



DEPARTMENT OF THE AIR FORCE  
673D FORCE SUPPORT SQUADRON  
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

1 May 2012

MEMORANDUM FOR 673 FSS/FSMPS

FROM: 673 SQ/CC

SUBJECT: Appointment of Personnel Records Display Application (PRDA) Role Based Access (RBA) Unit Administrators

1. Per paragraph 1.5.2. of the PRDA/RBA Administrator's User Manual dated 19 March 2009, a unit is authorized to appoint one primary and a maximum of three alternate RBA Unit Administrators. The following members are appointed as RBA Unit Administrators:

	<b>Rank/Name</b>	<b>SS#</b>	<b>Email</b>	<b>DEROS</b>
Primary	TSgt John R. Doe	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2012
Alternate	SSgt John R. Smith	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2013
Alternate	SSgt John R. Smith	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2013
Alternate	SSgt John R. Smith	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2013

2. Per paragraph 1.5.2. of the PRDA/RBA Administrator's User Manual, the following individuals have been reassigned and are no longer RBA Unit Administrators:

	<b>Rank/Name</b>	<b>SS#</b>	<b>Email</b>	<b>DEROS</b>
Primary	TSgt John R. Doe	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2012
Alternate	SSgt John R. Smith	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2013
Alternate	SSgt John R. Smith	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2013
Alternate	SSgt John R. Smith	123-45-6789	<a href="mailto:first.last@elmendorf.af.mil">first.last@elmendorf.af.mil</a>	June 2013

3. Per paragraph 3.2.2. of the PRDA/RBA Administrator's User Manual, RBA Unit Administrators have the authority to grant the following roles with concurrence from the unit commander:

Rater's Rater	(This role is an optional/manual role assignment granted with commander concurrence)
Superintendent	(This role is an optional/manual role assignment granted with commander concurrence)
Division Chief	(This role is an optional/manual role assignment granted with commander concurrence)
Branch Chief	(This role is an optional/manual role assignment granted with commander concurrence)
Section Chief	(This role is an optional/manual role assignment granted with commander concurrence)
Acting First Sergeant	(This role is a manual assignment granted by the RBA Unit Admin)
CSS HR Specialist	(This role is an optional/manual assignment granted by the RBA Unit Admin)

4. Per paragraph 1.4.1. of the PRDA/RBA Administrator's User Manual, user access is permitted only after validation of the need for that access. The following Safeguards and Guidance when using Personal Identifiable Information and Military Personnel Records will be adhered to:

"The Privacy Act of 1974. IAW AFI 36-2608, *Military Personnel Records System*, Military Personnel Records contain personal and privileged information and may only be disclosed to authorized persons conducting official Air Force business. Authority to obtain copies of, information from, and/or access data in the PRDA is limited to those persons with an official requirement for the information. Documents within the Personnel Record are not to be further furnished or transferred to anyone not conducting an official Air Force action pertaining to the documents (s). The Privacy Act of 1974 (Title 5, U.S.C., Section 552a) provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretences may also be subject to criminal penalties enforceable under Article 134, UCMJ. Individuals in the performance of their official duties may make or download copies of a member's record; however, third party Privacy Act must be removed IAW AFI 33-332, *Privacy Act Program*. Under the Privacy Act of 1974, persons who knowingly and willfully disclose personal information from an Air Force record, regardless of media, to a person or agency not entitled to receive it, without the advance consent of the subject of the record, are subject to a fine."

FIRST M. LAST, Lt Col, USAF  
Commander