

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1800.23D

ALASKAN REGION

April 12, 2005

SUBJ: PERSONNEL AND POSITION DATA BANK (RIS: AL-1800-3)

- 1. PURPOSE.** This order documents responsibilities and processes for maintenance of the personnel and position data bank. It provides general information on the type of data contained in the listing and specific information on the coding used. Editorial changes have been made.
- 2. DISTRIBUTION.** This order is distributed to all supervisors in the regional office and to all field offices and facilities.
- 3. CANCELLATION.** Order AL 1800.23C, Personnel and Position Data Bank (RIS: AL 1800-3), dated February 8, 1993 is cancelled.
- 4. GENERAL.** The data bank is a single, authoritative source of multiple personnel and position information used to meet several personnel and budget requirements. Each line of business receives a copy of the listing for the employees in their organization to use as the basis for control of positions and employees. Other reports are produced from the data contained on the data bank to provide managers and staff officers with information in specific formats to fit the situation. With everyone working from the same listing, there will be a common base with which everyone will be familiar.
- 5. ELEMENTS OF THE DATA BANK.** There are two primary types of information provided in the personnel and position data bank.
 - a.** Personnel information is that which is associated with a particular person, such as name, social security number, type of appointment, etc.
 - b.** Position information is that which relates to a classified position. Typical of this information is organizational location, position identification number, position title, authorized grade, etc. Only filled positions are reflected on the data bank listing.
- 6. RESPONSIBILITIES AND PROCEDURES.**
 - a.** The data bank listing contains personal data and must be treated in a confidential manner. All recipients of the data bank listing are to ensure that access to the listing is restricted. When not in use, it is to be stored in a locked cabinet or secure area. It must be disposed of properly. Employees who violate the privacy safeguards may be subject to disciplinary actions, a fine up to \$5,000, or both.
 - b.** The Alaskan Region CPMIS Manager, AAL-10H is responsible for ensuring that the listing is received each month and distributed to the designated individual within each line of business. The CPMIS Manager is responsible for the overall operation and use of CPMIS in the Alaskan Region, the overall integrity of the data in the system (personnel, position, budget, security, etc.), and approving requests for new or revised reports produced from CPMIS.
 - c.** The Resource Management Division and those lines of business with CPMIS Budget Subsystem access are responsible for maintaining authorized positions and employment ceiling data. Some of this data is printed on the data bank. The primary controlling document for this data is the Staffing and Authorization chart, FAA Form 1412.
 - d.** The Alaska Internal Security & Investigations Branch, AAL-750, is responsible for the input of position sensitivity data into CPMIS. This data is printed on the data bank.

e. All regional managers and staff officers are responsible for notify the Human Resource Management Division of errors noted in the data bank. Information to effect corrections should be addressed to the Personnel Services Team, AAL-14. The name and social security number for the employee whose record needs correcting should be provided, along with the name of the item to be corrected and both the incorrect and correct value of the item.

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