

DEPARTMENT OF DEFENSE**Department of the Air Force****Privacy Act of 1974; System of Records**

AGENCY: Department of the Air Force, DoD.

ACTION: Record system notice amendment.

SUMMARY: The Department of the Air Force proposes to amend systems of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The amendment will be effective on June 7, 1999, unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Air Force Access Programs Manager, Headquarters, Air Force Communications and Information Center/ITC, 1250 Air Force Pentagon, Washington, DC 20330-1250.

FOR FURTHER INFORMATION CONTACT: Mrs. Anne Rollins at (703) 588-6187.

SUPPLEMENTARY INFORMATION: The Department of the Air Force's record system notices for records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The proposed amendments are not within the purview of subsection (r) of the Privacy Act (5 U.S.C. 552a), as amended, which would require the submission of a new or altered system report for each system. The specific changes to the record system being amended are set forth below followed by the notice as amended, published in its entirety.

Dated: May 3, 1999.

L. M. Bynum,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

F011 AF AMC A**SYSTEM NAME:**

Air Force Operations Resource Management Systems (AFORMS) (*June 11, 1997, 62 FR 31793*).

CHANGES:**SYSTEM IDENTIFIER:**

Delete entry and replace with 'F011 AF XO A'.

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CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Following 'Air Force civilian employees' add 'or contractors,'

CATEGORIES OF RECORDS IN THE SYSTEM:

First line, delete 'base level'. Lines eight and nine, delete 'and flying history information is maintained at Norton Air Force Base, CA'. Delete the fifth paragraph.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete 'Air Force Regulation 60-1, Flight Management' and insert 'Air Force Instruction 11-401, Flight Management, and AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges'.

PURPOSE(S)

Item (8) Delete 'Operations' and insert 'the Air Staff, major command'

Item (9) Delete last part of paragraph which reads 'including flying safety data involving AFORMS flying hour/individual information stored in the Norton Air Force Base, flying safety data bank maintained by the USAF Inspection and Safety Center'

OTHER BASE USERS:

CONSOLIDATED BASE PERSONNEL OFFICE. Delete 'CONSOLIDATED BASE PERSONNEL OFFICE' and insert 'MILITARY PERSONNEL FLIGHT'

AIR FORCE MANPOWER AND PERSONNEL CENTER. Delete 'AIR FORCE MANPOWER AND PERSONNEL CENTER' and insert 'AIR FORCE PERSONNEL CENTER'

HQ USAF. Delete last portion beginning with 'Air Force Accounting and Finance Center'

ADD SEPARATE ENTRY

'DEFENSE FINANCE ACCOUNTING SYSTEM - uses AFORMS information to validate all flying payments.'

RETENTION AND DISPOSAL:

Delete entry and replace with 'Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).'

SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Chief, Operational Training Division, Directorate of Operations and Training, Deputy Chief of Staff/Air and Space Operations, 1480 Air Force Pentagon, Washington, DC 20330-1480.'

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F011 AF XO A**SYSTEM NAME:**

Air Force Operations Resource Management Systems (AFORMS).

SYSTEM LOCATION:

Headquarters United States Air Force and major command headquarters. Host, tenant and squadron Operations System

Management offices at Air Force installations, and McDonnell Douglas Training Systems, McDonnell Aircraft Company, 12301 Missouri Bottom Road, Hazelwood, MO 63042. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel, Air Force civilian employees, or contractors, Air Force Reserve and Air National Guard personnel, Army, Navy and Marine Corps active duty military personnel and those foreign military personnel who are assigned to aviation duties by competent authority and attached to the USAF for flying support or who have been suspended from flying duties for a period of not more than 5 years.

