

SUMMARY: This notice announces the appointment of the members of the Performance Review Board (PRB) of the Defense Special Weapons Agency. The publication of PRB membership is required by 5 U.S.C. 4314(c)(4). The Performance Review Board shall provide fair and impartial review of Senior Executive Service performance appraisals and make recommendations regarding performance and performance awards to the Director, Defense Special Weapons Agency.

EFFECTIVE DATES: The effective date of service for the appointees of the DSWA PRB is on or about 5 September 1996.

FOR FURTHER INFORMATION CONTACT: D. DIAL-ALFRED, Human Resources Management Branch (MPCH), (703) 325-1106, Defense Special Weapons Agency, Alexandria, Virginia, 22310-3398.

SUPPLEMENTARY INFORMATION: The names and titles of the members of the DSWA PRB are set forth below. All are DSWA officials unless otherwise identified:

Mr. Robert L. Brittigan, General Counsel
Dr. Paul H. Carew, Director for Information Systems

Dr. Don A. Linger, Director for Programs
Dr. Margaret E. Myers, Director of

Acquisition Oversight, Office of the Assistant Secretary of Defense

Mr. George Wauer, Deputy Director for C3I and Strategic Systems, Office of the Secretary of Defense

The following DSWA officials will serve as alternate members of the DSWA PRB, as appropriate.

Mr. Frederick, S. Celec, Deputy Assistant to the Secretary of Defense (Nuclear Matters).

Mr. Michael K. Evenson, Deputy Director, Operations Directorate

Mr. David G. Freeman, Director, Acquisition Management Office

Dr. Kent L. Goering, Chief, Hard Target Defeat Program Office

Mr. Richard L. Gullickson, Chief, Simulation and Test Division

Mr. Clifton B. McFarland, Jr., Director for Weapons Effects

Mrs. Joan Ma Pierre, Director for Electronics and Systems

Dr. Michael J. Shore, Chief, Special Programs Office

Dr. George W. Ullrich, Deputy Director

Mr. Robert C. Webb, Chief, Electronics Technology Division

Dr. Leon A. Wittwer, Chief, Weapons Lethality Division

Dated: August 5, 1996.

L.M. Bynum,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

[FR Doc. 96-20277 Filed 8-8-96; 8:45 am]

BILLING CODE 5000-04-M

Department of the Army

Privacy Act of 1974; Notice to Amend Systems of Records

AGENCY: Department of the Army, DOD.

ACTION: Notice to amend systems of records.

SUMMARY: The Department of the Army is amending twenty-eight systems of records notices in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

DATES: This proposed action will be effective without further notice on September 9, 1996, unless comments are received which result in a contrary determination.

ADDRESSES: Privacy Act Officer, U.S. Army Information Systems Command, ATTN: ASOP-MP, Fort Huachuca, AZ 85613-5000.

FOR FURTHER INFORMATION CONTACT: Ms. Pat Turner at (602) 538-6856 or DSN 879-6856.

SUPPLEMENTARY INFORMATION: The Department of the Army systems of records notices 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 specific changes to the records systems being amended are set forth below followed by the notices, as amended, published in their entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as amended, which requires the submission of a new or altered system report.

Dated: July 25, 1996.

Patricia Toppings,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

AAFES 0207.02

SYSTEM NAME:

Customer Comments, Inquiries, and Direct Line Files (November 1, 1995, 60 FR 55552).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 25-400-2 (MARKS); and Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.'

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AAFES 0207.02

SYSTEM NAME:

Customer Comments, Inquiries, and Direct Line Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and

Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Users of the Army and Air Force Exchange Service who make inquiries, complaints, or comments on its operations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer's name, address and telephone number, information pertaining to the subject of inquiry, complaint, or comment and response thereto; customer opinion survey data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 25-400-2 (MARKS); and Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.

PURPOSE(S):

To aid the Exchange management in determining needs of customers and action required to settle customer complaints.

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' set forth at the beginning of the Army'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 file folders, stored in metal cabinets.

RETRIEVABILITY:

By customer's name.

SAFEGUARDS:

Records are accessible only by designated employees having official need therefor. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Records are destroyed by shredding after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Public Affairs Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, current address and telephone number, case number that appeared on correspondence received from AAFES, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Public Affairs Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, current address and telephone number, case number that appeared on correspondence received from AAFES, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0401.04**SYSTEM NAME:**

Official Personnel Folders (*November 1, 1995, 60 FR 55554*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0401.04**SYSTEM NAME:**

Official Personnel Folders.

SYSTEM LOCATION:

The Official Personnel Folder is located in the Personnel Office at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and

Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

Included in this system are the Employee Service Record Card Files and those records duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or supervisor's work folder).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former employees of the Army and Air Force Exchange Service (AAFES).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, date of birth, home residence, mailing address, telephone number; records reflecting work experience, educational level achieved; letters of commendation; training courses in which enrolled and certificates of completion; security clearance; personnel actions such as appointments, transfers, reassignments, separations, reprimands; salary and benefits documents to include allowances and insurance data; travel orders; and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

The Official Personnel Folder and other general personnel records are the

official repository of the records, reports of personnel actions, and the documents and papers required in connection with these actions effected during an employee's service with the Army and Air Force Exchange Service.

Records provide the basic source of factual data about a person's employment with the agency and have various uses by AAFES personnel offices, including screening qualifications of employees, determining status, eligibility, and employee's rights and benefits, computing length of service, and other information needed to provide personnel services.

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 the Department of Labor, Department of Veterans Affairs, Social Security Administration, Federal agencies that have special civilian employee retirement programs; or a national, state, county, municipal, or other publicly recognized charitable or income security administration agency (e.g., State unemployment compensation agencies), where necessary to adjudicate a claim under the retirement, insurance or health benefits programs or to an agency to conduct studies or audits of benefits being paid under such programs.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 file folders; Kardex files; microfilm or microfiche, and in computer storage media.

RETRIEVABILITY:

By individual's surname and Social Security Number.

SAFEGUARDS:

Paper or microfiche/microfilmed records are located in locked metal cabinets or in secured rooms with access limited to those personnel whose official duties require access. Access to computerized records is limited, through use of access codes and entry logs, to those whose official duties require access.

RETENTION AND DISPOSAL:

The Official Personnel Folder is permanent. Upon employee's separation, it is transferred to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118-4199. Duplicate records maintained in an administrative office or at supervisory levels are destroyed 90 days after employee's separation. Service Record Card Files are retained for 5 years following employee's separation and retired to a records holding area for 15 additional years before being destroyed, except that those of employees of discontinued AAFES installations are retired to the National Personnel Records Center (Civilian). Automated personnel records are retained indefinitely for managerial and statistical studies; after an employee's separation, records are not used in making decisions concerning the employee.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals must furnish their full name, Social Security Number, current address and telephone number; if terminated, also include date of birth, date of separation, and last employing location.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals must furnish their full name, Social Security Number, current address and telephone number; if terminated, also include date of birth, date of separation, and last employing location.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-

21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, educational institutions, officials and other individuals of the Army and Air Force Exchange Service, third parties responding to reference checks, previous employers, law enforcement agencies, physicians.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0403.01**SYSTEM NAME:**

Application for Employment Files (November 1, 1995, 60 FR 55555).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0403.01**SYSTEM NAME:**

Application for Employment Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598, for applicants of executive and managerial positions.

