

DEPARTMENT OF THE AIR FORCE
Headquarters Air Force Military Personnel Center

FROM: DPMDXS

8 June 92

SUBJECT: Memorandum of Agreement (MOA) - AFMPC/
Armstrong Laboratory (AL)

TO: DPMDX *[Signature]*
DPMD
IN TURN

1. The attached MOA provides requirements to AL on the protection of sensitive unclassified Personnel Data System (PDS) information stored on the AL computer. The MOA states AL will not provide PDS data to any outside activity without prior AFMPC approval. All requests to AL for PDS data will be staffed by AFMPC and the decisions will become part of this MOA.

2. The attached MOA has been signed by the Director, Armstrong Laboratory. Request AFMPC DAA sign the MOA opposite the AL Director's signature at paragraph VI.

Anna M. Love
ANNA M. LOVE, GS12
Acting Chief, C-CS Security Branch

1 Atch
MOA

MEMORANDUM OF AGREEMENT (MOA)

SECURITY AND PROTECTION OF INFORMATION
OF THE PERSONNEL DATA SYSTEM (PDS) BETWEEN
ARMSTRONG LABORATORY (AL)

AND

THE AIR FORCE MILITARY PERSONNEL CENTER (HQ AFMPC)
Randolph AFB TX 78150-6001

I. PURPOSE, OBJECTIVES AND GOALS:

A. Purpose. A variety of non-Air Force agencies, such as Armstrong Laboratory Human Resources Directorate (AL/HR), require access to pertinent current and historical Air Force military and federally employed civilian personnel information. As functional manager of this personnel information, HQ AFMPC assumes responsibility for the protection of this information based on Air Force regulations and directives pertaining to the protection of data falling under the purview of the Privacy Act of 1974, the Freedom of Information Act Program, and DoD and Air Force direction on the treatment of sensitive unclassified information.

B. Objectives and Goals. Protection of all PDS information will be insured by the presentation of minimum security requirements pertaining to the treatment and handling of personnel information either intentionally or unintentionally provided to non-AF agencies, required access controls to electronically stored and processed data, and risk assessment of the physical environment of facilities storing and processing this data. The signature of the receiving agency, Armstrong Laboratory, on this agreement will ensure all actions are taken to ensure adherence to these requirements, and will report any breach of these requirements to HQ AFMPC.

II. BACKGROUND, SCOPE AND TECHNICAL APPROACH:

A. Background and Scope of Data Requirement. AL/HR will submit requirements for PDS data in writing to HQ AFMPC, Directorate of Personnel Data Systems, and will identify the type and scope of required records, identifying any specific data elements, if known. The Office of Primary Responsibility (OPR) within AFMPC for the files, records, and individual data elements will be contacted for approval of the release of information and these decisions will become part of this MOA.

Requirements for PDS data by AL/HR are already documented and annually reviewed as a result of a long standing working agreement prior to this MOA. The annual review, initiated by AL/HRMP, will continue under this MOA. New AL/HR requirements will be submitted to AFMPC as described in the preceding paragraph.

B. Technical Approach. Technical approaches for acquiring the required PDS information may be provided as recommendations from AL/HR in the written requirement. Interaction of the appropriate AFMPC offices will determine the final method to provide the information to AL/HR.

III. RESPONSIBILITIES:

A. General. All offices within AFMPC serving as OPR for PDS records, or information, and offices chartered to provide technical or functional solutions for interface or communication issues will be made available for assistance to those staffing a written requirement for PDS access.

B. AL/HR. As an office receiving PDS data, AL/HR agrees to initiate the required actions to ensure protection of the information as outlined in the Appendix A to this MOA. The AL/HR approving authority will issue a Letter of Approval to Operate for systems electronically processing or storing the personnel information, and ensure a copy of the letter is provided to HQ AFMPC.

AL/HR point of contact: AL/HRMP, Ms Doris Black, DSN 240-3921

IV. ADMINISTRATION OF MEMORANDUM OF AGREEMENT.

A. Reports. No formal reports.

B. Correspondence. Distribution of all correspondence referencing an AL/HR requirement for PDS information, whether identified within this MOA or not, will be between the AL/HR Personnel Research and Analysis requesting agency and the HQ AFMPC Communications-Computer Security Branch (HQ AFMPC/DPMDXS, Randolph AFB TX 78150-6001).

C. Information Releases. No restrictions exist on release of information concerning this agreement.

D. Security Classification. This MOA is open to the public. The PDS data to which it relates is considered sensitive unclassified.

