

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.'

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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

by the notices as amended, published in their entirety.

Dated: May 3, 1999.

L. M. Bynum,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

F036 USAFA A

SYSTEM NAME:

Student Identification/Locator Card (June 11, 1997, 62 FR 31793).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'United States Air Forces in Europe/Professional Military Education (USAFE/PME), (Kisling NCO Academy), Unit 3345, Box 570, APO AE 09021-5570.'

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F036 USAFA A

SYSTEM NAME:

Student Identification/Locator Card.

SYSTEM LOCATION:

United States Air Forces in Europe/Professional Military Education (USAFE/PME), (Kisling NCO Academy), Unit 3345, Box 570, APO AE 09021-5570.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students attending United States Air Force in Europe (USAFE) NCO academies and leadership schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

Questionnaire including military data such as name, Social Security Number, grade, age, race, education data, personal data, locator data, and evaluation data.

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 36-2302, Noncommissioned Officer Professional Military Education, USAFE Supplement 1.

PURPOSE(S):

Used for student identification, locator purposes, and to evaluate student academic progress.

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.

Records are used to verify past attendance and final academic standing/awards.

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 custodian of the record system and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Destroy 10 years after student completes training by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Management, United States Air Forces in Europe/Professional Military Education (USAFE/PME), (Kisling NCO Academy), Unit 3345, Box 570, APO AE 09021-5570.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to or visit the Commandant at United States Air Forces in Europe/Professional Military Education (USAFE/PME), (Kisling NCO Academy), Unit 3345, Box 570, APO AE 09021-5570'

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visit the Commandant at United States Air Forces in Europe/Professional Military Education (USAFE/PME), (Kisling NCO Academy), Unit 3345, Box 570, APO AE 09021-5570.

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 student.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 USAFA B

SYSTEM NAME:

Master Cadet Personnel Record (Active/Historical) (June 11, 1997, 62 FR 31793).

CHANGES:

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SYSTEM LOCATION:

United States Air Force Academy, Dean of the Faculty Examinations and Records, HQ USAFA/DFRR, 2354 Fairchild Drive, Suite 6D106, United States Air Force Academy, CO 80840-6210.

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CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with '(1) Active: Records used in the candidate selection process for the USAFA Academy include high school records and college transcripts, College Entrance Examinations Board test scores; admission test scores; personnel data records; personal data to include address; telephone number; Social Security Number; population or ethnic group selections; height; weight; citizenship; statements of reasons for attending the Academy and preparatory school and college records, if applicable; invitation to travel letter; transfer/validation credit information; computer generated products containing academic grade information; parental addresses by state roster and verification of independent studies; computer listings of minority students by population or ethnic group; listings of international cadets; special order assigning cadets to the Cadet Wing; Cadet wing, squadron, and class alpha rosters, and matriculation rosters.

(2) Historical: Selected special orders (appointment, assignment, awards, separation, etc.); letters and records of resignation/separation actions, (if applicable); College Entrance Examination Board test scores; personnel data records, and biographical data; computer generated products reflecting academic grade information; grade and quality point averages; course grade distributions; overall military and academic orders of merit; graduation data; majors awarded; types of degrees conferred; and academic and military honors.'

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SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Office of the Registrar, Dean of the Faculty Examinations and Records, HQ USAFA/DFRR, 2354 Fairchild Drive, Suite

6D106, United States Air Force Academy, CO 80840-6210.'

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F036 USAFA B

SYSTEM NAME:

Master Cadet Personnel Record (Active/Historical).

SYSTEM LOCATION:

United States Air Force Academy, Dean of the Faculty Examinations and Records, HQ USAFA/DFRR, 2354 Fairchild Drive, Suite 6D106, United States Air Force Academy, CO 80840-6210.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former United States Air Force (USAF) Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Active: Records used in the candidate selection process for the USAF Academy include high school records and college transcripts, College Entrance Examinations Board test scores; admission test scores; personnel data records; personal data to include address; telephone number; Social Security Number; population or ethnic group selections; height; weight; citizenship; statements of reasons for attending the Academy and preparatory school and college records, if applicable; invitation to travel letter; transfer/validation credit information; computer generated products containing academic grade information; parental addresses by state roster and verification of independent studies; computer listings of minority students by population or ethnic group; listings of international cadets; special order assigning cadets to the Cadet Wing; Cadet wing, squadron, and class alpha rosters, and matriculation rosters.

