

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	HSD/SC AL/XP	Coord		6			
2	AL/DOE	Coord		7			
3	AL/CCE	Coord		8			
4	AL/CD	Coord		9			
5	AL/CC	Sig		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
Black GM-14	AL/HRMP	4-3921	deb	10 Apr 92

SUBJECT	DATE
Proposed Memorandum of Agreement between AL/HR and HQ Air Force Military Personnel Center, Communications-Computer Security Branch	10 Mar 92

SUMMARY

1. HQ Air Force Military Personnel Center, Communications-Computer Security Branch (HQ AFMPC/DPMDXS) is requesting AL/HR participation in a Memorandum of Agreement (MOA). The MOA outlines (a) procedures for obtaining personnel data from AFMPC to support AL/HR research and (b) required safeguards to be implemented by AL/HR to ensure adequate protection of the personnel data provided by AFMPC. The proposed MOA is at Tab 1.

2. The proposed MOA formalizes a long-standing working arrangement between AL/HR and AFMPC which provides recurring updates to AL/HR for 18 different personnel and training data bases. Tab 2 contains a list of those data bases. Procedures outlined in the MOA for obtaining/managing personnel data from AFMPC were largely in use prior to receipt of the MOA. New controls are being implemented in AL/HR concerning release of data to offices outside AL. Only two outside offices are involved. They agree to the new working arrangement.

3. This MOA has been reviewed/approved by HSD/SCY-HR and HSD/JA.

RECOMMENDATION

4. Sign MOA at Tab 1.

MICHAEL W. BIRDLEBOUGH, Colonel, USAF
 Director
 Human Resources Directorate

2 Tabs
 1. Proposed MOA
 2. Summary of Data Bases (Data files from AFMPC)

ROUTING AND TRANSMITTAL SLIP

Date: 11 Mar 92
(HRM)

9 Mar 92

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. HRMX		
2. HRM		
3. HRPP (Ms Trafton)		
4. HRP		
5. HR		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	5 Signature
1-4 Coordination	Justify	

REMARKS

1. The enclosed staff summary sheet package is being forwarded to obtain AL/CC signature on a new MOA requested by AFMPC. The MOA concerns protection of personnel data provided by AFMPC to AL/HR. Request coordination be expedited to meet a 15 Apr 92 suspense for MOA transmittal to AFMPC.
2. The initial version of the MOA and transmittal ltr from AFMPC/DPMDX are provided in the background section.
3. The final version of the MOA being forwarded for AL signature has been fine-tuned by me, Mr Martinez (HSD/SCY-HRO), Ms Elkins (AL/XPPH), HSD/JA, and the MOA POC at AFMPC. We all agree on the MOA provisions.
3. The MOA tightens up AL/HRMP procedures for release of AFMPC personnel data to offices outside AL. Currently, we

(over)
DO NOT use this form as a RECORD of approvals, concurrence, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) AL/HRMP (Doris Black) <i>DBlack</i>	Room No.—Bldg. Phone No. 4-3921
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have only two outside offices who are affected. They are the Occupational Measurement Squadron and the Directorate of Recruiting Service and Commissioning Programs (HQ ATC/RS). These offices are currently working with AFMPC/DPMDXS to obtain approval for their access to the personnel data at AL/HR.

4. Pls call me if there are any questions or any changes to this package.

Dani Black