



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
HUMAN RESOURCES OFFICE
PO BOX 5800
FORT RICHARDSON AK 99505-5800

5 May 2009

MEMORANDUM FOR ALASKA NATIONAL GUARD FULL-TIME SUPERVISORS

SUBJECT: Access to Official Personnel Records (HRO Policy Letter 09-03)

1. Purpose: The purpose of this policy letter is to outline formal policies for maintaining and accessing official personnel records. This policy applies to all personnel records maintained by the Human Resource Office (HRO), pertaining to Active Guard Reserve (AGR) personnel, Wage Grade (WG), General Schedule (GS) employees who are serving with the Alaska National Guard. This policy supersedes AKNG-HRO Policy Letter 04-06, 2 August 04.

2. References:

a. Title 5, United States Code, Section 552a.

b. Privacy Act of 1974

3. Procedures:

a. The Human Resource Office maintains official personnel records on all Alaska National Guard employees. These records are maintained for official purposes only and are subject to the guidelines in the above references.

(1) HRO maintains official personnel folders, merit promotion case files, performance evaluation files, training records, Workers Compensation files and related data on all Alaska National Guard employees.

(2) The Privacy Act of 1974 permits disclosure of these official records to employees who have legitimate need for the information contained within the record.

(a) Employees may request to view and/or copy any portion of their individual personnel record. Employees should schedule an appointment with the Human Resources Specialist in order to set aside a specific block of time to look at the record, the HRS will be present while the employee views the record. This will assist in ensuring privacy and confidentiality. A HRO staff member will complete any requested copying of official documents.

(b) As outlined in the cited references, personnel from the following offices may also access employee personnel records for the purpose of facilitating official duties. Personnel assigned to the Office of the Inspector General, Special Agents, Department of Personnel Appeals Examiners, Equal Employment Opportunity Specialists, Investigators, Counselors and Supervisors (records of employees under their supervision).

(c) Union officials or any other agency personnel requesting information from an employee Official Personnel Record must have a signed authorization from the employee.

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b. Individuals who elect to disclose personnel records to a person not entitled to receive information or those who request and obtain information for any reason other than official purposes are subject to criminal penalties as outlined in the cited references.

4. Questions pertaining to this policy should be addressed to the Human Resources Specialist at 428-6451.



CATHERINE F. JORGENSEN
COL, AKNG
J-1/ Manpower & Personnel