Duplicate systems exist, in part, at the locations listed in Addendum I, Parts 1 and 2, in working files maintained by the assigned office project manager and in the NRC's Agencywide Documents Access and Management System (ADAMS).

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

Persons who are employed as NRC contractors. NRC employees substantially involved with contracting, such as project officers and other acquisition officials.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain personal information (such as technical qualifications, education, rates of pay, employment history) of contractors and their employees, and other contracting

records. They also contain evaluations, recommendations, and reports of NRC acquisition officials, assessment of contractor performance, invoice payment records, and related information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3301; 31 U.S.C. 3511; 48 CFR Subpart 4.8; NRC Management Directive 3.53, Records Management.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To provide information to the Federal Procurement Data Center, Department of Health and Human Services, Defense Contract Audit Agency, General Accounting Office, and other Federal agencies for audits and reviews; and

b. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Paper records are accessed by contract number or purchase order number; and are cross-referenced to the automated system that contains the name of the contractor, vendor,

project officer, procurement official, contractor manager and taxpayer identification number (TIN).

**SAFEGUARDS:**

File folders are maintained in unlocked conserved files in a key code locked room. Access to and use of these records is limited to those persons whose official duties require such access. Access to automated systems is protected by password and roles and responsibilities.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Division of Contracts, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Some information was received in confidence and will not be disclosed to the extent that disclosure would reveal confidential business (proprietary) information.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records comes from the contractor or potential contractor or NRC employee.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(1) and (k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

**NRC-6**

**SYSTEM NAME:**

Department of Labor (DOL) Discrimination Cases--NRC.

**SYSTEM LOCATION:**

Primary system--Office of Enforcement, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems may exist, in whole or in part, in the Office of the General Counsel, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland, and in enforcement coordinators' offices at NRC Regional Offices at the addresses listed on Addendum I, Part 2. The duplicate systems in the Regional Offices would ordinarily be limited to the cases filed in each Region.

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

Individuals who have filed complaints with DOL concerning alleged acts of discrimination in violation of section 211 of the Energy Reorganization Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of files arranged alphabetically by name to track complaints filed by individuals with DOL under section 211 of the Energy Reorganization Act. These files include documents related to, and provided by, the DOL including copies of complaints, correspondence between the parties, and decisions by the Regional Administrators of DOL's Occupational, Safety, and Health Administration, Administrative Law Judges, and the Administrative Review Board.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2201, as amended; 42 U.S.C. 2282, as amended; 42 U.S.C. 5851, as amended; 10 CFR 30.7, 40.7, 50.7, 60.9, 61.9, 70.7, and 72.10.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

Any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper in file folders.

**RETRIEVABILITY:**

Records are accessed by the name of the individual who has filed a complaint with DOL.

**SAFEGUARDS:**

Paper records are maintained in locking file cabinets. Access to and use of these records is limited to those NRC employees whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Enforcement, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Information received from the DOL is treated by DOL as public information and subject to disclosure under applicable laws.



**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Individuals to whom a record pertains, attorneys for these individuals, union representatives serving as advisors to these individuals, NRC licensees, NRC staff, and DOL.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-7**

**SYSTEM NAME:**

Call Detail Records--NRC.

**SYSTEM LOCATION:**

Office of Information Services, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, MD, and NRC's Regional offices I-IV listed in Addendum I, Part 2.

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

Individuals utilizing NRC telecommunication services, including the recipients of long distance and cellular calls.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Call detail records of calls originating from or otherwise billed to NRC including, but not limited to, originating and destination telephone numbers, cities, States, date, time, cost, duration, and agency billing hierarchy code.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3101 *et seq.*, 3301; 41 CFR 101-35.1; 41 CFR 101, Subchapter B; NRC Management Directive 3.53, Records Management.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To determine an individual's responsibility for telephone calls;
- b. To assist in the planning and effective management of NRC telecommunication services, and to determine that those services are being used in an efficient and economical manner;
- c. To verify invoices for telecommunication services; and
- d. For the routine uses specified in paragraphs 1, 3, 5, 6, and 7 of the Prefatory Statement of General Routine Uses.

**DISCLOSURES TO CONSUMER REPORTING AGENCIES:**

Disclosures under 5 U.S.C. 552a(b)(12) may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3) (1996)).

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

**STORAGE:**

Information will be maintained in paper files and on computer media.

**RETRIEVABILITY:**

Accessed by telephone number, organizational code, or billing date.

**SAFEGUARDS:**

Maintained in locking file cabinets or locked rooms. Computer files are password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: Director, Infrastructure and Computer Operations Division, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

Regional Offices I-IV: The appropriate Director, Division of Resource Management and Administration, at the locations listed in Addendum I, Part 2.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Call detail data from telecommunications service providers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-8**

**SYSTEM NAME:**

Employee Disciplinary Actions, Appeals, Grievances, and Complaints Records--NRC.

**SYSTEM LOCATION:**

Primary system--Office of Human Resources, NRC, Gateway Building, 7201 Wisconsin Avenue, Bethesda, Maryland.

The Office of the Inspector General (OIG) employee files located with the OIG at NRC, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--A duplicate system may be maintained, in whole or in part, in the Office of the General Counsel, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland, and at NRC's Regional Offices at locations listed in Addendum I, Part 2.

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

Applicants for NRC employment, current and former NRC employees, and annuitants who have filed written complaints brought to the Office of Human Resource's attention or initiated grievances or appeal proceedings as a result of a determination made by the NRC, Office of Personnel Management, and/or Merit Systems Protection Board, or a Board or other entity established to adjudicate such grievances and appeals.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Includes all documents related to: disciplinary actions; adverse actions; appeals; complaints; grievances; arbitrations; and negative determinations regarding within-grade salary increases. It contains information relating to determinations affecting individuals made by the NRC, Office of Personnel Management, Merit Systems Protection Board, arbitrators or courts of law. The records may include the initial appeal or complaint, letters or notices to the individual, records of hearings when conducted, materials placed into the record to support the decision or determination, affidavits or statements, testimony of witnesses, investigative reports, instructions to an NRC office or division concerning action to be taken to comply with decisions, and related correspondence, opinions, and recommendations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 3132(a), 5 U.S.C. 3591, 5 U.S.C. 4303, as amended, 5 U.S.C. 7503; 42 U.S.C. 2201(d), as amended.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To furnish information to the Office of Personnel Management and/or Merit Systems Protection Board under applicable requirements related to grievances and appeals;

b. To provide appropriate data to union representatives and third parties (that may include the Federal Services Impasses Panel and Federal Labor Relations Authority) in connection with grievances, arbitration actions, and appeals; and

c. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper and computer media.

**RETRIEVABILITY:**

Records are retrieved by individual's name.

**SAFEGUARDS:**

Records are maintained in locked file cabinets and in a password-protected automated system. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Employee/Labor Relations and Work Life Services Branch, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For OIG

employee records: Director, Resource Management and Operations Support, Office of the Inspector General, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Some information was received in confidence and will not be disclosed to the extent that disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Individuals to whom the record pertains, NRC, Office of Personnel Management and/or Merit Systems Protection Board officials; affidavits or statements from employees, union representatives, or other persons; testimony of witnesses; official documents relating to the appeal, grievance, or complaint; Official Personnel Folder; and other Federal agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-9**

**SYSTEM NAME:**

Office of Small Business and Civil Rights Discrimination Complaint Files--NRC.

**SYSTEM LOCATION:**

Primary system--Office of Small Business and Civil Rights, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--A duplicate system exists, in part, in the Office of the General Counsel, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

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

Applicants for NRC employment and current and former NRC employees who have initiated EEO counseling and/or filed a formal complaint of employment discrimination under Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, and the Rehabilitation Act. Individuals in the United States in education programs or activities receiving Federal financial assistance from the NRC who initiated an informal complaint and/or filed a formal complaint of sex discrimination under Title IX of the Education Amendments Act. Individuals in the United States in programs or activities receiving Federal financial assistance from the NRC who initiated an informal complaint and/or filed a formal complaint of discrimination under Title VI of the Civil Rights Act, the Age Discrimination in Employment Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title IV of the Energy Reorganization Act of 1974, as amended.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records may contain copies of written reports by counselors; investigative files; administrative files, including documentation of withdrawn and/or dismissed complaints; complainant's name, title, and grade; types and theories of discrimination alleged; description of action and conditions giving rise to complaints, settlement agreements, and compliance documents; description of corrective and/or remedial actions; description of disciplinary actions, if any; request for hearings, procedural information, and hearing transcripts; procedural information and forms regarding Alternative Dispute Resolution (ADR); Equal Employment



Opportunity Commission (EEOC), Merit System Protection Board (MSPB), Department of Education (ED), and Department of Justice (DOJ) findings, analyses, decisions and orders; final agency decisions and final actions; and notices of intent to file in Federal district court, notices of cases filed in Federal district court, and Federal court decisions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 2301; 5 U.S.C. 2302; 29 U.S.C. 206(d), as amended; 29 U.S.C. 633a, as amended; 29 U.S.C. 791 *et seq.*; 42 U.S.C. 1981; 42 U.S.C. 2000e-16, as amended; 42 U.S.C. 5891; Executive Order (E.O.) 11246; E.O. 11375, as amended by E.O. 11478; E.O. 12086, as amended by E.O. 12608; E.O. 12106; E.O. 13166; 10 CFR Part 4; 10 CFR Part 5; 29 CFR Part 1614; and Public Law 107-174, Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To furnish information related to discrimination complaints to the EEOC, Office of Personnel Management (OPM), MSPB, DOJ, ED, Health and Human Services, Office of Management and Budget, and Congress, under applicable requirements; and

b. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper and computer media.

**RETRIEVABILITY:**

Records are accessed by name and docket number.

**SAFEGUARDS:**

Paper records are maintained in locked file cabinets. Automated system is password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Civil Rights Program Manager, Office of Small Business and Civil Rights, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and

comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Some information was received in confidence and will not be disclosed to the extent that disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Individual to whom the record pertains, counselors, mediators, investigators, NRC staff, Office of Human Resources, the EEOC, OPM, MSPB, DOJ and/or ED officials, affidavits or statements from complainants, testimony of witnesses, and official documents relating to the complaints.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552(c)(3), (d), (e)(4)(G), (H), and (I), and (f).

**NRC-10**

**SYSTEM NAME:**

Freedom of Information Act (FOIA) and Privacy Act (PA) Requests Records--NRC.

**SYSTEM LOCATION:**

Primary system--FOIA/Privacy Section, Records and FOIA/Privacy Services Branch, Information and Records Services Division, Office of Information Services, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems may exist, in part, at the locations listed in Addendum I, Parts 1 and 2.

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

Persons who have made FOIA or PA requests for NRC records.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains copies of the written requests from individuals or organizations made under the FOIA or PA, the NRC response letters, and related records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552 and 552a; 42 U.S.C. 2201, as amended.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. If an appeal or court suit is filed with respect to any records denied;
- b. For preparation of reports required by 5 U.S.C. 552 and 5 U.S.C. 552a;
- c. To another Federal agency when consultation or referral is required to process a request; and
- d. For any of the routine uses specified in the Prefatory Statement of General Routine Uses. Some of the FOIA records are made publicly available in the Public Electronic Reading Room accessible through the NRC Web site, <http://www.nrc.gov>.

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

**STORAGE:**

Records are maintained on paper, audio and video tapes, and computer media.

**RETRIEVABILITY:**

Records are accessed by unique assigned number for each request and by requester's name.

**SAFEGUARDS:**

Records are maintained in locked file cabinets that are kept in locked rooms. Electronic records are password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

FOIA/PA Officer, FOIA/Privacy Section, Records and FOIA/Privacy Services Branch, Information and Records Services Division, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the FOIA/PA Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures

contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Requests are made by individuals. The response to the request is based upon information contained in NRC records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-11**

**SYSTEM NAME:**

General Personnel Records (Official Personnel Folder and Related Records)--NRC.