(2) Historical: Selected special orders (appointment, assignment, awards, separation, etc.); letters and records of resignation/separation actions, (if applicable); College Entrance Examination Board test scores; personnel data records, and biographical data; computer generated products reflecting academic grade information; grade and quality point averages; course grade distributions; overall military and academic orders of merit; graduation data; majors awarded; types of degrees conferred; and academic and military honors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 9331, Establishment; superintendent; faculty, and E.O. 9397 (SSN).

PURPOSE(S):

(1) Active: These records form the nucleus of the Master Cadet Personnel Record for candidates selected to attend the Academy. These records are used to record the academic, athletic and military training histories of cadets who attend the Academy. They provide a means of checking the performance of each cadet, recording all grades for completed courses, computing grade point averages, identifying deficiencies, and insuring all requirements for graduation are met. Grade information is used by cadets, Academy instructors, counselors, and advisors in selecting majors, determining academic requirements for specific majors, and scheduling courses. Computer listings are also used by faculty and staff members to readily identify cadets by squadron, class, and population or ethnic group. Academic Review Committees and the Academy Board use these records to evaluate cadet performance and to determine eligibility for continuance at the Academy.

(2) Historical: These records form a complete history of each cadet who attended the Academy. They record academic, athletic, and military performance of each cadet and to coordinate statistics relating to cadet strength and attrition. Files are reviewed by organizations within the Department of Defense to determine qualifications for assignments; by Air Force Reserve Officer Training Corps (AFROTC), recruiting and medical services units to determine qualifications and eligibility for training programs and for military service, and by the Air Force Personnel Center (AFPC) to confirm or recreate a military service record.

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:

Files are disclosed to the Federal Bureau of Investigation for conducting background investigations for security clearances, and to the Department of Veterans Affairs for determining eligibility for benefits.

Academic and personnel information is released to nominating officials, and to the Western Athletic Conference (WAC) officials on cadets participating in WAC-sponsored intercollegiate athletics.

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, in computers, on computer output products, and on microfilm.

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, who are properly screened and cleared for need-to-know. Records are stored in locked file containers, cabinets, vaults or rooms, and in computerized data storage devices controlled by computer system software.

RETENTION AND DISPOSAL:

Temporary documents are destroyed 90 days after disenrollment or graduation. Permanent documents are microfilmed one year after graduation. The microfilm is retained permanently in the office of the Registrar. Paper copy is destroyed after 6 years. Records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Computer records are destroyed by degaussing or overwriting.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Registrar, Dean of the Faculty Examinations and Records, HQ USAFA/DFRR, 2354 Fairchild Drive, Suite 6D106, United States Air Force Academy, CO 80840-6210.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Dean of the Faculty Examinations and Records, HQ USAF/DFRR, 2354 Fairchild Drive, Suite 6D106, United States Air Force Academy, CO 80840-6210.

RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system should address written requests to the Dean of the Faculty Examinations and Records, HQ USAF/DFRR, 2354 Fairchild Drive, Suite 6D106, United States Air Force Academy, CO 80840-6210.

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 is obtained from forms the individual fills out during the admissions process; other educational institutions; College Entrance Examination Board and American College Testing scores; Air Force medical examination; individual and personnel records; grades; tests; examinations given at the Academy; high school and college transcripts, and from actions taken by the Academy Board.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Evaluation material used to determine potential for promotion in the Military Services may be exempt pursuant to 5 U.S.C. 552a(k)(7), but only to the extent that the disclosure of such material would reveal the identity of a confidential source.

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b) (1), (2), and (3), (c) and (e) and published in 32 CFR part 806b. For additional information contact the system manager.

F036 USAFA I

SYSTEM NAME:

Educational Research Data Base (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM NAME:

Delete entry and replace with 'Cadet History Data Base'.

SYSTEM LOCATION:

Delete entry and replace with 'Chief, Institutional Research and Assessment Division, Headquarters, United States Air Force Academy, (HQ USAFA/XPR), 2304 Cadet Drive, Suite 300, United States Air Force Academy, CO 80840-5002'.

CATEGORIES OF RECORDS IN THE SYSTEM:

Add to end of entry 'and names of cadets whose parents are general officers'.

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

Delete the third paragraph.

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F036 USAFA I

SYSTEM NAME:

Cadet History Data Base.

