

Officers and Obtaining Conditional Reserve Status; Air Force Instruction 36-2110, Assignments; Air Force Instruction 36-2504, Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force; Air Force Instruction 36-2107, Active Duty Service Commitments; and Air Force Instruction 36-2133, Specified Period of Time Contracts (SPTC).

#### PURPOSE(S):

Verify current assignment; verify history of application for: Tour extension, tour curtailment, Specified Period of Time Contract, Indefinite Reserve Status, duty Air Force specialty code change, special duty application, formal school application, change of assignment reporting dates, join spouse application; Use AF Form 24 for obtaining date of birth and place of birth when processing assignment to academy or other highly sensitive area of assignment; to hold messages pertaining to assignment; to hold action notices and career briefs as a result of input from original office and any other office pertaining to an individual. This also includes career briefs and action notices from automatic actions (*i.e.*, available assignment); pay computation; grade computation; to provide background information to answer correspondence.

#### 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" 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 visible file binders/cabinets, etc.

##### RETRIEVABILITY:

Retrieved by name.

##### SAFEGUARDS:

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

#### RETENTION AND DISPOSAL:

Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

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

Deputy Director, Medical Service Officer Management Division, Headquarters Air Force Personnel Center, 550 C Street West, Suite 25, Randolph Air Force Base, TX 78150-4727.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to the Deputy Director, Medical Service Officer Management Division, Headquarters Air Force Personnel Center, 550 C Street West, Suite 25, Randolph Air Force Base, TX 78150-4727.

#### RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system should address written requests to the Deputy Director, Medical Service Officer Management Division, Headquarters Air Force Personnel Center, 550 C Street West, Suite 25, Randolph Air Force Base, TX 78150-4727.

#### 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:

Applications for appointment, letters written by individual or on individuals by others. Computer print-outs, forms completed by individuals, Personnel Data Systems (PDS) transactions, other information pertinent to assignments or career development of the officer.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### F036 AFPC P

##### SYSTEM NAME:

Separation Case Files (Officer and Airman) (June 11, 1997, 62 FR 31793).

##### CHANGES:

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##### SYSTEM LOCATION:

Delete "Military"; before "Randolph" add "550 C Street West,"; after "Air Reserve Personnel Center" add "6760 East Irvington Place".

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Replace 'Air Force Regulation 36-2, Administrative Discharge Procedures (For Sub-standard Performance of Duty, Misconduct, Moral or Professional Dereliction, or in the Interest of National Security); 36-12, Administrative Separation of Commissioned Officers; and 39-10, Administrative Separation of Airmen' with 'Air Force Instruction 36-3206, Administrative Discharge Procedures For Commissioned Officers; 36-3207, Separating Commissioned Officers; and 36-3208, Administrative Separation of Airmen.'

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##### SYSTEM NAME:

Separation Case Files (Officer and Airman).

##### SYSTEM LOCATION:

Air Force Military Personnel Center, 550 C Street West, Randolph Air Force Base, TX 78150-6001. National Personnel Records Center, Military Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132-5000. Air Reserve Personnel Center, 6760 East Irvington Place, Denver, CO 80280-5000. Duplicate copies may be retained temporarily at each level requiring review or action on the case.

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

Officers and Airmen who have requested voluntary separation, who have been recommended or identified for involuntary separation under 10 U.S.C. 617(b) (including Reserve officers as a matter of Air Force Policy). Individuals who, under Pub. L. 95-202, Section 401, have requested review of service performed with the Army Air Force or U.S. Air Force to determine if such service was equivalent to active duty for purposes of laws administered by the Department of Veterans Affairs.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Member's application, letter from commander initiating separation action with endorsements, supporting documents, and record of final action take. If congressional inquiry involved, request for information and reply provided is also filed by those offices involved.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. Chapter 59, Separations, 10 U.S.C. Chapter 36, Promotion, Separation and Involuntary Retirement of Officer on the Active-Duty List, Chapter 60, Separation of Regular Officers for Substandard Performance of