

**SYSTEM NAME AND NUMBER:** AAFES Accident/Incident Reports, 0409.01 AAFES.

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** Headquarters, Army and Air Force Exchange Service (AAFES), 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*; 29 CFR, Part 1960, *Basic Program Elements for Federal Employee OSHA and Related Matters*; Army Regulation 215-8/AFI 34-211(I), *Army and Air Force Exchange Service Operations*; Title 29 CFR, Part 1960, *Basic Program Elements for Federal Employee OSHA and Related Matters*; *Federal Claims Collection Act of 1966* (Pub.L. 89-508, as amended); *Debt Collection Act of 1982* (Pub.L. 97-365, as amended), as codified in 31 U.S.C. §3711, *Collection and Compromise*; 31 CFR 285.11, *Administrative Wage Garnishment*; E.O. 12196, *Occupational Safety and Health Programs for Federal Employees*; DoD Instruction 1330.21, *Armed Services Exchange Regulations*; DoD 7000.14-R, *Department of Defense Financial Management Regulation Volume 13, Nonappropriated Funds Policy* and Volume 16, *Department of Defense Debt Management*; Army Regulation 27-20, Chapter 4, *Legal Service Claims*; Air Force Instruction 51-501 implementing Air Force Policy Memorandum AFPD51-5, Section A, *Administrative Claims*; and E.O. 9397 (SSN), as amended.

**PURPOSE(S) OF THE SYSTEM:** The primary purpose of this collection is to gather all the required data and details from individuals at the time, or soon thereafter, of an incident occurring at or on AAFES facility/property. This may include accidents, injuries, illnesses, mishaps, fires, shoplifting, or issues involving damages to government property involving AAFES employees, patrons (customers), guests, visitors or contractors. AAFES uses information collected to complete the investigation relative to the incident, provide victim medical treatment, pay claims, recoup damages to assets and property, correct deficiencies, and probable civil or criminal prosecution action. Information may be included in managerial and statistical reports, which are used in maximizing AAFES earnings by reducing losses through proper security measures and prevention of shoplifting and employee thefts.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals (employees, customers, guests, or contractors) involved in accidents, incidents, or mishaps resulting in fire, theft or reportable damage to Army and Air Force Exchange Service (AAFES) 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:** Individual name, Social Security Number (SSN), date of birth, home residence and mailing addresses, home and work telephone numbers; AAFES statements; narratives of incidences; AAFES Incident Reports; record of injuries and illnesses; physicians' reports; witness statements; video surveillance; investigatory notes and

supplemental data provided during investigation to include addendums to reports and/or incident pictures.

**RECORD SOURCE CATEGORIES:** From the individual (employees, customers, guests, or contractors); AAFES Loss Prevention associates; AAFES managers; witnesses and victims; medical facilities; investigating official; State Bureau of Motor Vehicles, State and local law enforcement authorities; official Department of Defense records and 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, 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 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.
- b. 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.
- c. To contractors whose employees require suitability determinations, security clearances, and/or access to classified national security information, for the purpose of ensuring that the employer is appropriately informed about information that relates to and/or may impact a particular employee or employee applicant's suitability or eligibility to be granted a security clearance and/or access to classified national security information.
- 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 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.
- f. 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.

g. To complainants and/or victims to the extent necessary to provide such persons with information and explanations concerning the progress and/or results of an investigation or case arising from the matters of which they complained and/or of which they were a victim.

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 primarily by individual's name and 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.

Paper Statements are destroyed immediately by shredding once downloaded into the AAFES Asset Protection Information System (APIS). Electronic records deposition pending until the National Archives and Records Administration has approved the retention and disposition schedule, treat as permanent.

**ADMINISTRATIVE, PHYSICAL, AND TECHNICAL SAFEGUARDS:** The highest level of security controls and system were implemented and accessed against the Center for Internet Security (CIS) Configuration Baselines. Configuration scans are conducted monthly to monitor compliance. Information is secured buildings and behind controlled areas accessible only to employees with a right-to-know who have been screened, cleared for access, and have a role-based position for which places them in an arrangement that requires servicing, reviewing, or updating the records. 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.

**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 AAFES 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 AAFES 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:** April 04, 2003, 68 FR 16484; August 09, 1996, 61 FR 41572; November 1, 1995, 60 FR 55552. This system of records notice supersedes all versions previously published in the Federal Register.