

OFFICIAL USE ONLY – PRIVACY ACT INFORMATION

Privacy Act Officer
U.S. Department of Energy
Oak Ridge Operations Office
Post Office Box 2001
Oak Ridge, Tennessee 37831

Dear Privacy Act Officer:

PRIVACY ACT REQUEST

Pursuant to the Privacy Act, I would like to request copies of my

- | | |
|--|---|
| <input type="checkbox"/> MEDICAL | <input type="checkbox"/> INDUSTRIAL HYGIENE |
| <input type="checkbox"/> PERSONNEL | <input type="checkbox"/> PERSONNEL SECURITY FILE |
| <input type="checkbox"/> RADIATION EXPOSURE | <input type="checkbox"/> OPM BACKGROUND INVESTIGATION |
| <input type="checkbox"/> CHEST X-RAYS | <input type="checkbox"/> PAYROLL RECORDS |
| <input type="checkbox"/> ORINS HOSPITAL FILE | <input type="checkbox"/> TRAINING RECORDS |
| <input type="checkbox"/> BERYLLIUM RECORDS | |

The following information should provide you with everything you need to process this request.

Name: _____
(maiden or married names) _____
Date of Birth:(optional) _____
Social Security Number: _____
Employed By: _____
Current employee Yes No
Agency, company and/or one or more plant(s)/site(s) if known: _____

Badge No. if known: _____
Employment dates if known: _____

To verify my identity for Privacy Act purposes I, (1) have completed this form and had it notarized; (2) have enclosed; (3) will send/fax, or (4) will provide in person, a copy of a document containing my current address and signature such as a driver license, passport, voter registration card, or my notarized signature on a document bearing my current name and address.

When the above requested records are found, please (1) forward them to me at the address provided below; (2) contact me at the number below to pick them up in person; (3) forward them to another person I have designated to receive a copy of my records at the following address, or (4) fax them to me at the number below:

Name: _____
Address: _____

For questions or further information, you may reach me at phone: _____

Privacy Act Statement

Pursuant to Section 552 and 552a of Title 5 of the U.S. Code, 10 CFR 1004, and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name, address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and allowable fees data. Records may be retrieved by name of requester, social security number, and/or an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is/are acting in an official capacity or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee. Additional requirements of this System are found at Federal Register Notice FR 38756, Department of Energy Privacy Act Systems of Records; June 30, 2003.