E. Legal or Civil Disclaimer. HQ AFMPC upholds the integrity of the information prior to any alteration by any means, either intentional or accidental. HQ AFMPC will not be responsible for the misinterpretation, or misuse of this information once it has been transferred to AL/HR. AL/HR will remain accountable for all claims levied against it. HQ AFMPC retains the option to cancel the agreement to provide this information if any compromise of the security restrictions or mishandling of the information by the requester is indicated. If a claim is made against AL arising out of the release of information governed by this MOA, AL/HR and HQ AFMPC shall immediately notify HSD/JA, Brooks AFB, TX.

F. MOA Review. This MOA shall be reviewed annually by the key personnel of both agencies to determine if any changes or amendments should be incorporated. All recommendations for changes must be prepared in writing and cleared by the approval authority of the agency prior to any action on the issue.

V. AUTHORITY:

A. This MOA shall be effective and binding from the date of last signature until cancelled in writing by either of the participating organizations.

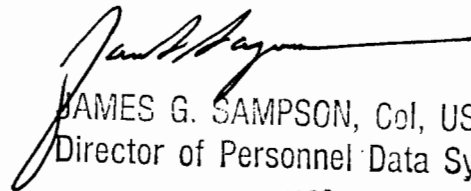
B. Conflicts which may arise after this MOA is in effect shall be resolved either by coming to an informal agreement or by amending this MOA.

VI. SIGNATURES



BILLY E. WELCH, PhD
Director
Armstrong Laboratory

Date 13 APR 1992



JAMES G. SAMPSON, Col, USAF
Director of Personnel Data Systems

10 JUN 1992

MEMORANDUM OF AGREEMENT (MOA)

SECURITY AND PROTECTION OF
THE PERSONNEL DATA SYSTEM (PDS)
INFORMATION

APPENDIX A - ACCESS TO AND TREATMENT AND HANDLING OF PDS
INFORMATION STORED OR PROCESSED AT NON-AIR FORCE AGENCY, ARMSTRONG
LABORATORY HUMAN RESOURCES DIRECTORATE (AL/HR)

I. BACKGROUND. PDS information includes all personnel data at all organizational levels of the Air Force, to include base level systems, APDS-II connectivity provided at Air Force Active Duty, Guard, and Reserve Consolidated Base Personnel Offices (CBPO), PC-III databases at various locations serving CBPOs, organizational units and orderly rooms, and data maintained in the central site repository at the Air Force Military Personnel Center, Randolph AFB TX.

PDS information authorized at these locations is for the express use of the intended agency. Users granted access to these systems are provided the information to carry out the mission or character of the agency only. Under no circumstances should PDS data be given to outside agencies or organizations. These requests for PDS data should be directed to the Communications- Computer Systems Security Branch (HQ AFMPC/DPMDXS) for appropriate staffing.

AL/HR Compliance: PDS information obtained by AL/HR is used by Laboratory personnel and contractors to carry out the research mission of the Laboratory. No data will be released to outside agencies or organizations without approval by HQ AFMPC/DPMDXS.

II. GENERAL. Reasonable precautions must be taken to ensure employees are not a threat to the protection and integrity of the PDS information. Written procedures should be established for the protection of sensitive unclassified information. Ensure that all users understand the requirements for protection of sensitive unclassified information and that they follow the procedures.

AL/HR Compliance: All users with access to AL/HR personnel data bases sign an acknowledgement of Privacy Act data protection requirements and violation penalties at the time they receive/ renew user IDs for access to AL/HR computer systems and resident personnel data. Data integrity for AL/HR personnel data bases is ensured by highly controlled data base management procedures.

III. REQUIREMENTS.

A. PROTECTION OF MEDIA CONTAINING PDS INFORMATION. All PDS data to include hard copy listings, reports, or other paper products, as well as floppy disks, magnetic tapes, etc., must be given protection afforded to sensitive unclassified information. As a minimum, the following requirements should be met.

(1) Mark all products as appropriate to inform those receiving the information of its sensitivity.

(2) Normal building and office physical security that includes standard security practices of a minimum of locked or guarded outside doors after duty hours is usually adequate. Placing the information under a cover sheet, or in a drawer is recommended when leaving it unattended during regular duty hours.

(3) When viewing the information, ensure that no unauthorized viewing of the data is possible.

(4) If magnetic media are to be removed from the control of the activity, clear the media of all information by overwriting.

