



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 10CS/SCBD (Mr. James J. Jurasek)
Supersedes AFI 33-332/Sup 1, 2 August 2000

Certified by: 10 CS/SCB (Major Keith E. Lewis)
Pages: 10
Distribution: F

AFI 33-332, 8 November 2000, is supplemented as follows:

1.1.1.2. The controlling directives must include the following:

1.1.1.2.1. (Added) Title and duty address of the person responsible for the management of the system of records.

1.1.1.2.2. (Added) Location of the Records. Give building and room numbers.

1.1.1.2.3. (Added) Safeguards to prevent unauthorized access to data or equipment. Use guidance in AFI 33-202, *The Air Force Computer Security Program*, for data stored in computers.

1.1.1.2.4. (Added) Management procedures to include, but not limited to, telling who is responsible for inputting and maintaining data accurately.

1.1.1.2.5. (Added) Procedures for accounting of disclosures outside of DoD.

1.1.3.1. USAFA approved systems of records are listed in **Attachment 5 (Added)** (Added-USAFA), this supplement.

1.1.3.6. Individuals do not have to submit a formal written request to review or receive a copy of their own records contained in an official system of records.

1.4.4. The USAFA activity heads listed in **Attachment 6 (Added)**, this supplement, will designate a Privacy Act monitor (PAM) in writing and send a copy of the appointment letter to the command Privacy Act Officer (10 CS/SCBD).

1.4.5. The Privacy Act Officer for the Air Force Academy is the Chief, Records Management and Administrative Communications (10 CS/SCBD).

1.4.7. Systems managers for authorized Air Force Academy Privacy Act Systems of Records are listed in **Attachment 5 (Added)**, this supplement. The chief of an office of record, in which any standard Air Force system is located, is the system manager.

1.4.8.2. PAMs will keep 10 CS/SCBD informed of the system manager's name, office symbol, and phone number for each system in their areas. See **Attachment 5 (Added)**, this supplement, for a listing of authorized USAFA Privacy Act Systems of Records.

1.4.8.5. (Added) Coordinate on the following, indicating that all responsibilities in AFI 33-332 have been met:

1.4.8.5.1. (Added) DD Form 67, **Form Processing Action Request**:

1.4.8.5.1.1. (Added) If the form requires collection of personal information that will be entered into an Air Force system of records or an Academy System of Records listed in **Attachment 5 (Added)**, this supplement, enter the number of the system in block 13. Assure that the Privacy Act Statement on the form is correct.

1.4.8.5.1.2. (Added) If the form requires collection of personal information that is accessed by the subject's name or some other personal identifier and is **not** covered by a system of records notice listed on the Defense Privacy Office Web Page at <http://www.defenselink.mil/privacy/> or listed in **Attachment 5 (Added)**, this supplement, the system manager must prepare either a change notice to an existing system or a new system notice using guidance in AFI 33-332, Attachment 2. Send the notice to 10 CS/SCBD at least 120 days prior to the desired implementation date. 10 CS/SCBD will review, coordinate, and forward the notices to AFCIC/ITC for publication in the Federal Register and notify the system manager when the system is approved. Contact 10 CS/SCBD for any assistance.

1.4.8.5.2. AF Form 673, **Request to Issue Publication**:

1.4.8.5.2.1. Assure that a Privacy Act warning statement is included one space below the purpose statement of any USAFA or squadron instruction which requires collecting or keeping personal information in a system of records (see paragraph 6.1 in basic instruction for more guidance).

3.1. Biographical Data and Automated Personnel Management System (F O36 AF CIC A) authorizes collection, maintenance, and use of personal data to locate, manage, and train assigned personnel (see **Attachment 6 (Added)** [Added], this supplement). If you are collecting personal information described in this system notice and using it for purposes indicated in the notice, you may cite this System of Records as your authority for maintaining the information. However, before doing so, you must advise 10 CS/SCBD and provide a copy of your controlling directive containing the information required by paragraph **1.1.1.2.-1.1.1.2.5. (Added)**, this supplement.

4.2. If you receive a written Privacy Act request which has not been suspended by 10 CS/SCBD, immediately send the request to 10 CS/SCBD for assignment of a case number and suspense date prior to taking any action.

4.4. System managers prepare denial letters for signature of the Vice Superintendent within 5 workdays after receipt of the SCBD tasking and handcarry to 10 CS/SCBD within the established suspense date. Accompany the denial letter with AF Form 1768, **Staff Summary Sheet**, explaining what records were denied, reasons for denial, and exemption authority for the denial. Assemble the denial package as follows:

TAB 1: Letter for Vice Superintendent signature with releasable records, if any, attached.

TAB 2: SCBD tasking letter.

TAB 3: Partially denied records.

