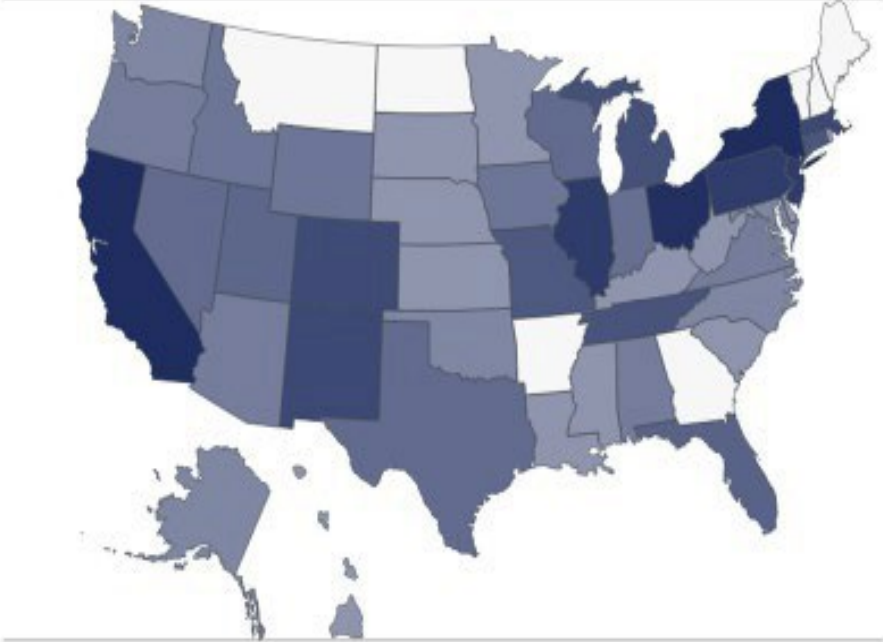




Department of Energy EEOICPA Employment Verification Search Process

July 19, 2023

DOE FOOTPRINT



Map | [DOE Covered Facilities \(energy.gov\)](http://energy.gov) 379 facilities





Types of requests

Three types of requests:

- Employment verification (DOE sites/Remediation)
- NIOSH (DOE sites/Remediation)
- DAR (Document Acquisition Request) (DOE sites/Remediation)



History – Search Process

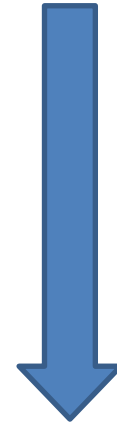
Paper Records Sent Via Mail

Mix of paper and records on CD

ALL records electronic via CD or thumb drive

Encryption

Secure Electronic Record Transfer





Process - Individual Claims

The records search process is different at each DOE site, but at most active sites the process follows a similar outline.

- EEOICPA POC receives the claim through the Secure Electronic Record Transfer (SERT) system.
- “triage” is done on the claim. This may include cross referencing basic site databases to identify a site ID number.



Process - Individual Claims

Each of the records areas will conduct an exhaustive search of their holdings.

- There can be many different electronic and physical locations for each type of record. (FRC, NARA)
- The location of responsive records can depend on the type of job category of a worker, the time period of employment, the prime contractor on site at the time, whether the individual was a subcontractor or visitor, etc.



