INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-127-08-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-0127-08-1 / 1900/7/A was superseded by DAA-NU-02015-0001-0032.

	REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-127-08-1*

TO   NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
     WASHINGTON, DC 20408

DATE RECEIVED *3/24/08*

NOTIFICATION TO AGENCY

1   FROM (Agency or establishment)
DEPARTMENT OF THE NAVY

2   MAJOR SUBDIVISION
UNITED STATES MARINE CORPS

3   MINOR SUBDIVISION
ADMINISTRATIVE AND RESOURCES MANAGEMENT DIVISION (ARDB)

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
HELENA A GILBERT *Helena Gilbert 2/20/08*	703-614-1081	3 NOV 11	

6   AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached   page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

[X] is not required,   [ ] is attached, or   [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3-17-08		*Dept of the Navy Director of Records*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	SSIC 1900.7 **INFORMATION SYSTEM DOCUMENTING ENLISTED ADMINISTRATIVE SEPARATIONS** **SEE ATTACHMENT**	N/A	

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

SSIC 1900 GENERAL SEPARATION RECORDS

SSIC's 1900.1 THRU 6 REMAIN UNCHANGED

SSIC 1900.7

7. <u>INFORMATION SYSTEM DOCUMENTING ENLISTED ADMINISTRATIVE SEPARATIONS</u>. This electronic (web based) system is used to process a service member's separation from the military service for all enlisted personnel, Active and Reserve, assigned to Marine Forces Reserve (MARFORRES) commands and units

[NOTE: Includes but not limited to the MARFORRES Marine Corps Enlisted Administrative Separations System (MCEADS).]

    a. Master files consist of information on Enlisted Personnel including but not limited to Name, SSN, Unit, Rank, Date of Rank (DOR), Date of Birth (DOB), Place of Birth (PEDB), Monitoring Unit Code (MCC), Reporting Unit Code and Expiration of Active Service (EAS)

    Temporary. Close completed separation packages annually, destroy/delete when 2 years old or after termination of reserve obligation whichever is earlier.

[Note: Hard Copy Separations Packages are sent to the Marine Corps' Personnel Management Support Branch (MMSB) for inclusion in the service members OMPF. (SSIC 1070.3)]

    b. ~~Input data consist of system uploads from the Marine Corps Total~~ Force System (MCTFS). (Media Neutral)   *GRS 20 2b*

    ~~Destroy/Delete when no longer needed for reference purposes~~.

    c. ~~Output reports include but are not limited to: Reports on separations~~ packages created, pending review, pending SJA Action, pending final action and Total Finalized (Media Neutral)

    (1) Reports created and maintained by MARFORRES

    Destroy/delete when no longer needed for reference purposes   *GRS 20.16*

    (2) Reports created and maintained by MARFORRES Major Subordinate Commands (MSC)

    ~~Destroy/delete when no longer needed for reference purposes~~

MARINE CORPS RECORDS MANAGEMENT PROGRAM
ELECTRONIC RECORDS SERIES AND INFORMATION SYSTEM
NAVMC 11540 (EF) (01-07)

1 SYSTEM TITLE	MARINE CORPS ENLISTED ADMINISTRATIVE SEPARATIONS
2 SYSTEM DESCRIPTION (*IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	Oracle based system for processing administrative separations of enlisted Marines
3 PURPOSE OF SYSTEM (*IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	Purpose of system is to streamline the administrative separations of enlisted Marines via an electronic means It is used throughout Marine Forces Reserve The system supports 187 units throughout the Continental United States
4 SOURCE(S) OF DATA (*IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	Data is pulled from the Marine Corps Total Force System on enlisted Marines that are entered into the system
5 INFORMATION CONTENT (*IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	The system pulls personal information on Marines that are entered into the system such as social security numbers, date of birth, military occupational specialty codes etc

6 SYSTEM OUTPUTS (*INCLUDE FORMAT OF OUTPUT DATA AND SYSTEM HIERARCHY AND IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	The system provides reports on packages created, closed and number of packages pending review/closure	**7 RECOMMENDED DISPOSITION OR AUTHORIZED DISPOSITION** (*IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	*Continued use*
8 HARDWARE AND SOFTWARE ENVIRONMENT (*IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)*	Windows 2000 Professional/XP Professional		
9 RECORD MEDUIM	Server-based, web-based use	**10 VOLUME AND ACCUMULATION**	server-based
PREPARER'S NAME, OFFICE, PHONE NUMBER, AND DATE	Mr Barnabi A Landry Sr,, Systems Administrator, (504) 678-2620 August 13, 2007		

Red 1/7/09