

SYSTEM NAME AND NUMBER: Application for Employment Files, AAFES 0403.01.

SECURITY CLASSIFICATION: Unclassified.

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

Exchange Regions and Area Exchanges at posts, bases, and satellite locations worldwide.

Official mailing addresses are available on the Exchange web site:

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

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

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 7013, Secretary of the Army; 10 U.S.C. 9013, Secretary of the Air Force; Army Regulation 215-8/Air Force Instruction 34-211(I), Army and Air Force Exchange Service Operations; and E.O. 9937 (SSN), as amended.

PURPOSE(S) OF THE SYSTEM: The application for employment files purpose is to capture and maintain individuals' essential job skills and aptitudes for consideration and hiring determinations for open positions with Exchange facilities worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Individuals who have applied for employment with the Army and Air Force Exchange Service (Exchange).

CATEGORIES OF RECORDS IN THE SYSTEM: Individuals full name; date of birth; Social Security Number (SSN); physical characteristics including age, gender, hair color, citizenship, race and/or ethnicity, national origin, height, weight; home and e-mail addresses; home and cell telephone numbers; marital status; spouses name; parent's names; names of family

members who work or have worked for the Exchange; emergency contact name and telephone number; vehicle license numbers; credit history; driver's license and driving history; medical and physical examination documents; medical history; education history; employment and experience history; work licenses; career plans; personnel evaluation reports; job recommendations and character references; awards; training records; criminal history; foreign languages spoken; Exchange notifications concerning selection/non-selection; sponsor affiliation; Exchange hire date; arrest records; security clearance; Passport/Visa information; Department of Defense Identification Number (DoD ID Number) and ID card bar code value; Military Unit Identification code (UIC); military or civilian branch of service and employment grade; and military history (active, reserve, retired, veteran, civilian, officer, enlisted, family member survivor, foreign, local national etc.).

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 procedures 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.

RECORD SOURCE CATEGORIES: The individual, his or her supervisor or past supervisors, educational institutions, previous employers, individuals providing character references, law enforcement agencies, Consumer Credit Agencies, Defense Manpower Data Center, contracted organizations conducting background checks (i.e. First Advantage®), medical authorities, the Department of State, and National Personnel Records Center.

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 of DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- a. To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government to comply with 5 U.S.C. 552a which requires contracted personnel to comply with the provisions of the Privacy Act of 1974 as amended.
- b. To contractors, grantees, experts, consultants, students and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function to this system of records.
- c. To designated officers and employees of Federal, State, local, territorial or tribal, international, or foreign agencies maintaining civil, criminal, enforcement, or other pertinent information, such as current licenses if necessary to obtain information relevant and necessary to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance the letting of a contract, or the issuance of a license, grant, or other benefit.
- d. To designated officers and employees of Federal, State, local, territorial tribal, international, or foreign agencies in connection with the hiring or retention of an employee, the conduct of a suitability or security investigation, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter and the Department deems appropriate.

- e. To a former DoD employee for the purpose of responding to an official inquiry by a Federal, State, local, territorial or tribal entity or professional licensing authority in accordance with applicable DoD regulations; or for the purpose of facilitating communications with a former employee that may be necessary for personnel-related or other official purposes where the DoD requires information and/or consultation assistance from the former employee regarding a matter within that person's former area of responsibility.
- f. 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.
- g. To unions recognized as exclusive bargaining representatives under the Civil Service Reform Act of 1978, 5 U.S.C §§ 7111 and 7114, the Merit Systems Protection Board, arbitrators, the Federal Labor Relations Authority and other parties responsible for the administration of the Federal labor-management program for the purpose of processing any corrective actions or grievances or conducting administrative hearings or appeals.
- h. 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 sharing of records or information concerning terrorism, homeland security, or law enforcement.
- i. To such recipients and under such circumstances and procedures as are mandated by federal statute or treaty.

- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. To a Member of Congress or staff acting upon Member's behalf when the Member or staff request the information on behalf of, and at the request of, the individual who is the subject of the record.
- o. 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.

p. 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.

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

POLICES AND PRACTICES FOR RETRIEVAL OF RECORDS: Records are retrieved primarily by name or Social Security Number (SSN).

POLICES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

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

Non-selected applicant files are retained for a period of one year and then destroyed by shredding or deletion from the applicant database.

Files for individuals hired become part of the individual's Official Personnel Folder. Upon separation from employment, the file is transferred to the National Personnel Records Center (NPRC) in Valmeyer, IL and maintained for an additional 65 years.

ADMINISTRATIVE, TECHNIAL, 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: 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)."

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, Attention: Privacy Manager, 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.

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:

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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)."

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: June 17, 2016, 81 FR 39631; August 9, 1996, 61 FR 41574; November 1, 1995 60 FR 55555; February 22, 1993, 58 FR 10007. This system of records notice supersedes all versions previously published in the Federal Register.