CATEGORIES OF RECORDS IN THE SYSTEM:

The AFORMS data base contains a master file of flying records for each individual in categories listed above, a month-to-date transaction file and a twelve month history file. A centralized file of selected information from each individual's master record is also maintained at HQ USAF. In addition to automated data files, this system uses manual files for maintaining historical data and important source documents. An Individual Flight Record Folder (FRF) is established for each category of fliers listed above and is the prime repository for a computer listing which itemizes each individual's flight accomplishments as well as various source documents which serve to validate information entered into the computer data base for the system. Each Host Operations System Management (HOSM) office maintains a file of Aeronautical Orders and Military Pay Orders to provide source documentation of flying pay actions initiated by the flight manager. Information which is maintained in the automated files is derived directly from the AFORMS master file or from subsequent processing of information entered into the master file.

Categories of information maintained in the master file are: IDENTIFICATION DATA - provides individual identifiers and other information directly related to each individual in the file.

DUTY ASSIGNMENT DATA - Includes information such as the major command of assignment for the individual, the Air Force Specialty Code indicating professional duties, the unit, the responsible Operations system manager, base of assignment, etc.

AIRCREW TRAINING AND QUALIFICATION DATA - includes information such as flight and ground professional flying training accomplishments, aircrew qualification status, physical status for flight duties, types of aircraft assigned, etc.

FLYING PAY ENTITLEMENT DATA - Includes information needed to administer the payment of flying incentive pay for each individual.

LOCAL USE DATA - contains information used by major or local command to supplement general system information as needed to meet unique unit requirements within the categories of information listed herein.

SYSTEM CONTROL DATA - Contains computer data used to automatically control internal system functions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974; DOD Directive 7730.57 (Aviation Career Incentive Act and Required Annual Report); Air Force Instruction 11-401, Flight Management; Air Force Instruction 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges; and E.O. 9397 (SSN).

PURPOSE(S):

The AFORMS provides information and automated data processing capabilities used to manage and administer Air Force operations such as aircrew training and evaluation, flight scheduling functions, flying safety and related functions needed to attain and maintain combat or mission readiness. All information is entered into the system at the air base level. This information is then processed for use by flying resource managers at all levels through periodic computer product reports or automated systems interfaces.

The specific uses of information and user categories for this system are: **BASE LEVEL ACTIVITIES** -

(1) To establish each member's flying pay entitlement status and to monitor continuing entitlement in accordance with existing directions;

(2) To record each individual's flying activities, both hours and specific events, and provide indications of successful attainment of standards or deficiencies;

(3) To establish each individual's Aviation Service code for use in indicating type of flying activity or reason for inactive status if applicable;

(4) To determine each rated member's eligibility to perform operational flying

in accordance with existing USAF directives;

(5) To provide an indication of each rated member's total operational flying time in terms of total aviation career duties;

(6) To establish 'suspense lists' for use in scheduling flying personnel for flights, schools, tests and similar events directly related to their duties as professional airmen;

(7) To provide each applicable individual and manager with all aviation career profile information needed to monitor flying career development, professional qualifications and training deficiencies;

(8) To provide information requested by the Air Staff, major command, or other base functions, which relates to the flying duties and accomplishments of all personnel in the file;

(9) To provide statistical data for management analysis and review of all aspects of each base's flying programs.

OTHER BASE USERS: MILITARY PERSONNEL FLIGHT - uses information provided by this system, through an automated data interface, to report the flying status of all individuals in the files; provides flying career background information used for assignment actions.

ACCOUNTING AND FINANCE OFFICE - uses Military Pay Orders, prepared by flight management offices, to start and stop flying incentive pay in accordance with each individual's flying status and eligibility as reflected by the information in the system; uses the files to perform payment audits to identify individuals being paid improperly.

BASE SUPPLY - uses flying status information to determine which individuals are qualified to draw all authorized flying equipment.

BASE MEDICAL FACILITY - uses system data to determine projected workloads associated with scheduled flight physical examinations.

MAJOR COMMANDS - use all system data to measure the effectiveness of subordinate unit training programs and to check command-wide flying effectiveness.

AIR FORCE PERSONNEL CENTER - uses AFORMS information to establish assignment objectives and career development programs for USAF military personnel in the system.

