

Points for the Next HRRD Move Meeting

26 Aug 98

1. Communication between the Base Record Officers must be established to protect the HRRD data from the current processes in place at Randolph (AFPC). The HRRD is maintained as a 'research' database thus preventing mandatory data purging and archiving of the HRRD data.
2. This brings up a question--If the HRRD section is divided and incorporated into the present organizational structure that is in place at AFPC, how will the HRRD data files remain exempt from the current AFPC records process?
 - a. This issue begs to be noticed: The HRRD section, as an entity, is to be transferred to AFPC and be positioned within their current organizational structure as an entity. The section should not be partitioned and integrated separately; but integrated as an entity.
 - b. The purpose of transferring the database personnel with the HRRD is to maintain to core knowledge of the HRRD; thus, easing the setup, development, and overall database maintenance. The database personnel can continue to maintain and update the HRRD with minimal interruption to current operating procedures.
3. File duplication of AFPC records should not be an issue:
 - a. All current tables based on AFPC records are to be updated and be maintained in the HRRD with the most current information for DP manpower studies. The HRRD file structures are to be preserved, maintained, and updated for DP or sectional use.
 - b. Most data files obtained from AFPC are modified or exist as subsets of their respective (full) data files. It must be noted that their data files are maintained for a time period before the data files must be destroyed, be purged, or transferred to the National Archives Department.
 - c. In light of DP inquiring about processes to be improved by increasing the currency of information available, the problem will not lie with the HRRD but with the processes that will be programmed to obtain the information from AFPC data files once they are updated and released for HRRD data update processes. The update processes will be easier to establish once the HRRD is online with their network; the efficiency of HRRD maintenance will be greatly improved due to the lack of physical media to transport the data files that we require.
4. The MOAs must be reviewed to reflect the amendments for physical media changes, POC changes, and the new HRRD location. I do not recommend the discontinuance of any current MOAs with any of our clients / suppliers. The HRRD data files required for present and future manpower issues have not changed; therefore, these MOAs should be renewed and/or amended to reflect present changes.

SSgt Alfonso Martinez
NCOIC, Database Section