the matters in dispute including adjudication proceedings by the Office of Complaint Investigations Examiner and final Air Force decision by management officials authorized to act under current regulations.'

\* \* \* \* \*

# SAFEGUARDS:

Delete entry and replace with 'Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets.'

## RETENTION AND DISPOSAL:

Delete entry and replace with 'Records are destroyed 3 years after case is closed. Records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.'

## SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Director, Air Force Civilian Appellate Review Office, 1535 Command Drive, Suite E309, Andrews AFB, MD 20331–7002, and Chiefs of Civilian Personnel Flights where appeals and grievances are filed. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.'

## NOTIFICATION PROCEDURE:

Delete entry and replace with 'Individuals seeking to determine whether this system of records contains information on themselves should address inquiries to the Director, Air Force Civilian Appellate Review Office, 1535 Command Drive, Suite E309, Andrews AFB, MD 20331–7002, or Chiefs of Civilian Personnel Flights where appeals and grievances are filed. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.'

# RECORD ACCESS PROCEDURES:

Delete entry and replace with 'Individuals seeking to access records about themselves contained in this system should address requests to the Director, Air Force Civilian Appellate Review Office, 1535 Command Drive, Suite E309, Andrews AFB, MD 20331–7002, or Chief of Civilian Personnel Flights where appeals and grievances are filed. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.'

## CONTESTING RECORD PROCEDURES:

Delete entry and replace with 'The Department of 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:**

Add the word 'Flight' between 'Personnel' and 'Officer.'

## F040 AF MP J

## SYSTEM NAME:

Civilian Appeal and Grievance System.

## SYSTEM LOCATION:

Air Force Appellate Review Office, 1535 Command Drive, Suite E309, Andrews AFB, MD 20331–7002; all Civilian Personnel Flights where appeals and/or grievances are filed. 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:

United States citizen employees of the Air Force who are paid from appropriated funds and who are either nonbargaining unit employees or bargaining unit employees in a unit where no collective bargaining agreement has been negotiated. The system includes supervisors, civilian personnel officers, and other management officials of the Air Force.

# CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to the appeal or grievance filed by an employee or employee's representative which may contain personal information such as Social Security Number, date of birth, home address, home phone, and nature of appeal or grievance.

## **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 CFR part 771 and E.O. 9397.

# PURPOSE(S):

Appeal and grievance files are maintained by the Air Force Civilian Appellate Review Office pending administrative proceedings by management to resolve the matters in dispute including adjudication proceedings by the Office of Complaint Investigations Examiner and final Air Force decision by management officials authorized to act under current regulations.

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 '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:

Maintained in paper form.

#### RETRIEVABILITY:

Retrieved by name.

## SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets.

## RETENTION AND DISPOSAL:

Records are destroyed 3 years after case is closed. Records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

# SYSTEM MANAGER(S) AND ADDRESS:

Director, Air Force Civilian Appellate Review Office, 1535 Command Drive, Suite E309, Andrews AFB, MD 20331– 7002, and Chiefs of Civilian Personnel Flights where appeals and grievances are filed. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

## NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on them should address inquiries to the Director, Air Force Civilian Appellate Review Office, 1535 Command Drive, Suite E309, Andrews AFB, MD 20331–7002, or Chiefs of Civilian Personnel Flights where appeals and grievances are filed. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

# RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system should address requests to the Director, Air Force Civilian Appellate