

## **F036 AETC E**

### **System name:**

Recruiting Activities Management Support System (RAMSS) (June 11, 1997, 62 FR 31793).

### **System location:**

Headquarters United States Air Force Recruiting Service, 550 D Street West, Randolph Air Force Base, TX 78150-4527, Directorate of Recruiting, and recruiting activities. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

### **Categories of individuals covered by the system:**

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Other military services Delayed Enlistment Program (DEP) and active duty enlistees. Applicants for Air Force officer commissioning programs. Air Force enlisted personnel on recruiting duty.

### **Categories of records in the system:**

Air Force enlistment processing records showing name, Social Security Number, scores on all qualification tests, physical job qualifications, job preferences, jobs offered, jobs accepted, other personal data relevant to jobs offered, recruiting and processing locations, education data, and dates of processing.

Airman trainee history records containing name, Social Security Number, and other personnel data for assignment from basic military training, revised job preferences, security clearance investigations, dependent data, education, test scores, grade and promotions, biographical history, physical information, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation data, classification data, service dates, technical school eliminations, separations, honor graduates, and Article 15/courts-martial actions.

Records for high school seniors who are ASVAB tested and meet the basic Air Force enlistment criteria showing name, mailing address, test scores, and high school where tested.

Enlistment processing records for other military services showing Social Security Number, name, state and county of residence, test scores, educational level, physical profile, processing date and location, prior service, and other personal data such as age, sex, race, marital status, and number of dependents.

Officer applicant records showing Social Security Number, name, and other educational and personal data necessary for the processing of candidates for commissioning as Air Force Officer.

Air Force enlisted recruiter individual records showing such items as Social Security Number, name, recruiting office assigned, and date assigned to Recruiting Service.

**Authority for maintenance of the system:**

10 U.S.C. 503, Enlistments: recruiting campaigns, Air Education and Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force, and E.O. 9397 (SSN).

**Purpose(s):**

To furnish leads to the field recruiters derived from the high school ASVAB testing program, evaluate Air Force recruiters on effectiveness of screening out potential under/overweight applicants, evaluate recruiter's and job counselor's activity and efficiency levels, analyze pre-enlistment job cancellations for common reasons, analyze post-enlistment training pipeline attritions for common reasons, evaluate Air Force job reservation pool and past enlistments for effect of potential changes in enlistment policies in areas such as mental qualifications and physical qualifications, evaluate interservice recruiting performance, screen other service enlistees from Air Force advertising lead files, determine pass/fail rates for mental and physical testing, track training performance of Air Force enlistees, study the correlation of job held with performance on the job, study correlation of quality indicators with post-enlistment performance, feedback to field recruiters of individual records on all training attritions, and analyze advertising responses.

Used by the personnel record maintenance activity to cross-check file completeness and accuracy. Individual records are aggregated into various statistical analyses for all levels to ascertain recruiting and seasonal procurement trends, to predict future potential developments, and to assist in the development of procurement, classification, and assignment policies for Air Force military personnel.

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

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

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

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

**Storage:**

Records are stored in computers and on computer output products.

**Retrievability:**

Retrieved by name or Social Security Number.

**Safeguards:**

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

**Retention and disposal:**

Enlistment processing records and recruiter records are retained until no longer needed; recruiter personnel records are retained for one year after individual is removed from recruiter production status; potential enlistee records and high school test records are retained for two years or when no longer needed, whichever is sooner; advertising lead records are retained for two years after end of FY and interservice recruiting records are retained for three months after the end of the month case file was received by the recruiter. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting or overwriting. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record.

**System manager(s) and address:**

Directorate of Recruiting Operations, Headquarters United States Air Force Recruiting Service, 550 D Street West, Randolph Air Force Base, TX 78150-4527.

**Notification procedure:**

Individuals seeking to determine whether this system of records contains information on themselves should address inquiries to the Directorate of Recruiting Operations, Headquarters United States Air Force Recruiting Service, 550 D Street West, Randolph Air Force Base, TX 78150-4527.

Request must contain full name, Social Security Number and current mailing address.

**Record access procedures:**

Individuals seeking to access records about themselves contained in this system should address requests to the Directorate of Recruiting Operations, Headquarters United States Air Force Recruiting Service, 550 D Street West, Randolph Air Force Base, TX 78150-4527.

Request must contain full name, Social Security Number and current mailing address.

**Contesting record procedures:**

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

**Record source categories:**

The source of all records in the system are from automated system interfaces.

**Exemptions claimed for the system:**

None.