



## Task Force *Enduring Look* Policy and Procedures for Data Download and Removal 29 July 2002

This policy directive prescribes and explains the procedures for downloading and removing data from the Task Force *Enduring Look* (TFEL) Vital Information System (ELVIS). This policy letter applies to **ALL** personnel using TFEL computer equipment as indicated by user status. See Terms of Reference for further guidance/additional information.

1. The following procedures apply to analysts visiting TFEL. Visitors fall into one of two profiles: 1) Transient visitors and 2) Enduring visitors.
  - 1.1. Access to the TFEL facility is limited for space and security reasons but every effort will be made to facilitate access to the facility and ELVIS. ELVIS access is dependent on study needs. Specific access within ELVIS is granted based on a documented Request for Information (RFI) as the basis for determining need to know. The TFEL Chief Analyst/Superintendent shall determine and approve visitor profile. The RFI manager will maintain the visitors profiles. The RFI Manager shall identify and notify the TFEL study coordinator of the visit purpose and visitor's profile. The Chief Analyst will coordinate with the TFEL study coordinator who will assist the visitor in finding the appropriate data, guide the visitor's research, and answer any questions. The TFEL study coordinator shall review data for release and provide a release recommendation to the Chief Analyst/RFI Manager. Furthermore, any additional access requests shall be directed to the designated TFEL study coordinator who will take it to the Chief Analyst/Superintendent for a "need to know" determination.
    - 1.1.1. This Section Applies to Transient and Enduring Visitors:
      - 1.1.1.1. Submit visit requests with clearance information to TFEL Security POC (703) 696-0791 (DSN prefix 426) or FAX (703) 696-0916.
      - 1.1.1.2. Complete TFEL initial in-processing immediately upon arrival.
      - 1.1.1.3. Receive RFI/Data Collection initial in brief. Any changes will be provided at that time.
    - 1.1.2. This Section Applies to Enduring Visitors ONLY:
      - 1.1.2.1. Shall have swipe access only during normal business hours, unless pre-arranged and pre-approved by TFEL Leadership.
      - 1.1.2.2. Shall have escort privileges.
      - 1.1.2.3. See Superintendent for all seating issues.
    - 1.1.3. This Section Applies to Transient Visitors ONLY:
      - 1.1.3.1. In order to resolve space and time conflicts, all visits must be pre-arranged at least 2 business days prior to planned visit date through the RFI Managers desk. The preferred method is e-mailing them at [Enduring.Look.RFI@pentagon.af.mil](mailto:Enduring.Look.RFI@pentagon.af.mil) or, you can call them at 703-696-0215. **NO DROP-IN VISTORS.**
      - 1.1.3.2. Shall sign in as visitors.
      - 1.1.3.3. Shall have no swipe access.
      - 1.1.3.4. Shall not have escort privileges.
    - 1.1.4. Retrieving and Collecting Data from the TFEL data archive:
      - 1.1.4.1. A project folder will be created on a network drive to facilitate data retrieval and review process. **DO NOT STORE ANY DATA ON THE LOCAL DRIVE OR DESK TOP.**
      - 1.1.4.2. Place data in the project folder on the network for Releasability Review.
      - 1.1.4.3. When pulling data, provide same directory structure as source data. Indicate the source structure from where the data came (path/folder names). No source data location – **NO DATA.**
      - 1.1.4.4. All handwritten notes/working papers must be reviewed prior to leaving TFEL Facility.
      - 1.1.4.5. Notify TFEL RFI Managers when data pulls are complete to begin the TFEL Releasability Review.

1.1.5. Releasability Review:

- 1.1.5.1. Data collection will print directory listing of all files pending release.
- 1.1.5.2. Data collection will perform DT search on all data files.
- 1.1.5.3. Study coordinator will highlight any data or data source that they question need to know in relation to the subject study.
- 1.1.5.4. Study coordinator will make recommendations on data release to Chief Analyst/RFI Manager.
- 1.1.5.5. Chief Analyst/Superintendent will be final approval.
- 1.1.5.6. Once data has been reviewed and approved for release, TFEL personnel will burn it to CD's. One copy of CDs will be released to the requestor; one copy will remain on file within the TFEL RFI cell.
- 1.1.5.7. DEPENDING ON THE AMOUNT OF DATA PULLED, RELEASE CAN TAKE 1-4 DAYS.
- 1.1.5.8. Once handwritten notes/working papers have been reviewed and approved for release, TFEL personnel will provide a copy to the requestor and keep a copy on file within the TFEL RFI cell.
- 1.1.5.9. Once data has been cut to a CD, the contents of project folder created on the network will be deleted.
- 1.1.5.10. Once the collected data has been released, normal administrative procedures for removal of classified material (if required) from a military facility shall be followed (See the AF/CVX Superintendent for assistance).
- 1.1.5.11. Data will ONLY be released to personnel with a current courier card.

2. This Section Applies to TFEL staff ONLY:

2.1. Overall procedures:

- 2.1.1. Mark all magnetic and optical removable media with the correct classification of the contents.
- 2.1.2. Store all removable magnetic and optical media in a secure place.
- 2.1.3. Always inform someone else as to the location of your files in case they are needed when you are not available.
- 2.1.4. Always treat all data and information as sensitive (need to know).
- 2.1.5. Always protect classified information as appropriate.
- 2.1.6. Always mark all documents with the correct classification markings in accordance with the classification guide.

2.2. Procedures for downloading data from WEB/INTERNET/INTRANET:

- 2.2.1. When downloading data, download data to a floppy disk or ZIP disk.
- 2.2.2. Under no circumstances are you to download data directly to a SERVER without proper authorization.
- 2.2.3. After you download your data, use the data inspection procedures outlined below.
  - 2.2.3.1. Take all data collected (CD ROMs, ZIP Disks, e-mails, etc) to the Data Collection Cell for inspection prior to removal from AF/CVX. Do not e-mail any data without it first being checked by the Data Collection Cell and receiving government authorization.
  - 2.2.3.2. Never upload incoming data without it first being checked/reviewed by the Data Collection Cell. Always scan incoming data for classification prior to upload to the server.
  - 2.2.3.3. Document where data was collected from on the TFEL Data Collection form, annotating the classification level of the media (highest level on media) and the virus status (clean or infected).
    - Check for viruses on the original media received from other organizations.
    - Follow standard virus checking procedures.
  - 2.2.3.4. Once the Data Collection Cell reviews the data, normal administrative procedures for removal of classified material (if required) from a military facility shall be followed (See the AF/CVX Superintendent for assistance).



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