HQ USAF - uses various identification and flying data to establish statistical data needed to verify the effectiveness of standard procedures, determine the need for policy modification, provide a timely and accurate census of various types of flyers and provide a centralized

point for collection and collation of data used by all levels of management.

The Defense Finance and Accounting Service uses AFORMS information to validate all flying payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of record system notices apply to this record system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, on computer magnetic tapes, magnetic disks, and CD-ROM.

RETRIEVABILITY:

Retrieved by name and Social Security Number.

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and individuals in files. Access is specifically controlled by the Host Operations System Management office. Records are stored in locked cabinets or rooms. Computer terminals are locked when not in use or kept under surveillance.

RETENTION AND DISPOSAL:

Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Operational Training Division, Directorate of Operations and Training, Deputy Chief of Staff/Air and Space Operations, 1480 Air Force Pentagon, Washington, DC 20330-1480.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to or visit the Chief, Operational Training Division, Directorate of Operations and Training, Deputy Chief of Staff/Air and Space Operations, 1480 Air Force Pentagon, Washington, DC 20330-1480 or to the local HOSM office of the individual.

Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices. Include name and Social Security Number. Make base level inquiries to or visit the local servicing HOSM office of the individual.

RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system should address requests to the Chief, Operational Training Division, Directorate of Operations and Training, Deputy Chief of Staff/Air and Space Operations, 1480 Air Force Pentagon, Washington, DC 20330-1480 or to their local HOSM office. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information obtained from individuals, aircrew managers, automated system interfaces and from source documents such as reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 AF PC W

SYSTEM NAME:

Suggestions, Inventions, Scientific Achievements (*June 11, 1997, 62 FR 31793*).

CHANGES:

SYSTEM IDENTIFIER:

Delete entry and replace with 'F038 AF AFCQMI A'.

SYSTEM NAME:

Delete 'Suggestions' and replace with 'Ideas'.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with 'Any individual submitting an idea, invention, or scientific achievement.'

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PURPOSE(S):

Delete entry and replace with 'Files are originated when personnel initiate an idea, invention, or scientific achievement. Case files and computer output products are reviewed by the Manpower and Quality Office personnel. Copy of approved award is

filed in civilian employee's official personnel file. Copy of approved award is not retained elsewhere for military member.'

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RETRIEVABILITY:

Delete entry and replace with 'Retrieved by Social Security Number or Idea number.'

SAFEGUARDS:

Delete entry and replace with 'Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Computer storage devices are protected by computer system software.'

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SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Directorate of Manpower, Organization and Quality, Deputy Chief of Staff, Plans and Programs, Headquarters United States Air Force, 1070 Air Force Pentagon, Washington, DC 20330-1070.'

RECORD SOURCE CATEGORIES:

Delete entry and replace with 'Information obtained from source document (AF Form 1000, Idea Submission) include name, Social Security Number, job title, home or mailing address, grade and organizational address.'

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F038 AF AFCQMI A

SYSTEM NAME:

Ideas, Inventions, Scientific Achievements.

SYSTEM LOCATION:

Systems Integration and Support Division, Air Force Center for Quality and Management Innovation, 550 E Street East, Randolph Air Force Base, TX 78150-4451.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual submitting an idea, invention, or scientific achievement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include idea forms, evaluations and substantiating documentation consisting of forms, which contain name, Social Security Number, job title, home or mailing address, grade and organizational address; certificates, administrative correspondence; records of committee actions; award actions; reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation as implemented by Air Force Instruction 38-401 and E.O. 9397 (SSN).

PURPOSE(S):

Files are originated when personnel initiate an idea, invention, or scientific achievement. Case files and computer output products are reviewed by the Manpower and Quality Office personnel. Copy of approved award is filed in civilian employee's official personnel file. Copy of approved award is not retained elsewhere for military member.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper and electronic media including computers and computer output products.

RETRIEVABILITY:

Retrieved by Social Security Number or Idea number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Computer storage devices are protected by computer system software.

