

Department of the Army

AAFES 0403.01

SYSTEM NAME:

Application for Employment Files (August 09, 1996, 61 FR 41574)

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598, for applicants of executive and managerial positions. Records of applicants for all other Army and Air Force Exchange Service positions may be located also at Army and Air Force Exchange Service-Europe Region, Building 4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany; and Exchange Regions and Area Exchanges at posts, bases, and satellites worldwide. 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:

Persons who have applied for employment in the Army and Air Force Exchange Service (AAFES).

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications generally include individual's name, date of birth, Social Security Number, home address, information on work and educational experience, military service, convictions for offenses against the law, specialized training, awards or honors; documents reflecting results of written examinations and ratings; reference checks and results; evidence of satisfactory physical condition, pre-employment investigations and clearances deemed appropriate to the position for which application is made; notification from AAFES concerning selection/non-selection.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013 and 8013; Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

PURPOSE(S):

The records are used in considering individuals who have applied for positions in the Army and Air Force Exchange Service by making determinations of qualifications including medical qualifications, for positions applied for, and to rate and rank applicants applying for the same or similar positions.

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' set forth at the beginning of the Army's compilation of systems of records notices 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.

RETRIEVABILITY:

Retrieved by applicant's surname and Social Security Number.

SAFEGUARDS:

Records are maintained in a secured area with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Applicant records are retained for up to six months; records for applicants hired become part of the person's Official Personnel Folder.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, 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 systems should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and sufficient details concerning position and location thereof for which application had been submitted.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Senior Vice President, People Resources Directorate, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide full name, Social Security Number, current address and telephone number, and sufficient details concerning position and location thereof for which application had been submitted.

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, his/her previous employer(s) and personal references, law enforcement agencies, medical authorities.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.