

DEPARTMENT OF DEFENSE
Department of the Air Force
Narrative Statement on a New System of Records
Under the Privacy Act of 1974

1. System identifier and name: F084 NMUSAF A, entitled USAF Museum System Volunteer Records.
2. Responsible official: Judith Wehn, Chief, Education Division, National Museum of the U.S. Air Force, 1100 Spaatz Street, Wright-Patterson Air Force Base, Ohio 45433-7102; telephone: (937) 255-3495.
3. Purpose of establishing the system: The Department of the Air Force is proposing to establish a new system of records to maintain an official registry of individuals who volunteer to support the United States Air Force Museum System.
4. Authority for the maintenance of the system (maintained, collected, used, or disseminated) of the system: 10 U.S.C., Chapter 10, Section 1588, Authority to Accept Certain Voluntary Services; 10 U.S.C. Section 8013, Secretary of the Air Force; 5 U.S.C., Section 301, Government Organization And Employees; Department of Defense Instruction 1100.21, Voluntary Services in the Department of Defense; and Air Force Instruction 84-103, U.S. Air Force Heritage Program.
5. Provide the agency's evaluation on the probable or potential affect on the privacy of individuals: None
6. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? No
7. Steps taken to minimize risk of unauthorized access: Physical entry is restricted by the use of an electronic key card and is accessible only to authorized personnel. Records are stored in locked file cabinet. Database is on non-networked computer requiring username and password with access restricted to personnel who have been properly screened and who have a need to know.
8. Routine use compatibility: In addition to those disclosures generally permitted under Title 5 U.S.C. 552a(b) of the 1974 Privacy Act, as amended, these records contained therein may

specifically be disclosed outside the DoD as a routine use pursuant to Title 5 U.S.C. 552a(b)(3) as follows:

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

9. OMB public information collection requirements:

OMB collection required: Yes

OMB Control Number (if approved): No.0701-0127

Expiration Date (if approved) or Date Submitted to OMB:
August 2013

Provide titles of any information collection requests (e.g., forms and number, surveys, interview scripts, etc.) contained in the system of records.

If collecting on members of the public and no OMB approval is required, state the applicable exception(s): N/A

10. Name of IT system(s) (state NONE if paper records only):

National Museum Volunteer Reporter

Billing Code:

DEPARTMENT OF DEFENSE
Office of the Secretary of the Defense

Docket ID:

Privacy Act of 1974; System of Records

AGENCY: Department of the Air Force

ACTION: Notice to alter a System of Records.

SUMMARY: The Department of the Air Force proposes to establish a new system of records subject to the Privacy Act of 1974, (5 U.S.C. 552a(r)), as amended.

DATES: This proposed action will be effective on [INSERT DATE 31 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER] unless comments are received which result in a contrary determination. Comments will be accepted on or before [INSERT DATE 30 DAYS FROM DATE PUBLISHED IN THE FEDERAL REGISTER].

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:

* Federal Rulemaking Portal: <http://www.regulations.gov>
Follow the instructions for submitting comments.

* Mail: Federal Docket Management System Office, 4800 Mark Center Drive East Tower, 2nd Floor, Suite 02G09, Alexandria, VA 22350-3100

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT: Mr. Charles J. Shedrick, Department of the Air Force Privacy Office, Air Force Privacy Act Office, Office of Warfighting Integration and Chief Information Officer, ATTN: SAF/CI0 A6, 1800 Air Force Pentagon, Washington, DC 20330-1800, or by phone at (571) 256-2515.

SUPPLEMENTARY INFORMATION: The Department of the Air Force's notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a (r)), as amended, have been published in the Federal Register and are available from the address in FOR FURTHER INFORMATION CONTACT or from the Defense Privacy and Civil Liberties Office website at

<http://dpclo.defense.gov/privacy/SORNs/component/airforce/index.html>.

The proposed systems reports, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, were submitted on (**INSERT DATE**) to the House Committee on Oversight and Government Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated February 8, 1996, (February 20, 1996, 61 FR 6427).

Dated:

Patricia L. Toppings
OSD Federal Register Liaison Officer, Department of Defense

F084 NMUSAF A

System name:

USAF Museum System Volunteer Records

System location:

National Museum of the U.S. Air Force, 1100 Spaatz Street,
Wright-Patterson Air Force Base, Ohio 45433-7102.

Air Force Museums. Official mailing addresses are published as an appendix to the Air Force's compilation of record system notices.

Categories of individuals covered by the system:

Individuals who registered to volunteer at any Air Force Museum.

Categories of records in the system:

Name, home and personal cell telephone number, home address, personal email address, emergency contact, place and date of birth, employer, education background, skills, hobbies, citizenship, military and/or federal civilian service information, and private and professional affiliations.

Authority for the maintenance of the system:

10 U.S.C., Chapter 10, Section 1588, Authority to Accept Certain Voluntary Services; 10 U.S.C. Section 8013, Secretary of the Air Force; 5 U.S.C., Section 301, Government Organization And Employees; Department of Defense Instruction 1100.21, Voluntary Service in the Department of Defense, and Air Force Instruction 84-103, U.S. Air Force Heritage Program.

Purpose(s):

To maintain an official registry of individuals who volunteer to support the United States Air Force Museum 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 Title 5 U.S.C. 552a(b) of the 1974 Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to Title 5 U.S.C. 552a(b)(3) as follows:

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

Storage:
Paper and electronic storage media.

Retrievability:
Name

Safeguards:
Physical entry is restricted by the use of an electronic key card and is accessible only to authorized personnel. Records are stored in locked file cabinet. Database is on non-networked computer requiring username and password with access restricted to personnel who have been properly screened and who have a need to know.

Retention and disposal:
Records are retained as directed by AFRIMS T-51-05. Records are destroyed three years after the volunteer relationship has terminated.

System manager(s) and address:
Chief, Education Division, National Museum of the U.S. Air Force, 1100 Spaatz Street, Wright-Patterson Air Force Base, Ohio 45433-7102.

Notification procedure:
Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to National Museum of the U.S. Air Force, 1100 Spaatz Street, Wright-Patterson Air Force Base, Ohio 45433-7102 or visit the Air Force Museum location where they volunteer.

For verification purposes, individual should provide their full name, SSN and/or DoD ID Number, any details which may assist in locating records, and their signature.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States:
'I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date).
(Signature)'

If executed within the United States, its territories, possessions, or commonwealths: 'I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)'

Record access procedures:

Individuals seeking access to records about themselves contained in this system should address written inquiries to National Museum of the U.S. Air Force, 1100 Spaatz Street, Wright-Patterson Air Force Base, Ohio 45433-7102 or visit the Air Force Museum location where they volunteer.

For verification purposes, individual should provide their full name, SSN and/or DoD ID Number, any details which may assist in locating records, and their signature.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C., 1746, in the following format:

If executed outside the United States:

'I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)'

If executed within the United States, its territories, possessions, or commonwealths: 'I declare(or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)'

Contesting records procedures:

The Air Force rules for accessing records and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 33-332, Air Force Privacy Program; 32 CFR part 806b; and may be obtained from the system manager.

Record source categories:

From the individual.

Exemptions claimed for the system:

None