

Pentagon, Washington, DC 20330-1420. Office and personnel directory information is maintained at Air Force Legal Information Services Directorate, Air Force Legal Services (AFLSA/JAS), 150 Chennault Circle, Maxwell Air Force Base, AL 36112-6148.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

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:

Educational background; certificate of admission to the bar; career management questionnaire; career objective statement; active duty and reassignment orders; correspondence relating to the individual; Air Force Personnel Center computer data; official and personal locator information; officer performance and training; classification/on-the-job training actions; Judge Advocate General Reserve Personnel Questionnaire; Headquarters USAF active duty and attachment orders; training reports; authorizations for inactive duty training; civilian personal qualifications statement; notification of personnel actions; statement of good standing before the bar; transcript of law school record; statement of availability for Air Force civilian attorney vacancies; actions by Ad Hoc Selection Committee and Air Force Civilian Attorney Qualifying Committee; Judge Advocate interview; letter of acceptance from an American Bar Association accredited law school; application and agreement; LSDAS report; transcript of all undergraduate and graduate education, letters of recommendation, and Professional Development Information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3301, Civil service; generally; 10 U.S.C. 261, Reserve Components named; 806, Judge advocates and legal officers; 2004, Detail of commissioned officers of the military departments as students at law schools; 8072, Judge Advocate General: Appointment and duties; 62 Stat. 1014; Air Force Instruction 51-802, Assignment to the Judge Advocate General's Department Reserve; Air Force Instruction 36-2110, Assignments; and E.O. 10577.

PURPOSE(S):

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.

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 file folders, card files, in computers and on computer output products.

RETRIEVABILITY:

Retrieved by name, Social Security Number, duty location, rank, job series, and other personnel information.

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. Those in computer storage devices are protected by computer system software.

RETENTION AND DISPOSAL:

Judge Advocate Officer Personnel records and Funded Legal Education and Excess Leave Program records are retained in office files for one year after the individual terminates military service, or until no longer needed for reference, then destroyed. Computer records are destroyed when the

individual terminates military service. Other records: Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting or overwriting.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Professional Development Division, Office of The Judge Advocate General, Headquarters United States Air Force, HQ USAF/JAX, 1420 Air Force Pentagon, Washington, DC 20330-1420.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to or visit the Chief, Professional Development Division, Office of The Judge Advocate General, Headquarters United States Air Force, HQ USAF/JAX, 1420 Air Force Pentagon, Washington, DC 20330-1420.

Full name and Social Security Number should be furnished.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system should address written requests to or visit the Chief, Professional Development Division, Office of The Judge Advocate General, Headquarters United States Air Force, HQ USAF/JAX, 1420 Air Force Pentagon, Washington, DC 20330-1420.

Visits may be made to HQ USAF/JAX, Pentagon, Washington, DC 20330-5000. Valid identification card, driver's license or equivalent must be presented.

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 directly from the individual or obtained from previous employers, educational institutions, automated system interfaces, state or local governments, source documents, and from Air Reserve Personnel Center.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.
[FR Doc. 03-11580 Filed 5-8-03; 8:45 am]
BILLING CODE 5001-08-P