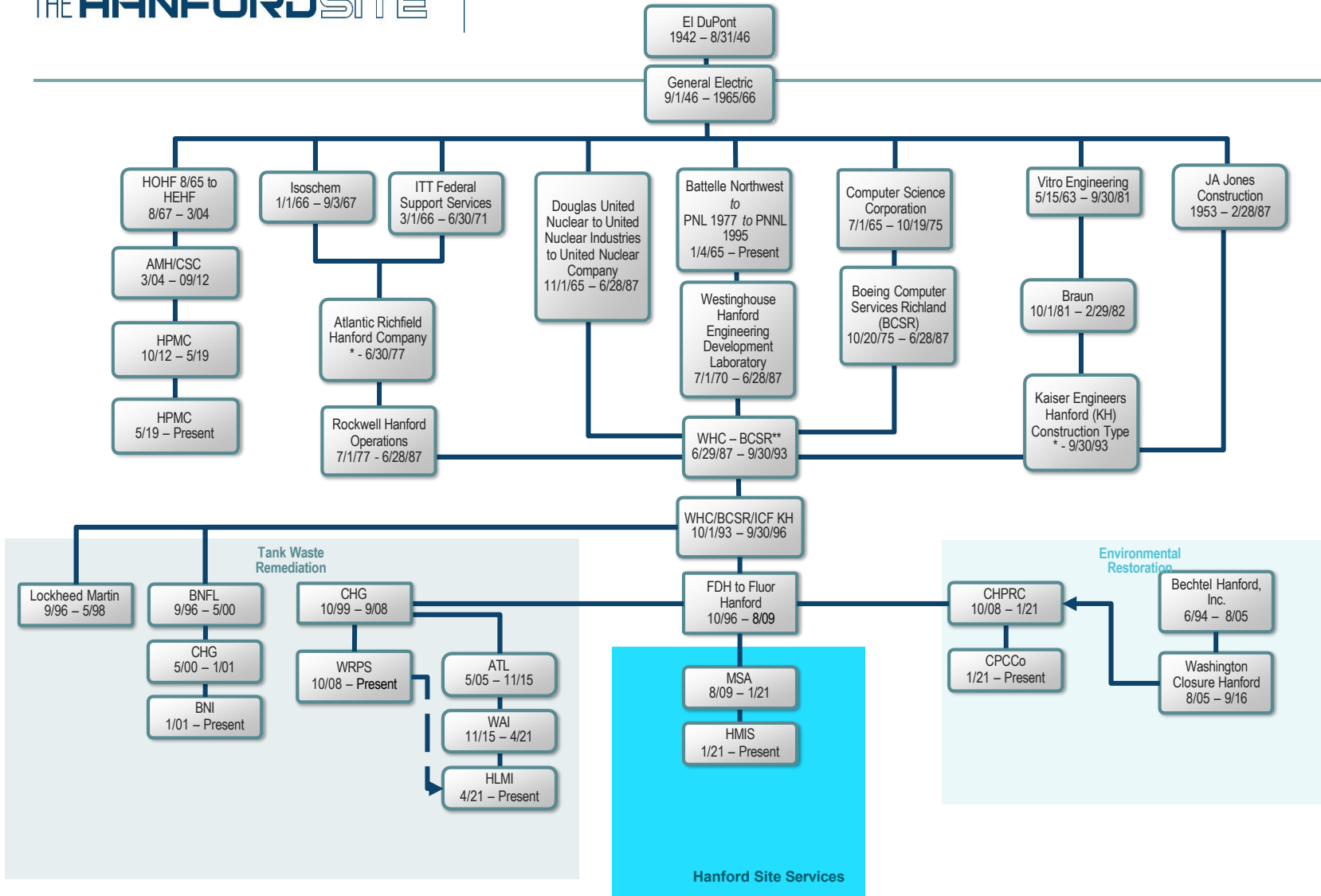
Best Practice Requesting Info

THE MORE INFORMATION WE ARE GIVEN INITIALLY,
THE MORE WE CAN GIVE THE CLAIMANT

- NAME
- Middle initial
- Suffix (Jr., Sr., III, IV, etc.)
- Previous names
- Correctly spelled
- All Contractors listed

- SSN & DOB
- Verify & double-check
- Correct on all pages

THE HANFORD SITE



** BCSR became a "fully integrated" subcontractor of WHC 6/29/07, ICF KH became (partially integrated) effective 10/1/93 officially (personnel moves occurred later - WHC nonbargaining to ICF KH 12/20/93; ICF KH to WHC 12/27/93; WHC BU to ICF KH 2/10/94). Generally, for Benefits and Continuity of Services purposes, the same basic policies apply to both BCSR and ICF KH.

