

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2014-0019**

Schedule Status **Approved**

Agency or Establishment **Office of the Secretary of Defense**

Record Group / Scheduling Group **Records of the Office of the Secretary of Defense**

Records Schedule applies to **Major Subdivision**

Major Subdivision **DEPUTY CHIEF MANAGEMENT OFFICE**

Minor Subdivision **DIRECTOR OF ADMINISTRATION, PENTAGON FORCE
PROTECTION AGENCY (DCMO/DA/PFPA)**

Schedule Subject **Counterintelligence Management Information System (CIMIS)**

Internal agency concurrences will
be provided **No**

Background Information **The mission of the Pentagon Force Protection Agency (PFPA) is to provide force protection, security, and law enforcement to safeguard personnel, facilities, infrastructure, and other resources for the Pentagon Reservation and designated DoD facilities within the National Capitol Region (NCR). This includes addressing the full spectrum of threats by utilizing a balanced approach of comprehensive protective intelligence and counterintelligence (CI) analysis, to include forensic and biometric-enable information, to determine the appropriate protective posture for personnel and facilities; prevention, preparedness, detection; all-hazards response; DoD emergency management; and supports the lead response management agency during an emergency or crisis.**

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 0 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0330-2014-0019

| Sequence Number | |
|-----------------|---|
| 1 | Counterintelligence Management Information System (CMIS) Database |
| 1.1 | CMIS Master files relating to inquiries on Foreign Nationals Disposition Authority Number: DAA-0330-2014-0019-0001 |
| 1.2 | CMIS Master files relating to inquiries on US Citizens Disposition Authority Number: DAA-0330-2014-0019-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Counterintelligence Management Information System (CMIS) Database CIMIS serves as a repository of criminal and non-criminal incidents used to satisfy statutory and regulatory reporting requirements. Information in this system supports the CI function of PFPA for the CI Directorate. Personal information will be collected on US persons and foreign nationals for counterintelligence purposes and will include name(s), DOB, aliases, or other numeric identification (VISA's, etc.), addresses, and other pertinent PII. SYSTEM INTERFACES: All inputs are manually keyed in by agents based on reports and interviews from individuals, victims, Witnesses, Incidentals, Federal Agents, Federal Law Enforcement Officers, other Law Enforcement Agencies, Intelligence Agencies, or other agencies and organizations that reside within the Pentagon reservation and leased facilities under PFPA cognizance. PRIMARY INPUTS: Include but are not limited to: Subject name, citizenship, Date of Birth, address, description (height, weight, hair color etc..) and nationality. OUTPUTS: Reports derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Excluded are printouts created to satisfy established reporting requirements. GRS 20 Item 16.</p> |
| 1.1 | <p>CMIS Master files relating to inquiries on Foreign Nationals</p> <p>Disposition Authority Number DAA-0330-2014-0019-0001</p> <p>The files include but are not limited to law enforcement reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives. Also includes security violations and inquiries that reveal compromise, but not espionage, and reports of subversion and espionage. Data elements includes but is not limited to: subject name, citizenship, Date of Birth, address, description (height, weight, hair color etc..) and nationality.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close files annually upon determination that the individual is no longer a threat to DoD, the Pentagon, Pentagon Reservation or DoD Facilities within the National Capitol Region (NCR)</p> |

| | | |
|-----|---|--|
| 1.2 | Retention Period | Destroy 25 year(s) after Cut Off |
| | Additional Information | |
| | GAO Approval | Not Required |
| | CMIS Master files relating to inquiries on US Citizens | |
| | Disposition Authority Number | DAA-0330-2014-0019-0002 |
| | The files includes but are not limited to law enforcement reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives. Also includes security violations and inquiries that reveal compromise, but not espionage, and reports of subversion and espionage. Data elements includes but is not limited to: subject name, citizenship, Date of Birth, address, description (height, weight, hair color etc..) and nationality. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off after determination person(s) are no longer a CI threat to DoD, the Pentagon, Pentagon Reservation or DoD Facilities within the National Capitol Region (NCR). |
| | Retention Period | Destroy/Delete 90 days after cut off |
| | Additional Information | |
| | GAO Approval | Not Required |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|------------------|---|---|
| 09/15/2014 | Certify | Luz Ortiz | OSD Records Manager | Department of Defense - Office of the Secretary of Defense |
| 03/02/2015 | Submit for Concurrence | Sebastian Welch | Appraiser | National Archives and Records Administration - Records Management Services |
| 03/03/2015 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 03/04/2015 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 03/08/2015 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |