

**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 obtained from previous employers, financial institutions, educational institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, witnesses and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**F065 AF SVA B****SYSTEM NAME:**

Non-appropriated Fund (NAF) Insurance and Employee Benefit System File (June 11, 1997, 62 FR 31793).

**CHANGES:**

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**SYSTEM NAME:**

\* \* \* \* \*  
Change 'File' to 'Files'.  
\* \* \* \* \*

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

Replace entry with 'Non-appropriated Fund (NAF) participants of the Air Force NAF Group Insurance and Retirement Programs as well as any NAF civilian who has filed a claim with Air Force NAF Workers' Compensation or Unemployment Compensation programs.'

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**RETENTION AND DISPOSAL:**

Replace 'Life and Health' with 'Group'; after '20 years' delete 'upon' and add 'after'; after 'erasing' add 'degaussing'.

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**F065 AF SVA B****SYSTEM NAME:**

Non-appropriated Fund (NAF) Insurance and Employee Benefit System Files.

**SYSTEM LOCATION:**

Air Force installations; NAF Instrumentalities (NAFIs), local Human Resources Offices and the Air Force Services Agency (HQ AFSVA), 10100 Reunion Place, Suite 502, San Antonio TX 78216-4138. Official mailing

addresses are published in the appendix to the Air Force's compilation of record systems notices.

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

NAF participants of the Air Force NAF Group Insurance and Retirement Programs as well as any NAF civilian who has filed a claim with Air Force NAF Workers' Compensation or Unemployment Compensation programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Group Life and Health Insurance Plan Files, Retirement and 401(k) Plan Files, Unemployment Compensation File, and Workers' Compensation Claim Files, all of which consist of, but are not limited to the following: applications and/or waivers of participation; notices of change of beneficiary; notices of termination of eligibility, disability and death; evidence of age and qualification for benefits; application for retirement; election to reinstate prior participation and survivor annuities; Social Security earnings data; employer certification of coverage; hospitalization and claims forms; report of accident or occupational illness; medical reports; payment forms; Unemployment Compensation claims; personal historical information, and other related correspondence.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 8013, Secretary of the Air Force; 5 U.S.C. 8171-73 Non-appropriated Fund Employees, Compensation for Work Injuries; Air Force Instruction 34-301, Air Force Non-appropriated Fund Personnel Management and Administration; Air Force Instruction 34-302, Non-appropriated Fund Employee Retirement Plan; Air Force Instruction 34-305 Non-appropriated Fund Employee Group Health Plan; Air Force Instruction 34-306 Non-appropriated Fund Employee Group Life and Accidental Death and Dismemberment Plan; Air Force Instruction 34-307 Non-appropriated Fund Employee Flexible Benefits Plan; Air Force Instruction 34-308 Non-appropriated Fund Employee Worker's Compensation Program; Air Force Instruction 34-309 Non-appropriated Fund Employee Unemployment Compensation; Air Force Instruction 34-315 Non-appropriated Fund Employees' 401(k) Savings Plan; and E.O. 9397 (SSN).

**PURPOSE(S):**

Provides information for the administration of the programs to determine eligibility and compensation entitlements. It is used in statistical and

actuarial evaluations of the program; and to insure compliance with applicable laws, determine benefits and adjudicate pay claims.

**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 in the system may be disclosed to commercial concerns in actuarial evaluations and determinations of eligibility, and amounts of benefit payments due.

May be disclosed to Federal, state, and local governmental agencies as required by law, and to the Department of Labor to ensure compliance with statutory requirements, in furtherance of the Air Force Program involved, and to insure benefits for proper recipients.

The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of record system notices apply to this system.

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

Maintained in file folders, microform, in computers and on computer output products.

**RETRIEVABILITY:**

Retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties, who are properly screened and cleared for need-to-know. Records are stored in locked file containers, cabinets, vaults or rooms, and in computerized data storage devices controlled by computer system software.

**RETENTION AND DISPOSAL:**

At installation level, NAF Group Insurance Program and NAF Retirement Program records are retired to National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 62225-2001, upon employee's separation, death, or retirement. At Headquarters Air Force level, NAF Retirement and Unemployment Compensation Programs records are retained for a minimum of 20 years after an employee's withdrawal from the program. At Headquarters Air Force level, NAF Workers'