

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information in your email by BEP.

AUTHORITY: Collection of the information solicited on this form is authorized by 5 U.S.C. § 301 and the Department of the Treasury's regulations. Furnishing the information on this form is voluntary.

PURPOSE: The primary purpose for soliciting this information is to assist the BEP-Office of External Relations establish a manual and electronic database that will facilitate the scheduling of group and congressional tour reservations for the BEP's facilities in Washington D.C. (DCF) and Fort Worth, TX (WCF). The collection of this information enables the Office of External Relations to: 1) record the daily number of visitors who take the group and congressional tour at BEP's DCF and WCF facilities; 2) accommodate the visitors in a group or congressional tour; 3) anticipate the number of visitors expected on a specific day and timeframe; 4) to provide accommodations for individuals with disabilities who take a group tour; 5) identify whether the visitors are a group or congressional tour ; 6) send confirmation notices to the point of contact of the group of visitors or congressional staffer; and 7) send to the point of contact of the group of visitors or congressional staffer advance notices of any changes that may affect reservations.

ROUTINE USES: Specific details as to the routine uses for this system are available under the System of Records Notice, BEP/Treasury .049 BEP Tours Scheduling System, 78 Fed. Reg. 78512 (December 26, 2013).

EFFECTS OF NOT PROVIDING REQUESTED INFORMATION: Individuals are not required to provide the information requested on this form but failure to provide information may result in not taking a tour as a group of visitors or congressional group . Individual members of a group scheduling or taking tours do not have to present identification or sign entry logs or registers to be able to take any tour within the DCF or WCF facilities.