

Request for Records Disposition Authority

| Records Schedule Number | DAA-0330-2015-0008 | | |
|---|--|---------------------------------------|---------------------------------------|
| 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 | Agency-wide | | |
| Schedule Subject | Department of Defense Medical Examination Review Board System (DoDMERBS) | | |
| Internal agency concurrences will be provided | No | | |
| Background Information | The Department of Defense Medical Examination Review Board (DoDMERB) is the Department of Defense (DoD) agency responsible for the determination of medical acceptability of applicants for appointment to any of the five (5) United States Service Academies, the Uniformed Services University of the Health Sciences (USUHS) Reserve Officer Training Corps (ROTC) Scholarship Programs of the United States Armed Forces, and other programs as directed by ASD-Health Affairs. | | |
| 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0330-2015-0008

Sequence Number

| | |
|-----|--|
| 1 | Department of Defense Medical Examination Review System (DoDMERBS) |
| 1.1 | Department of Defense Medical Examination Review Board System (DoDMERB S) Master Files Disposition Authority Number: DAA-0330-2015-0008-0001 |

Records Schedule Items

| Sequence Number | | | | | | | | | | | | | | | | | |
|---|--|-------------------|-----------|-------------|--------|-----------------------------|-----|---|----|--------------------------------|--|--------------------|------------------|------------------|--|-------------------------------|--|
| 1 | <p>Department of Defense Medical Examination Review System (DoDMERBS) The DoDMERBS acts as a central repository and tracking system for all initial physical examinations and supporting documents for most officer accessions in all branches of the Armed Services. The DoDMERBS system supports contract and DoD medical and para-professional personnel to store, track, and communicate on status and flow of physical examinations and medical waivers. PRIMARY INPUTS include Name, SSN, rank, branch, DOB, Report of the Medical Examination, Report of Medical History, Report of Dental Examination, to include dental x-rays and any associated civilian forms, medical tests that have been accomplished such as labs, radiographs, EKGs, Spirometry, consult reports, etc.; personal correspondence between the DoDMERB and the applicant, parents/guardian concerning the applicant's medical history or qualification status, OUTPUTS: Ad-hoc reports and metrics records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Including but not limited to: Application Medical Qualification Status to Agency, Final medical qualification letters to Applicants; Demographic updates and Application Communications w/ Applicant)</p> | | | | | | | | | | | | | | | | |
| 1.1 | <p>Department of Defense Medical Examination Review Board System (DoDMERBS) Master Files</p> <p>Disposition Authority Number DAA-0330-2015-0008-0001</p> <p>The Masterfile includes but is not limited to personal data such as Name, SSN, rank, branch, DOB Report of the Medical Examination, Report of Medical History, Report of Dental Examination, to include dental x-rays and any associated civilian forms, medical tests that have been accomplished such as labs and radiographs.</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><tr><td colspan="2">Disposition Instruction</td></tr><tr><td>Cutoff Instruction</td><td>Cut off annually</td></tr><tr><td>Retention Period</td><td>Destroy 10 year(s) after the separation/retirement of the service member or civilian personnel</td></tr><tr><td colspan="2">Additional Information</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 | Disposition Instruction | | Cutoff Instruction | Cut off annually | Retention Period | Destroy 10 year(s) after the separation/retirement of the service member or civilian personnel | Additional Information | |
| 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 | | | | | | | | | | | | | | | | |
| Disposition Instruction | | | | | | | | | | | | | | | | | |
| Cutoff Instruction | Cut off annually | | | | | | | | | | | | | | | | |
| Retention Period | Destroy 10 year(s) after the separation/retirement of the service member or civilian personnel | | | | | | | | | | | | | | | | |
| Additional Information | | | | | | | | | | | | | | | | | |

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 |
|------------|------------------------|------------------|---|--|
| 11/25/2015 | Certify | Luz Ortiz | OSD Records Manager | Department of Defense - Office of the Secretary of Defense |
| 05/03/2016 | Submit for Concurrence | Mark Ferguson | Appraiser | National Archives and Records Administration - Records Management Services |
| 05/09/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 05/09/2016 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 05/11/2016 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |