

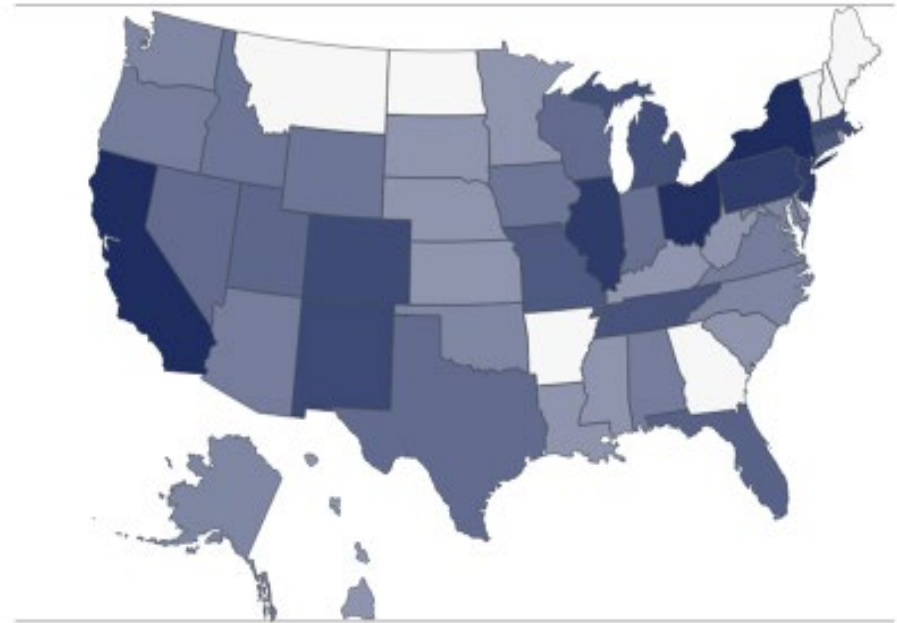
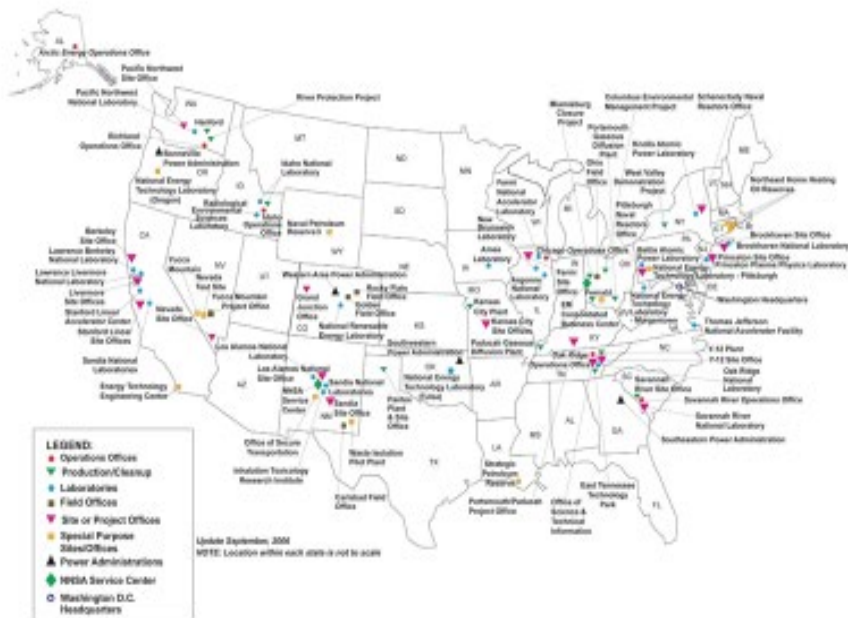


# Department of Energy EEOICPA Employment Verification Search Process

**July 18, 2024**



# DOE FOOTPRINT



[Map | DOE Covered Facilities \(energy.gov\)](#) 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

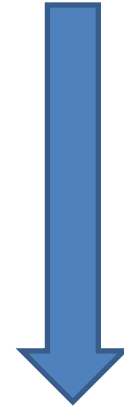
Paper Records Sent Via Mail

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.