**SYSTEM LOCATION:**

Primary system--For Headquarters and all Senior Executive Service (SES) personnel, Office of Human Resources, NRC, One and Two White Flint North, 11555 and 11545 Rockville Pike, Rockville, Maryland, and Gateway Building, 7201 Wisconsin Avenue, Bethesda, Maryland. For Regional personnel, at Regional Offices I-IV listed in Addendum I, Part 2. NRC has an interagency agreement with the U.S. Department of the Interior (DOI), National Business Center (NBC), Denver, Colorado, to maintain electronic personnel and payroll information for its employees as of November 2, 2003.

Duplicate system--Duplicate systems exist, in part, within the organization where an employee actually works for administrative purposes, at the locations listed in Addendum I, Parts

1 and 2.

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

Current and former NRC employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains personnel records that document an individual's Federal career and includes notification of personnel action (SF-50) and documents supporting the action taken; life insurance, thrift savings plan, health benefits and related beneficiary forms; letters of disciplinary action; notices of reductions-in-force; and other records retained in accordance with the Office of Personnel Management's Guide to Personnel Recordkeeping. These records include employment information such as personal qualification statements, resumes, and related documents including information about an individual's birth date, social security number, veterans preference status, tenure, minority group designator, physical handicaps, past and present salaries, grades, position titles; employee locator information identifying home and work address, phone numbers and emergency contacts; and certain medical records related to initial appointment and employment.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 4501-4509, 4511-4513, 5336, and 7901; 42 U.S.C. 290dd-2; 42 U.S.C. 2201(d); and Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In accordance with an interagency agreement the NRC may disclose records to the DOI/NBC in order to affect the maintenance of electronic personnel records on behalf of the NRC related to its employees.

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC

may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses; or, where determined to be appropriate and necessary, the NRC may authorize DOI/NBC to make the disclosure:

a. To the Office of Personnel Management (OPM) and/or Merit Systems Protection Board (MSPB) for making a decision when an NRC employee or former NRC employee questions the validity of a specific document in an individual's record;

b. To a prospective employer of a Government employee. Upon transfer of the employee to another Federal agency, the information is transferred to such agency;

c. To store all personnel actions and related documentation, OPM investigations, Office of the Inspector General investigations, security investigations, determine eligibility for Federal benefits, employment verification, and to update monthly Enterprise Human Resources Integration data repository;

d. To provide statistical reports to Congress, agencies, and the public on characteristics of the Federal work force;

e. To provide information to the OPM and/or MSPB for review, audit, or reporting purposes;

f. To provide members of the public with the names, position titles, grades, salaries, appointments (temporary or permanent), and duty stations of employees;

g. For medical records, to provide information to the Public Health Service in connection with Health Maintenance Examinations and to other Federal agencies responsible for Federal benefit programs administered by the Department of Labor (Office of Workers' Compensation Programs) and the OPM; and

h. For any of the routine uses specified in the Prefatory Statement of General Routine



Uses.

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

**STORAGE:**

Records are maintained on paper in file folders and on computer media. Beginning November 2, 2003, electronic records are maintained in the DOI Federal Personnel/Payroll System (FPPS). Electronic records prior to November 2, 2003, are maintained at NRC in the Human Resources Management System (HRMS).

**RETRIEVABILITY:**

Records are retrieved by name and/or social security number.

**SAFEGUARDS:**

Official Personnel Folders (OPF) are maintained in locking cabinets in a locked room and related documents may be maintained in unlocked file cabinets or an electromechanical file organizer. Automated systems are password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

For Headquarters and all NRC SES employees—Associate Director for Human Resources Operations and Policy, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

For Region I-IV non-SES employees--The appropriate Human Resources Team Leader at the locations listed in Addendum I, Part 2.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records comes from the individual to whom it applies; is derived from information supplied by that individual; or is provided by agency officials, other Federal agencies, universities, other academic institutions, or persons, including references, private and Federal physicians, and medical institutions.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(5) and (k)(6), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

## **NRC-12**

### **SYSTEM NAME:**

Child Care Subsidy Program Records--NRC.

### **SYSTEM LOCATION:**

Federal Employee Education and Assistance Fund (FEEA), 3333 S. Wadsworth Boulevard, Suite 300, Lakewood, Colorado (or current contractor facility).

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

NRC employees who voluntarily apply for child care subsidy.

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

These records include application forms for child care subsidy containing personal information about the employee (parent), their spouse (if applicable), their child/children, and their child care provider, including name, social security number, employer, grade, home and work telephone numbers, home and work addresses, total family income, name of child on whose behalf the parent is applying for subsidy, child's date of birth; information on child care providers used, including name, address, provider license number and State where issued, child care cost, and provider tax identification number; and copies of IRS Form 1040 or 1040A for verification purposes.

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

40 U.S.C. 590g; Executive Order 9397.

### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected

under the following routine uses:

- a. To the Office of Personnel Management to provide statistical reports; and
- b. For any of the routine uses specified in the Prefatory Statement of General Routine

Uses.

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

**STORAGE:**

Information maintained on paper forms and on computers at the current contractor site.

**RETRIEVABILITY:**

Information may be retrieved by employee name or social security number.

**SAFEGUARDS:**

When not in use by an authorized person, paper records are stored in lockable file cabinets and computer records are protected by the use of passwords.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER AND ADDRESS:**

Director, Office of Human Resources, U. S. Nuclear Regulatory Commission,

Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is obtained from NRC employees who apply for child care subsidy and their child care provider. Furnishing the information is voluntary.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-13 (Revoked.)**

**NRC-14**

**SYSTEM NAME:**

Employee Assistance Program Files--NRC.

**SYSTEM LOCATION:**

Office of Human Resources, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland, and current contractor facility.

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

NRC employees or family members who have been counseled by or referred to the Employee Assistance Program (EAP) for problems relating to alcoholism, drug abuse, job stress, chronic illness, family or relationship concerns, and emotional and other similar issues.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains records of NRC employees or their families who have participated in the EAP and the results of any counseling or referrals which may have taken place. The records may contain information as to the nature of each individual's problem, subsequent treatment, and progress.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7901; 21 U.S.C. 1101 *et seq.*; 42 U.S.C. 290dd-1 and 290dd-2; 44 U.S.C. 3101; 44 U.S.C. 3301.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. For statistical reporting purposes; and
- b. Any disclosure of information pertaining to an individual will be made in compliance with the Confidentiality of Alcohol and Drug Abuse Patient Records regulations, 42 CFR Part 2, as authorized by 42 U.S.C. 290dd-2, as amended.
- c. For the routine use specified in paragraph number 7 of the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Information accessed by the EAP identification number and name of the individual.

**SAFEGUARDS:**

Files are maintained in a safe under the immediate control of the Employee Assistance and Wellness Services Manager and the current EAP contractor. Case files are maintained in accordance with the confidentiality requirements of P.L. 93-282, any NRC-specific confidentiality regulations, and the Privacy Act of 1974.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Employee Assistance and Wellness Services, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information compiled by the Manager, Employee Assistance and Wellness Services, and the Employee Assistance Program contractor during the course of counseling with an NRC employee or members of the employee's family.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-15 (Revoked.)**

**NRC-16**

**SYSTEM NAME:**

Facility Operator Licensees Record Files (10 CFR Part 55)--NRC.

**SYSTEM LOCATION:**

For power reactors, at the appropriate Regional Office at the address listed in Addendum I, Part 2; for non-power (test and research) reactor facilities, at the Operator Licensing and Human Performance Branch, Division of Inspection and Regional Support, Office of Nuclear



Reactor Regulation, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

The Operator Licensing Tracking System (OLTS) is located at NRC Headquarters and is accessible by the four Regional Offices.

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

Individuals licensed under 10 CFR part 55, new applicants whose applications are being processed, and individuals whose licenses have expired.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information pertaining to 10 CFR part 55 applicants for a license, licensed operators, and individuals who previously held licenses. This includes applications for a license, license and denial letters, and related correspondence; correspondence relating to actions taken against a licensee; 10 CFR 50.74 notifications; certification of medical examination and related medical information; fitness for duty information; examination results and other docket information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2137 and 2201(i).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To determine if the individual meets the requirements of 10 CFR part 55 to take an examination or to be issued an operator's license;

b. To provide researchers with information for reports and statistical evaluations related

to selection, training, and examination of facility operators;

c. To provide examination, testing material, and results to facility management; and

d. For any of the routine uses specified in paragraph numbers 1, 2, 4, 5, 6, and 7 of the

Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on paper in file folders and logs, and computer media.

**RETRIEVABILITY:**

Records are accessed by name and docket number.

**SAFEGUARDS:**

Maintained in locked file cabinets or an area that is locked. Computer files are password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Operator Licensing and Human Performance Branch, Division of Inspection and Regional Support, Office of Nuclear Reactor Regulation, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system comes from the individual applying for a license, the Part 50 licensee, a licensed physician, members of the Operator Licensing and Human Performance Branch or regional operator licensing branches, and other NRC and contractor personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-17**

**SYSTEM NAME:**

Office of Workers' Compensation Program Records--NRC.

**SYSTEM LOCATION:**

Primary system--For Headquarters personnel, Office of Human Resources, NRC,

Gateway Building, 7201 Wisconsin Avenue, Bethesda, Maryland.

For Regional personnel, at each of the Regional Offices listed in Addendum I, Part 2.

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

Current and former NRC employees who report an occupational injury or illness.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information regarding the location and description of the injury or illness, treatment, and disposition as well as copies of Office of Workers' Compensation Program claim forms.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7902, as amended; 29 U.S.C. 657(c), as amended; Executive Order (E.O.) 12196 as amended by E.O. 12223 and E.O. 12608; E.O. 12258; E.O. 12399; E.O. 12489; E.O. 12534; E.O. 12610; E.O. 12692.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To prepare periodic statistical reports on employees' health and injury status for transmission to and review by the Department of Labor;
- b. For transmittal to the Secretary of Labor or an authorized representative under duly promulgated regulations;
- c. For transmittal to the Office of Personnel Management, Merit Systems Protection Board, and/or Equal Employment Opportunity Commission as required to support individual

claims; and

d. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on paper and computer media.

**RETRIEVABILITY:**

Records retrieved by employee name or assigned claim number.

**SAFEGUARDS:**

Paper records are locked file cabinets under the visual control of the responsible staff. Electronic records are password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

For Headquarters - Associate Director for Human Resources Operations and Policy,

Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For Region I-IV - The appropriate Human Resources Team Leader at the locations listed in Addendum I, Part 2.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

NRC Health Unit; NRC Headquarters and Regional Office reports; and forms with original information largely supplied by the employees or their representative, supervisors, witnesses, medical personnel, etc.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-18**

**SYSTEM NAME:**

Office of the Inspector General (OIG) Investigative Records--NRC.

**SYSTEM LOCATION:**

Office of the Inspector General, NRC, One White Flint North, 11555 Rockville Pike,

Rockville, Maryland.

