

From: <Saved by Windows Internet Explorer 7>
Subject: F036 AETC A
Date: Thu, 17 May 2007 09:18:25 -0400
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Content-Location: http://www.defenselink.mil/privacy/notices/usaf/F036AETCA.htm
X-MimeOLE: Produced By Microsoft MimeOLE V6.00.2900.3028

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<P>F036 AETC A</P></B><FONT face=3DTimes></FONT><B>
<P>System name:</P></B><FONT face=3DTimes>
<P></FONT>Lead Management System (LMS) (October 16, 1997, 62 FR =
53825).</P><B>
<P>System location:</P></B><FONT face=3DTimes>
<P></FONT>Headquarters, Air Force Recruiting Service, 550 D Street, =
Suite 01,=20
Randolph Air Force Base, TX 78150-4527, and a contracted advertising =
agency=20
provide recruitment advertising for the Air Force - location depends on =
the=20
contractor. </P>
<P>Air Force Opportunity Center (AFOC); (duties at this center are =
performed by=20
a civilian contractor who is engaged by the Air Force to provide lead=20
fulfillment services. Contact the system manager for specific =
locations). </P>
<P>Air Force Recruiting activities. Official mailing addresses are =
published as=20
an appendix to the Air Force's compilation of systems of records =
notices.</P><B>
<P>Categories of records in the system:</P></B><FONT face=3DTimes>
<P></FONT>Respondent's inquiry record containing name, address, date of =
birth,=20
sex, telephone number, advertising medium, recruiting program in which=20
interested, and source of referral, including name and Air Force base =
assigned.=20
Recruiter contact records containing success of contact efforts, reason =
for not=20
contacting, how contact was made, confirmation of educational level,=20
qualification and status of individual.</P><B>
<P>Authority for maintenance of the system:</P></B><FONT face=3DTimes>
<P></FONT>10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 503,=20
Enlistments; Air Education and Training Command Instruction 36-2002; and =
E.O.=20
9397 (SSN).</P><B>
<P>Purpose(s):</P></B><FONT face=3DTimes>
<P></FONT>The contractor fulfills requests from respondents for =
information=20
about the Air Force and notifies appropriate recruiting activities of=20
respondent's interest. Contractor develops statistical summaries which =
are used=20
by U.S. Air Force Recruiting Service to evaluate the effectiveness of =
the=20
advertising and referral programs.</P><B>
<P>Routine uses of records maintained in the system, including =
categories of=20
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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 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of record system notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in paper form, in file folders and in computers and computer products.

Retrievability: Retrieved primarily by name or Social Security Number. May be retrieved by recruiting program or any category in the data base.

Safeguards: Records are accessed by person(s) responsible for servicing the 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, cabinets, and computers. Those in computer storage devices are password protected and encrypted by computer system software prior to transmission.

Retention and disposal: Retained by contractor at the AFOC for two years after end of fiscal year in which all actions are completed, then 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, Advertising Branch, Headquarters, U.S. Air Force Recruiting Service, 550 D Street West, Suite 01, Randolph Air Force Base, TX 78150-4527.

Notification procedure: Individuals seeking to determine whether this system of records contains information on themselves should address inquiries to the Chief, Advertising Branch, Headquarters, U.S. Air Force Recruiting Service, 550 D Street West, Suite 01, Randolph Air Force Base, TX 78150-4527.

Record access procedures: Individuals seeking to access records about themselves contained in this system should address requests to the Director of Advertising and Promotion, Headquarters, U.S. Air Force Recruiting Service, 550 D Street West, Suite 01, Randolph Air Force Base, TX 78150-4527.

Contesting record procedures: The Air Force rules for accessing records, and for contesting contents

and appealing initial agency determinations are published in Air Force=20
Instruction 37-132; 32 CFR part 806b; or may be obtained from the system =

manager.</P>

<P>Record source categories:</P>

<P>Individual respondent and automated system interfaces.</P>

<P>Exemptions claimed for the system:</P>

<P>None.</P></BODY></HTML>