Records of applicants for all other Army and Air Force Exchange Service positions may be located also at Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have applied for employment in the Army and Air Force Exchange Service (AAFES).

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications generally include individual's name, date of birth, Social Security Number, home address, information on work and educational experience, military service, convictions for offenses against the law, specialized training, awards or honors; documents

reflecting results of written examinations and ratings; reference checks and results; evidence of satisfactory physical condition, pre-employment investigations and clearances deemed appropriate to the position for which application is made; notification from AAFES concerning selection/non-selection.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

The records are used in considering individuals who have applied for positions in the Army and Air Force Exchange Service by making determinations of qualifications including medical qualifications, for positions applied for, and to rate and rank applicants applying for the same or similar positions.

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' set forth at the beginning of the Army'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 file folders.

RETRIEVABILITY:

Retrieved by applicant's surname and Social Security Number.

SAFEGUARDS:

Records are maintained in a secured area with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Applicant records are retained for up to six months; records for applicants hired become part of the person's Official Personnel Folder.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this systems should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and sufficient details concerning position and location thereof for which application had been submitted.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and sufficient details concerning position and location thereof for which application had been submitted.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, his/her previous employer(s) and personal references, law enforcement agencies, medical authorities.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0403.11**SYSTEM NAME:**

Personnel Departure Clearance Records (*February 22, 1993, 58 FR 10008*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0403.11**SYSTEM NAME:**

Personnel Departure Clearance Records.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ, Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf; regional offices; base and post exchanges and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Army and Air Force Exchange Service (AAFES).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, job data, reason for departure, and clearing offices' approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To ensure that departing employees have been properly out-processed.

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' set forth at the beginning of the Army'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 locked filing cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessed only by designated individuals having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are closed at the end of the fiscal year, held 1 year, and destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and date and place of separation.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and date and place of separation.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; official personnel actions.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0404.01**SYSTEM NAME:**

Incentive Awards Case Files (*November 1, 1995, 60 FR 55556*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0404.01**SYSTEM NAME:**

Incentive Awards Case Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All U.S. dollar-paid employees of the Army and Air Force Exchange Service who are recipients of awards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, grade/step, position title, award for which nominated and justification therefor, accomplishments, requirements of position held, organization in which employed, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To consider and select employees for incentive awards and other honors and to publicize those granted.

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 public and private organizations, including news media, which grant or publicize employee awards or honors.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 filing cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only to designated individuals having official need therefor.

RETENTION AND DISPOSAL:

Records are retained for 2 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: PE, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and sufficient details to permit locating the record.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: PE, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and sufficient details to permit locating the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the nominating official; approving authority; individual's official personnel file.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0405.03**SYSTEM NAME:**

Personnel Appeals and Grievances (November 1, 1995, 60 FR 55556).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation

215-3; Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 690-700, Personnel Relations and Services.'

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AAFES 0405.03**SYSTEM NAME:**

Personnel Appeals and Grievances.

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; and

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee of the Army and Air Force Exchange Service (AAFES) who has filed an appeal of an adverse action and/or is contesting a personnel action when the appeal/grievance has been referred to the appropriate General Counsel's office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, documentation, and memoranda concerning the appeal/grievance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3; Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 690-700, Personnel Relations and Services.

PURPOSE(S):

To determine propriety and legal sufficiency or the agency's action in the appeal or grievance matter.

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' set forth at the beginning of the Army'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 locked file cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retained in the servicing General Counsel's office for 1 year after final decision is made; subsequently retired to the AAFES warehouse or servicing General Services Administration records holding center where it is held 6 years before being destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel at the Army and Air Force Exchange Service location where appeal/grievance was filed.

Individual should provide full name, current address and telephone number, the latest correspondence received by them from the General Counsel's office, if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel at the Army and Air Force Exchange Service location where appeal/grievance was filed.

Individual should provide full name, current address and telephone number, the latest correspondence received by them from the General Counsel's office, if available, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From AAFES personnel office responsible for records on the employee; from the AAFES Grievance Examiner; and from the AAFES employee and/or his/her representative.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0405.11**SYSTEM NAME:**

Individual Health Records (*February 22, 1993, 58 FR 10010*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0405.11**SYSTEM NAME:**

Individual Health Records.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service (AAFES).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, organizational location, date of birth, medical data recorded by treating nurse/physician, information provided by individual's personal physician regarding diagnosis, prognosis, and return to duty status, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To provide health care and medical treatment to employees who become ill or are injured during working hours.

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' set forth at the beginning of the Army'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 locked file cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in the dispensary, available only to assigned medical personnel.

RETENTION AND DISPOSAL:

Records are maintained for 6 years following termination of individual's employment; then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual must furnish full name, details concerning injury or illness and date and location of such, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual must furnish full name, details concerning injury or illness and date and location of such, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the employee; his/her physician; witnesses to an injury/accident.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0408.14**SYSTEM NAME:**

Tuition Assistance Case Files (*July 13, 1995, 60 FR 36114*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).'

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AAFES 0408.14**SYSTEM NAME:**

Tuition Assistance Case Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service who apply for tuition assistance for degree programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application, academic transcripts, curricula, grade reports, request for disbursement, agency approval/disapproval, similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To maintain information on participants in the tuition assistance program.

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' set forth at the beginning of the Army'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 locked cabinets.

RETRIEVABILITY:

By employee's Social Security Number.

SAFEGUARDS:

Information is accessed only by designated individuals having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are destroyed 3 years following individual's completion of degree program/courses.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide his/her full name, Social Security Number, details concerning application for tuition assistance, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide his/her full name, Social Security Number, details concerning application for tuition assistance, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0408.17**SYSTEM NAME:**

HPP Employee Upward Mobility Program Files (*November 1, 1995, 60 FR 55557*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

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AAFES 0408.17**SYSTEM NAME:**

HPP Employee Upward Mobility Program Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and

Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, current job title, grade, job location, primary career field desired, training courses required, and dates training courses completed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To assist the servicing personnel office in identifying and referring qualified employees for vacant positions.

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' set forth at the beginning of the Army'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 locked file cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessible only to designated individuals having an official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records are retained until (a) the associate is promoted into management, at which time the records are incorporated into the person's Official Personnel Folder; (b) the associate severs his/her employment with the Army and Air Force Exchange Service, at which time they are destroyed; or (c) if associate is reinstated at another AAFES location, record is forwarded to the gaining personnel office.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, job location, and duty phone.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, job location, and duty phone.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0409.01

SYSTEM NAME:

AAFES Accident/Incident Reports (November 1, 1995, 60 FR 55558).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with 'E.O. 12196; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).'

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

Delete the third paragraph.

* * * * *

SYSTEM NAME:

AAFES Accident/Incident Reports.