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

Individuals and entities referred to in complaints or actual investigative cases, reports, accompanying documents, and correspondence prepared by, compiled by, or referred to the OIG.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system comprises five parts: (1) An automated Investigative Database Program containing reports of investigations, inquiries, and other reports closed since 1989; (2) paper files of all OIG and predecessor Office of Inspector and Auditor (OIA) reports, correspondence, cases, matters, memoranda, materials, legal papers, evidence, exhibits, data, and work papers pertaining to all closed and pending investigations, inquiries, and other reports; (3) paper index card files of OIG and OIA cases closed from 1970 through 1989; (4) an automated Allegations Tracking System that includes allegations referred to the OIG between 1985 and 2005, whether or not the allegation progressed to an investigation, inquiry, or other report, and dates that the investigation, inquiry, or other report, was opened and closed; and (5) an automated Investigative Management System that includes allegations referred to the OIG from 2005, whether or not the allegation progressed to an investigation, inquiry or other report, and dates that an investigation, inquiry or other report was opened and closed and reports, correspondence, cases, matters, memoranda, materials, legal papers, evidence, exhibits, data and work papers pertaining to these cases.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Inspector General Act of 1978, as amended, 5 U.S.C. App. 3; 42 U.S.C. 2035(c), 2201(c), and 5841(f).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES**

## **OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, OIG may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To any Federal, State, local, tribal, or foreign agency, or other public authority responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation if that information is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility of the receiving entity when records from this system of records, either by themselves or in combination with any other information, indicate a violation or potential violation of law, whether administrative, civil, criminal, or regulatory in nature.

b. To public or private sources to the extent necessary to obtain information from those sources relevant to an OIG investigation, audit, inspection, or other inquiry.

c. To a court, adjudicative body before which NRC is authorized to appear, Federal agency, individual or entity designated by NRC or otherwise empowered to resolve disputes, counsel or other representative, or witness or potential witness when it is relevant and necessary to the litigation if any of the parties listed below is involved in the litigation or has an interest in the litigation:

1. NRC, or any component of NRC;
  2. Any employee of NRC where the NRC or the Department of Justice has agreed to represent the employee; or
  3. The United States, where NRC determines that the litigation is likely to affect the NRC or any of its components.
- d. To a private firm or other entity that OIG or NRC contemplates it will contract or has



contracted for the purpose of performing any functions or analyses that facilitate or are relevant to an investigation, audit, inspection, inquiry, or other activity related to this system of records, to include to contractors or entities who have a need for such information or records to resolve or support payment to the agency. The contractor, private firm, or entity needing access to the records to perform the activity shall maintain Privacy Act safeguards with respect to information. A contractor, private firm, or entity operating a system of records under 5 U.S.C. 552a(m) shall comply with the Privacy Act.

e. To another agency to the extent necessary for obtaining its advice on any matter relevant to an OIG investigation, audit, inspection, or other inquiry related to the responsibilities of the OIG.

f. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

g. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

#### **DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosure Pursuant to 5 U.S.C. 552a(b)(12):*

Disclosure of information to a consumer reporting agency is not considered a routine use of records. Disclosures may be made from this system to “consumer reporting agencies” as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3701(a)(3) (1996)).

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

##### **STORAGE:**

Information contained in this system is stored manually on index cards, in paper files,

and in various computer media.

**RETRIEVABILITY:**

Information is retrieved from the Investigative Database Program by the name of an individual, by case number, or by subject matter. Information in the paper files backing up the Investigative Database Program and older cases closed by 1989 is retrieved by subject matter and/or case number, not by individual identifier. Information is retrieved from index card files for cases closed before 1989 by the name or numerical identifier of the individual or entity under investigation or by subject matter. Information in both the Allegations Tracking System and the Investigative Management System is retrieved by allegation number, case number, or name.

**SAFEGUARDS:**

Access to the automated Investigative Database Program is password protected. Index card files for older cases (1970-1989) are maintained in secure office facilities. Both the Allegations Tracking System and the Investigative Management System are accessible from terminals that are double-password-protected. Paper files backing up the automated systems and older case reports and work papers are maintained in approved security containers and locked filing cabinets in a locked room; associated indices, records, diskettes, tapes, etc., are stored in locked metal filing cabinets, safes, storage rooms, or similar secure facilities. All records in this system are available only to authorized personnel who have a need to know and whose duties require access to the information.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC

records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Inspector General for Investigations, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Information classified under Executive Order 12958 will not be disclosed. Information received in confidence will be maintained under the Inspector General Act, 5 U.S.C. App. 3, and the Commission's Policy Statement on Confidentiality, Management Directive 8.8, "Management of Allegations."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

The information in this system of records is obtained from sources including, but not limited to, the individual record subject; NRC officials and employees; employees of Federal, State, local, and foreign agencies; and other persons.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Under 5 U.S.C. 552a(j)(2), the Commission has exempted this system of records from subsections (c)(3) and (4), (d)(1)-(4), (e)(1)-(3), (5), and (8), and (g) of the Act. This exemption applies to information in the system that relates to criminal law enforcement and meets the criteria of the (j)(2) exemption. Under 5 U.S.C. 552a(k)(1), (k)(2), (k)(5), and (k)(6), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

## **NRC-19**

### **SYSTEM NAME:**

Official Personnel Training Records Files--NRC.

### **SYSTEM LOCATION:**

Primary system located at the NRC's current contractor facility on behalf of the Office of Human Resources, NRC, Gateway Building, 7201 Wisconsin Avenue, Bethesda, Maryland.

The Office of the Inspector General (OIG) employee files located with the OIG at NRC, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist, in part, at the Technical Training Center, Regional Offices, and within the organization where the NRC employee works, at the locations listed in Addendum I, Parts 1 and 2.

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

Individuals who have applied, or were selected for NRC, other Government, or non-Government training courses or programs.

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

These records contain information relating to an individual's educational background and training courses including training requests and authorizations, evaluations, supporting

documentation, and other related personnel information, including but not limited to, an individual's name, address, social security number, telephone number, position title, organization, and grade.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 3396; 5 U.S.C. 4103; Executive Order (E.O.) 9397; E.O. 11348, as amended by E.O. 12107.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. Extracted from the records and made available to the Office of Personnel Management; other Federal, State, and local government agencies; educational institutions and training facilities for purposes of enrollment and verification of employee attendance and performance; and

b. Disclosed for the routine uses specified in paragraph numbers 5, 6, and 7 of the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained in file folders and on computer media.

**RETRIEVABILITY:**

Information is accessed by name, user identification number, course number, or course

session number.

**SAFEGUARDS:**

Electronic records are maintained in a password protected computer system. Paper is maintained in lockable file cabinets and file rooms. Access to and use of these records is limited to those persons whose official duties require such access, with the level of access controlled by roles and responsibilities.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Director for Training and Development, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For OIG employee records: Director, Resource Management and Operations Support, Office of the Inspector General, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and

comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is provided by the subject individual, the employee's supervisor, and training groups, agencies, or educational institutions and learning activities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-20**

**SYSTEM NAME:**

Official Travel Records--NRC.

**SYSTEM LOCATION:**

Primary system-- Division of Financial Services, Office of the Chief Financial Officer, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland. NRC has an interagency agreement with the Department of the Interior's National Business Center (DOI/NBC) in Denver, Colorado, to cross-service the travel voucher reimbursements as of January 2, 2008.

Duplicate system--Duplicate systems may exist, in part, within the organization where an employee actually works for administrative purposes, at the locations listed in Addendum I, Parts 1 and 2.

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

Prospective, current, and former NRC employees; consultants; and invitational travelers.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain requests and authorizations for official travel, travel vouchers, passports, and related documentation; charge card applications, terms and conditions for use of charge cards, charge card training documentation, monthly reports regarding accounts, credit data, and related documentation; all of which may include, but are not limited to, an individual's name, address, social security number, and telephone numbers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 5701, 5707; 31 U.S.C. 716, 1104, 1108, 3511, 3512, 3701, 3711, 3717, 3718, 3726; 41 CFR 102-118; Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In accordance with the interagency agreement, NRC may disclose records to DOI/NBC to cross-service travel voucher reimbursements on behalf of the NRC. Specifically, DOI/NBC will examine and pay travel vouchers and maintain the official agency record.

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses; or, where determined to be appropriate and necessary, the NRC may authorize DOI/NBC to make the disclosure:

- a. To the U.S. Treasury for payment;
- b. To the Department of State or an embassy for passports or visas;
- c. To the General Services Administration and the Office of Management and Budget for required periodic reporting;



- d. To the charge card issuing bank;
- e. To the Department of Interior, National Business Center, for collecting severe travel card delinquencies by employee salary offset;
- f. To a consumer reporting agency to obtain credit reports; and
- g. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosure Pursuant to 5 U.S.C. 552a(b)(12):*

Disclosures of information to a consumer reporting agency, other than to obtain credit reports, are not considered a routine use of records. Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3701(a)(3) (1996)).

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

**STORAGE:**

Records are maintained on paper in file folders, on computer media, and on magnetic tape.

**RETRIEVABILITY:**

Records are accessed by name, social security number, authorization number, and voucher payment schedule number.

**SAFEGUARDS:**

Maintained in key locked file cabinets and in conserver files in a passcode locked room. Passports and visas are maintained in a locked file cabinet. For electronic records, an

identification number, a password, and assigned access to specific programs are required in order to retrieve information.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Travel Services Team, Division of Financial Services, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR Part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is provided by the individual, NRC Agency staff, NRC contractors, the charge card issuing bank, the consumer reporting agency, and outside transportation agents.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-21**

**SYSTEM NAME:**

Payroll Accounting Records--NRC.

**SYSTEM LOCATION:**

Primary system--Division of Financial Services, Office of the Chief Financial Officer, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland. NRC has an interagency agreement with the Department of the Interior's National Business Center (DOI/NBC), Federal Personnel/Payroll System (FPPS), in Denver, Colorado, to maintain electronic personnel information and perform payroll processing activities for its employees as of November 2, 2003.

Duplicate system--Duplicate systems exist, in part, within the organization where the employee actually works for administrative purposes, at the locations listed in Addendum I, Parts 1 and 2.

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

Current and former NRC employees, including special Government employees (i.e. consultants).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Pay, leave, benefit enrollment and voluntary allowance deductions, and labor activities, which includes, but is not limited to, an individual's name and social security number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

26 CFR 31.6011(b)(2), 31.6109-1; 110 Stat 2105; 5 U.S.C. 6334; 5 U.S.C. Part III, Subpart D, Ch. 55; 31 U.S.C. 716, 1104, 1105, 1108, 3325, 3511, 3512, 3701, 3711, 3717, 3718; Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In accordance with an interagency agreement the NRC may disclose records to the DOI/NBC/FPPS in order to effect all financial transactions on behalf of the NRC related to employee pay. Specifically, the DOI/NBC's FPPS may effect employee pay or deposit funds on behalf of NRC employees, and/or it may withhold, collect or offset funds from employee salaries as required by law or as necessary to correct overpayment or amounts due.

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses; or, where determined to be appropriate and necessary, the NRC may authorize DOI/NBC to make the disclosure:

- a. For transmittal of data to U.S. Treasury to effect issuance of paychecks to employees and consultants and distribution of pay according to employee directions for savings bonds, allotments, financial institutions, and other authorized purposes including the withholding and reporting of Thrift Savings Plan deductions to the Department of Agriculture's National Finance Center;
- b. For reporting tax withholding to Internal Revenue Service and appropriate State and local taxing authorities;
- c. For FICA and Medicare deductions to the Social Security Administration;

- d. For dues deductions to labor unions;
- e. For withholding for health insurance to the insurance carriers by the Office of Personnel Management;
- f. For charity contribution deductions to agents of charitable institutions;
- g. For annual W-2 statements to taxing authorities and the individual;
- h. For transmittal to the Office of Management and Budget for financial reporting;
- i. For withholding and reporting of retirement, tax levies, bankruptcies, garnishments, court orders, re-employed annuitants, and life insurance information to the Office of Personnel Management;
- j. For transmittal of information to State agencies for unemployment purposes;
- k. For transmittal to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services Federal Parent Locator System and Federal Tax Offset System for use in locating individuals and identifying their income sources to establish paternity, establish and modify orders of support, and for enforcement action;
- l. For transmittal to the Office of Child Support Enforcement for release to the Social Security Administration for verifying social security numbers in connection with the operation of the Federal Parent Locator System by the Office of Child Support Enforcement;
- m. For transmittal to the Office of Child Support Enforcement for release to the Department of Treasury for the purpose of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return;
- n. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906;
- o. Time and labor data are used by the NRC as a project management tool in various

management records and reports (i.e. work performed, work load projections, scheduling, project assignments, budget), and for identifying reimbursable and fee billable work performed by the NRC; and

p. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

#### **DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosure pursuant to 5 U.S.C. 552a(b)(12):*

Disclosures of information to a consumer reporting agency are not considered a routine use of records. Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3701(a)(3) (1996)).

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

##### **STORAGE:**

Information is maintained on computer media (stored in memory, on disk, and magnetic tape), on microfiche, and in paper copy.

Electronic payroll, time, and labor records prior to November 2, 2003, are maintained in the Human Resources Management System (HRMS), the PAY PERS Historical database reporting system, and on microfiche at NRC. Electronic payroll records from November 2, 2003, forward are maintained in the DOI/NBC's FPPS in Denver, Colorado. Time and labor records are maintained in the HRMS at NRC.

