

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-218-06-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-5-2006</i>	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat			
3. MINOR SUBDIVISION Information Mgmt. Div., Records Management Unit		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Maureen Hill	5. TELEPHONE NUMBER 703-697-8898	DATE <i>3/29/06</i>	ARCHIVIST OF THE UNITED STATES <i>Maureen</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now 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 Manual for Guidance of Federal Agencies,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/29/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. Kane</i>		TITLE Chief, Information Management Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Joint Staff Electronic System (see attached - Antiterrorism (AT) Level 1 Training)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>3/29/06 copies sent to Agency, NARA</i>			

Name of the System:

Antiterrorism (AT) Level 1 Training (atlevel1.dtic.mil)

OPR:

J-3, Deputy Directorate for Antiterrorism/Homeland Defense, Antiterrorism/Force Protection Division, CDR Jeff Krusling (703)-614-0083

Description of the System:

The Antiterrorism (AT) Level 1 training is a web-based application developed in accordance with the Department of Defense (DOD) Instruction 2000.16, Antiterrorism Standards. Due to the increased terrorism threat worldwide all DOD employees; contractors and dependants traveling outside the United States are required to take terrorism awareness training. The AT Level 1 training website provides AT Level 1 training. Authorized DOD officials use the system to verify and validate those personnel and dependants traveling overseas have completed the required training. The system tracks individuals by name, last 4 digits of Social Security number, rank/grade, Service, title, position, command and course completion date.

Privacy Act Restrictions:

Yes

Classification:

Unclassified

A. Inputs:

Manual entry of users name (last, first, mi), last 4 digits of SSN, rank/grade, Service, title, position, command and course completion date.

Disposition: **Temporary.** Delete 2 years after course completion date.

B. Master File:

The Defense Technical Information Center (DTIC) maintains the master file/database. Data includes agency identification number, contact information, and course completion date. Data is backed up daily and transferred to tape monthly and annually.

Disposition: **Temporary.** Delete 2 years after course completion date or when no longer needed for reference purposes, whichever is later.

C. Outputs:

Various reports are generated on demand.

Disposition: **Temporary.** Destroy reports when no longer needed for business or reference purposes.

D. Documentation:

Manuals, training materials and other materials describing the technical operation of the AT Level 1 System are supported and maintained by Defense Technical Information Center (DTIC).

Disposition: **Temporary.** Destroy when new release plans are implemented or obsolete.

Electronic Mail and Word Processing System Copies

Electronic Mail and Word Processing System Records. Records created and received on electronic mail and word processing systems, and used to generate a recordkeeping copy. Also includes electronic records maintained for updating, revision or dissemination.

A. Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: **Temporary.** Destroy/delete after recordkeeping copy is generated and placed in a recordkeeping system.

B. Records used for dissemination, revision, or updating.

Disposition: **Temporary.** Destroy/delete when dissemination, revision, or updating is complete.

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