

AAFES 0401.04

System name:  
Official Personnel Folders

System location:  
The Official Personnel Folder is kept electronically on servers located at Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; National Personnel Records Center (NPRC), 1411 Boulder Boulevard, Valmeyer, IL 62295; Army and Air Force Exchange Service-Europe Region, Building Sembach Kaserne Geb 201, 67681 Sembach, Heuberg, 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:  
Current and former employees of the Army and Air Force Exchange Service.

Categories of records in the system:  
Name, Social Security Number (SSN), 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; separation date and employed locations. .

Authority for maintenance of the system:  
10 U.S.C. 3013, Secretary of the Army, and 8013, Secretary of the Air Force; Army Regulation 215-3, Nonappropriated Funds Personnel Policy; and Army Regulation 215-8/AFI 34-211(I), Army and Air Force Exchange Service Operations; and E.O. 9397 (SSN), as amended.

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 Exchange 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, as amended, these records 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 may apply to this system. The complete list of DoD blanket routine uses can be found online at:

<http://dpclld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

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:

By individual's name and Social Security Number.

Safeguards:

Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel. Access to records is limited to person(s) with an official "need to know" who are

responsible for servicing the record in performance of their official duties. Persons are properly screened and cleared for access. Access to computerized data is role-based and further restricted by passwords, which are changed periodically. 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:

Official Personnel Folder (OPF) for all employees; Temporary. Place in inactive file on separation of employee, hold for one year, then send to the NPRC (Civilian). The NPRC will destroy 65 years after separation from Federal Service.

Folders for aliens, foreign nationals, or local nationals employed outside the U.S. Cut off at close of fiscal year in which employee is separated. Destroy five years after COFF.

Exceptions: If host government agreements require longer retention, ORs will issue supplementary instructions to extend the retention period. OPFs that may be used to certify federal employment for admitting refugees into the United States will be offered to the Department of State at the end of the retention period. (The Exchange Records Management Officer will contact the Records Management Office, Department of State, Washington, D.C.)

Temporary materials. Destroy upon transfer or separation of employee or when two years old, whichever is earlier.

Convenience Personnel Folders. Maintained at regions for all management personnel assigned under the jurisdiction of the region Vice President (VP). Files include copies of documents concerning training, promotion, assignments, commendations, disciplinary actions, and so forth.

Temporary. Retain as long as employee is assigned under the jurisdiction of the U.S. region (USR). Transfer with OPF if employee is transferred to Exchange HQ or overseas. Transfer to gaining USR if assignment is to another USR. Cut off at close of fiscal year in which employee is separated. Destroy one year after COFF. Destruction of records are by shredding, erasing or deleting.

Temporary. Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and no longer needed for reference, updating, revision or dissemination.

System manager(s) and address:

Chief Executive Officer/Director, 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 Director/Chief Executive Officer Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

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

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 information about themselves contained in this system should address written inquiries to the Director/Chief Executive Officer, Army and Air Force Exchange Service, Attention: FOIA/Privacy Manager, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

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

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 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.