

Duty or for Certain Other Reasons, and 38 U.S.C., Veteran's Benefits; as implemented by Air Force Instruction 36-3206, Administrative Discharge Procedures For Commissioned Officers; 36-3207, Separating Commissioned Officers; and 36-3208, Administrative Separation of Airmen.

**PURPOSE(S):**

The original document is retained as a permanent record of action taken. The duplicate copies are retained to provide a temporary record of actions being taken for responding to inquiries concerning the status of a particular case. Occasionally, a case file is retained as a precedence file for later reference in revising separation directives.

**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:

Individual case files may be released to a governmental body or agency or health care professional society or organization if such record is needed to perform licensing or professional standards monitoring related to credentialed health care practitioners or licensed, non-credentialed health care personnel who are or were formerly members of the Armed Forces. Case files may also be released to medical institutions or organizations wherein such member has applied for or been granted authority or employment to provide health care services if such record is needed to assess the professional qualifications of such member.

The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation 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.

**RETRIEVABILITY:**

Retrieved by name. At National Personnel Records Center. Cases and correspondence are filed with Master Personnel Records. Transitory copies are filed alphabetically by general subject categories, *i.e.*, involuntary officer separations, involuntary airman separations, etc.

**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 by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets. File cabinets and power files are secured during nonduty hours.

**RETENTION AND DISPOSAL:**

Master copies are retained permanently. Temporary files are disposed of within three years after final action is taken. Files are disposed of by shredding.

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

Chief, Retirements and Separations Division (DPPR), Headquarters Air Force Personnel Center, 550 C Street West, Suite 11, Randolph Air Force Base, TX 78150-4713.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information on them should address inquiries to or visit the Retirements and Separations Division (DPPR), Headquarters Air Force Personnel Center, 550 C Street West, Suite 11, Randolph Air Force Base, TX 78150-4713.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to access records about themselves contained in this system should address requests to the Retirements and Separations Division (DPPR), Headquarters Air Force Personnel Center, 550 C Street West, Suite 11, Randolph Air Force Base, TX 78150-4713.

**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:**

Member's application, correspondence from unit commander's initiating separation action.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**F051 AFJA C****SYSTEM NAME:**

Judge Advocate Personnel Records (June 11, 1997, 62 FR 31793).

**CHANGES:**

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

Delete entry and replace with 'All Air Force active duty judge advocates and paralegals; Air Force civilian attorneys employed in classification series GS-905 and GS-1222 at Air Staff and AFLSA; active duty Air Force applicants for Funded Legal Education Program and Excess Leave Program, civilian employees and others with access to FLITE and other TJAG Department automated information systems.'

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Replace 'Military Personnel Center' with '1Air Force Personnel Center. After 'computer data' add 'official and personal locator information; officer performance and training'. Add at the end of the entry 'and Professional Development Information.'

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**PURPOSE(S):**

Delete entry and replace with 'Records for military members are used by the Judge Advocate General, Deputy Judge Advocate General, and Professional Development Division (AF/JAX) to determine assignments.

Records for civilian members are used by the Executive Secretary and members of Ad Hoc and Air Force Civilian Attorney Qualifying Committees in evaluating and selecting civilian attorneys for appointment to Air Force position vacancies and promotions. Funded Legal Education and Excess Leave Program records are used by the Judge Advocate General, Deputy Judge Advocate General, Professional Development (AF/JAX) personnel, and selection board members in monitoring, evaluating and selecting the best qualified applicants for the programs.'

**RETRIEVABILITY:**

Add to the end of the entry 'Social Security Number, duty location, rank, job series, and other personnel information.'

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**RECORD SOURCE CATEGORIES:**

After 'Information' add 'obtained directly from the individual or'

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**F051 AFJA C****SYSTEM NAME:**

Judge Advocate Personnel Records.

**SYSTEM LOCATION:**

Professional Development Division, Office of The Judge Advocate General, Headquarters United States Air Force, HQ USAF/JAX, 1420 Air Force