SYSTEM LOCATION:

Chief, Institutional Research and Assessment Division, Headquarters, United States Air Force Academy, (HQ USAFA/XPR), 2304 Cadet Drive, Suite 300, United States Air Force Academy, CO 80840-5002.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former USAF Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

High school, college and USAF career information. Including active duty, reserve, and national guard military performance, academic performance, certain medical, disciplinary and personal facts, and test data from interest/personality profiles, and names of cadets whose parents are general officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 9331, Establishment; Superintendent; faculty; and E.O. 9397 (SSN).

PURPOSE(S):

Used by USAF Academy faculty and staff in conducting studies and analysis relating to attitudes, retention, graduate professional performance, and career pattern.

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:

Information may be furnished to congressional nominating source for the purpose of enhancing the nomination selection process.

The Association of Graduates may receive information to foster graduates' fellowship and professional development, as well as promote institutional development.

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

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

STORAGE:

Maintained in computers and on computer output products.

RETRIEVABILITY:

Retrieved by Social Security 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. Records are stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software.

RETENTION AND DISPOSAL:

Records are retained until superseded, obsolete, no longer needed for reference, or upon inactivation. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting overwriting or degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Institutional Research and Assessment Division, Headquarters, United States Air Force Academy (HQ USAFA/XPR), 2304 Cadet Drive, Suite 300, United States Air Force Academy, CO 80840-5002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on themselves should address inquiries to the Chief, Institutional Research and Assessment Division, Headquarters, United States Air Force Academy (HQ USAFA/XPR), 2304 Cadet Drive, Suite 300, United States Air Force Academy, CO 80840-5002.

RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system should address requests to the Chief, Institutional Research and Assessment Division, Headquarters, United States Air Force Academy (HQ USAFA/XPR), 2304 Cadet Drive, Suite 300, United States Air Force Academy, CO 80840-5002.

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 educational institutions, medical institutions, automated system interfaces, Cadet Administrative Management Information System data base, Association of Graduates, and source documents (such as reports).

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F036 USAFA L**SYSTEM NAME:**

Cadet Awards Files (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'Chief, Development and Alumni Programs Division, HQ USAFA/XPA, 2304 Cadet Drive, Suite 351, United States Air Force Academy, CO 80840-5002.'

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with 'Relatives of deceased persons who are memorialized through cadet awards, former USAF Academy cadets who have been honorably discharged due to medical disqualification and USAF Academy cadets winning individual cadet awards.'

CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with 'Cadet Awards files by award area, including names of persons memorialized, donor information to include amounts given, and historical data on cadet winners; names, addresses and phone numbers of relatives of deceased persons who are memorialized.'

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PURPOSE(S):

Add to entry ', and to invite relatives to awards ceremonies presented in memory of their deceased next of kin.'

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F036 USAFA L**SYSTEM NAME:**

Cadet Awards Files.

SYSTEM LOCATION:

Chief, Development and Alumni Programs Division, HQ USAFA/XPA, 2304 Cadet Drive, Suite 351, United States Air Force Academy, CO 80840-5002.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Relatives of deceased persons who are memorialized through cadet awards, former USAF Academy cadets who have been honorably discharged due to medical disqualification and USAF Academy cadets winning individual cadet awards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cadet Awards files by award area, including names of persons memorialized, donor information to include amounts given, and historical

data on cadet winners; names, addresses and phone numbers of relatives of deceased persons who are memorialized.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. Chapter 903, United States Air Force Academy.

PURPOSE(S):

For continuing award sponsorship business with donors, which consist of private individuals, patriotic and veteran organizations, and major air command and used by Cadet Awards Council to aid in their selection of individuals to receive annual award presented to disabled former cadets, and to invite relatives to awards ceremonies presented in memory of their deceased next of kin.

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:

Records may be disclosed to donors.

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 in computer databases.

RETRIEVABILITY:

Retrieved by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in file containers/cabinets. Awards Council Chairman and appointed project officer are only persons reviewing financial statements, when available and applicable.

RETENTION AND DISPOSAL:

Records are maintained five years in office area before retiring to base staging area for 45 additional years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Development and Alumni Programs Division, HQ USAFA/XPA, 2304 Cadet Drive, Suite 351, United States Air Force Academy, CO 80840-5002.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief, Development and Alumni Programs Division, HQ USAFA/XPA, 2303 Cadet Drive, Suite 351, United States Air Force Academy, CO 80840-5002.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address requests to the Chief, Development and Alumni Programs Division, HQ USAFA/XPA, 2304 Cadet Drive, Suite 351, United States Air Force Academy, CO 80840-5002.

