

SYSTEM NAME AND NUMBER: Employee Travel Files, AAFES 0410.01

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Headquarters, Army and Air Force Exchange Service (AAFES), 3911 South Walton Walker Boulevard, Dallas, TX 75236-1598.

Exchange Regions and Area Exchanges at posts, bases, and satellites worldwide.

Official mailing addresses are available on the AAFES web site:

<https://www.shopmyexchange.com/exchange-stores>.

SYSTEM MANAGER(S): Director/Chief Executive Officer, Army and Air Force Exchange Service, 3911 South Walton Walker Boulevard, Dallas, TX 75236-1598, and local managers at Exchanges worldwide.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Title 10 U.S.C. 7013, Secretary of the Army; Title 10 U.S.C. 9013, Secretary of the Air Force; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; Army Regulation 215-8/AFI 34-211(I), Army and Air Force Exchange Service Operations; and E.O. 9397 (SSN), as amended.

PURPOSE(S) OF THE SYSTEM: To process official travel requests for civilian employees of the Army and Air Force Exchange Service; to determine eligibility of individual's dependents to travel; to obtain necessary clearance where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries and danger zones.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Employees or potential employees of the Army and Air Force Exchange Service (Exchange) and their family members authorized to perform official travel.

CATEGORIES OF RECORDS IN THE SYSTEM: Employee/potential employees and family member(s) full names, dates of birth, relationships, last five digits of employee's Social Security Number (SSN), Department of Defense Identification Number (DoD ID Number), home addresses, phone numbers (home, cell, and work), personal e-mail addresses, emergency contact name and phone number, employee and dependent's biographical information, passport numbers, employee's current pay grade and duty station, new duty station, and security clearances. System maintains documents pertaining to the travel of persons on official Government business, including travel assignment orders, authorized leave en route, availability of quarters and/or shipment of household goods and personal effects, travel expense vouchers and similar related documents.

RECORD SOURCE CATEGORIES: Individuals assigned for official travel, Exchange Official Personnel Folder, Exchange Force Protection and Loss Prevention offices, travel orders, security clearance files, Military Airlift Command (MAC) Transportation, Ticket Servicing, the Department of State, and the individual's supervisor.

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 herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- a. To foreign or international law enforcement, security, or investigatory authorities to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements, including those regulating the stationing and status in foreign countries of DoD military and civilian personnel.
- b. To appropriate Federal, State, local, territorial, tribal, foreign, or international agencies for the purpose of counterintelligence activities authorized by U.S. law or Executive Order, or for the purpose of executing or enforcing laws designed to protect the national security or homeland security of the United States, including those relating to the sharing of records or information concerning terrorism, homeland security, or law enforcement.
- c. To any person, organization or government entity (e.g. local governments, first responders, American Red Cross, etc.), in order to notify them of or respond to a serious and imminent terrorist or homeland security threat or natural or manmade disaster as is necessary and relevant for the purpose of guarding against or responding to such threat or disaster.
- d. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.
- e. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- f. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an

administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.

g. To the National Archives and records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.

h. To a Member of Congress or staff acting upon the Member's behalf when the member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.

i. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

j. To another federal agency or Federal entity, when the DoD determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Records are maintained in paper and electronic storage media, in accordance with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OR RECORDS: Records are retrieved primarily by employee's name, SSN and/or DoD ID Number.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OR RECORDS:

System records are retained and disposed of according to the National Archives and Records Administration (NARA) and the General Services Administration (GSA) regulations.

Employee Travel Files, MAC Transportation Authorizations, Ticketing Service Files, and Permanent Change of Station Orders are cutoff at the close of the fiscal year and destroyed two years after cutoff.

Passport applications and/or renewal records are destroyed when three years old or when employee separates or is transferred, whichever is sooner. Official passports of transferred or separated employees are transferred to the new agency or returned to the Department of State. Official passport registers listing agency personnel who have official passports issued is maintained until superseded or obsolete and then destroyed.

Personal property shipment files include documents relating to the travel of individuals and their dependents or transport of individuals' possessions such as expense vouchers, invoices, receipted bills, copies of travel orders, travel authorizations, letters of credit and supporting documents.

These documents are maintained temporarily until the end of the calendar year. Thereafter, TDY related documents are destroyed after one year and PCS related documents are destroyed after eight years. Copies of either TDY or PCS related documents are destroyed after two years.

Personal property storage files are kept until the personal property is removed from storage and final payment is made at which point they are transferred to the personal property shipment files.

Personal property shipment files, when incidental to transportation, are maintained by the issuing office for ten years and then retired to the Federal Records Center (FRC); copies are destroyed one year after the end of the calendar year.

Documents are destroyed either by cross shredding or by deletion from database.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:

Administrative safeguards include periodic security audits, regular monitoring of individual security practices, and limiting access to personal information to those individuals who have a need to know to perform their official duties. Technical safeguards include individual user logins and passwords, intrusion detection system, encryption, and firewall protection. Physical safeguards include security guards, identification badges, key cards, safes, and cipher locks.

RECORDS 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.

Signed written requests should include the individual's full name, telephone number, street or mailing address e-mail address, case number that appeared on correspondence received from the Exchange if applicable, name and number of this system of records notice, and signature.

In addition, the requester must provide either 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 State 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, contesting contents, and appealing initial agency determinations are contained in 32 CFR part 505, the Army Privacy Program and AR 25-22, The Army Privacy Program, or may be obtained from the system manager.

NOTIFICATION PROCEDURES: Individuals seeking to determine if 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.

Signed, written requests should contain the individual's full name, telephone number, street or mailing address, e-mail address, case number that appeared on correspondence received from the Exchange if applicable, name and number of this system of records notice, and signature.

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EXEMPTIONS POMULGATED FOR THE SYSTEM: None.

HISTORY: June 13 2016, 81 FR 38147; July 23, 2003, 68 FR 43502. This system of records notice supersedes all versions previously published in the Federal Register.

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