TAB 4: Totally denied records.

Address the "TO" element of the Staff Summary Sheet as follows:

10 CS/SCBD (Coord)

HQ USAFA/JA or 10 ABW/JA (Coord) (whichever is appropriate)

HQ USAFA/CV (Sign)

10 CS/SCBD (Mail)

4.4.1.4. (Added) If more than one OPR is involved, each respondent should send relevant documents and reasons for denial to 10 CS/SCBD following the instructions in the tasking letter. 10 CS/SCBD will prepare the final denial letter and AF Form 1768.

4.4.1.5. (Added) Furnish two copies of the denied record. Identify the denied information with a yellow highlighter on one copy and leave the other copy unmarked. The unmarked copy will be used later by 10 CS/SCBD for final deletions after legal and denial authority review and approval.

4.5.2. The Superintendent and the Vice Superintendent are the only designated denial authorities on the Air Force Academy for Privacy Act Records.

5.3. OPRs will forward AF Form 1768 to HQ USAFA/CV, through 10 CS/SCBD and HQ USAFA/JA, within 5 workdays on recommendations for denial of amendments. Use guidance in paragraph 4.4., this supplement.

6.2. System managers will send proposed new or altered system notices to 10 CS/SCBD at least 120 days prior to implementation.

7.2. Use AF Form 3227, **Privacy Act Cover Sheet**, for each physical medium that contains Privacy Act material. On floppy disks or cassettes, attach the label to the plastic disk jacket, not the protective paper or plastic envelope.

7.3. All offices and workcenters on the Academy where official government business is conducted, will deposit their waste records containing personal data protected by the Privacy Act in the blue plastic containers provided. Other recyclable paper, as well as "For Official Use Only" documents and shredded paper in plastic bags, should also be deposited. During duty hours, care must be taken to locate containers only in areas where protection from unauthorized persons can be assured. During nonduty hours, containers must be located in secured rooms. A locked office is considered adequate for this requirement. At designated times, contract custodial personnel will empty blue containers into locked collection bins located at various buildings on the Academy. The waste will remain secured in the locked bins until pickup by our waste-collection contractor. The waste-collection contractor will destroy the records by a method that assures personal data is rendered unrecognizable or beyond reconstruction. Do not deposit trash, nonpaper items, or newspapers in the blue containers. These contaminate the collection and complicate proper disposal. Custodial personnel are not required to sort out the trash. Call the recycle manager at extension 333-8393 to arrange special pickup of bulk quantities of records or to obtain additional blue plastic containers.

Attachment 5 (Added)

USAFA PRIVACY ACT SYSTEMS OF RECORDS

<u>SYSTEM NUMBER</u>	<u>TITLE</u>	<u>SYSTEM MANAGER</u>
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F036 USAFA A	Cadet Personnel Management System	Commandant of Cadets Dean of the Faculty Chief, Cadet Personnel Division
F036 USAFA B	Master Cadet Personnel Record (Active/Historical)	Registrar
F036 USAFA C	Prospective Instructor Files	Dean of the Faculty
F036 USAFA D	Class Committee Products	Registrar
F036 USAFA E	Faculty Biographical Sketch	Dean of the Faculty
F036 USAFA F	Military Performance Average	Commandant of Cadets
F036 USAFA G	Instructor Academic Records	Dean of the Faculty Commandant of Cadets Director of Athletics
F036 USAFA H	USAF Academy Athletic Records	Director of Athletics
F036 USAFA I	Educational Research Data Base	Associate Dir of Admissions, Research and Technical Spt Div
F036 USAFA K	Admissions Records	Director of Admissions
F036 USAFA L	Cadet Awards Files	Dean of the Faculty
F036 USAFA M	Thomas D. White National Defense Award	Director, Plans and Programs

F044 USAFA B	Cadet Hospital Clinic Records	Commander, 10th Med Group
F044 USAFA A	DoD Medical Exam Review Board	Director, DoDMERB
F052 USAFA A	Cadet Chaplain Records	Senior Staff Chaplain

Attachment 6 (Added)**USAFA ACTIVITIES REQUIRING A PRIVACY ACT MONITOR**

The following organization heads will designate a Privacy Act Monitor for activities which fall under their responsibility:

