

AFMAN 37-139, Records Disposition Schedule
AFVA 33-276, Privacy Act Label

Appendix B to Part 806b—Abbreviations and Acronyms

AETC Air Education and Training Command
AF-CIO Air Force Chief Information Officer
AFBCMR Air Force Board for Correction of Military Records
AFLSA Air Force Legal Services Agency
AFMAN Air Force Manual
AFOSI Air Force Office of Special Investigations
AFPC Air Force Personnel Center
AFPD Air Force Policy Directive
CFR Code of Federal Regulations
DCS Deputy Chief of Staff
DoDD Department of Defense Directive
DRU Direct Reporting Unit
FOA Field Operating Agency
FOIA Freedom of Information Act
FOUO For Official Use Only
HAF Headquarters Air Force
HQ AFCA Headquarters Air Force Communications Agency
HQ AFSFC Headquarters Air Force Security Forces Center
HQ USAF Headquarters United States Air Force
IG Inspector General
IT Information Technology
MAJCOM Major Command
OMB Office of Management and Budget
OPR Office of Primary Responsibility
PA Privacy Act
PAS Privacy Act Statement
PIA Privacy Impact Assessment
Pub. L. Public Law
SAF Secretary of the Air Force
SFMIS Security Forces Management Information System
SG Surgeon General
SJA Staff Judge Advocate
SSN Social Security Number
US United States
USAF Air Force Academy
U.S.C. United States Code

Appendix C to Part 806b—Terms

Access. Allowing individuals to review or receive copies of their records.

Amendment. The process of adding, deleting, or changing information in a system of records to make the data accurate, relevant, timely, or complete.

Computer Matching. A computerized comparison of two or more automated systems of records or a system of records with non-Federal records to establish or verify eligibility for payments under Federal benefit programs or to recover delinquent debts for these programs.

Confidential Source. A person or organization giving information under an express or implied promise of confidentiality made before September 27, 1975.

Confidentiality. An expressed and recorded promise to withhold the identity of a source or the information provided by a source. The Air Force promises confidentiality only when the information goes into a system with an approved exemption for protecting the identity of confidential sources.

Cookie. Data created by a Web server that is stored on a user's computer either temporarily for that session only or permanently on the hard disk (persistent cookie). It provides a way for the Web site to identify users and keep track of their preferences. It is commonly used to "maintain the state" of the session. A third-party cookie either originates on or is sent to a Web site different from the one you are currently viewing.

Defense Data Integrity Board. Composed of representatives from DoD components and the services who oversee, coordinate, and approve all DoD computer matching programs covered by the Act.

Denial Authority. The individuals with authority to deny requests for access or amendment of records under the Privacy Act.

Disclosure. Giving information from a system, by any means, to anyone other than the record subject.

Federal Benefit Program. A Federally funded or administered program for individuals that provides cash or in-kind assistance (payments, grants, loans, or loan guarantees).

Individual. A living U.S. citizen or a permanent resident alien.

Minor. Anyone under the age of majority according to local state law. If there is no applicable state law, a minor is anyone under age 18. Military members and married persons are not minors, no matter what their chronological age.

Personal Identifier. A name, number, or symbol that is unique to an individual, usually the person's name or SSN.

Personal Information. Information about an individual other than items of public record.

Privacy Act Request. An oral or written request by an individual about his or her records in a system of records.

Privacy Advisory. A statement required when soliciting personally-identifying information by an Air Force Web site and the information is not maintained in a system of records. The Privacy Advisory informs the individual why the information is being solicited and how it will be used.

Privacy Impact Assessment. A written assessment of an information system that addresses the information to be collected, the purpose and intended use; with whom the information will be shared; notice or opportunities for consent to individuals; how the information will be secured; and whether a new system of records is being created under the Privacy Act.

Record. Any information about an individual.

Routine Use. A disclosure of records to individuals or agencies outside DoD for a use that is compatible with the purpose for which the Air Force created the records.

System Manager. The official who is responsible for managing a system of records, including policies and procedures to operate and safeguard it. Local system managers operate record systems or are responsible for part of a decentralized system.

System of Records. A group of records retrieved by the individual's name, personal identifier; or individual identifier through a cross-reference system.

System Notice. The official public notice published in the **Federal Register** of the

existence and content of the system of records.

Appendix D to Part 806b—Preparing A System Notice

The following elements comprise a system of records notice for publication in the **Federal Register**:

System Identification Number. AF-CIO/P assigns the notice number, for example, F033 AF PC A, where "F" indicates "Air Force," the next number represents the publication series number related to the subject matter, and the final letter group shows the system manager's command or DCS. The last character "A" indicates that this is the first notice for this series and system manager.

System Name. Use a short, specific, plain-language title that identifies the system's general purpose (limited to 55 characters).

System Location. Specify the address of the primary system and any decentralized elements, including automated data systems with a central computer facility and input or output terminals at separate locations. Use street address, 2-letter state abbreviations and 9-digit ZIP Codes. Spell out office names. Do not use office symbols.

Categories of Individuals Covered by the System. Use nontechnical, specific categories of individuals about whom the Air Force keeps records. Do not use categories like "all Air Force personnel" unless they are actually true.

Categories of Records in the System. Describe in clear, plain language, all categories of records in the system. List only documents actually kept in the system. Do not show source documents that are used to collect data and then destroyed. Do not list form numbers.

Authority for Maintenance of the System. Cite the specific law or Executive Order that authorizes the program the records support. Cite the DoD directive/instruction or Air Force instruction(s) that authorizes the system of records. Always include titles with the citations.

Note: Executive Order 9397 authorizes using the SSN as a personal identifier. Include this authority whenever the SSN is used to retrieve records.

Purpose. Describe briefly and specifically what the Air Force does with the information collected.

Routine Uses of Records Maintained in the System Including Categories of Users and the Purpose of Such Uses. The Blanket Routine Uses published in the Air Force Directory of System Notices apply to all system notices unless you indicate otherwise. Also list each specific agency or activity outside DoD to whom the records may be released and the purpose for such release.

Polices and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage. State the medium in which the Air Force keeps the records; for example, in file folders, card files, microfiche, computer, or a combination of those methods. Storage does not refer to the storage container.