##### **RETRIEVABILITY:**

Information is accessed by employee identification number, name and social security number.

**SAFEGUARDS:**

Records are maintained in buildings where access is controlled by a security guard force. File folders, microfiche, tapes, and disks, including backup data, are maintained in secured locked rooms and file cabinets after working hours. All records are in areas where access is controlled by keycard and is limited to NRC and contractor personnel who need the information to perform their official duties. Access to computerized records requires use of proper passwords and user identification codes.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Time, Labor and Payroll Services Team, Division of Financial Services, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records is obtained from sources, including but not limited to, the individual to whom it pertains, the Office of Human Resources and other NRC officials, and other agencies and entities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-22**

**SYSTEM NAME:**

Personnel Performance Appraisals--NRC.

**SYSTEM LOCATION:**

Primary system--Part A: For Headquarters personnel, Office of Human Resources, NRC, 11545 and 11555 Rockville Pike, Rockville, Maryland. For Regional personnel, at Regional Offices I-IV listed in Addendum I, Part 2.

Part B: Office of Human Resources, NRC, 11555 Rockville Pike, Rockville, Maryland.

NRC has an interagency agreement with the U.S. Department of the Interior (DOI), National Business Center (NBC), in Denver, Colorado, to maintain electronic personnel and payroll information for its employees as of November 2, 2003.

The Office of the Inspector General (OIG) employee files located with the OIG at NRC, 11555 Rockville Pike, Rockville, Maryland.



Duplicate system--Duplicate systems may exist in part, within the organization where the employee actually works, at the locations listed in Addendum I, Parts 1 and 2.

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

NRC employees other than the Commissioners, the Inspector General, and temporary personnel employed for less than 1 year.

Part A: Senior Level System employees, GG-1 through GG-15 employees, hourly wage employees, and administratively determined rate employees.

Part B: Senior Executive Service and equivalent employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains performance appraisals, which includes performance plans, summary ratings, and other related records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 4301, *et seq.*; 5 U.S.C. 4311 *et seq.*; 42 U.S.C. 2201(d), 5841; and 5 CFR Part 293.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In accordance with an interagency agreement the NRC may disclose records to DOI/NBC in order to affect the maintenance of electronic personnel records on behalf of the NRC related to its employees.

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. For agency personnel functions; and

b. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on paper in folders and on computer media. Summary ratings from 11/2/2003 forward are stored in the DOI/NBC Federal Personnel/Payroll System (FPPS). Prior to 11/2/2003 they are maintained at the NRC in the Human Resources Management System (HRMS).

**RETRIEVABILITY:**

Records are accessed by name and/or social security number.

**SAFEGUARDS:**

Records are maintained in locking cabinets in a locked room and related documents may be maintained in unlocked file cabinets or an electromechanical file organizer. Automated systems are password protected. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in

accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Director for Human Resources Operations and Policy, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For OIG employees: Director, Resource Management and Operations Support, Office of the Inspector General, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For Regional personnel: Human Resources Team Leader at the appropriate Regional Office I-IV listed in Addendum I, Part 2.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Part A: Subject employee and employee's supervisors.

Part B: Subject employee, employee's supervisors, and any documents and sources used to develop critical elements and performance standards for that Senior Executive Service position.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(1) and (k)(5), the Commission has exempted portions of

this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

## **NRC-23**

### **SYSTEM NAME:**

Office of Investigations Indices, Files, and Associated Records--NRC.

### **SYSTEM LOCATION:**

Primary system--Office of Investigations, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Records exist within the NRC Regional Office locations, listed in Addendum I, Part 2, during an active investigation.

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

Individuals and entities referred to in potential or actual investigations and matters of concern to the Office of Investigations and correspondence on matters directed or referred to the Office of Investigations.

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

Office of Investigations correspondence, cases, memoranda, materials including, but not limited to, investigative reports, confidential source information, correspondence to and from the Office of Investigations, memoranda, fiscal data, legal papers, evidence, exhibits, technical data, investigative data, work papers, and management information data.

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

42 U.S.C. 2035(c), 42 U.S.C. 2201(c), as amended by Public Law 109-58, and 42 U.S.C. 5841.

### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the persons or entities mentioned therein if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To a Federal, State, local, or foreign agency or to an individual or organization if the disclosure is reasonably necessary to elicit information or to obtain the cooperation of a witness or an informant.

b. A record relating to an investigation or matter falling within the purview of the Office of Investigations may be disclosed as a routine use to the referring agency, group, organization, or individual.

c. A record relating to an individual held in custody pending arraignment, trial, or sentence, or after conviction, may be disclosed as a routine use to a Federal, State, local, or foreign prison, probation, parole, or pardon authority, to any agency or individual concerned with the maintenance, transportation, or release of such an individual.

d. A record in the system of records relating to an investigation or matter may be disclosed as a routine use to a foreign country under an international treaty or agreement.

e. To a Federal, State, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to the agency.

f. A record may be disclosed for any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

### **STORAGE:**

Information maintained on paper, photographs, audio/video tapes, and computer media.

**RETRIEVABILITY:**

Information retrieved by document text and/or case number.

**SAFEGUARDS:**

Hard copy files maintained in approved security containers and locking filing cabinets. All records are under visual control during duty hours and are available only to authorized personnel who have a need to know and whose duties require access to the information. The electronic management information system is operated within the NRC's secure LAN/WAN system. Access rights to the system only available to authorized personnel.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Investigations, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of

Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORDS ACCESS PROCEDURES:**

Same as "Notification procedure." Information classified under Executive Order 12958 will not be disclosed. Information received in confidence will be maintained under the Commission's Policy Statement on Confidentiality, Management Directive 8.8, "Management of Allegations," and the procedures covering confidentiality in Chapter 7 of the Office of Investigations Procedures Manual and will not be disclosed to the extent that disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is obtained from sources including, but not limited to, NRC officials, employees, and licensees; Federal, State, local, and foreign agencies; and other persons.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(1), (k)(2), and (k)(6), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

**NRC-24**

**SYSTEM NAME:**

Property and Supply Records--NRC.

**SYSTEM LOCATION:**

Property and Labor Services Branch, Directorate for Space Planning and Consolidation,

Office of Administration, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems may exist, in part, with designated property custodians at locations listed in Addendum I, Parts 1 and 2.

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

NRC employees and contractors who have custody of Government property.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records of NRC sensitive and non-sensitive equipment, which includes but is not limited to, acquisition and depreciated costs, date of acquisition, item description, manufacturer, model number, serial number, stock number, tag number, property custodians, name of individual to whom property is assigned, user id, office affiliation, office location. Also included are furniture and supply records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, as amended by Public Law 109-148; and 40 U.S.C. 506.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To maintain an inventory and accountability of Government property;
- b. To provide information for clearances of employees who separate from the NRC;
- c. To report excess agency property to GSA; and
- d. For any of the routine uses specified in paragraph numbers 1, 3, 5, 6, and 7 of the

Prefatory Statement of General Routine Uses.



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

**STORAGE:**

Maintained in automated system. Data entry paper records in file folders.

**RETRIEVABILITY:**

Accessed by NRC tag number, user id, organization, office location and stock number.

**SAFEGUARDS:**

Access to and use of these records is limited to those persons whose official duties require such access. Electronic records are password protected.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Property and Labor Services Branch, Directorate for Space Planning and Consolidation, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information

about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system is provided by property custodians, contract specialists, and purchase card holders and/or other individuals buying equipment or supplies on behalf of the NRC.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-25**

**SYSTEM NAME:**

Oral History Program--NRC.

**SYSTEM LOCATION:**

Office of the Secretary, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

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

NRC employees, former employees, and other individuals who volunteer to be interviewed for the purpose of providing information for a history of the nuclear regulatory program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records consist of interviews on magnetic tape and transcribed scripts of the interviews.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2161(b) and 44 U.S.C. 3301.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. For incorporation in publications on the history of the nuclear regulatory program;
- b. To provide information to historians and other researchers; and
- c. For the routine use specified in paragraph number 7 of the Prefatory Statement of

General Routine Uses.

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

**STORAGE:**

Maintained on magnetic tape and transcripts.

**RETRIEVABILITY:**

Information is accessed by the name of the interviewee.

**SAFEGUARDS:**

Maintained in locked file room. Access to and use of these records is limited to those authorized by the Historian or a designee.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

NRC Historian, Office of the Secretary, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records is obtained from interviews granted on a voluntary basis to the Historian and his or her staff.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

## **NRC-26**

### **SYSTEM NAME:**

Transit Subsidy Benefits Program Records--NRC.

### **SYSTEM LOCATION:**

Administrative Services Center, Office of Administration, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

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

NRC employees who apply for subsidized mass transit costs.

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

The records consist of an individual's application to participate in the program which includes, but is not limited to, the applicant's name, home address, office telephone number, social security number, and information regarding the employee's commuting schedule and mass transit system(s) used.

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

26 U.S.C. 132, as amended by Public Law 108-311, sec. 207(13); 31 U.S.C. 3511; 41 CFR 102-74.210; 41 CFR 301-10.100; 41 CFR 301-10-190; 41 CFR 102-71.20; Executive Order (E.O.) 9397; E.O. 13150, Federal Workforce Transportation; Qualified Transportation Fringe Benefits, 26 CFR Parts 1 and 602; NRC Management Directive 3.4, "Transportation Management."

### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC

may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To provide statistical reports to the city, county, State, and Federal government agencies;
- b. To provide the basis for program approval and issue monthly subsidies; and
- c. For the routine uses specified in paragraph numbers 1, 4, 5, 6, and 7 in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Accessed by name and scanned NRC badge. Access by social security number when an individual's photo identification badge is scanned to record receipt of their transit subsidy.

**SAFEGUARDS:**

Paper records are maintained in locked file cabinets under visual control of the Administrative Services Center. Computer files are maintained on a hard drive and accessible by user login. Access to and use of these records is limited to those persons whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records

Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Administrative Services Center, Division of Administrative Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

NRC employees.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-27**

**SYSTEM NAME:**

Radiation Exposure Information and Reporting System (REIRS) Files--NRC.

**SYSTEM LOCATION:**

Primary system--Oak Ridge Associated Universities (ORAU), Oak Ridge, Tennessee (or current contractor facility).

Duplicate system--Duplicate systems exist, in part, regarding employee exposure records, with the NRC's Radiation Safety Officers at Regional office locations listed in Addendum 1, Part 2, in the Office of Nuclear Reactor Regulations (RES), the Office of Nuclear Material Safety and Safeguards (NMSS), and the Office of Federal and State Materials and Environmental Management Programs (FSME) at NRC Headquarters, Rockville, Maryland. The Office of Administration (ADM), One White Flint North, Rockville, Maryland, maintains the employee dosimeter tracking system.

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

Individuals monitored for radiation exposure while employed by or visiting or temporarily assigned to certain NRC-licensed facilities; individuals who are exposed to radiation or radioactive materials in incidents required to be reported under 10 CFR 20.2201-20.2204 and 20.2206 by all NRC licensees; individuals who may have been exposed to radiation or radioactive materials offsite from a facility, plant installation, or other place of use of licensed materials, or in unrestricted areas, as a result of an incident involving byproduct, source, or special nuclear material.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information relating to an individual's name, sex, social security number, birth date, place and period date of exposure; name and license number of individual's employer; name and number of licensee reporting the information; radiation doses or estimates of exposure received during this period, type of radiation, part(s) or organ(s) exposed, and



radionuclide(s) involved.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7902; 29 U.S.C. 668; 42 U.S.C. 2051, 2073, 2093, 2095, 2111, 2133, 2134, and 2201(o); 10 CFR 20.2106, 20.2201-20.2204, 20.2206; 10 CFR 2201; 10 CFR Part 34; Executive Order (E.O.) 9397; E.O. 12196, as amended by E.O. 12223 and E.O. 12608; E.O. 12258; E.O. 12399; E.O. 12489; E.O. 12534; E.O. 12610; E.O. 12692.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To provide data to other Federal and State agencies involved in monitoring and/or evaluating radiation exposure received by individuals as enumerated in the paragraph "Categories of individuals covered by the system";
- b. To return data provided by licensee upon request; and
- c. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper and on computer media. The computerized records maintained in Oak Ridge, TN, are in a centralized database management system that is password protected. Backup tapes of the database are generated and maintained at a secure,

off site location for disaster recovery purposes. During the processing and data entry, paper records are temporarily stored in designated business offices that are locked when not in use and are accessible only to authorized personnel. Upon completion of data entry and processing, the paper records are stored in an off site security storage facility accessible only to authorized personnel.

