

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AF INSTRUCTION 37-132  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
1 JULY 1994**

**Information Management  
AIR FORCE PRIVACY ACT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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***“HOLDOVER”***

***“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”***

**AFI 37-132, 11 March 1994, is supplemented as follows:**

1.4. The Chief, Administrative Communications and Records Management, Directorate of Information Management, is designated command Privacy Act officer. Records managers (RM) at AETC bases, Recruiting Groups, 59 MDW, and 336 TRSS are designated Privacy Act officers.

1.4.7. No later than 31 July each year, system managers of AETC-unique systems of record must provide an evaluation, including all information in attachment 2 of the basic instruction, to HQ AETC/IMX (PA) through the base RM. Systems of record are identified in AFPAM 37-144, *Privacy Act Systems of Record* (formerly AFP 4-36) or the *Federal Register*.

3.1. When a form is to be completed using personal information from a system of records (that is, the personal information is not solicited directly from the individual), a Privacy Act Statement (PAS) is not required. However, uses of that information must be compatible with the purpose and routine uses of the system of records as published in AFPAM 37-144 (formerly AFP 4-36) or the *Federal Register*.

3.2. If the system notice does not list any routine uses, use the following statement: "Information may be disclosed for any of the blanket routine uses listed in AFPAM 37-144 (or "Information...*Federal Register*")."

4.1. For purposes of reporting (see chapter 11), requests must be written.

4.3. If an individual requests his or her record which is in a system of record but does not cite or reasonably imply the Privacy Act or Freedom of Information Act (FOIA), provide the records free of charge unless the cost exceeds \$30.

- 4.4. If the denial authority grants access, the command Privacy Act officer releases the record and provides the system manager a copy of the release letter.
- 4.5. The Director of Information Management, HQ AETC, is designated alternate denial authority.
- 5.5. Address requests to review a denial to amend a civilian personnel record, which is controlled by the Office of Personnel Management, to the Office of the General Counsel (Privacy Act), Office of Personnel Management, 1900 East Street NW, Washington DC 20415; send it through the denial authority to process.
- 6.1. When a publication requires collection of the SSN which will not go into a system of record, change the last sentence of the warning statement as follows: "Collected information is not included in a system of record."
- 6.3. Send notices to arrive at HQ AETC/IMX 4 months and 2 weeks before the proposed effective date or 2 weeks before due at SAF/AAIQ (formerly SAF/AAIA).
- 9.1.1. Home telephone numbers of military and emergency essential civilian personnel may be used to compile a recall roster. Do not list spouses or other nonmilitary personnel on a recall roster. Do not compile social or protocol rosters showing names of personnel or spouses associated with home telephone number or home address without the written consent of **each** individual listed on the roster. If written consent is not obtained, maintain required protocol or social rosters **without** home addresses and telephone numbers.
- 11.1. Reports are due to HQ AETC/IMX by 1 February. Each base Privacy Act officer gathers necessary information from all AETC activities (except recruiting and field training activities) for the annual report. Only written requests are reported.

JOAN W. BLANKENBEKER, Colonel, USAF  
Director of Information Management