SYSTEM LOCATION:

Safety and Security Offices of Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; Exchange

Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in accidents, incidents, or mishaps resulting in theft or reportable damage to Army and Air Force Exchange Service (AAFES) property or facilities; individuals injured or become ill as a result of such accidents, incidents, or mishaps.

CATEGORIES OF RECORDS IN THE SYSTEM:

AAFES Accident Report, AAFES Incident Report, record of injuries and illnesses; physicians' reports; witness statements; investigatory reports; similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12196; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To record accidents, incidents, mishaps, fires, theft, etc., involving Government property; and personal injuries/illnesses in connection therewith, for the purposes of recouping damages, correcting deficiencies, initiating appropriate disciplinary action; filing of insurance and/or workmen's compensation claims therefor; and for managerial and statistical reports.

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 the Department of Labor to support workmen's compensation claims.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 file folders; computer magnetic tapes and printouts; microfiche.

RETRIEVABILITY:

By name of individual involved or injured and Social Security Number.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor in the performance of their duties, within buildings protected by security guards.

RETENTION AND DISPOSAL:

Paper records are retained for 2 years following which it is destroyed by shredding; information on microfiches is retained for 3 years; computer tapes reflecting historical data are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves

is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Loss Prevention Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, present address and telephone number; sufficient details concerning the accident, mishap, or attendant injury to permit locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Loss Prevention Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, present address and telephone number; sufficient details concerning the accident, mishap, or attendant injury to permit locating the record, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; medical facilities; investigating official; State Bureau of Motor Vehicles, State and local law enforcement authorities; witnesses; victims; official Department of Defense records and reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0410.01

SYSTEM NAME:

Employee Travel Files (*July 13, 1995, 60 FR 36115*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).'

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AAFES 0410.01

SYSTEM NAME:

Employee Travel Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Commander, AAFES Europe, Unit 24580, APO AE 09245;

Commander, AAFES Pacific Rim Region, Unit 35163, APO AP 96378-163; and

Base on post exchange within the AAFES system. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service (AAFES) authorized to perform official travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to travel of persons on official Government business, and/or their dependents, including but not limited to travel assignment orders, authorized leave en route, availability of quarters and/or shipment of household goods and personal effects, application for passport/visas; security clearance; travel expense vouchers; and similar related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To process official travel requests for military and civilian employees of the Army and Air Force Exchange Service; to determine eligibility of individual's dependents to travel; to obtain necessary clearance where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries.

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 'attache' or law enforcement authorities of foreign countries.

To the U.S. Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 locked filing cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessed only by designated individuals having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed after 2 years by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, details of travel authorization/clearance documents sought, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, details of travel

authorization/clearance documents sought, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, official travel orders, travel expense vouchers, receipts and similar relevant documents.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0502.02

SYSTEM NAME:

Biographical Files (*November 1, 1995, 60 FR 55559*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; and Army Regulation 360-5, Public Information.'

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AAFES 0502.02

SYSTEM NAME:

Biographical Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598 and the Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Key military and civilian employees of the Army and Air Force Exchange Service world-wide.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, position title and organizational location, home address, date and place of birth, marital status including names of spouse and children, educational background, military status, awards and decorations, community and civic interest data, photograph, and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; and Army Regulation 360-5, Public Information.

PURPOSE(S):

To prepare feature articles for hometown newspapers, trade media,

community interests, and similar public service groups.

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 public and private organizations including news media.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor, in buildings protected by security guards or military police.

RETENTION AND DISPOSAL:

Records are retained for 1 year following termination of individual's assignment or employment; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Public Affairs Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, current address and telephone number, details surrounding the event or incident, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Public Affairs Division, 3911

S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, current address and telephone number, details surrounding the event or incident, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; official AAFES records and reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0602.04a

SYSTEM NAME:

Litigation Initiated by AAFES (*February 22, 1993, 58 FR 10014*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0602.04a

SYSTEM NAME:

Litigation Initiated by AAFES.

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals against whom Army and Air Force Exchange Service (AAFES) has filed a complaint or similar pleading in a court or administrative body.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pleadings and documents filed by parties to the action and documentation, correspondence, and memoranda pertaining thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation

Activities and Nonappropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies.

PURPOSE(S):

To process complaints against individuals; to initiate litigation as necessary.

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:

To process complaints or pleading on behalf of the Army and Air Force Exchange Service.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices apply to this system.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Disclosure of records is limited to the individual's name, address, Social Security Number, and other information necessary to establish the individual's identity; the amount, status, and history of the claim; and the agency program under which the claim arose. This disclosure will be made only after the procedural requirement of 31 U.S.C. 3711(f) has been followed.

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

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By surname of defendant in the proceeding.

SAFEGUARDS:

Records are maintained in buildings having security guards and are restricted to authorized personnel who are properly screened, cleared, and trained in Privacy Act matters.

RETENTION AND DISPOSAL:

Records are permanent. They are retained until judicial proceedings have been resolved, after which they are retired to the servicing AAFES warehouse or servicing General Services Administration records holding center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals should provide their full name, current address and telephone number, copy of latest correspondence from AAFES, if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals should provide their full name, current address and telephone number, copy of latest correspondence from AAFES, if available, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From official records of the Army and Air Force Exchange Service; from any individual who can provide information concerning the complaint/proceeding; from similar relevant documentation.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0602.04b

SYSTEM NAME:

Claims and/or Litigation Against AAFES (*February 22, 1993, 58 FR 10015*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0602.04b

SYSTEM NAME:

Claims and/or Litigation Against AAFES.

SYSTEM LOCATION:

Office of the General Counsel, Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ, Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed a claim against Army and Air Force Exchange Service (AAFES), a complaint or similar pleading in a court or administrative body in which an AAFES employee or the Army and Air Force Exchange Service is named as a defendant.

CATEGORIES OF RECORDS IN THE SYSTEM:

Claims, pleading, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied materials involved in representing the Army and Air Force Exchange Service in the Federal Court System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies.

PURPOSE(S):

To investigate claims and prepare responses; to defend the Army and Air Force Exchange Service in civil suits filed against it in the Federal Court System.

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 the Department of Justice and U.S. Attorneys' offices handling a particular case. Most of the information is filed in some manner in the courts in which litigation is pending and therefore is a public record.

In addition, some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in the

Federal Reporter System under the name or style of the case and are available to individuals with access to a law library.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 file folders.

RETRIEVABILITY:

By last name of claimant/plaintiff.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who have need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Claim records are destroyed after 6 years. Litigation records are permanent; they are retained in the servicing General Counsel's Office until judicial proceedings have been resolved, following which they are retired to the servicing General Services Administration records holding center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide his/her full name, current address and telephone number, latest correspondence received from the servicing General Counsel's office if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide his/her full name, current address and telephone number, latest correspondence received from the servicing General Counsel's office if available, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From official records of the Army and Air Force Exchange Service; claimants; litigants.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0604.02

SYSTEM NAME:

Unfair Labor Practice Claim/Charges Files (*February 22, 1993, 58 FR 10016*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; E.O. 11491, October 31, 1969, as amended; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 60-21, Personnel Policies.'