**RETRIEVABILITY:**

Records are accessed by individual name, social security number, date of birth, and/or by licensee name or number.

**SAFEGUARDS:**

Information maintained at ORAU is accessible to RES and individuals that have been authorized access by NRC, including all NRC Radiation Safety Officers and ORAU employees that are directly involved in the REIRS project. Reports received and reviewed by the NRC's RES, NRR, NMSS, FSME, and Regional offices are in lockable file cabinets and bookcases in secured buildings. A log is maintained of both telephone and written requests for information.

The data maintained in the REIRS database are protected from unauthorized access by several means. The database server resides in a protected environment with physical security barriers under key-card access control. Accounts authorizing access to the server and databases are maintained by the ORAU REIRS system administrator. In addition, ORAU maintains a computer security "firewall" that further restricts access to the ORAU computer network. Authorization for access must be approved by NRC, ORAU project management, and ORAU computer security. Transmittal of data via the Internet is protected by data encryption.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC

Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

REIRS Project Manager, Health Effects Branch, Division of Systems Analysis, Office of Nuclear Regulatory Research, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records comes from licensees; the subject individual; the individual's employer; the person in charge of the facility where the individual has been assigned; NRC Form 5, "Occupational Exposure Record for a Monitoring Period," or equivalent, contractor reports, and Radiation Safety Officers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-28**

**SYSTEM NAME:**

Merit Selection Records--NRC.

**SYSTEM LOCATION:**

Primary system—Electronic records: NRC’s current contractor facility. Paper records: Headquarters personnel\*, Office of Human Resources, NRC, White Flint North Complex, 11555 and 11545 Rockville Pike, Rockville, Maryland. Regional personnel, at each of the Regional Offices listed in Addendum I, Part 2. Electronic records maintained at the NRC’s current contractor facility. \*The Office of the Inspector General (OIG) maintains the paper files for OIG personnel.

Duplicate system--Duplicate systems exist, in part, within the organization with the position vacancy, at the locations listed in Addendum I, Parts 1 and 2.

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

Individuals covered by the system include those who have registered in the system or applied for Federal employment with the NRC.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains application information of persons applying to NRC for Federal employment or merit promotion within the NRC, including application for Federal employment (resumes or similar documents); vacancy announcements; job descriptions; examination results; supervisory evaluation or performance appraisal forms; reference forms; and related correspondence. These records include, but are not limited to, applicant information relating to

education, training, employment history, earnings, past performance, awards and commendations, citizenship, veteran's preference, birth date, social security number, and home address and telephone numbers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 3301, 5101, 7201; 42 U.S.C. 2000e; 42 U.S.C. 2201(d); Executive Order (E.O.) 9397; E.O. 11478, as amended by E.O. 11590 and E.O. 12106; E.O. 12106, as amended by E.O. 12379 and E.O. 12450.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To prepare reports for a variety of internal and external sources including the Office of Personnel Management, Merit Systems Protection Board; EEOC and EEO Investigators; Union representatives and EEO Committee representatives, and

b. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained in electronic and paper form.

**RETRIEVABILITY:**

Records are retrieved by vacancy announcement number, applicant name, or social

security number.

**SAFEGUARDS:**

Maintained in a password protected automated system and in lockable file cabinets. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Director for Human Resources Operations and Policy, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For Regional personnel: Human Resources Team Leader at the appropriate Regional Office I-IV listed in Addendum I, Part 2. For applicants to the Honor Law Graduate Program—Honor Law Graduate Program Coordinator, Office of the General Counsel, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For OIG personnel: Personnel Officer, Office of the Inspector General, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information

about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Some information was received in confidence and will not be disclosed to the extent that disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

The source of this information is the subject individual, or is derived from information supplied by that individual; individual's current and previous supervisors within and outside NRC; pre-employment evaluation data furnished by references and educational institutions whose names were supplied by applicant; and information from other Federal agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

**NRC-29 (Revoked.)**

**NRC-30 (Revoked.)**

**NRC-31 (Revoked.)**

**NRC-32**

**SYSTEM NAME:**

Office of the Chief Financial Officer Financial Transactions and Debt Collection Management Records--NRC.

**SYSTEM LOCATION:**

Office of the Chief Financial Officer, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland. NRC has an interagency agreement with the Department of the Interior's National Business Center (DOI/NBC) in Denver, Colorado, as the service provider for the NRC core financial system since May 2002.

Other NRC systems of records contain payment and/or collection transaction records and background information that may duplicate some of the records in this system. These other systems include, but are not limited to:

NRC-5, Contracts Records Files--NRC;

NRC-7, Call Detail Records--NRC;

NRC-10, Freedom of Information Act (FOIA) and Privacy Act (PA) Requests Records--NRC;

NRC-18, Office of the Inspector General (OIG) Investigative Records--NRC;

NRC-19, Official Personnel Training Records--NRC;

NRC-20, Official Travel Records--NRC;

NRC-21, Payroll Accounting Records--NRC;

NRC-24, Property and Supply Records--NRC; and

NRC-41, Tort Claims and Personal Property Claims Records--NRC.

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

Individuals the NRC owes/owed money to or who receive/received a payment from NRC and those who owe/owed money to the United States. Individuals receiving payments include,



but are not limited to, current and former employees, contractors, consultants, vendors, and others who travel or perform certain services for NRC. Individuals owing money include, but are not limited to, those who have received goods or services from NRC for which there is a charge or fee (NRC licensees, applicants for NRC licenses, Freedom of Information Act requesters, etc.) and those who have been overpaid and owe NRC a refund (current and former employees, contractors, consultants, vendors, etc.).

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

Information in the system includes, but is not limited to, names, addresses, telephone numbers, Social Security Numbers (SSN), employee identification number (EIN), Taxpayer Identification Numbers (TIN), Individual Taxpayer Identification Numbers (ITIN), Data Universal Numbering System (DUNS) number, fee categories, application and license numbers, contract numbers, vendor numbers, amounts owed, background and supporting documentation, correspondence concerning claims and debts, credit reports, and billing and payment histories. The overall agency accounting system contains data and information integrating accounting functions such as general ledger, funds control, travel, accounts receivable, accounts payable, property, and appropriation of funds. Although this system of records contains information on corporations and other business entities, only those records that contain information about individuals that is retrieved by the individual's name or other personal identifier are subject to the Privacy Act.

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

5 U.S.C. 552a; 5 U.S.C. 5514; 15 U.S.C. 1681; 26 U.S.C. 6103(m)(2); 31 U.S.C. 37, subchapters I and II; 31 U.S.C. 3701(a)(3); 31 U.S.C. 3711; 31 U.S.C. 3716; 31 U.S.C. 3717; 31 U.S.C. 3718; 31 U.S.C. 3720; 42 U.S.C. 2201; 42 U.S.C. 5841; Cash Management Improvement Act Amendments of 1992 (Pub. L. 102-589); Debt Collection Improvement Act of 1996 (Pub. L.

104-134); 31 CFR Chapter IX, Parts 900-904; 10 CFR Parts 15, 16, 170, 171; Executive Order (E.O.) 9397; E.O. 12101; and E.O. 12731.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In accordance with an interagency agreement the NRC may disclose records to the DOI/NBC as the service provider for the NRC core financial system. In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses or, where determined to be appropriate and necessary, the NRC may authorize DOI/NBC to make the disclosure:

a. To debt collection contractors (31 U.S.C. 3718) or to other Federal agencies such as the Department of the Treasury (Treasury) and the Department of the Interior (DOI) for the purpose of collecting and reporting on delinquent debts as authorized by the Debt Collection Act of 1982 or the Debt Collection Improvement Act (DCIA) of 1996;

b. To Treasury; the Defense Manpower Data Center, Department of Defense; the United States Postal Service; government corporations; or any other Federal, State, or local agency to conduct an authorized computer matching program in compliance with the Privacy Act of 1974, as amended, to identify and locate individuals, including Federal employees, who are delinquent in their repayment of certain debts owed to the U.S. Government, including those incurred under certain programs or services administered by the NRC, in order to collect debts under common law or under the provisions of the Debt Collection Act of 1982 or the Debt Collection Improvement Act of 1996 which include by voluntary repayment, administrative or salary offset, and referral to debt collection contractors.

c. To the Department of Justice, United States Attorney, Treasury, DOI, or other Federal agencies for further collection action on any delinquent account when circumstances warrant.

d. To credit reporting agencies/credit bureaus for the purpose of either adding to a credit history file or obtaining a credit history file or comparable credit information for use in the administration of debt collection. As authorized by the DCIA, NRC may report current (not delinquent) as well as delinquent consumer and commercial debt to these entities in order to aid in the collection of debts, typically by providing an incentive to the person to repay the debt timely.

e. To any Federal agency where the debtor is employed or receiving some form of remuneration for the purpose of enabling that agency to collect a debt owed the Federal Government on NRC's behalf by counseling the debtor for voluntary repayment or by initiating administrative or salary offset procedures, or other authorized debt collection methods under the provisions of the Debt Collection Act of 1982 or the Debt Collection Improvement Act of 1996. Under the DCIA, NRC may garnish non-Federal wages of certain delinquent debtors so long as required due process procedures are followed. In these instances, NRC's notice to the employer will disclose only the information that may be necessary for the employer to comply with the withholding order.

f. To the Internal Revenue Service (IRS) by computer matching to obtain the mailing address of a taxpayer for the purpose of locating such taxpayer to collect or to compromise a Federal claim by NRC against the taxpayer under 26 U.S.C. 6103(m)(2) and under 31 U.S.C. 3711, 3717, and 3718 or common law. Re-disclosure of a mailing address obtained from the IRS may be made only for debt collection purposes, including to a debt collection agent to facilitate the collection or compromise of a Federal claim under the Debt Collection Act of 1982 or the Debt Collection Improvement Act of 1996, except that re-disclosure of a mailing address

to a reporting agency is for the limited purpose of obtaining a credit report on the particular taxpayer. Any mailing address information obtained from the IRS will not be used or shared for any other NRC purpose or disclosed by NRC to another Federal, State, or local agency which seeks to locate the same taxpayer for its own debt collection purposes.

g. To refer legally enforceable debts to the IRS or to Treasury's Debt Management Services to be offset against the debtor's tax refunds under the Federal Tax Refund Offset Program.

h. To prepare W-2, 1099, or other forms or electronic submittals, to forward to the IRS and applicable State and local governments for tax reporting purposes. Under the provisions of the DCIA, NRC is permitted to provide Treasury with Form 1099-C information on discharged debts so that Treasury may file the form on NRC's behalf with the IRS. W-2 and 1099 Forms contain information on items to be considered as income to an individual, including certain travel related payments to employees, payments made to persons not treated as employees (e.g., fees to consultants and experts), and amounts written-off as legally or administratively uncollectible, in whole or in part.

i. To banks enrolled in the Treasury Credit Card Network to collect a payment or debt when the individual has given his or her credit card number for this purpose.

j. To another Federal agency that has asked the NRC to effect an administrative offset under common law or under 31 U.S.C. 3716 to help collect a debt owed the United States. Disclosure under this routine use is limited to name, address, SSN, EIN, TIN, ITIN, and other information necessary to identify the individual; information about the money payable to or held for the individual; and other information concerning the administrative offset.

k. To Treasury or other Federal agencies with whom NRC has entered into an agreement establishing the terms and conditions for debt collection cross servicing operations on behalf of

the NRC to satisfy, in whole or in part, debts owed to the U.S. Government. Cross servicing includes the possible use of all debt collection tools such as administrative offset, tax refund offset, referral to debt collection contractors, salary offset, administrative wage garnishment, and referral to the Department of Justice. The DCIA requires agencies to transfer to Treasury or Treasury-designated Debt Collection Centers for cross servicing certain nontax debt over 180 days delinquent. Treasury has the authority to act in the Federal Government's best interest to service, collect, compromise, suspend, or terminate collection action under existing laws under which the debts arise.

l. Information on past due, legally enforceable nontax debts more than 180 days delinquent will be referred to Treasury for the purpose of locating the debtor and/or effecting administrative offset against monies payable by the Government to the debtor, or held by the Government for the debtor under the DCIA's mandatory, Government-wide Treasury Offset Program (TOP). Under TOP, Treasury maintains a database of all qualified delinquent nontax debts, and works with agencies to match by computer their payments against the delinquent debtor database in order to divert payments to pay the delinquent debt. Treasury has the authority to waive the computer matching requirement for NRC and other agencies upon written certification that administrative due process notice requirements have been complied with.

m. For debt collection purposes, NRC may publish or otherwise publicly disseminate information regarding the identity of delinquent nontax debtors and the existence of the nontax debts under the provisions of the Debt Collection Improvement Act of 1996.

n. To the Department of Labor (DOL) and the Department of Health and Human Services (HHS) to conduct an authorized computer matching program in compliance with the Privacy Act of 1974, as amended, to match NRC's debtor records with records of DOL and HHS to obtain names, name controls, names of employers, addresses, dates of birth, and TINs. The DCIA

requires all Federal agencies to obtain taxpayer identification numbers from each individual or entity doing business with the agency, including applicants and recipients of licenses, grants, or benefit payments; contractors; and entities and individuals owing fines, fees, or penalties to the agency. NRC will use TINs in collecting and reporting any delinquent amounts resulting from the activity and in making payments.

o. If NRC decides or is required to sell a delinquent nontax debt under 31 U.S.C. 3711(l), information in this system of records may be disclosed to purchasers, potential purchasers, and contractors engaged to assist in the sale or to obtain information necessary for potential purchasers to formulate bids and information necessary for purchasers to pursue collection remedies.

p. If NRC has current and delinquent collateralized nontax debts under 31 U.S.C. 3711(i)(4)(A), certain information in this system of records on its portfolio of loans, notes and guarantees, and other collateralized debts will be reported to Congress based on standards developed by the Office of Management and Budget, in consultation with Treasury.

q. To Treasury in order to request a payment to individuals owed money by the NRC.

r. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

s. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

#### **DISCLOSURES TO CONSUMER REPORTING AGENCIES:**

##### *Disclosures Pursuant to 5 U.S.C. 552a(b)(12):*

Disclosures of information to a consumer reporting agency are not considered a routine use of records. Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims

Collection Act of 1966, as amended (31 U.S.C. 3701(a)(3) (1996)).

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

**STORAGE:**

Information in this system is stored on paper, microfiche, and computer media.

**RETRIEVABILITY:**

Automated information can be retrieved by name, SSN, TIN, DUNS number, license or application number, contract or purchase order number, invoice number, voucher number, and/or vendor code. Paper records are retrieved by invoice number.

**SAFEGUARDS:**

Records in the primary system are maintained in a building where access is controlled by a security guard force. Records are kept in lockable file rooms or at user's workstations in an area where access is controlled by keycard and is limited to NRC and contractor personnel who need the records to perform their official duties. The records are under visual control during duty hours. Access to automated data requires use of proper password and user identification codes by NRC or contractor personnel.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in

accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER:**

Director, Division of Financial Management, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORDS ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Record source categories include, but are not limited to, individuals covered by the system, their attorneys, or other representatives; NRC; collection agencies or contractors; employing agencies of debtors; and Federal, State and local agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-33**

**SYSTEM NAME:**

Special Inquiry File--NRC.

**SYSTEM LOCATION:**



Primary system--Special Inquiry Group, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist, in whole or in part, at the locations listed in Addendum I, Parts 1 and 2.

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

Individuals possessing information regarding or having knowledge of matters of potential or actual concern to the Commission in connection with the investigation of an accident or incident at a nuclear power plant or other nuclear facility, or an incident involving nuclear materials or an allegation regarding the public health and safety related to the NRC's mission responsibilities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of an alphabetical index file bearing individual names. The index provides access to associated records which are arranged by subject matter, title, or identifying number(s) and/or letter(s). The system incorporates the records of all Commission correspondence, memoranda, audit reports and data, interviews, questionnaires, legal papers, exhibits, investigative reports and data, and other material relating to or developed as a result of the inquiry, study, or investigation of an accident or incident.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2051, 2201(c), (i) and (o).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected

under the following routine uses:

a. To provide information relating to an item which has been referred to the Commission or Special Inquiry Group for investigation by an agency, group, organization, or individual and may be disclosed as a routine use to notify the referring agency, group, organization, or individual of the status of the matter or of any decision or determination that has been made;

b. To disclose a record as a routine use to a foreign country under an international treaty or convention entered into and ratified by the United States;

c. To provide records relating to the integrity and efficiency of the Commission's operations and management and may be disseminated outside the Commission as part of the Commission's responsibility to inform the Congress and the public about Commission operations; and

d. For any of the routine uses specified in paragraph numbers 1, 2, 4, 5, 6, and 7 of the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on microfiche, disks, tapes, paper in file folders, and computer media. Documents are maintained in secured vault facilities.

**RETRIEVABILITY:**

Accessed by name (author or recipient), corporate source, title of document, subject matter, or other identifying document or control number.

**SAFEGUARDS:**

These records are located in locking metal filing cabinets or safes in a secured facility and are available only to authorized personnel whose duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at

[www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Records Manager, Special Inquiry Group, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Information classified under Executive Order 12958 will not be disclosed. Information received in confidence will not be disclosed to the extent that disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

The information in this system of records is obtained from sources including, but not limited to, NRC officials and employees; Federal, State, local, and foreign agencies; NRC licensees; nuclear reactor vendors and architectural engineering firms; other organizations or persons knowledgeable about the incident or activity under investigation; and relevant NRC records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(1), (k)(2), and (k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

**NRC-34 (Revoked.)**

**NRC-35**

**SYSTEM NAME:**

Drug Testing Program Records--NRC.

**SYSTEM LOCATION:**

Primary system--Division of Facilities and Security, Office of Administration, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist in part at the NRC Regional office locations listed in Addendum I, Part 2 (for a temporary period of time); and at the current contractor testing laboratories, collection/evaluation facilities.

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

Persons including NRC employees, applicants, consultants, licensees, and contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information regarding the drug testing program; requests for and results of initial, confirmatory and follow-up testing, if appropriate; additional information supplied by NRC employees, employment applicants, consultants, licensees, or contractors in challenge to positive test results; and written statements or medical evaluations of attending physicians and/or information regarding prescription or nonprescription drugs.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C 7301 (note); 42 U.S.C. 290dd-2; Executive Order 12564; Pub. L. 100-71, Title V Sec. 503; Pub. L. 100-440, Title VI Sec. 628; Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To identify substance abusers within the agency;
- b. To initiate counseling and/or rehabilitation programs;
- c. To take personnel actions;
- d. To take personnel security actions;
- e. For statistical reporting purposes. Statistical reporting will not include personally identifiable information; and
- f. For the routine uses specified in paragraphs number 6 and 7 of the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on paper and computer media. Specimens are maintained in appropriate environments.

**RETRIEVABILITY:**

Records are indexed and accessed by name, social security number, testing position number, specimen number, drug testing laboratory accession number, or a combination thereof.

**SAFEGUARDS:**

Records in use are protected to ensure that access is limited to those persons whose official duties require such access. Unattended records are maintained in NRC-controlled space in locked offices, locked desk drawers, or locked file cabinets. Stand-alone and network processing systems are password protected and removable media is stored in locked offices, locked desk drawers, or locked file cabinets when unattended. Network processing systems have roles and responsibilities protection and system security plans. Records at laboratory, collection, and evaluation facilities are stored with appropriate security measures to control and limit access to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

NRC employees, employment applicants, consultants, licensees, and contractors who have been identified for drug testing who have been tested; physicians making statements regarding medical evaluations and/or authorized prescriptions for drugs; NRC contractors for processing including, but not limited to, specimen collection, laboratories for analysis, and medical evaluations; and NRC staff administering the drug testing program to ensure the achievement of a drug-free workplace.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

**NRC-36**

**SYSTEM NAME:**

Employee Locator Records--NRC.

**SYSTEM LOCATION:**

Primary system--Part 1: For Headquarters personnel: Office of Human Resources, NRC, White Flint North Complex, 11545/11555 Rockville Pike, Rockville, Maryland. For Regional personnel: Regional Offices I-IV at the locations listed in Addendum 1, Part 2.

Part 2: Infrastructure and Computer Operations Division, Office of Information Services, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

Part 3: Division of Administrative Services, Office of Administration, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist, in part, for Incident Response Operations within the Office of Nuclear Security and Incident Response, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland, and at the NRC's Regional Offices, at the locations listed in Addendum I, Part 2.

Duplicate system--Duplicate systems may exist, in part, within the organization where an individual actually works, at the locations listed in Addendum I, Parts 1 and 2.

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

NRC employees and contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records include, but are not limited to, an individual's name, home address, office organization and location (building, room number, mail stop), telephone number (home, business, cell, and pager), person to be notified in case of emergency (name, address, telephone number), and other related records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**



44 U.S.C. 3101, 3301; Executive Order (E.O.) 9397; and E.O. 12656.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To contact the subject individual's designated emergency contact in the case of an emergency;
- b. To contact the subject individual regarding matters of official business;
- c. To maintain the agency telephone directory;
- d. For internal agency mail services; and
- e. The routine use specified in paragraph number 6 and 7 of the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on paper and computer media.

**RETRIEVABILITY:**

Information is accessed by name. NRC employees are required to initially use their social security number as their login ID for the Office of Personnel Management's Employee Express, where employees update locator information such as their home address and telephone number, emergency contact, etc.

**SAFEGUARDS:**

Electronic records are password protected. Paper records are maintained in locked files and/or in controlled access area. Access to and use of these records is limited to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Part 1: For Headquarters personnel: Associate Director for Human Resources Operations and Policy, Office of Human Resources, U. S. Nuclear Regulatory Commission (NRC), Washington, DC 20555-0001; and for Regional personnel: Human Resources Team Leaders at the Regional Offices listed in Addendum I, Part 2; Part 2: Telecommunications Team Leader, Computer Operations and Telecommunications Branch, Infrastructure and Computer Operations Division, Office of Information Services, NRC, Washington, DC 20555-0001; Part 3: Team Leader, Mail Services, Administrative Services Center, Division of Administrative Services, Office of Administration, NRC, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of

Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Individual on whom the record is maintained; Employee Express; NRC Form 15, "Employee Locator Notification;" and other related records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-37**

**SYSTEM NAME:**

Information Security Files and Associated Records--NRC.

**SYSTEM LOCATION:**

Division of Security Operations, Office of Nuclear Security and Incident Response, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

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

Individuals include present and former NRC employees, contractors, consultants, licensees, and other cleared persons.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records include information regarding:

- a. Personnel who are authorized access to specified levels, categories and types of

information, the approving authority, and related documents; and

b. Names of individuals who classify and/or declassify documents (e.g., for the protection of Classified National Security Information and Restricted Data) as well as information identifying the document.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2165 and 2201(i); Executive Order 12958, as amended.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To prepare statistical reports for the Information Security Oversight Office.

b. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Maintained on paper in file folders and on computer media.

**RETRIEVABILITY:**

Accessed by name and/or assigned number.

**SAFEGUARDS:**

Information maintained in locked buildings, containers, or security areas under guard and/or alarm protection, as appropriate. Records are processed only on systems approved for

processing classified information or accessible through password protected systems for unclassified information. The classified systems are stand alone systems located within secure facilities or with removable hard drives that are either stored in locked security containers or in alarmed vaults cleared for open storage of TOP SECRET information.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Division of Security Operations, Office of Nuclear Security and Incident Response, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Some information is classified under Executive Order 12958, as amended, and will not be disclosed. Other information has been received in

confidence and will not be disclosed to the extent that disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

NRC employees, contractors, consultants, and licensees, as well as information furnished by other Government agencies or their contractors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(1) and (k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4), (G), (H), and (I), and (f).

**NRC-38**

**SYSTEM NAME:**

Mailing Lists--NRC.

**SYSTEM LOCATION:**

Primary system—Printing and Mail Services Branch, Division of Administrative Services, Office of Administration, NRC, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist in whole or in part at the locations listed in Addendum I, Parts 1 and 2.

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

Individuals, including NRC staff, with an interest in receiving information from the NRC.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Mailing lists include an individual's name and address; and title, occupation, and institutional affiliation, when applicable.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3101, 3301.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. For distribution of documents to persons and organizations listed on the mailing list;  
and

b. For the routine use specified in paragraph number 6 and 7 of the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are maintained on computer media.

**RETRIEVABILITY:**

Records are accessed by company name, individual name, or file code identification number.

**SAFEGUARDS:**

Access to and use of these records is limited to those persons whose official duties require such access. Automated records are password protected.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and

Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Team Leader, Printing and Mail Services Team, Division of Administrative Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

NRC staff, NRC licensees, and individuals expressing an interest in NRC activities and publications.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.



## **NRC-39**

### **SYSTEM NAME:**

Personnel Security Files and Associated Records--NRC.

### **SYSTEM LOCATION:**

Division of Facilities and Security, Office of Administration, NRC, Twinbrook Metro Plaza, 12300 Twinbrook Parkway, Rockville, Maryland.

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

Persons including NRC employees, employment applicants, consultants, contractors, and licensees; other Government agency personnel, other persons who have been considered for an access authorization, special nuclear material access authorization, unescorted access to NRC buildings or nuclear power plants, NRC building access, access to Federal automated information systems or data, or participants in the criminal history program; aliens who visit NRC's facilities; and actual or suspected violators of laws administered by NRC.

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

These records contain information about individuals, which includes, but is not limited to, their name(s), address, date and place of birth, social security number, identifying information, citizenship, residence history, employment history, military history, financial history, foreign travel, foreign contacts, education, spouse/cohabitant and relatives, personal references, organizational membership, medical, fingerprints, criminal record, and security clearance history.

These records also contain copies of personnel security investigative reports from other Federal agencies, summaries of investigative reports, results of Federal agency indices and database checks, records necessary for participation in the criminal history program, reports of personnel security interviews, clearance actions information (e.g., grants and terminations), access

approval/disapproval actions related to NRC building access or unescorted access to nuclear plants, or access to Federal automated information systems or data, violations of laws, reports of security infraction, and other related personnel security processing documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2165, 2201(i), 2201a, and 2284; Executive Order (E.O.) 9397; E.O. 10450, as amended by E.O. 10491, E.O. 10531, E.O. 10548, E.O. 10550, E.O. 11605, E.O. 11785, and E.O. 12107; E.O. 10865, as amended by E.O. 10909 and E.O. 11382, modified by E.O. 12038; E.O. 12958, amended by E.O. 13292; E.O. 12968; E.O. 13467; 10 CFR Parts 10, 11, 14, 25, 50, 73; Atomic Energy Act of 1954, as amended (68 Stat. 919); Title II of the Energy Reorganization Act of 1974 (88 Stat. 1242); Pub. L. 99-399 (100 Stat. 876); OMB Circular No. A-130, Revised; 5 CFR 731, 732, and authorities cited therein.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Information in these records may be used by the Division of Facilities and Security and on a need-to-know basis by appropriate NRC officials, Hearing Examiners, Personnel Security Review Panel members, Office of Personnel Management, Central Intelligence Agency, and other Federal agencies:

- a. To determine clearance or access authorization eligibility;
- b. To determine eligibility for access to NRC buildings or access to Federal automated information systems or data;
- c. To certify clearance or access authorization;
- d. To maintain the NRC personnel security program;
- e. To provide licensees information needed for unescorted access or access to safeguard information determinations; and

f. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records maintained on paper, tapes, and computer media.

**RETRIEVABILITY:**

Indexed and accessed by name, social security number, docket number, or a combination thereof.

**SAFEGUARDS:**

Records in use are protected to ensure that access is limited to those persons whose official duties require such access. Unattended records are maintained in NRC-controlled space in locked offices, locked desk drawers, or locked file cabinets. Mass storage of records is protected when unattended by a combination lock and alarm system. Unattended classified records are protected in appropriate security containers in accordance with Management Directive 12.1.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in

accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure." Some information is classified under Executive Order 12958 and will not be disclosed. Other information has been received in confidence and will not be disclosed to the extent the disclosure would reveal a confidential source.

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

NRC applicants, employees, contractors, consultants, licensees, visitors and others, as well as information furnished by other Government agencies or their contractors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Pursuant to 5 U.S.C. 552a(k)(1), (k)(2), and (k)(5), the Commission has exempted portions of this system of records from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f).

**NRC-40**

**SYSTEM NAME:**

Facility Security Access Control Records--NRC.

**SYSTEM LOCATION:**

Primary system--Division of Facilities and Security, Office of Administration, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist in part at NRC Regional Offices and the NRC Technical Training Center at the locations listed in Addendum I, Part 2.

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

Current and former NRC employees, consultants, contractors, other Government agency personnel, and approved visitors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system includes information regarding: (1) NRC personal identification badges issued for continued access to NRC-controlled space; and (2) records regarding visitors to NRC.

The records include, but are not limited to, an individual's name, social security number, electronic image, badge number, citizenship, employer, purpose of visit, person visited, date and time of visit, and other information contained on Government issued credentials.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2165 and 2201; 5 CFR Part 2634; Executive Order (E.O.) 9397; E.O. 12958, amended by E.O. 13292.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To control access to NRC classified information and to NRC spaces by human or electronic means.

b. Information (identification badge) may also be used for tracking applications within the NRC for other than security access purposes.

c. The electronic image used for the NRC employee personal identification badge may be used for other than security purposes only with the written consent of the subject individual.

d. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

### **STORAGE:**

Records are maintained on paper and computer media.

### **RETRIEVABILITY:**

Information is indexed and accessed by individual's name, social security number, identification badge number, employer's name, date of visit, or sponsor's name.

### **SAFEGUARDS:**

All records are maintained in NRC-controlled space that is secured after normal duty hours or in security areas under guard presence. There is an approved security plan which identifies the physical protective measures and access controls (i.e., passwords and software design limiting access based on each individual's role and responsibilities relative to the system) specific to each system.

### **RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC

Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Sources of information include NRC employees, contractors, consultants, employees of other Government agencies, and visitors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

## **NRC-41**

### **SYSTEM NAME:**

Tort Claims and Personal Property Claims Records--NRC.

### **SYSTEM LOCATION:**

Primary system--Office of the General Counsel, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist, in whole or in part, in the Office of the Chief Financial Officer (OCFO), NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland, and at the locations listed in Addendum I, Parts 1 and 2. Other NRC systems of records, including but not limited to, NRC-18, "Office of the Inspector General (OIG) Investigative Records--NRC," and NRC-32, "Office of the Chief Financial Officer Financial Transactions and Debt Collection Management Records--NRC," may contain some of the information in this system of records.

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

Individuals who have filed claims with NRC under the Federal Tort Claims Act or the Military Personnel and Civilian Employees' Claims Act and individuals who have matters pending before the NRC that may result in a claim being filed.

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

This system contains information relating to loss or damage to property and/or personal injury or death in which the U.S. Government may be liable. This information includes, but is not limited to, the individual's name, home address and phone number, work address and phone number, claim forms and supporting documentation, police reports, witness statements, medical records, insurance information, investigative reports, repair/replacement receipts and estimates, litigation documents, court decisions, and other information necessary for the



evaluation and settlement of claims and pre-claims.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Tort Claims Act, 28 U.S.C. 2671 *et seq.* (2000); 31 U.S.C. 3721.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, NRC may disclose information contained in a record in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To third parties, including claimants' attorneys, insurance companies, witnesses, potential witnesses, local police authorities where an accident occurs, and others who may have knowledge of the matter to the extent necessary to obtain information that will be used to evaluate, settle, refer, pay, and/or adjudicate claims.

b. To the Department of Justice (DOJ) when the matter comes within their jurisdiction, such as to coordinate litigation or when NRC's authority is limited and DOJ advice or approval is required before NRC can award, adjust, compromise, or settle certain claims.

c. To the appropriate Federal agency or agencies when a claim has been incorrectly filed with NRC or when more than one agency is involved and NRC makes agreements with the other agencies as to which one will investigate the claim.

d. The Department of the Treasury to request payment of an award, compromise, or settlement of a claim.

e. Information contained in litigation records is public to the extent that the documents have been filed in a court or public administrative proceeding, unless the court or other adjudicative body has ordered otherwise. This public information, including information

concerning the nature, status, and disposition of the proceeding, may be disclosed to any person, unless it is determined that release of specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

f. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

g. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosure Pursuant to 5 U.S.C. 552a(b)(12):*

Disclosure of information to a consumer reporting agency is not considered a routine use of records. Disclosures may be made from this system of records to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3701(a)(3) (1996)).

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

**STORAGE:**

Information in this system of records is stored on paper, in log books, and on computer media.

**RETRIEVABILITY:**

Information is indexed and accessed by the claimant's name and/or claim number.

**SAFEGUARDS:**

The paper records and log books are stored in locked file cabinets or locked file rooms and access is restricted to those agency personnel whose official duties and responsibilities require access. Automated records are protected by password.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER:**

Assistant General Counsel for Administration, Office of the General Counsel, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is obtained from a number of sources, including but not limited to, claimants, NRC employees involved in the incident, witnesses or others having knowledge of the matter,

police reports, medical reports, investigative reports, insurance companies, and attorneys.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-42**

**SYSTEM NAME:**

Strategic Workforce Planning Records--NRC.

**SYSTEM LOCATION:**

Primary system— Technical Training Center, NRC, 5746 Marlin Road, Suite 200, Chattanooga, Tennessee.

Duplicate system--Duplicate systems may exist, in part, at the locations listed in Addendum I, Parts 1 and 2.

**CATEGORIES OF INDIVIDUALS COVERED:**

Current, prospective, and former NRC employees, experts, consultants, and contractors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Specific information maintained on individuals includes individual skills assessments that identify the knowledge and skills possessed by the individual and the levels of skill possessed, and may include a skills profile containing, but not limited to, their name; service computation date; series and grade; education; work and skills experience; special qualifications; licenses and certificates held; and availability for geographic relocation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 3396; 5 U.S.C. 4103; 42 U.S.C. 2201; Executive Order (E.O.) 9397; E.O. 11348, as amended by E.O. 12107; Public Law 104-106, National Defense Authorization Act for Fiscal Year 1996, Sec. 5125, Agency Chief Information Officer.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The primary use of the records will be to assess the knowledge and skills needed to perform the functions assigned to individuals and their organizations.

Information in the system may be used by the NRC to assess the skills of the staff to develop an organizational training plan/program; to prepare individual training plans; to develop recruitment plans; and to assign personnel. Other offices may maintain similar kinds of records relative to their specific duties, functions, and responsibilities.

In addition to the disclosures permitted under subsection (b) of the Privacy Act, which includes disclosure to other NRC employees who have a need for the information in the performance of their duties, NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the information was collected under the following routine uses:

a. To employees and contractors of other Federal, State, local, and foreign agencies or to private entities in connection with joint projects, working groups, or other cooperative efforts in which the NRC is participating.

b. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

c. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Information is maintained in computerized form.

**RETRIEVABILITY:**

Information may be retrieved by, but not limited to, the individual's name; office; skill level; various skills; education; or work experience.

**SAFEGUARDS:**

Records are maintained in areas where access is controlled by keycard and is limited to NRC and contractor personnel. Access to computerized records requires use of password and user identification codes. Level of access is determined by roles and responsibilities.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER AND ADDRESS:**

Chief, Program Management, Policy Development and Analysis Staff, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information is obtained from a number of sources, including but not limited to, the individual to whom it pertains, system of records NRC-11, supervisors and other NRC officials, contractors, and other agencies or entities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-43**

**SYSTEM NAME:**

Employee Health Center Records--NRC.

**SYSTEM LOCATION:**

Primary system--Employee Health Center, NRC, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system--Duplicate systems exist, in part, at health care facilities operating under a contract or agreement with NRC for health-related services in the vicinity of each of NRC's Regional offices listed in Addendum I, Part 2. NRC's Regional offices may also maintain copies of occupational health records for their employees.

This system may contain some of the information maintained in other systems of records, including NRC-11, "General Personnel Records (Official Personnel Folder and Related Records)--NRC," NRC-17, "Office of Workers' Compensation Program Records--NRC," and

NRC-44, "Employee Fitness Center Records--NRC."

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

Current and former NRC employees, consultants, contractors, other Government personnel, and anyone on NRC premises who requires emergency or first-aid treatment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system is comprised of records developed as a result of voluntary employee use of health services provided by the Health Center, and of emergency health services rendered by Health Center staff to individuals for injuries and illnesses suffered while on NRC premises. Specific information maintained on individuals may include, but is not limited to, their name, date of birth, and Social Security number; medical history and other biographical data; test reports and medical diagnoses based on employee health maintenance physical examinations or health screening programs (tests for single medical conditions or diseases); history of complaint, diagnosis, and treatment of injuries and illness rendered by the Health Center staff; immunization records; records of administration by Health Center staff of medications prescribed by personal physicians; medical consultation records; statistical records; daily log of patients; and medical documentation such as personal physician correspondence, test results submitted to the Health Center staff by the employee; and occupational health records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7901; Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected



under the following routine uses:

a. To refer information required by applicable law to be disclosed to a Federal, State, or local public health service agency concerning individuals who have contracted certain communicable diseases or conditions in an effort to prevent further outbreak of the disease or condition.

b. To disclose information to the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as required by pertinent legal authority.

c. To disclose information to the Office of Workers' Compensation Programs in connection with a claim for benefits filed by an employee.

d. To Health Center staff and medical personnel under a contract or agreement with NRC who need the information in order to schedule, conduct, evaluate, or follow up on physical examinations, tests, emergency treatments, or other medical and health care services.

e. To refer information to private physicians designated by the individual when requested in writing.

f. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

g. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

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

**STORAGE:**

Records are stored in file folders, on microfiche, on computer media, and on file cards, logs, x-rays, and other medical reports and forms.

**RETRIEVABILITY:**

Records are retrieved by the individual's name, date of birth, and Social Security number, or any combination of those identifiers.

**SAFEGUARDS:**

Records in the primary system are maintained in a building where access is controlled by a security guard force and entry to each floor is controlled by keycard. Records in the system are maintained in lockable file cabinets with access limited to agency or contractor personnel whose duties require access. The records are under visual control during duty hours. Access to automated data requires use of proper password and user identification codes by authorized personnel.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESSES:**

Manager, Employee Assistance and Wellness Services, Office of Human Resources,  
U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information

about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR Part 9; and provide their full name, any former name(s), date of birth, and Social Security number.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records is obtained from a number of sources including, but not limited to, the individual to whom it pertains; laboratory reports and test results; NRC Health Center physicians, nurses, and other medical technicians or personnel who have examined, tested, or treated the individual; the individual's coworkers or supervisors; other systems of records; the individual's personal physician(s); NRC Fitness Center staff; other Federal agencies; and other Federal employee health units.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-44**

**SYSTEM NAME:**

Employee Fitness Center Records--NRC.

**SYSTEM LOCATION:**

Primary system--Fitness Center, NRC, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

Duplicate system--Regional offices, listed in Addendum I, Part 2, only maintain lists of their employees who receive subsidy from NRC for off-site fitness center memberships.

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

NRC employees who apply for membership at the Fitness Center, including current and former members.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system includes applications to participate in NRC's Fitness Center, information on an individual's degree of physical fitness and their fitness activities and goals; and various forms, memoranda, and correspondence related to Fitness Center membership and financial/payment matters. Specific information contained in the application for membership includes the employee applicant's name, gender, age, Social Security number, height, weight, and medical information, including a history of certain medical conditions; the name of the individual's personal physician and any prescription or over-the-counter drugs taken on a regular basis; and the name and address of a person to be notified in case of emergency.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7901; Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

- a. To the individual listed as an emergency contact, in the event of an emergency.
- b. To the National Archives and Records Administration or to the General Services

Administration for records management inspections conducted under 44 U.S.C. 2904 or 2906.

c. For any of the routine uses specified in the Prefatory Statement of General Routine Uses.

**DISCLOSURES TO CONSUMER REPORTING AGENCIES:**

*Disclosures Pursuant to 5 U.S.C. 552a(b)(12):*

Disclosures of information to a consumer reporting agency are not considered a routine use of records. Disclosures may be made from this system to “consumer reporting agencies” as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) (1970)) or the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3701(a)(3) (1996)).

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

**STORAGE:**

Records are maintained on paper and computer media.

**RETRIEVABILITY:**

Information is indexed and accessed by an individual's name and/or Social Security number.

**SAFEGUARDS:**

Records are maintained in a building where access is controlled by a security guard force. Access to the Fitness Center is controlled by keycard and bar code verification. Records in paper form are stored alphabetically by individuals' names in lockable file cabinets maintained in the NRC Fitness Center where access to the records is limited to agency and Fitness Center personnel whose duties require access. The records are under visual control during duty hours. Automated records are protected by screen saver. Access to automated data requires use of proper password and user identification codes. Only authorized personnel have access to areas

in which information is stored.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Employee Assistance and Wellness Services, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR Part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

Information in this system of records is principally obtained from the subject individual.

Other sources of information include, but are not limited to, the NRC Fitness Center Director, staff physicians retained by the NRC, and the individual's personal physicians.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NRC-45**

**SYSTEM NAME:**

Digital Certificates for Personal Identity Verification Records–NRC.

**SYSTEM LOCATION:**

Primary system--Office of Information Services, NRC, White Flint North Complex, 11555 Rockville Pike, Rockville, Maryland, and current contractor facility.

Duplicate system--Duplicate systems may exist, in whole or in part, at the locations listed in Addendum I, Part 2.

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

Individuals covered are persons who have applied for the issuance of digital certificates for signature, encryption, and/or authentication purposes; have had their certificates renewed, replaced, suspended, revoked, or denied; have used their certificates to electronically make contact with, retrieve information from, or submit information to an automated information system; or have corresponded with NRC or its contractor concerning digital certificate services.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains information needed to establish and verify the identity of users, to maintain the system, and to establish accountability and audit controls. System records may include: (a) Applications for the issuance, amendment, renewal, replacement, or revocation of digital certificates, including evidence provided by applicants or proof of identity and authority,

and sources used to verify an applicant's identity and authority; (b) Certificates issued; (c) Certificates denied, suspended, or revoked, including reasons for denial, suspension, or revocation; (d) A list of currently valid certificates; (e) A list of currently invalid certificates; (f) A record of validation transactions attempted with digital certificates; and (g) A record of validation transactions completed with digital certificates.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. § 301; Electronic Government Act of 2002, 44 U.S.C. Chapter 36; the Paperwork Reduction Act of 1995, 44 U.S.C. § 3501; Government Paperwork Elimination Act, 44 U.S.C. § 3504; Homeland Security Presidential Directive 12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004; Executive Order 9397.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

a. To agency digital certificate program contractors to compile and maintain documentation on applicants for verifying applicants' identity and authority to access information system applications; to establish and maintain documentation on information sources for verifying applicants' identities; to ensure proper management, data accuracy, and evaluation of the system;

b. To Federal authorities to determine the validity of subscriber digital certificates and other identity attributes;



c. To the National Archives and Records Administration (NARA) for records management purposes;

d. To a public data repository (*only name, e-mail address, organization, and public key*) to facilitate secure communications using digital certificates; and

e. Any of the routine uses specified in the Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosure of system records to consumer reporting systems is not permitted.

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

**STORAGE:**

Records are stored electronically or on paper.

**RETRIEVABILITY:**

Records are retrievable by an individual's name, e-mail address, certificate status, certificate number, certificate issuance date, or approval role.

**SAFEGUARDS:**

Technical, administrative, and personnel security measures are implemented to ensure confidentiality, integrity, and availability of the system data stored, processed, and transmitted. Hard copy documents are maintained in locking file cabinets. Electronic records are, at a minimum, password protected. Access to and use of these records is limited to those individuals whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) approved disposition schedules which can be found in the NRC Comprehensive Records Disposition Schedule, NUREG-0910, NARA's General Records

Schedules, as well as in recently approved Requests for Records Disposition Authorities. NRC records disposition schedules are accessible through the NRC's Web site at [www.nrc.gov/reading-rm/records-mgmt/disposition.html](http://www.nrc.gov/reading-rm/records-mgmt/disposition.html). Records that do not have an approved disposition schedule will be retained until disposition authority is obtained from NARA in accordance with 36 CFR 1220.38(b), Disposition of Records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Infrastructure and Computer Operations Division, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about them should write to the Freedom of Information Act and Privacy Act Officer, Office of Information Services, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and comply with the procedures contained in NRC's Privacy Act regulations, 10 CFR part 9.

**RECORD ACCESS PROCEDURE:**

Same as "Notification procedure."

**CONTESTING RECORD PROCEDURE:**

Same as "Notification procedure."

**RECORD SOURCE CATEGORIES:**

The sources for information are the individuals who apply for digital certificates, the NRC and contractors using multiple sources to verify identities, and internal system transactions designed to gather and maintain data needed to manage and evaluate the digital certificate program.

**EXEMPTIONS CLAIMS FOR THE SYSTEM:**

None.

## **Addendum I--List of U.S. Nuclear Regulatory Commission Locations**

### Part 1--NRC Headquarters Offices

1. One White Flint North, 11555 Rockville Pike, Rockville, Maryland.
2. Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.
3. Executive Boulevard Building, 6003 Executive Boulevard, Rockville, Maryland.
4. Gateway Building, 7201 Wisconsin Avenue, Bethesda, Maryland.
5. Twinbrook Metro Plaza, 12300 Twinbrook Parkway, Rockville, Maryland.
6. 21 Church Street, Rockville, Maryland.

### Part 2--NRC Regional Offices

1. NRC Region I, 475 Allendale Road, King of Prussia, Pennsylvania.
2. NRC Region II, Sam Nunn Atlanta Federal Center, 23 T85, 61 Forsyth Street, SW.,  
Atlanta, Georgia.
3. NRC Region III, 2443 Warrenville Road, Suite 210, Lisle, Illinois.
4. NRC Region IV, Texas Health Resources Tower, 612 E. Lamar Boulevard, Suite 400,  
Arlington, Texas.
5. High-Level Waste Management Office, 1551 Hillshire Drive, Suite A, Las Vegas,  
Nevada.

6. NRC Technical Training Center, Osborne Office Center, 5746 Marlin Road, Suite 200,  
Chattanooga, Tennessee.

Dated at Rockville, Maryland, this 18<sup>th</sup> day of December, 2008.

For the Nuclear Regulatory Commission.

*/RA/*

Joseph J. Holonich, Director  
Information and Records Services Division  
Office of Information Services

6. NRC Technical Training Center, Osborne Office Center, 5746 Marlin Road, Suite 200, Chattanooga, Tennessee.

Dated at Rockville, Maryland, this 18<sup>th</sup> day of December, 2008.

For the Nuclear Regulatory Commission.

*/RA/*

Joseph J. Holonich, Director  
Information and Records Services Division  
Office of Information Services

(The offices responsible for these systems of records have reviewed the notice(s) as applicable, provided corrections/updates (if necessary), and approved as written. The Office of the Inspector General was provided the opportunity to review and comment.)

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OFFICE	FOIA/PA	FOIA/PA	RASS	RFPSB	OGC
NAME	S. Northern	D. Sealing	D. Armentrout*	R. Nichols	N. Sanchez*
DATE	12/16/08	12/16/08	12/16/08	12/16/08	12/16/08
OFFICE	DD/IRSD	D/IRSD			
NAME	M. Janney	J. Holonich			
DATE	12/16/08	12/18/08			

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