

- (i) Position title.
- (j) Office, unit address, and duty phone number (CONUS only).
- (k) Date of rank.
- (l) Entered on active duty date.
- (m) Pay date.
- (n) Source of commission.
- (o) Professional military education.
- (p) Promotion sequence number.
- (q) Military awards and decorations.
- (r) Duty status of active, retired, or reserve.
- (s) Active duty official attendance at technical, scientific, or professional meetings.
- (t) Biographies and photos of key personnel.
- (u) Date of retirement, separation.

§ 806b.46 Disclosing Other Information.

Use these guidelines to decide whether to release information:

- (a) Would the subject have a reasonable expectation of privacy in the information requested?
- (b) Would disclosing the information benefit the general public? The Air Force considers information as meeting the public interest standard if it reveals anything regarding the operations or activities of the agency, or performance of its statutory duties.
- (c) Balance the public interest against the individual's probable loss of privacy. Do not consider the requester's purpose, circumstances, or proposed use.

§ 806b.47 Rules for Releasing Privacy Act Information Without Consent of the Subject.

The Privacy Act prohibits disclosing personal information to anyone other than the subject of the record without their written consent. There are twelve exceptions to the "no disclosure without consent" rule. Those exceptions permit release of personal information without the individual's consent only in the following instances:

- (a) Exception 1. DoD employees who have a need to know the information in the performance of their duties.
- (b) Exception 2. In response to a FOIA request for information contained in a system of records about an individual and the FOIA requires release of the information.
- (c) Exception 3. Agencies outside DoD only for a Routine Use published in the **Federal Register**. The purpose of the disclosure must be compatible with the purpose in the Routine Use. When initially collecting the information from the subject, the Routine Uses block in the Privacy Act Statement must name the agencies and reason.
- (d) Exception 4. The Bureau of the Census to plan or carry out a census or survey under Title 13, U.S.C. Section 8.
- (e) Exception 5. A recipient for statistical research or reporting. The

recipient must give advanced written assurance that the information is for statistical purposes only.

Note: No one may use any part of the record to decide on individuals' rights, benefits, or entitlements. You must release records in a format that makes it impossible to identify the real subjects.

(f) Exception 6. The Archivist of the United States and the National Archives and Records Administration to evaluate records for permanent retention. Records stored in Federal Records Centers remain under Air Force control.

(g) Exception 7. A Federal, State, or local agency (other than DoD) for civil or criminal law enforcement. The head of the agency or a designee must send a written request to the system manager specifying the record or part needed and the law enforcement purpose. The system manager may also disclose a record to a law enforcement agency if the agency suspects a criminal violation. This disclosure is a Routine Use for all Air Force systems of records and is published in the **Federal Register**.

(h) Exception 8. An individual or agency that needs the information for compelling health or safety reasons. The affected individual need not be the record subject.

(i) Exception 9. Either House of Congress, a congressional committee, or a subcommittee, for matters within their jurisdictions. The request must come from the committee chairman or ranking minority member (*see* AFI 90-401).

(j) Requests from a Congressional member acting on behalf of the record subject are evaluated under the routine use of the applicable system notice. If the material for release is sensitive, get a release statement.

(k) Requests from a Congressional member not on behalf of a committee or the record subject are properly analyzed under the FOIA, and not under the PA.

(l) Exception 10. The Comptroller General or an authorized representative of the General Accounting Office (GAO) to conduct official GAO business.

(m) Exception 11. A court of competent jurisdiction, with a court order signed by a judge.

(n) Exception 12. A consumer credit agency according to the Debt Collections Act when a published system notice lists this disclosure as a Routine Use.

§ 806b.48 Disclosing the Medical Records of Minors.

Air Force personnel may disclose the medical records of minors to their parents or legal guardians in conjunction with applicable Federal laws and guidelines. The laws of each state define the age of majority.

- (a) The Air Force must obey state laws protecting medical records of drug or

alcohol abuse treatment, abortion, and birth control. If you manage medical records, learn the local laws and coordinate proposed local policies with the servicing SJA.

(b) Outside the United States (overseas), the age of majority is 18. Unless parents or guardians have a court order granting access or the minor's written consent, they will not have access to minor's medical records overseas when the minor sought or consented to treatment between the ages of 15 and 17 in a program where regulation or statute provides confidentiality of records and he or she asked for confidentiality.

§ 806b.49 Disclosure Accountings.

System managers must keep an accurate record of all disclosures made from any system of records except disclosures to DoD personnel for official use or disclosures under the FOIA. System managers may use AF Form 771, Accounting of Disclosures. Retain disclosure accountings for 5 years after the disclosure, or for the life of the record, whichever is longer.

(a) System managers may file the accounting record any way they want as long as they give it to the subject on request, send corrected or disputed information to previous record recipients, explain any disclosures, and provide an audit trail for reviews. Include in each accounting:

- (1) Release date.
- (2) Description of information.
- (3) Reason for release.
- (4) Name and address of recipient.
- (5) Some exempt systems let you withhold the accounting record from the subject.

(b) You may withhold information about disclosure accountings for law enforcement purposes at the law enforcement agency's request.

§ 806b.50 Computer Matching.

Computer matching programs electronically compare records from two or more automated systems that may include DoD, another Federal agency, or a state or other local government. A system manager proposing a match that could result in an adverse action against a Federal employee must meet these requirements of the PA: Prepare a written agreement between participants; secure approval of the Defense Data Integrity Board; publish a matching notice in the **Federal Register** before matching begins; ensure full investigation and due process; and act on the information, as necessary.

- (a) The PA applies to matching programs that use records from: Federal