

# Clarification on Submission of Outsourcing Agreements

On February 13, 2020, during the Oklahoma City Regional Training Course, TGRAs requested clarification for when TGRAs are required to request FBI Compact Officer approval to outsource non-criminal justice administrative functions with a non-channeler. Specifically, when does escorting a contractor and encryption of electronic Criminal History Record Information (CHRI) remove the need to request FBI Compact Officer approval?

As a result of these questions, NIGC contacted the FBI Compact Officer for clarification. The FBI Compact Officer clarified that fully escorting, such as in the case with document shredders, and encrypting CHRI, such as in the case with IT service contracts, do not relieve the requirement to request FBI Compact Officer approval for contractors accessing CHRI.

However, if the contractor is fully escorted and if the contractor is providing limited IT services, some of the Security and Management Control Outsourcing Standard for Non-Channelers as identified in Sections 11.01 and 11.02 of that document are exempted. There are several conditions listed in both Section 11.01 and 11.02 that must be met to exempt these provisions within the Standard. However, even when all conditions are met, Section 2.01 - requiring FBI Compact Officer approval - remains a relevant portion of the Standard that must be incorporated into the contract. As such, outsourcing (e.g., IT services, shredding) that falls within these areas, must be formally approved by the FBI Compact Officer.

The effect of this clarification is TGRAs must submit request letters to the FBI Compact Officer for all contractors with physical or logical access to their CHRI for the purpose of conducting a non-criminal justice administrative function<sup>1</sup>, regardless if they will be fully escorted or the steps that have been taken to secure the CHRI, such as encryption.

This clarification will result in the current NIGC CJIS Manual and training material being updated for the next RTC and future training sessions. TGRA are encouraged to continue to identify all contractors currently engaged for these administrative functions; prepare and submit request letters and copies of all proposed outsourcing agreements with such contractors to the FBI Compact Officer for approval, copying the NIGC ISO ([iso@nigc.gov](mailto:iso@nigc.gov));and complete the required 90-day audit and required certification.

Both the FBI Compact Officer and CJIS Audit staff have informed NIGC that the desire to simplify and unify the outsourcing requirements for non-channelers, channeler, non-criminal justice agencies and criminal justice agencies under the CJIS Security Policy and Outsourcing Standards has lead them to propose changes this year to the committee that drafts policy revisions for Compact Council approval. They anticipate changes may be accepted for review and implementation starting in November of 2020. NIGC will update all parties should any changes be accepted and adopted by the Compact Council affecting how NIGC and TGRAs identify and process requests for outsourcing non-criminal justice administrative functions with non-channelers and any new exemptions.

We have included a link here to the current version (2018) of the Security and Management Control Outsourcing Standard for Non-Channelers for your reference and review: <https://www.fbi.gov/file-repository/compact-council-security-and-management-control-outsourcing-standard-for-non-channelers.pdf/view>

Links to sample request letters and sample contracts for FBI Compact Officer approval can be found in the Outsourcing Agreements section on this page: <https://www.nigc.gov/compliance/CJIS-Training-Materials>

NIGC will continue to assist TGRAs in the implementation of the CJIS Security Policy and other related standard. We welcome your questions about the policy and continued feedback about the implementation process.

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<sup>1</sup> Noncriminal Justice Administrative Functions means the routine noncriminal justice administrative functions relating to the processing of CHRI, including but not limited to: 1. Making fitness determinations/recommendations; 2. Obtaining missing dispositions; 3. Disseminating CHRI as authorized by Federal statute, Federal Executive Order, or State statute approved by the United States Attorney General; and 4. Other authorized activities relating to the general handling, use, and storage of CHRI.