Inspector General

Staff Judge Advocate

Director of Admissions

Director of Athletics

Director of Personnel

Director of Financial Management & Comptroller

Director of Plans and Programs

Director of Protocol

Director of Public Affairs

Director of Safety

Commander, 34th Training Wing

 Command Section

 Center for Character Development

 34th Education Group

 34th Support Group

 34th Operations Group

 34th Training Group

 1st Cadet Group

 2nd Cadet Group

 3rd Cadet Group

 4th Cadet Group

Dean of the Faculty

 Office of the Registrar

Commander, Preparatory School

Commander, 10th Air Base Wing

 10th ABW Chief, Civilian Equal Employment Opportunity

 10th ABW Comptroller

 10th ABW Chaplain

10th ABW Staff Judge Advocate

10th ABW Chief, Military Equal Opportunity

10th ABW Chief, Logistics Division

10th ABW Chief, Contracting

Commander, 10th Medical Group

10th Aerospace Medicine Squadron

10th Dental Squadron

10th Medical Operations Squadron

10th Medical Support Squadron

Commander, 10th Civil Engineer Group

Commander, 10th Civil Engineering Squadron

Commander, 510th Civil Engineering Squadron

Commander, 10th Services Squadron

Commander, 10th Mission Support Squadron

Chief, Civilian Personnel Flight

Commander, Military Personnel Flight

Commander, 10th Communications Squadron

Commander, 10th Security Forces Squadron

Attachment 7 (Added)**SYSTEMS OF RECORDS NOTICE, F036 AF CIC A**

F036 AF CIC A

System name:

Biographical Data and Automated Personnel Management System (June 11, 1997, 62 FR 31793).

System location:

Headquarters, United States Air Force; headquarters of major commands; field operating agencies; direct reporting units; headquarters of unified and specified commands for which Air Force is Executive Agent; and, all Air Force installations and units. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

Categories of individuals covered by the system:

Active duty Air Force military personnel, Air Force Reserve, and Air National Guard personnel. Air Force civilian employees and contractors may be included when records are created which are identical to those on military members. Army, Navy, and Marine Corps active duty military and civilian personnel may be included when assigned to unified and specified commands for which Air Force is the Executive Agent. Records may be maintained in this system on personnel in a temporary duty (TDY) status for the duration of the TDY.

Categories of records in the system:

Biographical information which may include name, rank, social security number, service dates, date of birth, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, names of family members, religion, professional expertise and appointments, membership in professional societies, civic activities, and state of license.

Limited locator type information which may include home address, home phone, home of record and name and address of next of kin.

Records relating to assignment, to include unit of assignment, authorized and assigned grade, duty title, duty Air Force Specialty Code and Military Occupation Code, position number, date assigned to organization, estimated date of departure, control tour code, assignment availability date, overseas tour start date, short tour return date, supervisor's name, and date supervision began.

Performance data; i.e., date of last report and date next report due.

May also contain limited routine administrative training information consisting of application for training, name and date of course completion, and educational level when not filed in a separate system.

Limited routine correspondence on promotions, military honors and awards, security and letters of appreciation when not filed in a separate system.

Authority for maintenance of the system:

10 U.S.C. 8013, Secretary of the Air Force: powers and duties, delegation by, and E.O. 9397 (SSN).

Purpose:

This system is established as a management tool to provide commanders and supervisors with ready reference information file for managing their personnel, manpower, and resources.

To assist in determining and scheduling workload requirements in support of their organization's assigned mission.

This system serves a ready reference locator and can be used to produce manpower reports.

Used to determine eligibility/suitability for assignment/reassignment, determine eligibility for retirement-related action, to make determinations on discharges or mobilization, deferments, and fulfillment of local or statutory requirements.

Records maintained as a historical file while individual is assigned to the unit.

Used to answer correspondence and telephone inquiries, updating and changing information in computer, or individual record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

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

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

Policies and practices for storing, retrieving, accessing, retaining, and disposing records in the system:

Storage:

Maintained in file folders, in computers and on computer output products.

Retrievability:

Retrieved by name and/or social security number.

Safeguards:

Records are accessed by persons responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software.

Retention and disposal:

Retain in office files until superseded, obsolete, or no longer needed for reference, reassignment, separation, retirement of the individual, or inactivation of the organization. Records on TDY personnel will be destroyed upon completion of the individual's TDY. Records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Computer records are destroyed by erasing, deleting, or overwriting.

System manager and address:

Director of Information Management, Office of the Administrative Assistant to the Secretary of the Air Force, Washington DC 20330-1000.

Local system managers: Commanders or supervisors at the installation, base, unit, organization, office, or function to which the individual is assigned. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address inquiries to or visit the system manager or to respective unit commander or supervisor who maintains the records. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

Record access procedures:

Individuals seeking to access records about themselves contained in this system should address requests to the system manager or to respective unit commander or supervisor who maintains the records. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

Contesting record procedures:

The Air Force rules for accessing records, contesting contents, and appealing initial agency determinations are published in Air Force Instruction 33-132; 32 CFR, part 806b; or, may be obtained from the system manager.

Record source categories:

The individual, personnel or training records and records created by commander/supervisor.

Exemptions claimed for the system: None.

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