

**PURPOSE(S):**

These records are maintained to meet requirements of E.O. 12674, as amended by E.O. 12731 (5 CFR 2634.901, Subpart I), on the policies of Confidential Financial Disclosure Reporting. Such statements are required to assure compliance with the standards of conduct for Government employees contained in the Executive Orders, Federal regulations, and Title 18 of the U.S.C., and to determine if a conflict of interest exists between the employment of individuals by the Federal Government and their personal employment or other financial interests.

**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:

These statements and amended statements required by or pursuant to E.O. 12674, as amended by E.O. 12731, are to be held in confidence and no information shall be disclosed except:

a. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is party to a judicial proceeding or in order to comply with the issuance of a subpoena.

c. To disclose information to any source when necessary to obtain information relevant to a conflict-of-interest investigation or determination.

d. By the National Archives and Records Administration, General Services Administration, in record management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

e. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding, in which the filer is directly involved.

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

Paper records in locked file cabinets.

**RETRIEVABILITY:**

By individual's surname.

**SAFEGUARDS:**

Information is accessible only to designated authorized persons who are properly screened, cleared and trained, having official need therefor in the performance of official duties.

**RETENTION AND DISPOSAL:**

Retained until individual no longer occupies a position for which Standard Form 450 is required. Destroyed by shredding six years after the individual has left the position, except that documents needed in an on-going investigation will be retained until no longer needed in the investigation.

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

Commander, Army and Air Force Exchange Service, P.O. Box 660202, Dallas, TX 75266-0202.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel at the Army and Air Force Exchange Service location where the reports were filed.

Individuals should provide their full name, period covered by the report filed, locations(s) of employment, and signature.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel at the Army and Air Force Exchange Service location where the reports were filed.

Individuals should provide their full name, period covered by the report filed, locations(s) of employment, and signature.

**CONTESTING RECORD PROCEDURES:**

The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

From the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**AAFES 0406.12****SYSTEM NAME:**

Employee Career Development Plan File (*February 22, 1993, 58 FR 10011*).

**CHANGES:**

Replace system identifier with 'AAFES 0408.17'.

**SYSTEM NAME:**

Change entry to read 'HPP Employee Upward Mobility Program Files'.

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**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with 'Name, Social Security Number, current job title, grade, job location, primary career field desired, training courses required, and dates training courses completed.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records are retained until: (a) The associate is promoted into management, at which time the records are incorporated into the person's Official Personnel Folder; (b) the associate severs his/her employment with the Army and Air Force Exchange Service, at which time they are destroyed; or (c) if associate is reinstated at another AAFES location, record is forwarded to the gaining personnel office.'

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**AAFES 0408.17****SYSTEM NAME:**

HPP Employee Upward Mobility Program Files.

**SYSTEM LOCATION:**

Headquarters, Army and Air Force Exchange Service, P.O. Box 660202, Dallas, TX 75266-0202;

HQ Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf; and

Regional offices; area; base and post exchanges world-wide.

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

Employees of the Army and Air Force Exchange Service.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, Social Security Number, current job title, grade, job location, primary career field desired, training courses required, and dates training courses completed.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 3012, 3013, and 8012; and E.O. 9397.