

BASE/UNIT LOCATOR AND PSC DIRECTORY

PRIVACY ACT STATEMENT

NOTE 1: Information protected under the Privacy Act Requires consent for release. (See AFI37-132 for authorized disclosures without consent.)

AUTHORITY: 39 U.S.C. 406 and 10 U.S.C. 8013.

PRINCIPAL PURPOSE(S): Answers official and unofficial requests to locate personnel and readdress incorrectly addressed personal mail.

ROUTINE USE(S): This information may be disclosed: to a federal, state, local or foreign agency to investigate or prosecute an actual or potential violation of law (civil, criminal, or regulatory); to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information to get information relevant to an Air Force decision on hiring or retaining an employee, issuing a security clearance, letting a contract, issuing a license, grant or other benefit; to a federal agency, in response to its request, on the hiring or retention of an employee, issuance of a security clearance, reporting an investigation of an employee, letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency, if the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of that individual; to OMB for review of private relief legislation per OMB Circ. A-19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements imposed by, or to claim rights in, international agreements and arrangements, including those regulating the stationing and status in foreign countries of DoD military and civilian personnel; to state and local taxing authorities for information normally in IRS Form W-2 and only to those authorities for which an employee or military member is or was subject to tax; to OPM to perform its legal functions; to DoJ to represent DoD or a member of DoD in pending or potential litigation; information on current military addresses and assignments to overseas military banking facilities that are reimbursed by the Government for checking and loan losses; for separated, discharged, or retired personnel the last known residential or home of record address to a military banking facility on certification by a bank officer that they have a returned or dishonored check from the person or if the subject has defaulted on a loan and the US Government is liable for losses; to GSA and NARA for records management inspections; to MSPB for appeals, litigation, and special studies; for counterintelligence activities for enforcing laws that protect the national security of the United States.

DISCLOSURE: Disclosure of this information is voluntary. However, refusal to provide the information could result in the individual not being contacted for official/personal/emergency matters and nondelivery of personal mail.

NAME (Last, First, Middle Initial)		GRADE	BOX NO.	DM
LOCAL ADDRESS			HOME PHONE	
ORGANIZATION	OFFICE SYMBOL		DUTY PHONE	
FORWARDING ADDRESS/ASSIGN AUTH.				
ESTIMATED ARRIVAL DATE	RNLTD	DEPARTURE DATE		

I () DO () DO NOT give consent to release my home address, home telephone number and other personal data contained in my Locator File to any person. (AFI37-129 and AFI37-132).

SIGNATURE	DATE
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ADDITIONAL DATA (See AFI37-129)

RECORD OF DISCLOSURES OF INFORMATION

DATE	REQUESTER AND ADDRESS	NATURE AND PURPOSE OF DISCLOSURE

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).