RETENTION AND DISPOSAL:

Idea files are retained for 18 months after actual or projected implementation date for ideas in the idea pool or 1 year after disapproved ideas. Computer records destroyed by erasing, deleting or overwriting; paper copies by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Directorate of Manpower, Organization and Quality, Deputy Chief of Staff, Plans and Programs, Headquarters United States Air Force,

1070 Air Force Pentagon, Washington, DC 20330-1070.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Directorate of Manpower, Organization and Quality, Deputy Chief of Staff, Plans and Programs, Headquarters United States Air Force, 1070 Air Force Pentagon, Washington, DC 20330-1070.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Directorate of Manpower, Organization and Quality, Deputy Chief Staff, Plans and Programs, Headquarters United States Air Force, 1070 Air Force Pentagon, Washington, DC 20330-1070.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information obtained from source document (AF Form 1000, Idea Submission) include name, Social Security Number, job title, home or mailing address, grade and organizational address.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 SAFCB A

SYSTEM NAME:

Military Records Processed by the Air Force Correction Board (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'Office of the Secretary of the Air Force, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002 and the Washington National Records Center, Suitland, MD 20409.'

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SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Executive Secretary, Air Force Board for the Correction of Military Records, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.'

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F036 SAFCB A

SYSTEM NAME:

Military Records Processed by the Air Force Correction Board.

SYSTEM LOCATION:

Office of the Secretary of the Air Force, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002 and the Washington National Records Center, Suitland, MD 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members or former members of the Air Force; Army Air Forces, Air Corps, United States Army; Air Service, United States Navy; and Aviation Section, Signal Corps, United States Army, who have applied to the Air Force Board for the Correction of Military Records (AFBCMR).

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files consist of applications to AFBCMR for correction of military records, with supporting evidence, staff advisory opinions and final determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. Chapter 79 - Correction of Military Records.

PURPOSE(S):

To review applications for correction of military records to determine the existence of an error or injustice and, when appropriate, make recommendations to the Secretary of the Air Force.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official

duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets.

RETENTION AND DISPOSAL:

Case files are maintained for 75 years then destroyed. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Secretary, Air Force Board for the Correction of Military Records, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on themselves should address inquiries to the Executive Secretary, Air Force Board for the Correction of Military Records, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system should address requests to the Executive Secretary, Air Force Board for the Correction of Military Records, Headquarters, United States Air Force, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

Request for review must provide applicant's full name, Social Security Number, and AFBCMR docket number (if known). Reviews are held at 1535 Command Drive, Andrews Air Force Base, MD 20762-7002 between the hours of 0900 to 1600. An applicant must present a personal identification document. A designated representative must present a letter of authorization from the applicant.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records and for contesting and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is obtained from applicants, Air Force offices and/or other Government agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 SAFPC A

SYSTEM NAME:

Air Force Discharge Review Board Retain Files (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'Office of the Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).'

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F036 SAFPC A**SYSTEM NAME:**

Air Force Discharge Review Board
Retain Files.

SYSTEM LOCATION:

Office of the Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence between applicant and Discharge Review Board; duplicates of summary of board proceedings and summary of applicant's military record; and miscellaneous control records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1553, Review of discharge or dismissal.

PURPOSE(S):

Used by the Air Force Discharge Review Board as a temporary reference file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name, Social Security Number or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

RETENTION AND DISPOSAL:

Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to or visit the Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

Written requests should contain the full name; service number and Social Security Number of the requester. Visitors must have some form of identification such as driver's license, in addition to the above information.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visit the Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual's military personnel record.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 SAFPC B**SYSTEM NAME:**

Air Force Discharge Review Board
Original Case Files (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.'

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F036 SAFPC B**SYSTEM NAME:**

Air Force Discharge Review Board
Original Case Files.