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AAFES 0604.02

SYSTEM NAME:

Unfair Labor Practice Claim/Charges Files.

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf; personnel offices at Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service (AAFES) who are permitted to file charges/claims pursuant to Executive Order 11491, as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

Written allegations of unfair labor practice; supporting correspondence/documentation/memoranda.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; E.O. 11491, October 31, 1969, as amended; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and

Procedures; and Army Regulation 60-21, Personnel Policies.

PURPOSE(S):

To review and process charges/claims of unfair labor practices through formal/informal negotiations; for managerial and statistical reports.

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' set forth at the beginning of the Army'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 file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Records are retained 5 years in an active file; then transferred to the servicing AAFES warehouse or General Services Administration records holding center for an additional 5 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, last employing station, details sufficient to locate the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, last employing station, details sufficient to locate the record, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, the union representative, witnesses, official records of the Army and Air Force Exchange Service.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0607.01**SYSTEM NAME:**

Confidential Financial Disclosure Report (*November 1, 1995, 60 FR 55559*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20; Army and Air Force Exchange Service Operating Policies; E.O. 9397 (SSN); E.O. 12674 as amended by E.O. 12731.'

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AAFES 0607.01**SYSTEM NAME:**

Confidential Financial Disclosure Report.

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598 and Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each officer of a uniformed service assigned to AAFES whose pay grade is

less than O-7 and each employee whose position is classified at Grade 15 (NF-5/Tier 1) or below and whose basic duties and responsibilities require the employee or officer to participate personally and substantially in a way that the final decision or action will have a direct and substantial economic effect on the interests of any non-Federal entity or the agency concludes in accordance with Federal regulation that the duties and responsibilities of the employee's position require the employee to file such a report to avoid involvement in a real or apparent conflict of interest.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 450, 'Confidential Financial Disclosure Report,' and endorsements or documents relevant to information on this form.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20; Army and Air Force Exchange Service Operating Policies; E.O. 9397 (SSN); E.O. 12674 as amended by E.O. 12731.

PURPOSE(S):

These records are maintained to meet requirements of E.O. 12674, as amended by E.O. 12731 (5 CFR 2634.901, Subpart I), on the policies of Confidential Financial Disclosure Reporting. Such statements are required to assure compliance with the standards of conduct for Government employees contained in the Executive Orders, Federal regulations, and Title 18 of the U.S.C., and to determine if a conflict of interest exists between the employment of individuals by the Federal Government and their personal employment or other financial interests.

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:

These statements and amended statements required by or pursuant to E.O. 12674, as amended by E.O. 12731, are to be held in confidence and no information shall be disclosed except:

a. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes

aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is party to a judicial proceeding or in order to comply with the issuance of a subpoena.

c. To disclose information to any source when necessary to obtain information relevant to a conflict-of-interest investigation or determination.

d. By the National Archives and Records Administration, General Services Administration, in record management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

e. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding, in which the filer is directly involved.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 locked file cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessible only to designated authorized persons who are properly screened, cleared and trained, having official need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Retained until individual no longer occupies a position for which Standard Form 450 is required. Destroyed by shredding six years after the individual has left the position, except that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel at the Army and Air Force

Exchange Service location where the reports were filed.

Individuals should provide their full name, period covered by the report filed, locations(s) of employment, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel at the Army and Air Force Exchange Service location where the reports were filed.

Individuals should provide their full name, period covered by the report filed, locations(s) of employment, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0702.22

SYSTEM NAME:

Check-Cashing Privilege Files (*July 13, 1995, 60 FR 36116*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20; Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).'

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AAFES 0702.22

SYSTEM NAME:

Check-Cashing Privilege Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

AAFES Europe, Europe Accounting Support Office, CMR 429, APO AE 09054;

AAFES Pacific Rim, Accounting Support Center, Unit 35163, APO AP 96378-5163; and

Post and base exchanges within the AAFES system. Official mailing

addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Customers of the Army and Air Force Exchange Service: military, dependents, retirees, and Exchange employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer's name, Social Security Number, category of customer (i.e., dependent, retiree, active duty member), amounts of checks not paid by bank, collection efforts, and relevant documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20; Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To determine customer's eligibility to cash checks.

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:

In overseas areas, information is disclosed to military banking facilities. These facilities are branches of U.S. based financial institutions which are under contract to the Department of Defense to provide banking services to U.S. military and affiliated civilian personnel overseas. Any financial losses sustained by these activities in support of the Department of Defense program are underwritten by the Department of Defense using appropriated funds. The financial institutions use the check-cashing information only to determine whether to cash checks or similar negotiable instruments for individuals - not to award or deny other banking privileges.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices apply to this system.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal

Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Disclosure of records is limited to the individual's name, address, Social Security Number, and other information necessary to establish the individual's identity; the amount, status, and history of the claim; and the agency program under which the claim arose. This disclosure will be made only after the procedural requirement of 31 U.S.C. 3711(f) has been followed.

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

STORAGE:

Paper records; computer tapes, discs, and printouts.

RETRIEVABILITY:

By customer name and Social Security Number.

SAFEGUARDS:

All information is stored in locked rooms within secured buildings and is accessed only by designated personnel having official need therefor, primarily by individuals authorized to cash checks.

RETENTION AND DISPOSAL:

Records are retained by the Office of the General Counsel until indebtedness has been satisfied, determined to be uncollectible, or additional administrative action is required. Upon completion, records are transferred to the Accounts Receivable Division (FA-O/R) and maintained with appropriate check cashing privilege records.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the local Exchange where check was cashed (or refused) or to the Commander, Army and Air Force Exchange Service, ATTN: FA, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number or other acceptable identifying information that will facilitate locating the records.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the local Exchange where check was cashed (or refused) or to the

Commander, Army and Air Force Exchange Service, ATTN: FA, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number or other acceptable identifying information that will facilitate locating the records.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; his/her checks; financial institutions.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0702.23

SYSTEM NAME:

Dishonored Check Files (*July 13, 1995, 60 FR 36117*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20; Army and Air Force Exchange Service Operating Policies.'

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AAFES 0702.23

SYSTEM NAME:

Dishonored Check Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

AAFES-Europe, Europe Accounting Support Office, CMR 429, APO AE 09054;

AAFES Pacific Rim, Accounting Support Center, Unit 35163, APO AP 96378-5163; and

Post and base exchanges within the AAFES system. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have negotiated dishonored checks at Army and Air Force Exchange Service (AAFES) facilities and whose check cashing

privilege is under review by the General Counsel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, Social Security Number, indebtedness, collection efforts, and relevant documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20; Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To collect dishonored check indebtedness.

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 civil or criminal law enforcement agencies for law enforcement purposes.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices apply to this system.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Disclosure of records is limited to the individual's name, address, Social Security Number, and other information necessary to establish the individual's identity; the amount, status, and history of the claim; and the agency program under which the claim arose. This disclosure will be made only after the procedural requirement of 31 U.S.C. 3711(f) has been followed.

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

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By surname of individual responsible for dishonored check.

