

Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2013-0004
Schedule Status	Approved
Agency or Establishment	Office of the Secretary of Defense
Record Group / Scheduling Group	Records of the Office of the Secretary of Defense
Records Schedule applies to	Major Subdivision
Major Subdivision	Office of the Under Secretary of Defense for Personnel and Readiness
Minor Subdivision	Assistant Secretary of Defense for Health Affairs/TRICARE Management Agency
Schedule Subject	Defense Occupational and Environmental Health Readiness System – Hearing Conservation (DOEHRS-HC)
Internal agency concurrences will be provided	No
Background Information	<p>The TRICARE program is managed by TRICARE Management Activity (TMA) under the authority of the Assistant Secretary of Defense (Health Affairs) TRICARE is a health care program of the United States Department of Defense Military Health System DOEHRS-HC is an information system designed to support personal auditory readiness and help prevent hearing loss through early detection, and monitors hearing readiness and follow-up test requirements DOEHRS-HC collects, maintains, compares and reports hearing readiness, deployment and hearing conservation program data for Department of Defense (DoD) personnel</p> <p>System Interfaces This system does not have any direct interfaces but provides inputs to the Medical Protection System (MEDPROS) via extract downloaded from DOEHRS-HC to MEDPROS</p> <p>Primary Inputs Include but are not limited to</p> <p>PERSONAL IDENTIFICATION DATA Personally identifiable information including Social Security Number, date of birth, first name, middle name, last name, gender, worker type, and DoD Electronic Data Exchange person identifier Also stores unit identification code data and workplace identification code data for processing the hearing test</p> <p>CLINICAL ENCOUNTER DATA Longitudinal personal exposure records including history of pre-deployment, deployment, and post-deployment exposure, protective equipment data, standard threshold</p>

shifts and Occupational Safety and Health Administration reportable hearing loss log.

OCCUPATIONAL AND ENVIRONMENTAL EXPOSURE DATA

Electronic data supporting exposure-based hearing loss screening and surveillance and the use of personal protective equipment, to prevent hearing loss and personnel risk reduction, improve quality of occupational health care and wellness programs for the DoD workforce, and provide timely and efficient access to accurate data for DoD population study, analysis and policy decision making

Outputs Include but are not limited to results of hearing test/ audiogram captured in each service members medical records (DD-2215 and DD-2216) and any applicable referrals Additional ADHOC reports, audits logs (GRS 20 Item 5)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2013-0004

Sequence Number	
1	Defense Occupational and Environmental Health Readiness System – Hearing Conservation (DOEHRS-HC) Master File Disposition Authority Number DAA-0330-2013-0004-0001

Records Schedule Items

Sequence Number															
1	<p>Defense Occupational and Environmental Health Readiness System – Hearing Conservation (DOEHRS-HC) Master File</p> <p>Disposition Authority Number DAA-0330-2013-0004-0001</p> <p>DOEHRS-HC collects, maintains, compares and reports hearing readiness, deployment and hearing conservation program data for Department of Defense (DoD) Military and Civilian personnel. The master file includes but is not limited to the following information: personally identifiable information including social security number, date of birth, first name, middle name, last name, gender, worker type, hearing loss screening and surveillance data, and personal protective equipment used, and related information.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cut off annually</td></tr><tr><td>Retention Period</td><td>Destroy 30 year(s) after the separation/retirement of the service member or termination/retirement civilian personnel</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Cutoff Instruction	Cut off annually	Retention Period	Destroy 30 year(s) after the separation/retirement of the service member or termination/retirement civilian personnel	GAO Approval	Not Required
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GAO Approval	Not Required														

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
01/04/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/15/2013	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist