

**DATES:** This proposed action will be effective without further notice on May 5, 2003 unless comments are received which result in a contrary determination.

**ADDRESSES:** Department of the Army, Freedom of Information/ Privacy Act Office, U.S. Army Records Management and Declassification Agency, Attn: TAPC-PDD-FP, 7798 Cissna Road, Suite 205, Springfield, VA 22153-3166.

**FOR FURTHER INFORMATION CONTACT:** Ms. Janice Thornton at (703) 806-7137/DSN 656-7137.

**SUPPLEMENTARY INFORMATION:** The Department of the Army systems of records notices subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The specific changes to the records system being amended are set forth below followed by the notice, as amended, published in its entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as amended, which requires the submission of a new or altered system report.

Dated: March 25, 2003.

**Patricia L. Toppings,**

*Alternate OSD Federal Register Liaison Officer, Department of Defense.*

**AAFES 0405.11**

**SYSTEM NAME:**

Individual Health Records (August 9, 1996, 61 FR 41577).

**CHANGES:**

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**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Add to end of entry "**NOTE:** This system of records contains individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice."

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**AAFES 0405.11**

**SYSTEM NAME:**

Individual Health Records.

**SYSTEM LOCATION:**

Headquarters, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598; HQ Army and Air Force Exchange Service-Europe, Pinder Barracks, Schwabacherster 20 8502 Zirndorf.

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

Employees of the Army and Air Force Exchange Service (AAFES).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, Social Security Number, organizational location, date of birth, medical data recorded by treating nurse/physician, information provided by individual's personal physician regarding diagnosis, prognosis, and return to duty status, and similar relevant data.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 3013, Secretary of the Army and 8013; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; and Army Regulation 60-21, Personnel Policies; and E.O. 9397 (SSN).

**PURPOSE(S):**

To provide health care and medical treatment to employees who become ill or are injured during working hours.

**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" set forth at the beginning of the Army's compilation of systems of records notices apply to this system.

**Note:** This system of records contains individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.

**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:**

Records are maintained in the dispensary, available only to assigned medical personnel.

**RETENTION AND DISPOSAL:**

Records are maintained for 6 years following termination of individual's employment; then destroyed by shredding.

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

Commander, Army and Air Force Exchange Service, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

**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, Administrative Services, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual must furnish full name, details concerning injury or illness and date and location of such, 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, Administrative Services, 3911 S. Walton Walker Boulevard, Dallas, TX 75236-1598.

Individual must furnish full name, details concerning injury or illness and date and location of such, 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 employee; his/her physician; witnesses to an injury/accident.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**AAFES 0409.01**

**SYSTEM NAME:**

AAFES Accident/Incident Reports (August 9, 1996, 61 FR 41579).

**CHANGES:**

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