

PRIVACY ACT NOTICE



Information Collection

AUTHORITY: 10 USC 8013, DoD 5400.11-R, Department of Defense Privacy Program, Air Force Instruction 33-332, Privacy Act Program, 5 USC 522 of the Privacy Act of 1974.

INDIVIDUALS COVERED BY NOTICE: All current Air Force civilian and military employees who require regular, ongoing access to facilities, information technology systems, including applicants for employment or contracts, federal employees, contractors, students, interns, individuals authorized to perform or use services provided in Pittsburgh Air Reserve Station facilities (e.g., Credit Union, Fitness Center, etc.), and individuals formerly in any of these positions.

The system does not apply to occasional visitors or short-term guests to whom will issue temporary identification and credentials.

CATEGORIES OF RECORDS: Records relating to official travel including travel orders, per diem vouchers, transportation requests, itinerary, travel charge card, civilian employer, and supporting documentation. Necessary records for contractor to perform their duties under a contract at this facility. Records include name, address, Social Security Number, date of birth, employment information, telephone numbers, information needed for identification verification, charge card receipts, rank/grade, and any other related information.

ROUTINE USES: To disclose information to agency responsible for in/out processing of individuals in preparation for recall notices and network access. Information may be disclosed to individual's employers to verify military duty. To disclose information to the bank contractor providing issuance of government travel credit card. To apply for employment, school quotas, and temporary duty travel (TDY).

DISCLOSURE IS VOLUNTARY: Disclosing this information is voluntary; however, not providing the requested information may slow processing. Your social security number may be requested to identify your records because other people may have the same name or birth date.