

From: Worthington, Pat

Sent: Friday, March 20, 2009 5:29 PM

Subject: Instructions for Transmittal of Personal Identifiable Information for the Former Worker Programs

We want to assure you that the Former Worker Program (FWP) remains a top priority at DOE. We greatly appreciate your patience while we reviewed procedures for safeguarding the transmittal of personally identifiable information (PII) and worked with our Office of Information Management to develop instructions for how we could proceed to transmit this data once again in support of the FWP. Recognizing that we must continue to provide critical information in support of FWP, we have assessed the risk and determined that transmission of program material with PII is required to be performed according to the guidance in this letter.

Effective immediately, the Department of Energy's (DOE) Office of Health, Safety and Security is imposing the requirements for transmitting personal identifiable information (PII) outlined in this letter. These requirements ensure that the transmission of PII within FWP is in accordance with DOE policies, Office of Management and Budget guidance, Federal Information Processing Standards (FIPS), and the Health Insurance Portability and Accountability Act (HIPAA) rules.

If you have questions or implementation concerns, please contact Regina Cano at 202 586-4455 or Mary Fields at 301 903-1613. Thank you for your continued support of this important program, and we urge you to work quickly to restart your medical screening activities.

Patricia Worthington, PhD
Director
Office of Health and Safety (HS-10)
Office of Health, Safety and Security
U.S. Department of Energy
Washington, DC 20585

Phone: (301) 903-5926

Fax: (301) 903-3445