

Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

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

Any active duty military personnel who are confirmed as drug abusers as a result of drug abuse urinalysis testing. These individuals are not patients as defined in 42 U.S.C. 300s-3(6).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains Drug Abuse Rehabilitation Reports in Electrical Message Form in which demographic data; urine testing results and abuser disposition are detailed.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub. L. 91-513 as applied to Federal agencies by Section 2b of E.O. 11599, June 17, 1971, Comprehensive Drug Abuse Prevention and Control Act of 1970.

**PURPOSE(S):**

At HQ USAF to provide statistical data for required reports to Department of Defense (DoD) and to the Special Action Office on Drug Abuse Prevention, White House; to perform epidemiological and statistical studies for use in evaluating the effectiveness of Air Force urinalysis testing programs; to provide information for answering congressional inquiries.

**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 and on computer, and on computer output products.

**RETRIEVABILITY:**

Retrieved by Social Security Number.

**SAFEGUARDS:**

Records are accessed by custodian of the record system and are controlled by personnel screening.

**RETENTION AND DISPOSAL:**

Retained in office files for fifteen years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by erasing, deleting, or overwriting.

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

The Surgeon General, Headquarters United States Air Force, 110 Luke Avenue, Room 400, Washington, DC 20332-7050.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to or visit the Surgeon General, Headquarters United States Air Force, 110 Luke Avenue, Room 400, Washington, DC 20332-7050.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visit the Surgeon General, Headquarters United States Air Force, 110 Luke Avenue, Room 400, Washington DC 20332-7050.

**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 medical institutions.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**SYSTEM NAME:**

Professional Inquiry Records System (June 11, 1997, 62 FR 31793).

**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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**SYSTEM NAME:**

Professional Inquiry Records System.

**SYSTEM LOCATION:**

At Headquarters United States Air Force, Office of the Surgeon General, Assistant for Congressional and Public Affairs, Bolling Air Force Base, Washington, DC 20332.

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

Persons who have corresponded with a member of Congress, White House, or other high level federal or state executive officials concerning the professional aspects of care provided in Air Force medical facilities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains copies of all correspondence concerning the inquiry; substantiating documents, such as correspondence or memorandums of telephone conversations with the appropriate medical facility, draft replies, medical records and any other background data.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 8013, Secretary of the Air Force.

**PURPOSE(S):**

Records are used as background data for statistical presentations, and historical evidence for repeat inquiries by the same individuals. Portions of records may be loaned or copies provided to the Department of Defense activities for use as background data in evaluating inquiries.

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**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