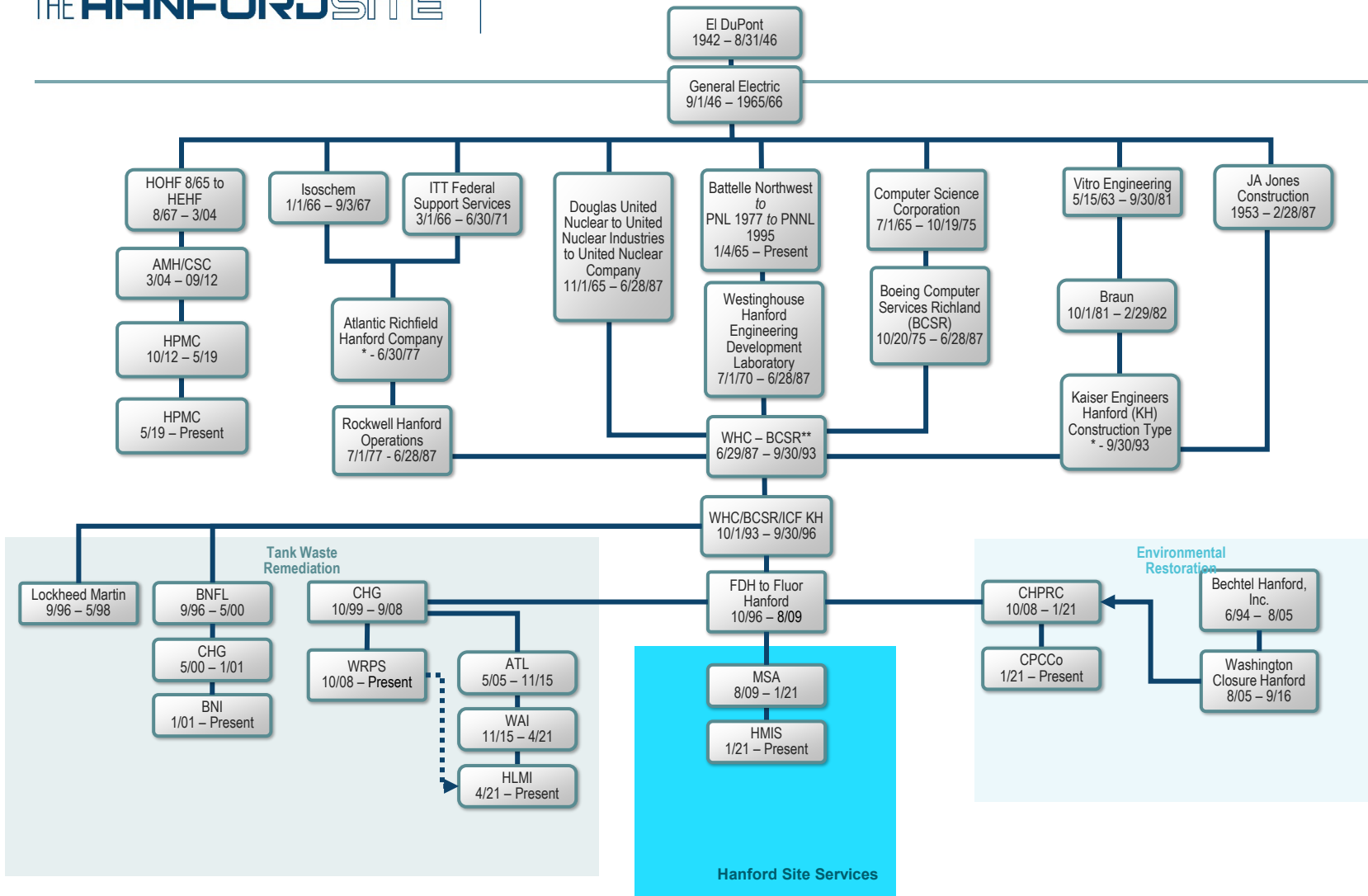
- There can be many different electronic and physical locations for each type of record. (FRC, NARA)
- The location of responsive records can depend on the type of job category of a worker, the time period of employment, the prime contractor on site at the time, whether the individual was a subcontractor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



\*\* 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.



# 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