

# DEPARTMENT OF THE AIR FORCE

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### SYSTEM NAME:

Air Force Family Integrated Results and Statistical Tracking (AFFIRST) (April 09, 2014, 79 FR 19592)

### SYSTEM LOCATION:

Headquarters Air Force Personnel Center, Directorate of Airman and Family Care, Airman and Family Care Division, (HQ AFPC/DPFF), 550 C. Street West, Randolph Air Force Base, TX 78150-4739.

Installation Airman and Family Centers. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and family members, DoD civilians, and individuals of the general public who are authorized to use Air Force Family Readiness facilities.

### CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number (SSN), Department of Defense Identification number (DoD ID number), gender, date of birth, home address, home and work phone, work e-mail, unit, branch of service, rank, squadron, client visit/service notes of services provided and referrals to other agencies.

### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 8013, Secretary of the Air Force; Air Force Instruction 36-3009, Airman and Family Readiness Centers; and E.O. 9397 (SSN), as amended.

### PURPOSE(S):

To maintain a record of customer service data determining the effectiveness of Airman and Family Readiness Center activities and services and provide reports reflecting impact of services on mission and family readiness

to leadership. Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness, and conducting research.

#### **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, these records contained therein may be specifically disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routine Uses' published at the beginning of the Air Force compilation of systems of records notices apply to this system.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

Electronic storage media.

##### **RETRIEVABILITY:**

Name, SSN and/or DoD ID number.

##### **SAFEGUARDS:**

Records are accessed by person(s) responsible for servicing the record system in the performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are only accessed by authorized personnel with Common Access Card (CAC) and need-to-know.

##### **RETENTION AND DISPOSAL:**

Electronic Records are destroyed after one year or when no longer needed whichever is later. Electronic records are destroyed by erasing, deleting, or overwriting.

##### **SYSTEM MANAGER(S) AND ADDRESS:**

Air Force Family Integrated Results and Statistical Tracking system (AFFIRST) Program Manager,  
Headquarters Air Force Personnel Center (AFPC), Airman and Family Division, Directorate of Airman and Family Care, (AFPC/DPFF), 550 C Street West, Suite 10, Randolph Air Force Base, TX 78150-4712.

## NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to the system manager, or the installation Airman and Family Center. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

For verification purposes, individual should provide their full name, SSN and/or DoD ID Number, any details which may assist in locating records, and their 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 to access records about themselves contained in this system should address written requests to the system manager, or the installation Airman and Family Center. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

For verification purposes, individual should provide their full name, SSN and/or DoD ID Number, any details which may assist in locating records, and their 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 Air Force rules for accessing records and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 33-332, Air Force Privacy Program; 32 CFR part 806b; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Information obtained from individual, unit of assignment, referral agencies and personnel records.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### FEDERAL REGISTER HISTORY:

January 19, 2011, 76 FR 3115; April 9, 2013, 79 FR 19592.