

## SYSTEM OF RECORDS NOTICES (SORNs)

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### DOD COMPONENT NOTICES

#### Department of the Air Force

#### F036 AFRES B

**SYSTEM NAME:**

Recruiters Automated Management System (RAMS) (June 11, 1997, 62 FR 31793).

**SYSTEM LOCATION:**

Headquarters, Air Force Reserve (HQ AFRES), Robins Air Force Base, GA 31098-6001, and input and output terminals located at each Reserve recruiting operating location. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current or former officers and enlisted personnel from all branches of the services making application for assignment to the Air Force Reserve; non prior service personnel making application for the Air Force Reserve; and Air Force personnel on Reserve recruiting duty.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records for high school seniors who are Armed Services Vocational Aptitude Battery tested and meet the basic Air Force Reserve enlistment criteria showing name, mailing address, test scores, and location of high school. Enlistment processing records for prior service Air Force and other military services, and non prior service personnel, showing name, Social Security Number, mailing address, ZIP Code, educational level, processing date, lead source code, and other personal data such as date of birth, sex, phone number, number of years of prior service, Military Occupation (MOS) Specialty or Air Force Specialty Code (AFSC) held, duty AFSC, and date of enlistment. Resumes and other data elements to record name, date of birth, service dates, assignment status, grade, salary, promotion and step increase dates, occupational series, AFSC or MOS, skill level, position title, educational level, professional/scientific status, special training awards, publications, handicap, minority and sex codes.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and 10 U.S.C. 503, Enlistments: recruiting campaigns, and E.O. 9397 (SSN).

**PURPOSE(S):**

Provides data concerning the professional qualifications for selection and utilization of personnel, for position management and to perform certain scientific and technical research efforts in program support.

To furnish leads to field recruiters from various advertising campaigns and other sources. To track leads to ensure follow-up by recruiters. To provide recruiters with management tools to follow-up on recruiting programs. To determine which sources of leads produce the greatest number of accessions. To provide a system by which resources areas may be mechanized and managed more efficiently. Used to prepare requests for enlistments data trends.

Records are also used for statistical compilations to ensure quality review of recruiting work-flow/products.

**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, these records or information contained therein may specifically be 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's 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:**

Records maintained in a mainframe computer system at HQ Air Force Reserve, Robins Air Force Base, GA and on paper output products at each Recruiting operating location.

**RETRIEVABILITY:**

Retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings, and locked rooms.

**RETENTION AND DISPOSAL:**

Enlistment processing records are retained until no longer needed for recruiting purposes; recruiter records are retained for one year after individual is removed from recruiter production status. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record. Recruiter information is retained in computer file or office file until reassignment or separation when it is destroyed. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting or overwriting

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

Commander, HQ AFRES/RS, Robins Air Force Base, GA 31098.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information on them should address inquiries to or visit the Commander, HQ AFRES/RS, Robins Air Force Base, GA 31098.

Requests must contain full name and current mailing address.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to access records about themselves contained in this system should address requests to the Commander, HQ AFRES/RS, Robins Air Force Base, GA 31098.

**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 37-132; 32 CFR part 806b; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information is obtained from military and civilian personnel records, and managers and supervisors of individuals.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.