

### Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2017-0011  
Schedule Status                Approved

Agency or Establishment      Defense Logistics Agency  
Record Group / Scheduling Group   Records of the Defense Logistics Agency  
Records Schedule applies to    Agency-wide  
Schedule Subject                Electronic Information System (EIS) - Fuels Manager Defense (FMD)  
   – is DLA Energy’s Inventory System of Record and Accountable  
   Property System

Internal agency concurrences will be provided      No

Background Information                FMD is used for management of all base level DLA capitalized fuel operations to include: Airfield Management, Quality Assurance, Quality Surveillance, Accounting, and Inventory Management and the business processes that support those operations.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2017-0011

Sequence Number	
1	Fuels Manager Defense (FMD).
1.1	FMD Master File Disposition Authority Number: DAA-0361-2017-0011-0001
1.2	FMD Outputs. Disposition Authority Number: DAA-0361-2017-0011-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Fuels Manager Defense (FMD).</b> FMD is divided into a base level and enterprise level application that are synchronized at various intervals. FMD is used for management of all base level DLA capitalized fuel operations to include: Airfield Management, Quality Assurance, Quality Surveillance, Accounting, and Inventory Management and the business processes that support those operations. It is comprised of many different modules that together form a portfolio of tools used to implement end to end Agency business processes. FMD supports broad Agency functions including Finance, Planning, Procurement, Retail, Order Fulfillment, Real Property, and Technical Quality. FMD modules include, but are not limited to: Data Warehouse, Dispatch, Quality, Maintenance, Equipment, Personnel, Training, Accounting and Inventory Management.</p>				
1.1	<p><b>FMD Master File</b> Disposition Authority Number      <b>DAA-0361-2017-0011-0001</b></p> <p>DLA capitalized fuel transaction data reported from all remote DFSPs worldwide that monitor, track issue, receive and store DLA WCF fuel for the DoD. Individual DFSPs depending on operational requirements will either enter transactional information directly into the FMD Enterprise system of record (Small/Medium DFSPs) daily. Larger operational DFSPs will import complete transactional files into the FMD Enterprise system of record daily. FMD does not save superseded information as this is a transactional system any updates done with save information is completed per required billing information changes from the financial system of record that validates transactional processing downstream of FMD Enterprise once validated individual records are complete. Does not contain Microdata. Does not contain summary data.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8120.48.02</td> <td style="text-align: center;">DLA Records Schedule</td> </tr> </tbody> </table>	Manual Citation	Manual Title	8120.48.02	DLA Records Schedule
Manual Citation	Manual Title				
8120.48.02	DLA Records Schedule				

1.2

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of Fiscal Year.  
Retention Period                        Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

**FMD Outputs.**

Disposition Authority Number        DAA-0361-2017-0011-0002

The principle products of the information system is source fuel transactional data by transaction type both input directly and uploaded as stated in 5C for transactional validation and processing to the financial system of record. All source data is contained within the FMD Enterprise system of record. Transactional processing is a daily continuous process as the Enterprise system supports over 600+ remote locations. Once transactional data is input or uploaded into FMD a individuals separate record (IDOC) record per transaction type is generated from the source record and sent to the financial system of record for validation and financial billing. Transaction validation failures are returned individually to the FMD Enterprise system for correction and resubmission until correct and complete

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?        Yes

Do any of the records covered by this item exist as structured electronic data?                            Yes

Manual Citation	Manual Title
8120.48.03	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction                        Cutoff at end of FY  
Retention Period                        Destroy 3 year(s) after cutoff

**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
08/31/2017	Certify	Cecilla Wiker	Records Manager	Information Operations - Document Services
11/27/2017	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist