

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 PFFA 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 PFFA 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 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