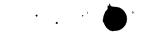
R	EQUEST FOR RECORDS DISPOSI		Y	JOB NUMBER	E BLANK (NAR	
(See instruction on reverse) TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD,COLLEGE PARK, MD 20740-6001			<u> 11-AU-07-5</u> DATE RECEIVED			
			11-06-2006 NOTIFICATION TO AGENCY			
1. FROM (Agency or establishment) U.S. ARMY						
2. MAJ	JOR SUBDIVISION				e with the prov disposition	
	E OF THE ADMINISTRATIVE ASST TO T OR SUBDIVISION	HE SECY OF THE A	RMY	amendments	, is approved ex ked "disposition	cept for items
	MY RECORDS MANAGEMENT & DECLA	ASSIFICATION AGEN	ICY		in column 10.	
4. NAM	IE OF PERSON WITH WHOM TO CONFER	5. TELEPHONE		DATE	ARCHIVIST OF	THE UNITED ST
MRS. V	VERMELL M. MATHIS	(703) 428-6418		7/24/000	Aller We	un tim
of the the Ge DATE	at the records proposed for disposal on agency or will not be needed after the records and the provide of the p	etention periods spe- ision of Title 8 of the is attached; of TATIVE	cified; ar e GAO M or ITLE	d that writt anual for G	en concurren	ce from deral Agenci ested.
7.	Self. Man Res. Alastic			T	GRS OR	10. ACTIO
ITEM NO.	8. DESCRIPTION OF ITEM AND PRO	DPOSED DISPOSITION		SUPE		TAKEN (NA USE ONL)
	SYNCHRONIZED PERSONNEL OPERATIONAL TRACKER (SPOT)					
( v c c	BACKGROUND: The Synchronized Personn (formerly the Support Personnel Deployment I web-access application that establishes compre deployment tracking system containing inform Government to account for contractor individu ongoing contingency operations. The database and real-time accounting and accountability re	Records) is a certified hensive, beginning-to- ation that allows the Fe tals who deploy in supp	end deral ort of			
F in S A A A r c c d d t t t S S	permission at any location with internet access information about contractors, civilians and m of the records are contractors. The prescribin 108-375, HR1815, DoDI 3020.37 (Continuation Services During Crisis), DoDI 3020.41 (Contra- Accompany the U.S. Armed Forces), and Arm Accompanying the Force). The system contain regarding military and civilian employees and ongoing contingency operations for active mili- late of a record is when the individual is deplo- the individual separates from deployed status. Authorization from government organizations used to populate the database. The SPOT is in the Defense Manpower Data Center (DMDC), System-Army (GCSS-A), and Deployed Theat (CONTINUED ON NEXT PAGE)	It has the ability to the ilitary personnel; howe g directives are Public on of Essential Contrac ractor Personnel Author ny Regulation 715-9 (C ns personnel information contractors who are sup tary missions. The beg oved and the ending dat Deployees Orders/Lett and contractor compan- the process of interface of Global Combat Suppo	signed rack ver 95% Law tor rized to ontractors on pporting ginning e is when ters of ies are .ing with rt			

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REC	DUEST FOR RECORDS DISPOSITION AUTHORITY - CONTIN	UATION	JOB NUMBER	· · · · · ·	PAGE 2 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GR SUPERS JOB CIT	SEDED	TAKE	ACTION N (NARA ONLY)
1	<ul> <li>(DTAS), and will create connections with other DoD applications as appropriate, wherein data will be pulled from and pushed to these systems to produce daily reports/outputs. These reports/outputs are produced in Crystal Reports and Excel formats (electronic and hard copy) to respond to queries. Data may be added, updated, and deleted within the system's graphical user interface (GUI), and the social security number is the primary database key/unit. The Database Server Backup Job runs a full back-up every Monday morning with differential backups run every other morning. In addition, a Log Shipping utility runs a full backup once a day and a transaction backup every ten minutes to the failover database server. The proponent is the Army Materiel Command G3. The disposition instructions apply to records in all media and format.</li> <li>Justification for Permanent Retention: Personnel information will be compiled and converted into statistical data to identify trends and determine judgement on claims and lawsuits; and used in research and studies that may prevent or fully support future litigations, contingencies, and the rights and interests of American citizens.</li> <li>NOTE: Use record numbers (RNs) 25-11ll for automated system administrative reports and 25-1nnn for backup files.</li> <li>RN: 715-9a</li> <li>Title: Synchronized Personnel Operational Tracker (SPOT) Master File Authority: TBD</li> <li>Privay Act: A0715-9 DCS,G-4</li> <li>Description: Records include a profile containing name of individual; social security number; home, office, and deployed telephone numbers and e-mail addresses; home address and deployed address, emergency contact name and telephone numbers; contract number and contractor organization name, along with employer's contact name, address, and telephone number; next of kin name, phone and address; air travel itineraries and movements in theater of operations); travel authorization information (e.g., Government orders or letters of authorization); trip dates; deployment proce</li></ul>				

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JOB NUMBER	

PAGE 3 OF

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8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OI SUPERSEDE JOB CITATIO	D TAKEN (	NARA
<ul> <li>RN: 715-9b</li> <li>Title: Synchronized Personnel Operational Tracker (SPOT) Outputs and Reports</li> <li>Authority: TBD</li> <li>Privacy Act: A0715-9 DCS,G-4</li> <li>Description: Daily outputs and reports queried from the database pertaining to contractors and military and civilian employees who have been deployed to support contingency operations.</li> <li>Disposition: Code KN: Keep until no longer needed for conducting business, but not longer than 6 years, then delete.</li> </ul>			
RN: 715-9c Title: Synchronized Personnel Operational Tracker (SPOT) Documentation and Specifications Authority: TBD Privacy Act: NA Description: Documents created to identify, service, interpret, use, and maintain computer systems, user applications, or electronic records. Included are specifications; documentation; user guides; manuals on hardware, network, operating system, and application software; and database specifications, codebooks, and record layouts. Disposition: PERMANENT. Code TEP: Event is when the associated masterfile is retired to the AEA. Keep until event occurs and then retire to the AEA. The AEA will transfer the record to the National Archives when it is 25 years old.			