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 educational institutions, from individual or next of kin.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

F051 USAFE A**SYSTEM NAME:**

Civil Process Case Files (*June 11, 1997, 62 FR 31793*).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'Office of the Staff Judge Advocate General/International Law (JAI), Headquarters, United States Air Forces in Europe, APO AE 09094-5001.'

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

Delete second paragraph and replace with 'Information may be disclosed to foreign law enforcement or investigatory or administrative authorities, to comply with requirements imposed by, or to claim rights conferred in the international agreements and arrangements regulating the stationing and status in the Federal Republic of Germany of U.S. military and civilian personnel. Information disclosed to courts or authorities of the Federal Republic of Germany may be further disclosed by the Federal Republic of

Germany to claimants, creditors or their attorneys.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Paper records are destroyed 2 years after close of calendar year in which last record is filed.'

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F051 USAFE A

SYSTEM NAME:

Civil Process Case Files.

SYSTEM LOCATION:

Office of the Staff Judge Advocate General/International Law (JAI), Headquarters, United States Air Forces in Europe, APO AE 09094-5001.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members and civilian employees and their dependents upon whom service is made of documents issued by German courts, customs and taxing agencies, and other administrative agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents from German authorities regarding payment orders, execution orders, demands for payment of indebtedness, notifications to establish civil liability, customs and tax demands, assessing fines and penalties, demands for court costs or for costs for administrative proceedings summons and subpoenas, paternity notices, complaints, judgments, briefs, final and interlocutory orders, orders of confiscation, notices, and other judicial or administrative writs; correspondence between United States (US) Government authorities and the Federal Republic of Germany; identifying data on individuals concerned; and similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 8013, Secretary of the Air Force; powers and duties, delegation by; Agreement to Supplement the Agreement between the Parties to the North Atlantic Treaty regarding the Status of their Forces with respect to Foreign Forces stationed in the Federal Republic of Germany (NATO SOFA Supplementary Agreement); 1 United States Treaty 531; Treaties and Other International Acts Series 5351, and 48 United Nations Treaties Series 262, Article 32; and E.O. 9397 (SSN).

PURPOSE(S):

To ensure that military members and civilian employees' obligations under the NATO SOFA Supplementary

Agreement are honored and the rights of these personnel are protected by making legal assistance available.

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:

Information may be disclosed to foreign law enforcement or investigatory or administrative authorities, to comply with requirements imposed by, or to claim rights conferred in the international agreements and arrangements regulating the stationing and status in the Federal Republic of Germany of U.S. military and civilian personnel. Information disclosed to courts or authorities of the Federal Republic of Germany may be further disclosed by the Federal Republic of Germany to claimants, creditors or their attorneys.

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:

Paper records in steel filing cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

All information is maintained in areas accessible only to designated individuals having official need therefor in the performance of their duties. Records are housed in buildings protected by military police or security guards.

RETENTION AND DISPOSAL:

Paper records are destroyed 2 years after close of calendar year in which last record is filed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Staff Judge Advocate General/International Law (JAI), Headquarters, United States Air Forces in Europe, APO AE 09094-5001.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this record system contains information on themselves may write to or visit the Office of the Staff Judge Advocate General/International Law (JAI), Headquarters, United States Air Forces in Europe, APO AE 09094-5001.

Individuals should furnish their full name, rank/grade, Social Security Number, sufficient details to permit locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this record system may write to or visit the Office of the Staff Judge Advocate General/International Law (JAI), Headquarters, United States Air Forces in Europe, APO AE 09094-5001.

Individuals should furnish their full name, rank/grade, Social Security Number, sufficient details to permit locating the records, and signature.

CONTESTING RECORD PROCEDURES:

The Air Force rules for accessing records, 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:

The individual to whom the record pertains, German authorities and Air Force records and reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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BILLING CODE 5001-10-F

DEPARTMENT OF DEFENSE

Defense Logistics Agency

Privacy Act of 1974; System of Records

AGENCY: Defense Logistics Agency, DoD.

ACTION: Notice to amend record systems.

SUMMARY: The Defense Logistics Agency proposes to amend two 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 Privacy Act Officer, Headquarters, Defense Logistics Agency, ATTN: CAAR, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

FOR FURTHER INFORMATION CONTACT: Ms. Susan Salus at (703) 767-6183.

SUPPLEMENTARY INFORMATION: The Defense Logistics Agency's record system notices for records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been