

AAFES 1703.03

System name:

Personnel Security Clearance Case Files

System location:

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; 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:

Persons affiliated with the Army and Air Force Exchange Service (Exchange) by assignment, employment, contractual relationship, or as the result of an inter-service support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

Categories of records in the system:

Pending and completed personnel security clearance actions; briefing/debriefing statements for special programs, sensitive positions; other related information and documents required in connection with personnel security clearance determinations to include the individual's full name, Social Security Number (SSN), DoD ID Number, job location, position, and supervisor's name, home address and phone number, mobile number, personal financial information, reason for departure, and clearing offices' approval.

Authority for maintenance of the system:

Title 10, U.S.C. 3013, Secretary of the Army; Title 10 U.S.C. 8013, Secretary of the Air Force; Army Regulation 215-8/Air Force Instruction 34-211(I), Army and Air Force Exchange Service Operations; Army Regulation 380.67, Personnel Security Program; Air Force Instruction 31-501, Personnel Security Program Management; Department of Defense 5200.02-R, Personnel Security Program (PSP); Air Force Instruction 31-401, Information Security Program; E.O. 13526, Classified National Security; E.O. 10450, Security Requirements for Government Employment; Homeland Security Presidential Directive (HSPD)-12; and E.O. 9397 (SSN), as amended.

Purpose(s):

To assist in the processing of personnel security clearance actions; to record security clearances issued or denied; and to verify eligibility for access to classified information or

assignment to a sensitive position. Records are used by Exchange executives for adverse personnel actions to include removal from sensitive duties, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance. Records are also used to ensure that departing employees have been properly out-processed.

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 of 1974, as amended, the 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 released to Federal agencies based on formal accreditation as specified in official directives; regulations; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction.

The DoD 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.

Retrievability:  
By individual's full name.

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 the performance of their official duties. Persons are properly screened and cleared for access. No electronic records are maintained.

Retention and disposal:

Records are retained in active file until the end of the fiscal year in which the individual is no longer employed or associated with the Army and Air Force Exchange Service; held 2 additional years in inactive status and retired to the National Personnel Records Center.

System manager(s) and address:

Director/Chief Executive Officer, 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, ATTN: Director, Loss Prevention Division, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, SSN, present address and telephone number, and signature.

In addition, the requestor 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, Teresa Schreurs, 3911 S. Walton Walker Boulevard, Dallas, TX, 75236-1598.

Individual should provide their full name, SSN, present address and telephone number, and signature.

In addition, the requestor 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 32 CFR part 505, Army Privacy Program; or may be obtained from the system owner.

Record source categories:

From the individual; investigative results furnished by the Defense Investigative Service and other Federal, Department of Defense, State, Local and/or Foreign law enforcement agencies.

Exemptions claimed for the system:

None.