SAFEGUARDS:

Records are maintained in buildings having security guard and are accessed

only by personnel having official need therefor who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained by the Office of the General Counsel until indebtedness has been satisfied, determined to be uncollectible, or additional administrative action is required. Upon completion, records are transferred to the Accounts Receivable Division (FA-O/R) and maintained with appropriate check cashing privilege records

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, current address and telephone number, latest correspondence from AAFES if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: General Counsel, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, current address and telephone number, latest correspondence from AAFES if available, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, his/her employer, law enforcement investigative agencies, banking facilities, consumer reporting agencies, and sources that furnish information regarding individual's credit.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0702.34**SYSTEM NAME:**

Accounts Receivable Files (*July 13, 1995, 60 FR 36118*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Federal Claims Collection Act of 1966, 31 U.S.C. 3711; Debt Collection Act of 1982 (Pub. L. 97-365), 31 U.S.C. 5512 through 5514; and E.O. 9397 (SSN); Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.'

* * * * *

AAFES 0702.34**SYSTEM NAME:**

Accounts Receivable Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

AAFES-Europe, Europe Accounting Support Office, CMR 429, APO AE 09054;

AAFES Pacific Rim, Accounting Support Center, Unit 35163, APO AP 96378-5163; and

Post and base exchanges within the AAFES system. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army and Air Force Exchange Service (AAFES) customers (military, retirees, civilian, and civilian dependents).

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files relating to debts owed by individuals, including dishonored checks, deferred payment plans, home layaway, salary/travel advances, pecuniary liability claims and credit cards. These files include all correspondence to the debtor/his or her commander, notices from banks concerning indebtedness, originals or copies of returned checks, envelopes showing attempts to contact the debtor, payment documentation, pay adjustment authorizations, deferred payment plan applications, charges and statements or accounts, and home layaway cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Federal Claims Collection Act of 1966, 31 U.S.C.

3711; Debt Collection Act of 1982 (Pub. L. 97-365); 31 U.S.C. 5512 through 5514; and E.O. 9397 (SSN); Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.

PURPOSE(S):

To process, monitor, and post audit accounts receivable, to administer the Federal Claims Collection Act, and to answer inquiries pertaining thereto.

To collect indebtedness.

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:

To the U.S. Department of Justice/U.S. Attorneys for legal action and/or final disposition of the debt claim.

To the Internal Revenue Service to obtain locator status for delinquent accounts receivables (controls exist to preclude redisclosure of solicited IRS address data; and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age).

To private collection agencies for collection action when the internal collection efforts have been exhausted.

To civil or criminal law enforcement agencies for law enforcement purposes.

The 'Blanket Routine Uses' that appear at the beginning of the Army's compilation of systems of records notices apply to this system.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Disclosure of records is limited to the individual's name, address, Social Security Number, and other information necessary to establish the individual's identity; the amount, status, and history of the claim; and the agency program under which the claim arose. This disclosure will be made only after the procedural requirement of 31 U.S.C. 3711(f) has been followed.

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

Paper records in individual file folders.

RETRIEVABILITY:

Retrieved by customer's surname or Social Security Number.

SAFEGUARDS:

Records are maintained in areas accessible only by authorized personnel within AAFES-FA-O/R.

RETENTION AND DISPOSAL:

Records are retained in current files until close of fiscal year in which receivable is cleared. At year end, files are stored for 10 years and subsequently destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Chief, Accounts Receivable Division, Comptroller Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals should provide full name, Social Security Number, or other acceptable identifying information that will facilitate locating the records.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Chief, Accounts Receivable Division, Comptroller Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals should provide full name, Social Security Number, or other acceptable identifying information that will facilitate locating the records.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are published in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the customer and from correspondence between AAFES and Vendors.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0702.43**SYSTEM NAME:**

Travel Advance Files (*July 13, 1995, 60 FR 36119*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).'

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AAFES 0702.43**SYSTEM NAME:**

Travel Advance Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

AAFES-Europe, Europe Accounting Support Office, CMR 429, APO AE 09054;

AAFES Pacific Rim, Accounting Support Center, Unit 35163, APO AP 96378-5163; and

Post and base exchanges within the AAFES system. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees required to perform official travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, organization to which assigned, details of official travel, amount advanced, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To monitor travel advances against individual's authorized official travel and to ensure settlement of indebtedness to the Government.

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' set forth at the beginning of the Army'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 metal filing cabinets.

RETRIEVABILITY:

By employee's Social Security Number.

SAFEGUARDS:

Records are accessed only by designated employees having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 1 year following settlement of an individual's travel advance account.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Payroll and Employee Benefits Division (FA-O/P), 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, sufficient details concerning records sought, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Payroll and Employee Benefits Division (FA-O/P), 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, sufficient details concerning records sought, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, records of the AAFES office issuing travel advance.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0703.07**SYSTEM NAME:**

AAFES Employee Pay System Records (*November 1, 1995, 58 FR 55560*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with 'Title 6, GAO Policy and Procedures Manual for Guidance of Federal Agencies; 10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).'

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AAFES 0703.07**SYSTEM NAME:**

AAFES Employee Pay System Records.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Commander, Army and Air Force Exchange Service-Pacific Rim Region, Unit 35163, APO AP 96378-0163; and

Commander, Army and Air Force Exchange Service-Europe, Unit 24580, APO AE 09245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Army and Air Force Exchange System (AAFES).

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name; Social Security Number; AAFES facility number; individual's pay, leave, and retirement records, withholding/deduction authorization for allotments, health benefits, life insurance, savings bonds, financial institutions, etc.; tax exemption certificates; personal exception and indebtedness papers; subsistence and quarters records; statements of charges, claims; roster and

signature cards of designated timekeepers; payroll and retirement control and working paper files; unemployment compensation data requests and responses; reports of retirement fund deductions; management narrative and statistical reports relating to pay, leave, and retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 6, GAO Policy and Procedures Manual for Guidance of Federal Agencies; 10 U.S.C. 3013 and 8013; Army Regulation 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To provide basis for computing civilian pay entitlements; to record history of pay transactions, leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

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:

To the Treasury Department to record checks and bonds issued.

To the Internal Revenue Service to report taxable earnings and taxes withheld; to locate delinquent debtors.

To States and Cities/Counties to provide taxable earnings of civilian employees to those states and cities or counties which have entered into an agreement with the Department of Defense and the Department of the Treasury.

To State Employment Offices to provide information relevant to the State's determination of individual's entitlement to unemployment compensation.

To the U.S. Department of Justice/U.S. Attorneys for legal action and/or final disposition of debt claims against the Army and Air Force Exchange Service.

To private collection agencies for collection action when the Army and Air Force Exchange Service has exhausted its internal collection efforts.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices apply to this system.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Disclosure of records is limited to the individual's name, address, Social Security Number, and other information necessary to establish the individual's identity; the amount, status, and history of the claim; and the agency program under which the claim arose. This disclosure will be made only after the procedural requirement of 31 U.S.C. 3711(f) has been followed.

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

STORAGE:

Paper records in file folders and in bulk storage; card files; computer magnetic tapes, discs and printouts; microfiches, microfilm.

