

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 Subdivsion

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Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

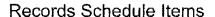
GAO Approval





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	



Sequence Number

1

1.1

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.

CMIS Master files relating to inquiries on Foreign Nationals

Disposition Authority Number

DAA-0330-2014-0019-0001

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.

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 email and word processing?

No

Disposition Instruction

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)

1.2



CMIS Master files relating to inquiries on US Citizens

Retention Period

Destroy 25 year(s) after Cut Off

Additional Information

GAO Approval

Not Required

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 email 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).

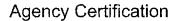
Retention Period

Destroy/Delete 90 days after cut off

Additional Information

GAO Approval

Not Required



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	Ву	Title	Organization
09/15/2014	Certify	Luz Ortiz	OSD Records Mana ger	Department of Defense - Office of the Secretary of Defense
03/02/2015	Submit for Concur rence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
03/03/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist