

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Defense Logistics Agency	
2. MAJOR SUBDIVISION DLA Administrative Support Center	
3. MINOR SUBDIVISION Office of the Headquarters Complex Commandant	
4. NAME OF PERSON WITH WHOM TO CONFER Judith S. Saulnier	5. TELEPHONE 703-767-1268

LEAVE BLANK (NARA use only) x	
JOB NUMBER	11-361-98-1
DATE RECEIVED	9-30-97
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
6-6-01	<i>[Signature]</i>

6. 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 attached 3 page(s) are not now 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 9/24/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen Easterly</i> ALLEN EASTERLY	TITLE DLA Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Disposition authority is requested for the following <sup>NEW</sup> Defense Manpower Data Center databases to be added to the Defense Logistics Agency's records schedule, DLAI 5015.1, Files Maintenance and Disposition. <i>See attached schedule.</i> <del>284.40L(1) Defense Outreach Referral System (DORS). Records of current and former Defense military and civilian personnel and their spouses; U.S. Coast Guard personnel and their spouses; and participating Federal department's and/or agencies' civilian employees and their spouses who have applied to take part in this job placement program. It is used to provide prospective employers with a centralized system for locating potential employees. (Permanent. Maintain on-line for 5 years. Transfer to the National Archives in accordance with 36 CFR 1228.188 when no longer required for system operation.)</del> <del>284.40L(2) Noncombatant Evacuation and Repatriation Data Base. Records of all noncombatant evacuees including service members and dependents, DoD and non-DoD employees and dependents, U.S. residents abroad, foreign nationals and corporate employees and dependents. It is used to account for individuals who have been evacuated from emergency situations in foreign countries. (Permanent. Maintain on line for 1 year. Transfer to the National Archives in accordance with 36 CFR 1228.188 when no longer required for system operation.)</del>		

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284.40L(1) Defense Outreach Referral System (DORS). Records of current and former Defense military and civilian personnel and their spouses; U.S. Coast Guard personnel and their spouses; and participating Federal departments' and/or agencies' civilian employees and their spouses who have applied to take part in this job placement program. It is used to provide prospective employers with a centralized system for locating potential employees. (Delete when 5 years old or when no longer needed for operational purposes, whichever is later.)

284.40L(2) Noncombatant Evacuation and Repatriation Data Base. Records of all noncombatant evacuees including service members and dependents, DoD and non-DoD employees and dependents, U.S. residents abroad, foreign nationals and corporate employees and dependents. It is used to account for individuals who have been evacuated from emergency situations in foreign countries. (Maintain on-line for 1 year.)

- a. Inputs/Source Records. (Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later.  
Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC data bases.)
- b. Master File. (PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.)
- c. Outputs. Summary reports (electronic or paper). (Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.)
- d. System Documentation. Codebooks, record layouts, and other system documentation. (PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

284.40L(3) Joint Duty Assignment Management Information System. Records of all active duty officers who are serving or have served in billets designated as joint duty assignment positions; are attending or have completed joint professional military education schools; are joint specialty officers or nominees. It is used to monitor Joint Duty Assignment positions and personnel and to report to Congress. (Delete when 5 years old or when no longer needed for operational purposes, whichever is later.)

284.40L(4) Defense Manpower Data Center Data Base. All personnel/employment/pay records of DoD military and civilian employees, all Federal Civil Service employees, and some civilian agencies. It is used to provide a centralized system within the Department of Defense to assess manpower trends, support personnel functions, perform longitudinal statistical analyses, conduct scientific studies or medical follow-up programs and other related studies/analyses.

284.40L(4)a. U.S. Postal Service records. (Delete after computer matching program results are verified.)

284.40L(4)b. All others.

- ((1)) Inputs/Source Records. (Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later.  
Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC data bases.)
- ((2)) Master File. (PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

((3)) Outputs. Summary reports (electronic or paper). (Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.)

((4)) System Documentation. Codebooks, record layouts, and other system documentation. (PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

284.40L(5) Federal Creditor Agency Debt Collection Data Base. Records of individuals identified by Federal creditor agencies as delinquent in repayment of debts owed to the U.S. Government. Includes DoD active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees. It is used to assist and implement debt collection efforts by Federal creditor agencies. (Delete 6 months after each match cycle.)

284.40L(6) Defense Incident-Based Reporting System (DIBRS). Records of active duty military (including Coast Guard) and civilian personnel apprehended or detained for criminal and specified other non-criminal incidents. It is used to satisfy statutory and regulatory reporting requirements.

- a. Inputs/Source Records. (Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC data bases.)
- b. Master File. (PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.)
- c. Outputs. Summary reports (electronic or paper). (Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.)
- d. System Documentation. Codebooks, record layouts, and other system documentation. (PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

284.40L(7) Reenlistment Eligible File (RECRUIT). Records of former enlisted personnel of the military services who separated from active duty since 1971. It is used to assist recruiters in re-enlisting prior service personnel. (Delete when superseded or when no longer needed for operational purposes, whichever is later.)

284.40L(8) Survey and Census Data Base. Records of census forms completed by military members and civilians and all persons eligible for DoD benefits. It is used for policy planning purposes, manpower and benefits research, and other manpower research activities.

284.40L(8)a. Computer records.

((1)) Inputs/Source Records. See disposition instructions under FN 284.40L(8)b.

((2)) Master File. (PERMANENT. Transfer on completion of the report to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

((3)) Outputs. Summary reports (electronic or paper). (Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring

creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.)

((4)) System Documentation. Codebooks, record layouts, and other system documentation. (PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

284.40L(8)b. Survey questionnaires and census forms. (Destroy after computer records have been created and validated.)

284.40L(9) Defense Enrollment/Eligibility Reporting System (DEERS), also known as the Defense Eligibility Reporting System (DERS). A centralized personnel data system used to provide timely and accurate information on those persons eligible for prescribed medical, dental, life insurance, and GI bill benefits and entitlements and to prevent and detect fraud and abuse in the distribution of such benefits and entitlements. It is also used to conduct studies and analyses. (Maintain individual records on-line for 2 years after termination of eligibility.)

- a. Inputs/Source Records. (Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC data bases.)
- b. Master File. (PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.)
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- d. System Documentation. Codebooks, record layouts, and other system documentation. (PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.)

~~284.40L(10) Defense Debt Collection Data Base. This item has been withdrawn because the records now fall under the purview of the Defense Finance and Accounting Service (DFAS).~~

Withdrawn

~~284.40L(11) Unit Identification Code (UIC) Standard Address File. Mailing addresses of all Defense units and organizations listed by UIC in the Unit Master File. The address file is used to get a mailing address for a specific UIC. (Maintain current file on-line. Update individual records upon submission from component. Delete when superseded or when no longer needed for operational purposes, whichever is later.) This item has been withdrawn because the file is an integral part of the Unit Master File (UMF), which is proposed for permanent retention as part of the DMDC Data Base under FN 284.40L(4)b.~~

Withdrawn

~~284.40L(3) Joint Duty Assignment Management Information System. Records of all active duty officers who are serving or have served in billets designated as joint duty assignment positions; are attending or have completed joint professional military education schools; are joint specialty officers or nominees. It is used to monitor Joint Duty Assignment positions and personnel and to report to Congress. (Permanent. Transfer to the National Archives in accordance with 36 CFR 1228.188 when no longer required for system operation.)~~

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~~b. All others. (Permanent. Transfer to the National Archives in accordance with 36 CFR 1228.188 when no longer required for system operation.)~~

~~284.40L(5) Federal Creditor Agency Debt Collection Data Base. Records of individuals identified by Federal creditor agencies as delinquent in repayment of debts owed to the U.S. Government. Includes DoD active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees. It is used to assist and implement debt collection efforts by Federal creditor agencies. (Erase 6 months after each match cycle.)~~

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~~284.40L(8) Survey and Census Data Base. Records of~~

Superseded by 2-14-2001 Version

284.40L(8) Survey and Census Data Base. Records of census forms completed by military members and civilians and all persons eligible for DoD benefits. It is used for policy planning purposes, manpower and benefits research, and other manpower research activities.

a. Computer records. (Permanent. Transfer to the National Archives in accordance with 36 CFR 1228.188 when no longer required for system operation.)

b. Survey questionnaires and census forms. (Destroy after computer records have been created and validated.)

284.40L(9) Defense Enrollment/Eligibility Reporting system (DEERS). Records of all eligible individuals enrolled in the DEERS. It is used for determining eligibility to receive health care benefits under the Uniformed Health Services Delivery System and CHAMPUS and to provide information for ID card issuance. (Maintain individual records on-line for 2 years after termination of eligibility. Destroy after 20 years.)

284.40L(10) Defense Debt Collection Data Base. Records of all military service members and reserve components, retired military personnel and survivors and deceased military personnel, Federal civilian employees, and contractors who have been identified as being indebted to the United States Government. It is used to provide the DoD with a central record of all debts and debtors either under current or past financial obligation to the Government to control and report on the debt collection process. (Delete individual records 3 years after final payment or termination of debt.)

Withdrawn per  
Allen Easterly's  
3-28-2000 email.

284.40L(11) Unit Identification Code (UIC) Standard Address File. Mailing addresses of all Defense units and organizations listed by UIC in the Unit Master File. The address file is used to get a mailing address for a specific UIC. (Maintain current file online. Update individual records upon submission from component. Destroy when no longer needed.)

[Replacement page transmitted by Judith Sawlner,  
1-29-1998]

Superseded by 2/14/2001 Version

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See replacement page

Superseded