(5) Care must be taken in the disposal of PDS data. Paper products containing PDS information must be shredded, pulped, macerated, or burned. Volumes of 5 cu ft or more can be buried en masse in landfills.

AL/HR Compliance: All users with access to AL/HR personnel data bases sign an acknowledgement of receipt and understanding of the media protection requirements listed above at the time they receive/renew user IDs for access to AL/HR computer systems and resident personnel data bases.

B. ELECTRONIC STORAGE OR PROCESSING OF PDS DATA.

(1) Access to a system processing or storing PDS data must have access controls, such as user identification and authentication (USER-IDs and passwords), to prevent unauthorized users from using the system and data resources.

AL/HR Compliance: User IDs and passwords are used to access AL/HR computer systems.

(2) Provide security within the system to ensure that no residual information can be accessed once the file has been released back to the system.

AL/HR Compliance: AL/HR computer operating systems have built-in safeguards that preclude access to files as described in paragraph III. B. (2).

(3) An audit capability to track users' access to the file containing PDS data should be available either within the system or maintained manually.

AL/HR Compliance: An audit system to track AL/HR data base usage by other agencies will be managed by AL/HRMP. While all AL users can also be tracked with the same system, there are no restrictions on AL user access.

(4) Protect the files containing PDS data from modification or destruction by restricting access to the data to specific individuals through either internal system or other manual controls.

AL/HR Compliance: AL/HR personnel data bases are protected from unauthorized modification by highly controlled data base management procedures. "Read-only" access to the AL/HR PDS data is granted to all personnel having a user ID to AL/HR computer systems. Users can extract needed PDS data for research studies and are responsible for the accuracy of research data bases that are assembled. Research data bases for specific studies have several levels of safeguards depending on protection measures invoked by study managers.

C. PHYSICAL SECURITY OF ENVIRONMENT HOUSING COMPUTER FOR PDS PROCESSING OR STORAGE.

(1) Ensure the equipment is protected from unauthorized access. Arrange for location of the equipment to an area out of the normal flow of traffic.

(2) Ensure the system is operated or manned only by persons with a valid requirement to access the information.

AL/HR Compliance: AL/HR personnel data bases reside on mainframe computer systems located in secured areas. Physical security measures described in paragraph III. C. are fully implemented. In addition, all users with access to AL/HR personnel data bases sign an acknowledgement of receipt and understanding of computer terminal security requirements. Users with personal computers (PCs) serving as mainframe terminals sign an acknowledgement of PC system protection requirements as described in paragraph III. C.

10 MAR 1992

HRMP

Outside Offices Accessing Armstrong Laboratory Personnel Data Bases

HQ AFMPC/DPMDXS (Ms Ann Love)

1. As you requested in our 5 Mar 92 telecon, the following is a list of the outside offices which currently have direct access to the Armstrong Laboratory Human Resources Directorate (AL/HR) personnel data bases.

a. HQ ATC Directorate of Recruiting Service and Commissioning Programs (HQ ATC/RS). Point of contact: Capt Beverage (ext 7-4152).

b. USAF Occupational Measurement Squadron (USAFOMS/OMY). Point of contact: Ms Weber (ext 7-5811).

2. In preparation for the implementation of our new memorandum of agreement (MOA) concerning protection of personnel information, we requested that HQ ATC/RS contact your office to obtain approval for the AL/HR data bases they currently use. After ATC/RS and your office come to agreement, we will track their data base usage. Subsequently, at the end of each fiscal year, when their AL/HR Computer Access Agreement comes due for renewal, we will request an updated AFMPC review/approval of the data bases ATC/RS requires.

3. We have taken no specific action regarding USAFOMS usage of our data bases because of your office's recent work with them to provide them AFMPC access to data they require. We expect they will discontinue using AL/HR data bases in the near future.

4. The MOA has been forwarded for signature to the AL director. We are expecting to send the signed MOA to your office NLT 15 Apr 91. We appreciate your coordination by telecon of our revisions to the MOA; this greatly aided our staying on schedule.

SIGNED

DORIS E. BLACK
Chief, Personnel Research
and Analysis Branch

HRMP (sign) *DB 10 MAR 92*
HRMP/Ms Black/43921/deb/10MAR92
WP51/TEMP/BLA203B.LTR



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MILITARY PERSONNEL CENTER
RANDOLPH AIR FORCE BASE, TEXAS

FROM: HQ AFMPC/DPMDX
550 C Street West STE 24
Randolph AFB TX 78150-4726

SUBJ: HQ USAFRS Access to Personnel Data System (PDS) Information

TO: HQ AL/HRMP
ATTN: Ms. Doris Black

1. This agency recently conducted an analysis of the requirement for HQ ATC/RSP (HQ USAFRS) to access PDS information resident on the HQ AL computer system. It is our understanding that there are no file permission controls within your system that can restrict access to specific files, but that stringent audit controls will notify you of any violation of access rules. If any violation occurs, all access to PDS files for that USERID should be terminated immediately and AFMPC/DPMDXS, extension 7-3191, advised of the infraction.

