

**Fourth Estate Manpower Tracking System (FMTS)**

**Data Sharing Policy**



**September 12, 2013**

## FMTS Data Sharing Policy

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### *Summary of Changes*

<u>DATE</u>	<u>AUTHOR</u>	<u>CHANGE</u>

# FMTS Data Sharing Policy

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## I. Purpose.

This document contains policy for the sharing of manpower and associated manning data maintained in the Fourth Estate Manpower Tracking System (FMTS). This policy will be adhered to by the FMTS user community, Organization Administrators, FMTS Support Team (FST), and Office of Secretary of Defense (OSD), Joint Staff managers, and all organizations requesting or provided data from FMTS. Approval authority for the Policy is the Director, Defense Human Resources Activity (DHRA), as the Chairperson of the Fourth Estate Manpower Initiative Executive Council, which provides oversight of FMTS.

## II. DoD Data Sharing.

It is DoD policy that:

“Information shall be considered a strategic asset to the Department of Defense; it shall be appropriately secured, shared, and made available throughout the information life cycle to any DoD user or mission partner to the maximum extent allowed by law and DoD policy.”

Reference: DoD Directive 8000.01, *Management of the Department of Defense Information Enterprise*.

FMTS, as the system of record for Fourth Estate manpower data, provides data to support approved external management and business processes, and reporting requirements consistent with DoD policies (e.g., DoD instruction 7730.64 and DoDI 8260.03). Data provided by FMTS may only be used for the purpose stated in the data sharing request, and approved in accordance with the data sharing business rules stated below. Use of FMTS data for any other purpose is prohibited.

## III. Applicability

This FMTS Data Sharing Policy applies to all requests for manpower and associated manning data maintained in FMTS.

For purposes of the FMTS program and this policy, “data sharing” is defined as: “providing a particular set of information to an authorized requestor for a specific approved purpose.”

Data sharing does not mean granting the requestor access to FMTS through a user account.

## IV. FMTS Data Sharing Business Rules

The following business rules will be observed for all data sharing requests:

- An organization will not see another organization’s data in FMTS.
  - “Organization” is defined as a specific Command, Agency, or Activity.
  - A Principal Staff Assistant (PSA) will always be provided data for its subordinate organizations.
- Requests for data not in compliance with applicable laws, regulations, and policies may be denied by the FMTS Program Manager.

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- The Program Manager will forward requests for data that are not directed by policy to the FMTS Action Group, or the appropriate management organization if the request solely relates to their data.
- Requests for data not resolved by the Action Group will be forwarded to the Executive Council for resolution.
- FMTS will provide manpower and associated manning data when directed by policy.
- Organizations will be notified when reports are generated.
- FMTS data will be provided to the requester in the same domain (SIPR/NIPR) from which it is drawn. Neither the FMTS PMO nor the FST will be responsible to “down domain” data.
- A DoD organization or mission partner will not be provided data about another organization in FMTS without the data owner’s permission.
- Organization Administrators will be notified when reports or data extracts directed by policy will be generated.

## V. Data Sharing Requests

All data sharing requests must include the following information:

- The point of contact information of the civilian or military government employee making the request to include his or her grade and organization.
- The DoD Directive, DoD Instruction, or PSA directing the specific reporting requirement, including the specific section or paragraph within the DoD guidance that directs the use of FMTS organization force structure or manpower billet data.
- The particular set of data needed, including:
  - Data fields to be included.
  - Format for the data (ASCII, tab or comma delimited, etc.).
  - Any summation required.
  - Specific organizations to be included.
  - Date range for data to be included.
  - Expected security classification of the output.
- For data that will be consumed by another system, the following additional material must be included in the request:
  - Information about the system consuming the data, to include:
    - The Authority to Operate (ATO) memo.
    - System of Records Notice (SORN), if manning data is requested.
    - Privacy Impact Assessment (PIA), if manning data is requested.
    - DoD Information Technology Portfolio Repository (DITPR) registration number.
  - Frequency of the data to be provided.
  - Method the data is to be provided to the consuming system (e.g., Enterprise Messaging).
  - Contact information for the PMO for the consuming system, including the PM, and the government employee (military or civilian) who will serve as the point of contact.

The FMTS Program Manager (PM) may specify additional required information, depending on the nature of the request.

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## VI. Data Sharing Approval Process

Appendix 1 provides an illustrated workflow of the FMTS Data Sharing Approval Process. Key points about the process include:

- Organizations will submit data sharing requests in writing to the FMTS PM. The request should include the specific information detailed below.
- The PMO staff will review the request for compliance with this policy and other laws, regulations, and policies.
- The PMO staff will provide a recommendation to the PM.
- The FMTS PM will decide to grant, refuse, or elevate the request.
- If elevation is required, requests will advance through the FMTS Action Group, the FMTS Initiative Executive Council, and ultimately to the Executive Council Chairperson, until resolved.
  - The Action Group and Executive Council will decide to grant, refuse, or elevate the request.
  - Consensus by all voting members is needed to share or not share data; otherwise, the request is elevated.

## VII. Annual Review

The FMTS PM will review each approved data sharing arrangement annually. This review should include validation and update of materials submitted in accordance with the data sharing requirements above. The FMTS PM may specify additional review criteria.

## VIII. EFFECTIVE DATE

This policy becomes effective upon approval of the Fourth Estate Manpower Initiative Executive Council Chairperson.



Sharon H. Cooper  
Director, Defense Human Resources Activity (DHRA)

SEP 19 2013

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Date

## Appendix 1 FMTS Change Request Process Flows

### *Draft FMTS Data Sharing Approval Process*

