

**SYSTEM NAME AND NUMBER:** AAFES Employee Pay System Records, AAFES 0703.07

**SECURITY CLASSIFICATION:** Unclassified.

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

**SYSTEM MANAGER(S):** Director/Chief Executive Officer, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; 800-527-6790.

**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; 42 U.S.C. 659, Consent by United States to Income Withholding, Garnishment, and Similar Proceedings for Enforcement of Child Support and Alimony Obligations; 31 CFR 285.11, Administrative Wage Garnishment; DoD Directive 7000.14-R, DoD Financial Management Regulation; DoD Instruction 1400.25, Volume 1408, DoD Civilian Personnel Management System: Insurance and Annuities for Nonappropriated Fund (NAF) Employees; 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 provide basis for computing civilian pay entitlements; to record history of pay transactions, leave accrued and taken, bonds due and issued, taxes paid; to process payment in compliance with court orders (i.e. Qualifying Domestic Relations Order); process benefits, annuities, and retirement; and to answer inquiries and process claims.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals paid by the Army and Air Force Exchange System (AAFES) to include, but not limited to, civilian employees, contractors, spouse(s) or former spouse(s), beneficiaries, children, and legal representatives.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Employee's, spouse's or former spouse's, beneficiaries', and children's, full name, social security number (SSN), address, DoD ID Number, gender, date of birth, marital status, telephone number (home/cell/work), e-mail address; employee's number of dependents, pay, leave, retirement records, withholding/deduction authorization for allotments, union dues paid, health benefits, life insurance, savings bonds, banking checking/savings account numbers, retirement participation data, job code and title, employment category, pay plan, wage schedule, base hourly rate, court orders affecting pay, benefit enrollment, and change forms to include health, dental, disability, life insurance, annuities, and retirement; employee's or beneficiaries' financial institution name and routing number; tax exemption certificates; personal exception and indebtedness papers; employee's subsistence and quarters records; statements of charges and claims; roster and signature cards of designated timekeepers; payroll and retirement control and working paper files; unemployment compensation data requests and responses; legal representatives name, address, phone number, and e-mail address; reports of retirement fund deductions; management narrative and statistical reports relating to pay, leave, and retirement, and leave accrual date.

**RECORD SOURCE CATEGORIES:** From the individual, beneficiaries, family members, spouses or ex-spouse; personnel actions; other agency records and reports, and from court orders.

**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 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 related to this system of records.
- b. 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.
- c. 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.
- d. 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.
- e. To the Office of Personnel Management (OPM) for the purpose of addressing civilian pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.
- f. To State and local taxing authorities with which the Secretary of the Treasury has entered into agreements under 5 U.S.C. §§ 5516, 5517, or 5520 and only to those state and local taxing authorities for which an employee or military member is or was subject to tax, regardless of whether tax is or was withheld. The information to be disclosed is information normally contained in Internal Revenue Service (IRS) Form W-2.
- g. 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.

- h. To such recipients and under such circumstances and procedures as are mandated by federal statute or treaty.
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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 STORING OF RECORDS:** Records are maintained in paper and electronic storage media, in accordance with the safeguards mentioned below.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** The records are retrieved by individual's full name or SSN.

**POLICIES 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.

Records are maintained for six years after the end of the fiscal year following the termination or involvement between an employee, retiree, or beneficiary and AAFES. Manual records are then destroyed by physically shredding. Disposition pending on records maintained electronically (treat records as permanent pending until National Archives and Records Administration has approved the retention and disposition schedule.)

**ADMINISTRATIVE, PHYSICAL, AND TECHNICAL 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. 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.

**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: 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, 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.

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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:** March 06, 2003, 68 FR 10707. This system of records notice supersedes all versions previously published in the Federal Register.