SYSTEM LOCATION:

National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original copy of summary of board proceedings, individual's application form, order appointing Discharge Review Board members, summary of applicant's military personnel record, correspondence between applicant and Discharge Review Board and magnetic recording of hearing (if required).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1553, Review of discharge or dismissal.

PURPOSE(S):

Documents are created and placed in the applicant's military personnel file as a permanent record of the Board's action in the performance of its statutory function. Files are used by the Air Force Personnel Center to create new discharge documents if required and to notify the applicant of the outcome of his or her case.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's

compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and recording.

RETRIEVABILITY:

Retrieved by name, Social Security Number or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained permanently at the National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to or visit the Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

Written requests should contain the full name; service number and Social Security Number of the requester. Visitors must have some form of identification such as driver's license, in addition to the above information.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visit the Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual's military personnel record.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 SAFPC C

SYSTEM NAME:

Air Force Discharge Review Board Voting Cards (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'Office of the Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).'

SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.'

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F036 SAFPC C

SYSTEM NAME:

Air Force Discharge Review Board Voting Cards.

SYSTEM LOCATION:

Office of the Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Voting cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1553, Review of Discharge or Dismissal.

PURPOSE(S):

Used by the Air Force Discharge Review Board to record votes of board members on individual cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Retrieved by name, Social Security Number or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and, by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration)

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to or visit the Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

Written requests should contain the full name; service number and Social Security Number of the requester. Visitors must have some form of identification such as driver's license, in addition to the above information.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visit the Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual's military personnel record.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 SAFPC D**SYSTEM NAME:**

Air Force Discharge Review Board Case Control/Locator Cards (*June 11, 1997, 62 FR 31793*).

CHANGES:

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).'

SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.'

* * * * *

F036 SAFPC D**SYSTEM NAME:**

Air Force Discharge Review Board Case Control/Locator Cards.

SYSTEM LOCATION:

Air Force Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case control/locator cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1553, Review of discharge or dismissal.

PURPOSE(S):

Used by personnel at the Air Force Personnel Center who are responsible for servicing the Air Force Discharge Review Board to keep track of cases and to record the daily activity relating to each case.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Maintained in card files.

RETRIEVABILITY:

Retrieved by name, Social Security Number or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Disposition pending (no records will be destroyed until authorized by the National Archives and Records Administration).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, 1535 Command Drive, Andrews Air Force Base, MD 20762-7002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to or visit the Air Force Personnel Center, SAF/MIBR, 550 C Street, Suite 40, Randolph Air Force Base, TX 78150-4742.

Written inquiries should contain individual's full name and Military Service Number or Social Security Number. Visitor must supply their full name and Military Service Number or Social Security Number and provide some form of identification such as driver's license or credit card.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visit the Air Force Personnel Center, SAF/MIBR, 550 C Street, Suite 40, Randolph Air Force Base, TX 78150-4742.

Written inquiries should contain individual's full name and Military Service Number or Social Security Number. Visitor must supply their full name and Military Service Number or Social Security Number and provide some form of identification such as driver's license or credit card.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual's application form and military personnel record.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 99-11439 Filed 5-6-99; 8:45 am]

BILLING CODE 5001-10-F

DEPARTMENT OF DEFENSE**Department of the Air Force****Privacy Act of 1974; System of Records**

AGENCY: Department of the Air Force, DoD.

ACTION: Notice to amend record systems.

SUMMARY: The Department of the Air Force proposes to amend systems of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The amendments will be effective on June 7, 1999, unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Air Force Access Programs Manager, Headquarters, Air Force Communications and Information Center/ITC, 1250 Air Force Pentagon, Washington, DC 20330-1250.

FOR FURTHER INFORMATION CONTACT: Mrs. Anne Rollins at (703) 588-6187.

SUPPLEMENTARY INFORMATION: The Department of the Air Force's record system notices for records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The proposed amendments are not within the purview of subsection (r) of the Privacy Act (5 U.S.C. 552a), as amended, which would require the submission of a new or altered system report for each system. The specific changes to the record systems being amended are set forth below followed