REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)	
			JOB NUMBER	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001			Date Received  N1-330-10- 2	
1 FROM (Agency or establishment)			NOTIFICATION TO AGENCY	
DEPARTMENT OF DEFENSE				
2 MAJOR SUB DIVISION OFFICE OF THE SECRETARY OF DEFENSE			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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION WASHINGTON HEADQUARTERS STAFF, RECORDS AND DECLASS DIV				
4 NAME OF PERSON WITH WHOM TO CONFER 5		5 TELEPHONE	DATE ARCHIVIST	OF THE LINITED STATES
RONALD MCCULLY		703-588-6835	131/2 10 De	
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 attachedpage(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,				
	x is not required	is attached; or	has been reques	sted
DATE	SIGNATURE OF AGENCY REPRES	ENTATIVE	TITLE	
FEB1, 2010	ROBERT STORER Policy &	M.	CHIEF, RECORDS AND	DECLASSIFICATION DIVISON
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPO	OSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
See attached sheets				
ITEM 1	THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) ALLOWS DOD PERSONNAL TO ACCESS AND MANAGE THEIR INDIVIDUAL PERSONNEL RECORDS		N/A	
	SEE ATTACHMENT			

SF 115 Submission for scheduling with National Archives and Records Administration (NARA):

OFFICE OF THE UNDER SECRETARY OF DEFENSE, PERSONNEL AND READINESS (OUSD (P&R)), CIVILIAN PERSONNEL MANAGEMENT SERVICES, HUMAN RESOURCES BUSINESS, INFORMATION, AND TECHNOLOGY SOLUTIONS DIVISION

BACKGROUND: The Defense Civilian Personnel Data System (DCPDS) provides Human Resources (HR) information for the Department of Defense (DoD) civilian workforce worldwide. DCPDS is used to manage and maintain HR and personnel records for all civilian employees; process personnel actions; and manage personnel performance activities.

Inputs: Include but are not limited to system interfaces for payroll information from the Defense Civilian Pay System (DCPS) and DoD Component systems such as NAF-AF PAYREV (Air Force); applicant data via Resumix; training information from TRAIN; and security information via the Joint Personnel Adjudication System (JPAS) (GRS 20 item 2c).

Outputs: Include but are not limited to Notification of Personnel Actions (SF-50) as required (GRS-20 item 16). System output interfaces include but are limited to DoD component systems such as the Defense Manpower Data Center (DMDC) N1-330-03-1, Defense Eligibility Enrollment Reporting System (DEERS) (NC1-330-90-5) and Joint Personnel Adjudication System (JPAS) (unscheduled).

**System documentation** will be kept in accordance with GRS 20, Item 11(a)(1).

FILE NUMBER: To be determined.

FILE TITLE: Defense Civilian Personnel Data System (DCPDS)

FILE DESCRIPTION: The system contains position and control information; position description identifiers; personnel data and projected suspense information for personnel actions; DoD job experience, education, and training; pay data; performance plans, appraisals, closeouts and ratings; professional certificate data; license data; awards information; separation and retirement data; security clearance level data; adverse and disciplinary action data.

**DISPOSITION:** Temporary. Destroy inactive personnel records when 25 years old.

PRIVACY ACT: DPR 34