2. HQ ATC/RSP access should be limited to the following files based on requests received from them and approved by AFMPC. Access is effective upon receipt of this letter.

- a. Air Force Officer Qualification Test (AFOQT)
- b. Airman Reenlistment and Loss (ARL)
- c. PACE PROMIS - Job
- d. PACE PROMIS - Personnel (Opportunity)
- e. Pipeline Management System (PMS) - Technical Training
- f. Separated Officer File
- g. Uniform Airman Record (UAR)
- h. UAR Extract
- i. Uniform Officer Record (UOR)
- j. UOR Extract
- k. UAR Air National Guard
- l. UAR Reserves
- m. UOR Air National Guard
- n. UOR Reserves

"Responsive to the Mission -- Sensitive to the People"



DEPARTMENT OF THE AIR FORCE
AIR TRAINING COMMAND

02 APR 1993

HQ ATC/RSCY
550 D STREET WEST STE 1
RANDOLPH AFB TX 78150-4527

Request for Access to PMS Technical Training Master File

AFMPC/DPMDXS
550 C STREET WEST
RANDOLPH AFB TX 78150-4718

1. We request our office be allowed temporary access to the subject file. Access could be accomplished either through the Human Resources Division computer system at Brooks AFB, or by a tape copy of the file made at MPC; either method is acceptable to us. Access would be required for a period of approximately two months.
2. We need access in order to study the relationship of AFOQT score to the success of officers at tech training. The results will be briefed to the June 93 OTS selection board so they can properly weigh the AFOQT score in making their decisions. We need the data as soon as possible so the study will be completed in time for this board.
3. Our point of contact for this request is Major Dave Bertrand. Please feel free to contact him at 7-4529.

Michael A. Schiefer
MICHAEL A. SCHIEFER, Lt Colonel, USAF
Chief, Analysis Branch
Commissioning Programs Division

1st IND: HQ AFMPC/DPMRPS2
TO: HQ AFMPC/DPMDXS

12 Apr 93

Subject's request is approved.

Kelly E. Copelin
KELLY E. COPELIN, MSgt, USAF
Chief, Air Force Training Mgmt Sys

o. Weighted Airman Promotion Files

3. This letter should be filed as an appendix to the Memorandum of Agreement established between your agency and HQ AFMPC, June 1992.

4. Thank you for your cooperation and assistance in this effort to protect PDS information. Direct any questions you may have on this action to HQ AFMPC/DPMDXS, Mrs. Ann Love, extension 7-3191.

FOR THE COMMANDER



H. J. DENBERGER, GM-15, DAF
Chief, Program Management Division
Dir of Pers Data Systems



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MILITARY PERSONNEL CENTER
RANDOLPH AIR FORCE BASE, TEXAS

FROM: HQ AFMPC/DPMDXS
550 C Street West Ste 24
Randolph AFB TX 78150-4726

14 Apr 93

SUBJ: Request for Access to PMS Technical Training Master
File (PM)

TO: HQ AL/HRMP
ATTN: Ms Doris Black

1. The appropriate AFMPC OPRs have reviewed the attached HQ ATC/RSCY request for PM File access. As the functional manager of the Personnel Data System (PDS), AFMPC is normally the source for all personnel information. In this case, since AL currently provides Air Force Officer Qualification Test (AFOQT) data to HQ USAFRS, we feel it is in the best interest of all parties concerned to approve your release of the additional information to HQ ATC/RSCY.

2. This letter should be filed as an appendix to the Memorandum of Agreement established between your agency and HQ AFMPC, June 1992.

3. Thank you for your cooperation and assistance in this effort to protect PDS information. If you have any questions regarding this action, contact Mrs. Robin Lorton, Communications-Computer Security Branch, DPMDXS, at extension 7-3191.

A handwritten signature in cursive script, appearing to read "Audrey M. Dale".

AUDREY M. DALE, Capt, USAF
Chief, C-CS Security Branch
Program Management Division

1 Atch
HQ ATC/RSCY Ltr,
02 Apr 1993