RETRIEVABILITY:

Automated records are retrieved by employee's Social Security Number within payroll block; manual records are retrieved by individual's surname or Social Security Number.

SAFEGUARDS:

Records are restricted to personnel who are properly cleared and trained and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports and controls to preclude unauthorized disclosure.

RETENTION AND DISPOSAL:

The majority of documents are retained 4 years after which they are destroyed by shredding. Exceptions are Time and Attendance sheets: retained 6 years; W-2 data and employer quarterly Federal tax returns are retained 5 years; Payroll Registers are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, HQ Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, HQ Army and Air Force Exchange Service, ATTN: FA, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, current address and telephone number; if terminated, include date and place of separation.

RECORD ACCESS PROCEDURES:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, HQ Army and Air Force Exchange Service, ATTN: FA, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, current address and telephone number; if terminated, include date and place of separation.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; personnel actions; other agency records and reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0903.06

SYSTEM NAME:

Personnel Management Information System (*July 13, 1995, 60 FR 36120*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).'

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AAFES 0903.06

SYSTEM NAME:

Personnel Management Information System.

SYSTEM LOCATION:

Centralized at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Segments of the system exist at servicing civilian personnel offices at Commander, AAFES Pacific Rim Region, Unit 35163, APO AP 96378-5163;

Commander, AAFES Europe Region, Unit 24580, APO AE 09245; and U.S. Operations Offices, and post/base exchanges worldwide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, Social Security Number, Exchange location, home address; date of birth; date hired, leave accrual data, retirement participation data, service award data, citizenship, marital status, sex, security clearance, military status, sponsor affiliation where employee is a dependent of a U.S. Government/military member, job code and title, employment category, pay plan, wage schedule, base hourly rate, scheduled work week, Federal and State tax exemptions, type of insurance coverage, authorized deductions, life insurance coverage, physical examination documents, education and experience, licenses, career plans, Personnel Evaluation Reports, training course data, and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To produce reports and statistical analyses of the civilian work force strength trends and composition in support of established manpower and budgetary programs and procedures; verify employment; provide data in support of Equal Employment Opportunity Program requirements; provide locator and emergency notification data; respond to union requests; identify training requirements; provide salary data for current and projected fiscal guidance, personnel data for current and projected staffing requirements; provide suspense system for within grade increases, length of service awards, performance ratings, pay adjustments and tenure groups; provide data for retirement processing, individual personnel actions; analyze leave usage; investigate complaints, grievances and appeals; respond to requests from courts and regulatory bodies; provide incentive awards information; provide qualified candidates to fill position vacancies; counsel employees on career

development; plan dependent services in overseas areas; determine validity of individual claims related to pay adjustments; and for other managerial and statistical studies, records, and reports.

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' set forth at the beginning of the Army'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:

Computer tapes/discs; printouts.

RETRIEVABILITY:

By name or Social Security Number.

SAFEGUARDS:

Disc and tape files reside in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records and computer printouts containing personal identifiers are maintained in locked file cabinets and are available only to individuals having official need therefor.

RETENTION AND DISPOSAL:

Disc files are retained for 18 months after employee separates and are destroyed with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all employees under the Universal Annual Salary Plan whose file remains a permanent record. Back-up tapes are retained for 90 days. Computer printouts are maintained as follows: system edit reports are destroyed upon verification that errors have been corrected; printouts produced for managerial reports are maintained for periods varying from 2 to 10 years; source documents and computer printouts which are included as part of the employee's Official Personnel Folder are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals should provide full name, Social Security Number, current address and telephone number and, if terminated, include date of birth, date of separation, and last employing location.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individuals should provide full name, Social Security Number, current address and telephone number and, if terminated, include date of birth, date of separation, and last employing location.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the employee, his/her supervisor, AAFES records and reports, Official Personnel Folder.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 1203.03

SYSTEM NAME:

Appointment of Contracting Officers (July 13, 1995, 60 FR 36121).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-4, Nonappropriated Fund Contracting; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).'

* * * * *

AAFES 1203.03

SYSTEM NAME:

Appointment of Contracting Officers.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military or civilian personnel assigned to the Army and Air Force Exchange Service (AAFES) are appointed as contracting officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, job title and grade, qualifications, training and experience, request for appointment as contracting officer, copy of Certificate of Appointment, and other correspondence and documents relating to individual's qualifications therefor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-4, Nonappropriated Fund Contracting; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To ascertain an individual's qualifications to be appointed as contracting officer; to determine if limitations on procurement authority are appropriate; to complete Certificate of Appointment.

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' set forth at the beginning of the Army'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 file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessible only to designated persons having official need therefor in the performance of their duties. Records are maintained in building entrance which is limited to persons assigned to AAFES.

RETENTION AND DISPOSAL:

Records are maintained in the system until two years after the end of the fiscal year in which the individual's appointment as a contracting officer is terminated. At that time, the records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Procurement Support and Policy Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, and sufficient details to permit locating the pertinent records.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Procurement Support and Policy Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, and sufficient details to permit locating the pertinent records.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, personnel records, former employers, educational institutions, AAFES records and reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 1504.03**SYSTEM NAME:**

Personal Property Movement and Storage Files (*February 22, 1993, 58 FR 10022*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation

215-1, The Administration of Morale, Welfare, and Recreation Activities and nonappropriated Fund Instrumentalities; and Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.'

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AAFES 1504.03**SYSTEM NAME:**

Personal Property Movement and Storage Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ, Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service (AAFES) whose permanent change of station is authorized by AAFES.

CATEGORIES OF RECORDS IN THE SYSTEM:

Orders authorizing shipment/storage of personal property to include privately owned vehicles and house trailers/mobile homes; Cash Collection Vouchers; Application for Shipment and/or Storage of Personal Property; Transportation Control and Movement Document; Personal Property Counseling Checklist; Government Bill of Lading; storage contracts, loss and damage claims, and similar related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and nonappropriated Fund Instrumentalities; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.

PURPOSE(S):

Used by the Army and Air Force Exchange Service to arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions.

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 is disclosed to commercial carriers for the purposes of identifying ownership, verifying delivery of shipment, supporting billing for services rendered, and justifying claims for loss, damage, or theft.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 file folders; microfilm; magnetic tapes, and computer printouts.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is maintained in secured areas, accessible only to authorized personnel having an official need-to-know. Automated segments are further protected by code numbers and passwords.

RETENTION AND DISPOSAL:

Documents relating to packing, shipping, and/or storing of household goods within the Continental United States are destroyed after 3 years; those relating to overseas areas are destroyed after 6 years. Documents regarding shipment of privately owned vehicles/mobile homes are destroyed after 2 years. Shipment discrepancy reports are destroyed after 2 years or when claim/investigation is settled, whichever is later. Administrative files reflecting queries and responses are retained for 2 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Administrative Services Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75266-0202.

Individual should provide their full name, Social Security Number, current address and telephone number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Provided by the individual whose personal property is shipped/stored; by the carrier/storage facility.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 1609.02

SYSTEM NAME:

AAFES Customer Service (*November 1, 1995, 60 FR 55562*).

