

AAFES 0502.02**SYSTEM NAME:**

Biographical Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, PO Box 660202, Dallas, TX 75266-0202; HQ Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Key military and civilian employees of the Army and Air Force Exchange Service world-wide.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, position title and organizational location, home address, date and place of birth, marital status including names of spouse and children, educational background, military status, awards and decorations, community and civic interest data, photograph, and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012, 3013, and 8012.

PURPOSE(S):

To prepare feature articles for hometown newspapers, trade media, community interests, and similar public service groups.

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:

Information may be disclosed to public and private organizations including news media.

The 'Blanket Routine Uses' set forth at the beginning of the Army'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:**

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor, in buildings protected by security guards or military police.

RETENTION AND DISPOSAL:

Records are retained for 1 year following termination of individual's assignment or employment; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, PO 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 Commander, Army and Air Force Exchange Service, ATTN: Director, Public Affairs Division, PO Box 660202, Dallas, TX 75266-0202.

Individual should provide their full name, current address and telephone number, details surrounding the event or incident, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Director, Public Affairs Division, PO Box 660202, Dallas, TX 75266-0202.

Individual should provide their full name, current address and telephone number, details surrounding the event or incident, 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; official AAFES records and reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

AAFES 0702.22**SYSTEM NAME:**

Check-Cashing Privilege Files
(February 22, 1993, 58 FR 10016).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with 'Headquarters, Army and Air Force Exchange Service, PO Box 660202, Dallas, TX 75266-0202;

AAFES Europe, Europe Accounting Support Office, CMR 429, APO AE 09054;

AAFES Pacific Rim, Accounting Support Center, Unit 35163, APO AP 96378-5163; and

Post and base exchanges within the AAFES system. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.'

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '10 U.S.C. 3012, 3013, 8012, and 8013; and E.O. 9397.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Records are retained by the Office of the General Counsel until indebtedness has been satisfied, determined to be uncollectible, or additional administrative action is required. Upon completion, records are transferred to the Accounts Receivable Division (FA-O/R) and maintained with appropriate check cashing privilege records.'

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AAFES 0702.22**SYSTEM NAME:**

Check-Cashing Privilege Files.

SYSTEM LOCATION:

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

AAFES Europe, Europe Accounting Support Office, CMR 429, APO AE 09054;

AAFES Pacific Rim, Accounting Support Center, Unit 35163, APO AP 96378-5163; and

Post and base exchanges within the AAFES system. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Customers of the Army and Air Force Exchange Service: military, dependents, retirees, and Exchange employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer's name, Social Security Number, category of customer (i.e., dependent, retiree, active duty member), amounts of checks not paid by bank, collection efforts, and relevant documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012, 3013, 8012, and 8013; and E.O. 9397.

PURPOSE(S):

To determine customer's eligibility to cash checks.