

AAFES 0409.01

System name:

AAFES Accident/Incident Reports

System location:

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

Army and Air Force Exchange Service-Europe Region, Building
4001, In der Witz 14-18, 55252 Mainz-Kastel, Germany;

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:

Individuals involved in accidents, incidents, or mishaps
resulting in theft or reportable damage to Army and Air Force
Exchange Service (Exchange) property or facilities; individuals
who are injured or become ill as a result of such accidents,
incidents, or mishaps.

Categories of records in the system:

Name, Social Security Number (SSN), date of birth, home
residence, mailing address, telephone number; Exchange Accident
Report, Exchange Incident Report, record of injuries and
illnesses; physicians' reports; witness statements;
investigatory reports.

Authority for maintenance of the system:

10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 8013, Secretary
of the Air Force; Army Regulation 215-8/AFI 34-211(I), Army and
Air Force Exchange Service Operations; E.O. 12196, Occupational
Safety and Health Programs for Federal Employees; and E.O. 9397
(SSN), as amended.

Purpose(s):

To record accidents, incidents, mishaps, fires, theft, etc.,
involving Government property; and personal injuries/illnesses
in connection therewith, for the purposes of recouping damages,
correcting deficiencies, initiating appropriate disciplinary
action; filing of insurance and/or workmen's compensation claims
therefore; and for managerial and statistical reports.

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, 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 to support workmen's compensation claims.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may also apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:

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

NOTE: This system of records contains individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and electronic storage media.

Retrievability:

By name of individual involved or injured and SSN.

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:

Paper and electronic records are cutoff at the close of the fiscal year and destroyed 2 years after cutoff; records that result in claims or payments are cutoff at the end of the fiscal year in which the claim is closed and destroyed 30 years after the cutoff. Paper records are destroyed by shredding and electronic media is destroyed by deleting/erasing.

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, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, present address and telephone number; sufficient details concerning the accident, mishap, or attendant injury to permit locating the record, and 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 information about themselves contained in this system should address written inquiries to the Director/Chief Executive Officer, Attn: FOIA/Privacy Manager, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual should provide their full name, present address and telephone number; sufficient details concerning the accident, mishap, or attendant injury to permit locating the record, and 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 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; medical facilities; investigating official; State Bureau of Motor Vehicles, State and local law enforcement authorities; witnesses; victims; official Department of Defense records and reports.

Exemptions claimed for the system:

None.