CHANGES:

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CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with 'Army and Air Force Exchange Service (AAFES) customers who use the services of the Customer Service Desk, including but not limited to those who purchase merchandise on a time payment, layaway, or special order basis, or who need purchase adjustments or refunds.'

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's Social Security Number, copies of layaway tickets, requests for refunds, special order forms/procurement request/logs, cash receipt/charge or credit vouchers, rebate coupons, register transaction journal/log, repair vouchers, warranty documents, correspondence between AAFES and the customer and/or vendor.

* * * * *

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and

nonappropriated Fund instrumentalities; Army Regulation 60-10, Army and Air Force Exchange Service General Policies; and E.O. 9397 (SSN).'

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PURPOSE(S):

Add '; to monitor individual customer refunds; to perform market basket analysis; to improve efficiency of marketing system(s).' to end of entry.

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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.

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STORAGE:

Delete entry and replace with 'Paper records in file boxes and cabinets; and on electronic records stored in computers, on tapes or disk drives.'

* * * * *

RETENTION AND DISPOSAL:

Delete entry and replace with 'Cancelled or completed layaway tickets are held for 6 months after cancellation or delivery of merchandise; purchase orders are retained for 2 years; transaction records are retained for 2 years; refund vouchers are retained for 6 years; returned merchandise slips are retained for 6 years; cash receipt vouchers are retained for 3 years; repair/replacement order slips are held 2 years. All records are destroyed by shredding, all electronic records are destroyed by erasing/reformatting the media.'

* * * * *

AAFES 1609.02

SYSTEM NAME:

AAFES Customer Service.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and

Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army and Air Force Exchange Service (AAFES) customers who use the services of the Customer Service Desk,

including but not limited to those who purchase merchandise on a time payment, layaway, or special order basis, or who need purchase adjustments or refunds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's Social Security Number, copies of layaway tickets, requests for refunds, special order forms/procurement request/logs, cash receipt/charge or credit vouchers, rebate coupons, register transaction journal/log, repair vouchers, warranty documents, correspondence between AAFES and the customer and/or vendor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and nonappropriated Fund instrumentalities; Army Regulation 60-10, Army and Air Force Exchange Service General Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To record customer transactions/payment for layaway and special orders; to determine payment status before finalizing transactions; to identify account delinquencies and prepare customer reminder notices; to mail refunds on canceled layaway or special orders; to process purchase refunds; to document receipt from customer of merchandise subsequently returned to vendors for repair or replacement and initiate follow-up actions; to monitor individual customer refunds; to perform market basket analysis; to improve efficiency of marketing system(s).

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' set forth at the beginning of the Army's compilation of systems of records notices apply to this system.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Disclosure of records is limited to the individual's name, address, Social Security Number, and other information necessary to establish the individual's identity; the amount, status, and history of the claim; and the agency program under which the claim arose. This disclosure will be made only after the procedural requirement of 31 U.S.C. 3711(f) has been followed.

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

STORAGE:

Paper records in file boxes and cabinets; and on electronic records stored in computers, on tapes or disk drives.

RETRIEVABILITY:

By customer's surname, Social Security Number, document control number, and/or due date.

SAFEGUARDS:

Records are maintained in secured areas, accessible only to authorized personnel having need for the information in the performance of their duties.

RETENTION AND DISPOSAL:

Cancelled or completed layaway tickets are held for 6 months after cancellation or delivery of merchandise; purchase orders are retained for 2 years; transaction records are retained for 2 years; refund vouchers are retained for 6 years; returned merchandise slips are retained for 6 years; cash receipt vouchers are retained for 3 years; repair/replacement order slips are held 2 years. All records are destroyed by shredding, all electronic records are destroyed by erasing/reformatting the media.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: SD, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide name and sufficient details of purchase to enable locating pertinent records, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained

in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: SD, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide name and sufficient details of purchase to enable locating pertinent records, current address and telephone number.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; vendor.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 1609.03

SYSTEM NAME:

AAFES Catalog System (*February 22, 1993, 58 FR 10024*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3013 and 8013; Army Regulation 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.'

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AAFES 1609.03

SYSTEM NAME:

AAFES Catalog System.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ, Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Exchange customers who place a catalog sales order.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer name, Social Security Number, mailing address; name and address of recipient of order, description and price of item ordered, method of shipment, amount of order/refund, returned check identifier, claim

data for returns/damages to shipments, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities; Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies; and E.O. 9397 (SSN).

PURPOSE(S):

To locate order information to reply to customer inquiries, complaints; to create labels for shipment to proper location; to refund customer remittances or to collect monies due; to provide claim and postal authorities with confirmation/ certification of shipment for customer claims for damage or lost shipments.

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' set forth at the beginning of the Army'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; magnetic tapes and printouts; microfiche, microfilm.

RETRIEVABILITY:

By customer order information, Social Security Number, or insurance number assigned to shipment.

SAFEGUARDS:

Access to information is restricted to persons having official need therefor; computer operations rooms are locked and visitors screened for entry.

RETENTION AND DISPOSAL:

Information is maintained in computer files for 180 days following completion of shipment. Microfilm and microfiche are retained for 2 years for postal claim purposes; destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Chief, Catalog Sales Center, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide name, current address and telephone number, and sufficient details to permit locating pertinent records.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Chief, Catalog Sales Center, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide name, current address and telephone number, and sufficient details to permit locating pertinent records.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 1703.03

SYSTEM NAME:

Personnel Security Clearance Case Files (November 1, 1995, 60 FR 55553).

CHANGES:

* * * * *

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with 'E.O. 12065; Army Regulation 215-4, Nonappropriated Fund Contracting; and Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.'

* * * * *

AAFES 1703.03

SYSTEM NAME:

Personnel Security Clearance Case Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598;

Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and

Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons affiliated with the Army and Air Force Exchange Service (AAFES) by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. It may also contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12065; Army Regulation 215-4, Nonappropriated Fund Contracting; and Army Regulation 60-20, Army and Air Force Exchange Service Operating Policies.

PURPOSE(S):

To assist in the processing of personnel security clearance actions; to record security clearances issued or denied; and to verify eligibility for access to classified information or assignment to a sensitive position. Records may be used by AAFES commanders for adverse personnel actions such as removal from sensitive duties, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

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 released to Federal agencies based on formal accreditation as specified in official directives; regulations; to Federal, State, local, and foreign law enforcement,

intelligence, or security agencies in connection with a lawful investigation under their jurisdiction.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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 folders; cards; computer tapes, punched cards, or discs.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are located in locked safes or cabinets; access is restricted to designated individuals having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until the end of the fiscal year in which the individual is no longer employed or associated with the Army and Air Force Exchange Service; held 2 additional years in inactive status and retired to the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118-4199.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Loss Prevention Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, Social Security Number, present address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Loss Prevention Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75266-0202.

Individual should provide their full name, Social Security Number, present

address and telephone number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual; investigative results furnished by the Defense Investigative Service and other Federal, Department of Defense, State, local, and/or foreign law enforcement agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

A0351-17bUSMA

SYSTEM NAME:

U.S. Military Academy Personnel Cadet Records (*February 22, 1993, 58 FR 10110*).

