

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-330-11-5</i>	
1 FROM (Agency or establishment) OFFICE OF THE SECRETARY OF DEFENSE		DATE RECEIVED <i>6/7/11</i>	
2 MAJOR SUBDIVISION WASHINGTON HEADQUARTERS SERVICES EXECUTIVE SERVICES DIR		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION RECORDS AND DECLASSIFICATION DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER RONALD MCCULLY	5 TELEPHONE 703-588-6835	DATE <i>27 Aug 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**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 Manual for Guidance of Federal Agencies.

is not required  is attached or  has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tian H. [Signature]</i>	TITLE <i>OSD Records Manager</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR PERSONNEL &amp; READINESS (OUSD(P&amp;R)), DEFENSE HUMAN RESOURCES ACTIVITY (DHRA), DEPARTMENT OF DEFENSE MANPOWER DATA CENTER (DMDC)</p> <p>Armed Services Military Accession Testing Masterfile</p> <p>See Attached for background and file description</p>	N/A	

**SF 115 Requests for Records Disposition Authority with National Archives and Records Administration (NARA):**

**OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR PERSONNEL & READINESS (OUSD) (P&R), DEFENSE HUMAN RESOURCES ACTIVITY (DHRA), DEPARTMENT OF DEFENSE MANPOWER DATA CENTER (DMDC)**

**BACKGROUND:** The Armed Services Military Accession Testing System is under the purview of the DHRA, DMDC. The system establishes eligibility for enlistment, verifies enlistment and placement scores, verifies retest eligibility, and provides aptitude test scores as an element of career guidance to participants in the DoD Student Testing Program. The data is also used for research, marketing evaluation, assessment of manpower trends and characteristics, and related statistical studies and reports. The data is used on a continuing basis for the purpose of regeneration of scores and reclassification, score quality evaluation, and miscellaneous research activities. The system contains copies of test source materials. Master copies of test booklets are maintained in the ASVAB Master Test File, which will be submitted separately.

This applies to high school, college, National Civilian Community Corps, and vocational students who have participated in the DoD Student Testing Program (STP), as well as civilian applicants to the military services and active duty Service members.

**Inputs** include but are not limited Individual's name, Social Security Number, address, telephone number, date of birth, sex, ethnic group identification, educational grade, rank, booklet number of ASVAB test, test date, individual's plans after graduation, and individual item responses to ASVAB subtests, and test scores. Test source materials will be destroyed when no longer needed for reference purposes in accordance with GRS 20 Item 2c.

**System interfaces** include but are not limited to the DOD Military Services personnel systems (EMPRS, MCTFS etc.) and MEPCOM system. The DMDC database (N1-330-03-1) is the archive of the Service personnel systems and also collects the test scores (GRS 20 Item 2c).

**Outputs** include but are not limited to research, marketing evaluation, assessment of manpower trends and characteristics, and related statistical studies and reports. The statistical studies and reports are for use by the OUSD (P&R) in policy and decision making. The primary use of the data is for development of new test materials (GRS 20 Item 5).

**FILE NUMBER:** To be determined

**FILE TITLE:** Armed Services Military Accession Testing Masterfile

**FILE DESCRIPTION:** System containing data of the Armed Services Vocational Aptitude Battery (ASVAB), test administered to individuals to establish eligibility for enlistment, verify enlistment and placement scores, verify retest eligibility, and provide aptitude test scores as an element of career guidance. To include those who subsequently enlisted and those who did not. Master file consist of individual's name, Social Security Number, address, telephone number, date of birth, sex, ethnic group identification, educational grade, rank, booklet number of

ASVAB test, test date, individual's plans after graduation, and individual item responses to ASVAB subtests, and test scores

**DISPOSITION: TEMPORARY** Destroy/Delete when 50 years old Close all files annually Test results of other than High School student records are de-identified when 10 years old and destroyed annually when 50 years old Test results from High School students will be de-identified within 6 months of receipt and are destroyed annually when 50 years old

**PRIVACY ACT: DMDC 15**