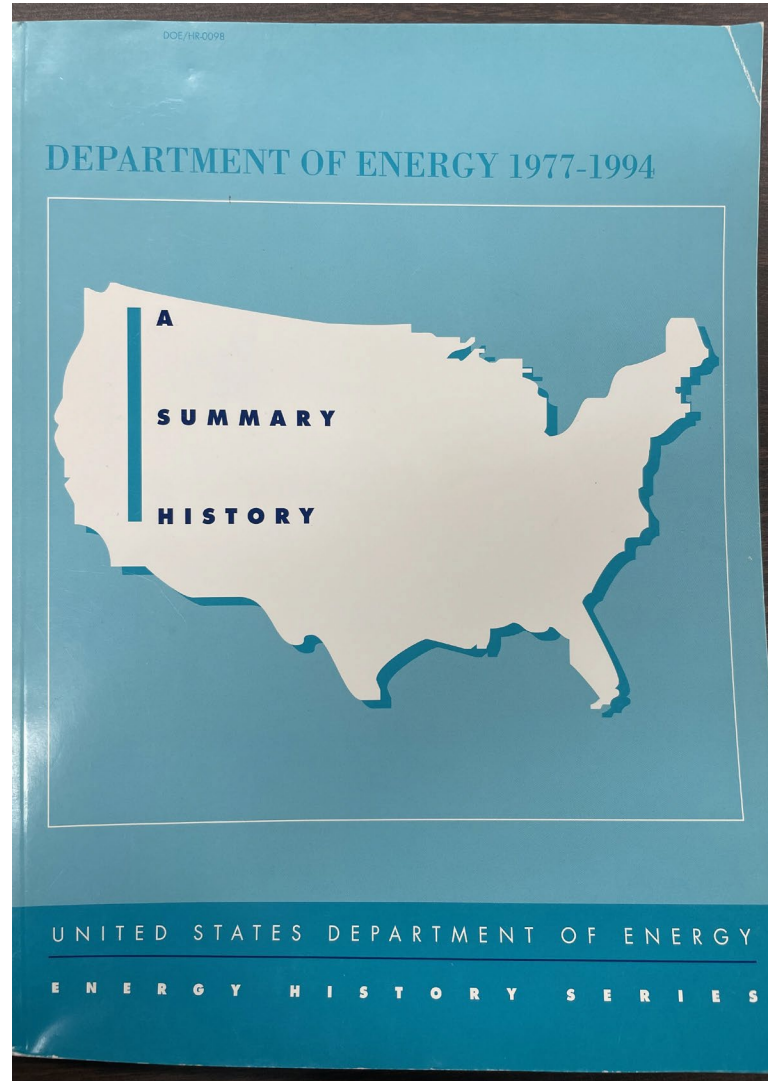


Types of Records used in Employment Searches

- a. HISTORICAL PREDECESSOR EMPLOYMENT FILES
- b. CURRENT ON-SITE EMPLOYERS
- c. WORK HISTORY REPORT
- d. OLD UNION CARDS
- e. BADGING DATA BASE
- f. SECURITY DATA BASE
- g. MEDICAL RECORDS
- h. DOSIMETRY RECORDS, ACCIDENT, AND INCIDENT REPORTS
- i. DOSIMETRY DATA BASE
- j. TEMPORARY BADGE DATA BASE(S)
- k. HISTORICAL LOGBOOKS
- l. OLD HANFORD TELEPHONE BOOKS
- m. ORGANIZATIONAL CHARTS, MONTHLY REPORTS, EPIDEMIOLOGIC DATA, DIARIES, ETC.



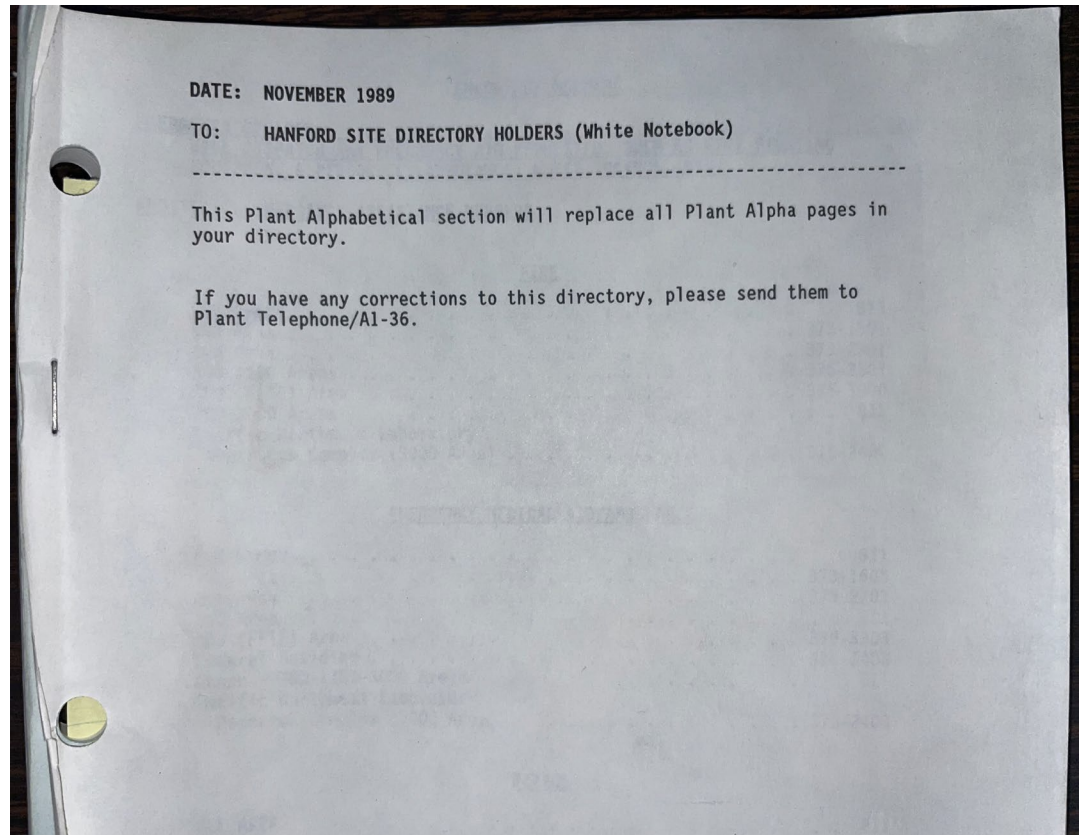
HISTORY



Office of Environment, Health, Safety and Security



Site Directory



SOUVENIR PROGRAM

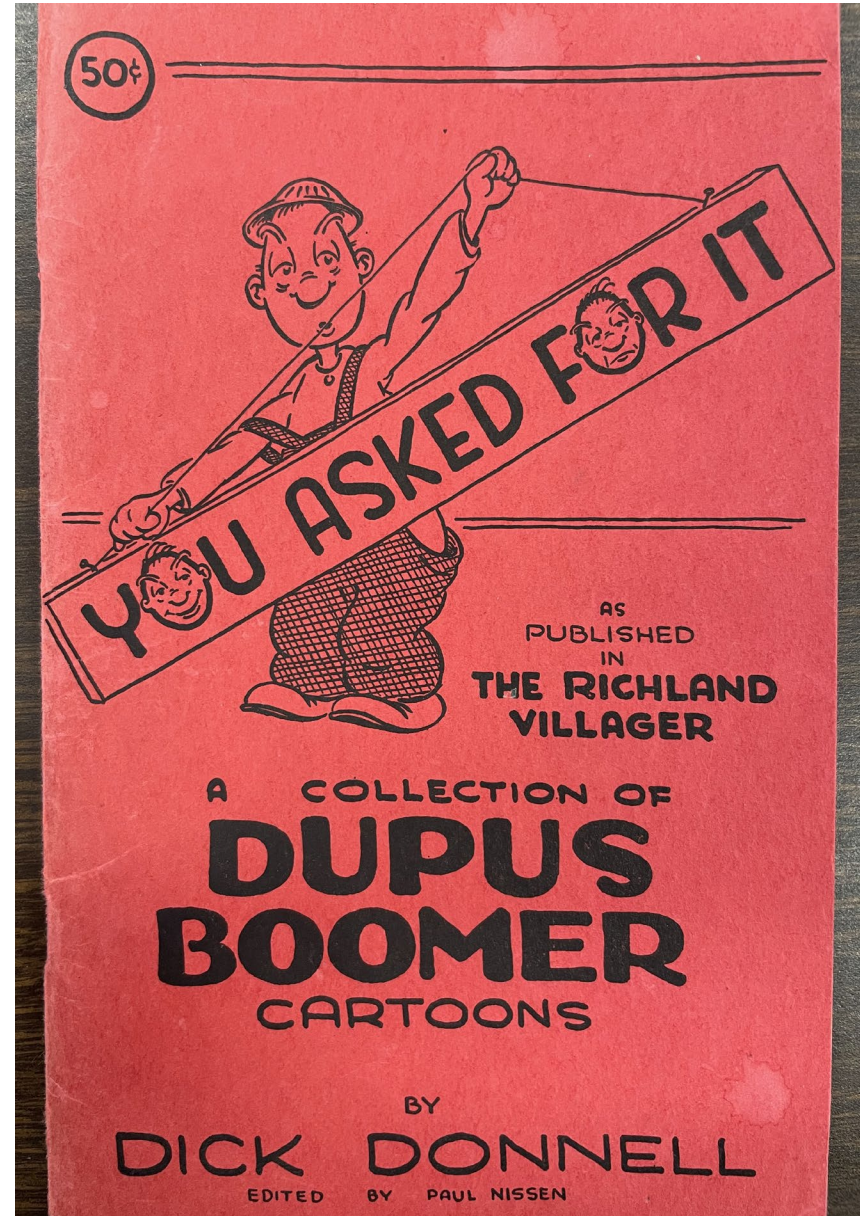
Richland Day

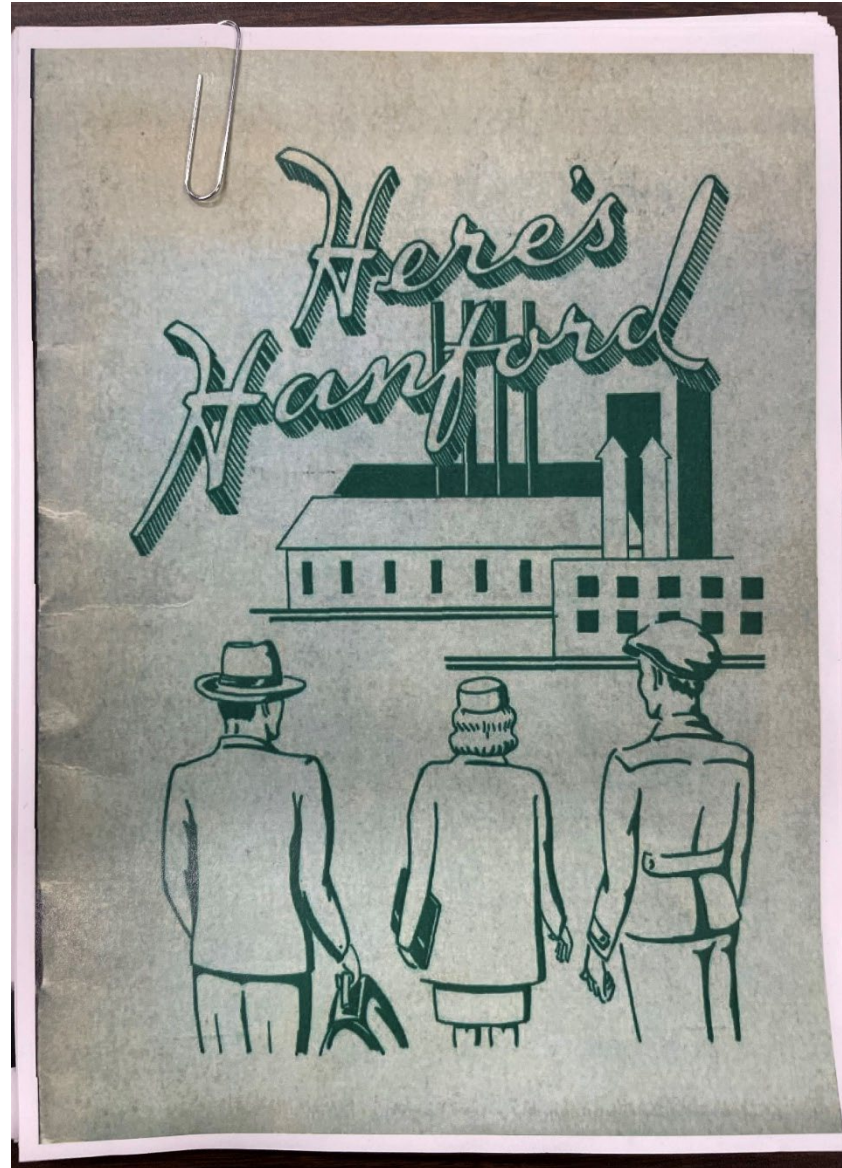
SEPT. 2, 1946

SPONSORED BY JUNIOR CHAMBER OF COMMERCE
RICHLAND, WASHINGTON

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Office of Environment, Health, Safety and Security







HISTORIC WRITINGS

Dear Anne~

*... a letter telling you all
about "Life in Hanford!"*





WHITE BLUFFS CEMETERY
ESTABLISHED 1850
DESIGNED BY
EDWARD ANDERSON
AND THELMA PERORANGE
MOVED TO
PROSSER 1944

HANFORD CEMETARY MOVED TO PROSSER WA 1944



Records Initiatives

- EPI Moratorium (1990 Watkins; 1993 O’Leary; 1998 Richardson)
- Ownership of Records (DEAR 970.5204-3)
- 2009 Amended System of Records
- 2018 Records Disposition Schedule Tech Team– Record Retention to 250 yrs
- 2021 Standards for digitizing permanent federal records