

## **F036 AETC R**

### **System name:**

Air Force Recruiting Information Support System (AFRISS) Records (October 23, 2008, 73 FR 63144).

### **System location:**

Headquarters, Air Force Recruiting Service, Directorate, Division, Branch, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527.

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

Prospective Air Force enlisted and officer personnel entering Active, Guard and Reserve duty and Air Force enlisted personnel on recruiting duty.

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

Name, Social Security Number (SSN), scores on all qualification tests, mailing address, educational level, prior service history, age, sex, race, marital status, and number of dependents physical job qualifications, job preferences, jobs offered and accepted, recruiting and processing locations, education data, dates of processing, and other personal information relevant to the recruitment process.

### **Authority for maintenance of the system:**

10 U.S.C. 503, Enlistments: Recruiting Campaigns, and Air Education and Training Command Instruction 36-2 Recruiting Procedures for the Air Force; and E.O. 9397(SSN).

### **Purpose(s):**

The system will provide field recruiters an automated tool to process prospective Active, Guard and Reserve applicants; evaluate recruiter's and job counselor's activity and efficiency levels; and analyze pre-enlistment job cancellation common reasons.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act of 1974, these records information contained therein may be specifically disclosed outside the Department of Defense 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 notifications 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 and electronic storage media.

**Retrievability:**

Name or Social Security Number (SSN).

**Safeguards:**

Records are accessed only by person(s) responsible with a need to know for servicing the system of record in performance of their official duties and those authorized personnel who are properly screened and cleared. Access to the system utilizes encryption software. Records in computer storage devices are protected by computer system software.

**Retention and disposal:**

Enlistment processing records, recruiter personnel records, and personal interview records (PIR) are archived and destroyed after no longer needed.

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

Chief, Operations Division, Headquarters, Air Force Recruiting Service, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527.

**Notification procedures:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Operations Division, Headquarters, Air Force Recruiting Service, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527.

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

**Record access procedures:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to or may visit the Operations Division, Headquarters, Air Force Recruiting Service, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Identification is required.

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

**Contesting record procedures:**

The Air Force rules for access to records, and for contesting and appealing initial agency determinations by the individual concerned are published in Air Force Instruction 33-332, Privacy Act Program, 32 CFR Part 806b, or obtained from the system manager.

**Record source categories:**

From the individual

**Exemptions claimed for the system:**

None.