

§ 806b.32

their home telephone number and address when they sign and check the 'Do Consent' block on the AF Form 624, 'Base/Unit Locator and PSC Directory' (see AFI 37-129⁴, 'Base and Unit Personnel Locators and Postal Directories').

(a) Before including personal information such as home addresses, home phones, and similar information on social rosters or directories, ask for written consent statements. Otherwise, do not include the information.

(b) You must get written consent before releasing any of these items of information:

- (1) Marital status.
- (2) Number and sex of dependents.
- (3) Gross salary of military personnel (see §806b.32 for releasable pay information).
- (4) Civilian educational degrees and major areas of study.
- (5) School and year of graduation.
- (6) Home of record.
- (7) Home address and phone.
- (8) Age and date of birth.
- (9) Present or future assignments for overseas or for routinely deployable or sensitive units.
- (10) Office and unit address and duty phone for overseas or for routinely deployable or sensitive units.

§806b.32 Disclosing information for which consent is not required.

You don't need consent before releasing any of these items:

- (a) Information releasable under the FOIA.
- (b) Information for use within the Department of Defense by officials or employees with a need to know.
- (c) Name.
- (d) Rank.
- (e) Grade.
- (f) Air Force specialty code (AFSC).
- (g) Pay (including base pay, special pay, all allowances except Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA)).
- (h) Gross salary for civilians.
- (i) Past duty assignments.
- (j) Present and future approved and announced stateside assignments.
- (k) Position title.

⁴See footnote 1 to section 806b.11, of this part.

32 CFR Ch. VII (7-1-98 Edition)

(l) Office, unit address, and duty phone number.

(m) Date of rank.

(n) Entered on active duty (EAD) date.

(o) Pay date.

(p) Source of commission.

(q) Professional military education.

(r) Promotion sequence number.

(s) Military awards and decorations.

(t) Duty status of active, retired, or reserve.

(u) Active duty official attendance at technical, scientific, or professional meetings.

(v) Biographies and photos of key personnel.

§806b.33 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.34 Agencies or individuals to whom the Air Force may release privacy information.

The Air Force may release information without consent to these individuals or agencies:

(a) Agencies outside the Department of Defense 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.

(b) The Bureau of the Census to plan or carry out a census or survey under 13 U.S.C. 8.

(c) 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.

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

(e) A federal, state, or local agency (other than the Department of Defense) 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.

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

(g) The Congress, a congressional committee, or a subcommittee, for matters within their jurisdictions.

(h) A congressional office acting for the record subject. A published, blanket Routine Use permits this disclosure. If the material for release is sensitive, get a release statement.

(i) The Comptroller General or an authorized representative of the General Accounting Office on business.

(j) A court order of a court of competent jurisdiction, signed by a judge.

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

(l) A contractor operating a system of records under an Air Force contract. Records maintained by the contractor for the management of contractor employees are not subject to the Privacy Act.

§ 806b.35 Disclosing the medical records of minors.

Air Force personnel may disclose the medical records of minors to their parents or legal guardians. 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.36 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'.

(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.

(b) Some exempt systems let you withhold the accounting record from the subject.

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

§ 806b.37 Computer matching.

Computer matching programs electronically compare records from two or more automated systems which may include the Department of Defense, another federal agency, or a state or