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EXEMPTIONS CLAIMED FOR THE SYSTEM:

Delete '(k)(6)' from the entry.

* * * * *

A0351-17bUSMA

SYSTEM NAME:

U.S. Military Academy Personnel Cadet Records.

SYSTEM LOCATION:

U.S. Military Academy, West Point, NY 10996-5000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former Cadets of the U.S. Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application and evaluations of cadet for admission; letters of recommendation/endorsement; academic achievements, awards, honors, grades, and transcripts; performance counseling; health, physical aptitude and abilities and athletic accomplishments, peer appraisals; supervisory assessments; suitability data, including honor code infractions and disposition. Basic biographical and historical summary of cadet's tenure at the U.S. Military Academy is maintained on cards in the Archives Office or on microfiche in the Cadet Records Section.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 4334, and E.O. 9397 (SSN).

PURPOSE(S):

To record the cadet's appointment to the Academy, his/her scholastic and athletic achievements, performance, motivation, discipline, final standing, and potential as a military career officer.

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:

Academic transcripts may be provided to educational institutions.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

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

STORAGE:

Manual records in file folders; microfilm.

RETRIEVABILITY:

By surname or Social Security Number.

SAFEGUARDS:

Access to records is limited to persons having official need therefor; records are maintained in secure file cabinets and/or in locked rooms.

RETENTION AND DISPOSAL:

Records of Cadets who are commissioned become part of his/her Official Military Personnel File. Records of individuals not commissioned are destroyed after 5 years. Microfilmed records maintained by USMA are permanent; hard copy files are destroyed after being microfilmed.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

Individual should provide the full name, Social Security Number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written

inquiries to the Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

Individual should provide the full name, Social Security Number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From the individual, his/her sponsors, peer evaluations, grades and reports of U.S. Military Academy academic and physical education department heads, transcripts from other educational institutions, medical examination/assessments, supervisory counseling/performance reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5) or (k)(7), as applicable.

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 505. For additional information contact the system manager.

[FR Doc. 96-19517 Filed 8-8-96; 8:45 am]

BILLING CODE 5000-04-F

Department of the Navy

Notice of Public Hearing for the Draft Environmental Impact Statement for Capital Improvements at Naval Surface Warfare Center (NSWC) Acoustic Research Detachment (ARD) Bayview, ID

SUMMARY: Pursuant to Section 102(2)(c) of the National Environmental Policy Act (NEPA) of 1969 as implemented by the Council on Environmental Quality regulations (40 CFR Parts 1500-1508), the Department of the Navy has prepared and filed with the U.S. Environmental Protection Agency a Draft Environmental Impact Statement (DEIS) for proposed capital improvements at NSWC Carderock Division, ARD Bayview, Idaho. The DEIS has been distributed to various federal, state and local agencies, elected officials, special interest groups, and the public. A Notice of Availability of the DEIS was published in the Federal Register on August 9, 1996. It also is on file and available for review at the following locations: (1) Bayview Community Center, 16304 Perimeter

Road, Bayview, ID; (2) Kootenai County Public Library, 3835 N. Government Way, Hayden Lake, ID; 30399 Third Street, Athol, ID; 1652 Highway 41, Rathdrum, ID; 217 N. Fifth Street, Spirit Lake, ID; (3) East Bonner County Library, 419 N. Second Avenue, Sandpoint, ID; and (4) Coeur d'Alene Public Library, 201 E. Harrison Avenue, Coeur d'Alene, ID.

The Navy proposes to implement a capital improvement plan at NSWC, ARD Bayview, Idaho. Currently, functions and facilities are scattered among dispersed facilities causing inefficiency in operations. Planning for future operations at ARD has identified a need to consolidate these dispersed facilities and functions, bringing together related functions for an increased operations efficiency. This DEIS addresses two alternative plans, each composed of capital improvement projects designed to increase operational efficiency at ARD. The DEIS focuses on the environmental impacts anticipated from the construction and operation of two major capital improvement projects. The DEIS also addresses ARD operations supported by these facilities, including acoustic experimentation in Lake Pend Oreille. Anticipated environmental impacts of these projects and other, associated capital improvements are presented in a comparative analysis. The proposed action may result in temporary, construction-related impacts such as increased turbidity near construction sites, construction noise and construction traffic. Long term impacts would include increased stormwater runoff, redistribution of sediment deposition in Lake Pend Oreille nearshore areas not affecting Kokanee salmon spawning habitat, minor visual obstruction of the lake from some viewpoints, and changes in land use through acquisition of a private-family residence and Bayview Public Park. Specific mitigation measures are provided which will either avoid, or reduce impacts. The two alternative improvement plans differ in level of water quality impacts and view impacts. The No Action Alternative would result in continuing operations at ARD and using the existing facilities without change.

ADDRESSES: The Navy will conduct a public hearing on Thursday, September 5, 1996, beginning at 7:00 p.m. at Bayview Community Center, 16304 Perimeter Road, Bayview, Idaho, to inform the public of the DEIS findings and to solicit comments. Federal, state and local agencies, and interested parties are invited to be present or

represented at the hearing. Oral comments will be heard and transcribed by a stenographer. To assure accuracy of the record, all comments should be submitted in writing. All comments, both oral and written, will become part of the public record in the study. In the interest of available time, each speaker will be asked to limit oral comments to five minutes. Longer comments should be summarized at the public hearing and submitted in writing either at the hearing or mailed to the address listed below. Written comments must be received by Monday, September 23, 1996, to become part of the official record.

FOR FURTHER INFORMATION CONTACT:

Mr. Peter W. Havens (Code 232PH), Engineering Field Activity Northwest, Naval Facilities Engineering Command, 19917 Seventh Avenue NE, Poulsbo, Washington 98370-7570, email address: envplan@efanw.navfac.navy.mil, telephone (360) 396-0916.

Dated: August 6, 1996.

M.A. Waters,
LCDR, JAGC, USN, Federal Register Liaison Officer.

[FR Doc. 96-20336 Filed 8-8-96; 8:45 am]

BILLING CODE 3810-FF-M

DEPARTMENT OF ENERGY

National Environmental Policy Act Record of Decision for the Disposal of Decommissioned, Defueled Cruiser, Ohio Class, and Los Angeles Class Naval Reactor Plants

SUMMARY: This Record of Decision has been prepared on the proposed disposal of defueled reactor plants from U.S. Navy nuclear-powered cruisers, OHIO Class submarines and LOS ANGELES Class submarines, pursuant to the National Environmental Policy Act of 1969 [42 U.S.C. 4321 et seq.] and in accordance with the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (40 CFR Parts 1500-1508). The Navy, with the concurrence of the Department of Energy, has decided to dispose of these reactor plants by land burial of the entire reactor compartment at the Department of Energy Low-Level Waste Burial Grounds at Hanford, Washington. The Department of Energy participated as a cooperating agency in the development of the Environmental Impact Statement on this federal action and has adopted the Environmental Impact Statement.

ADDRESSES: Requests for further information should be directed to either