REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-374-09-_6_
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9/29/09
1 FROM (Agency or establishment) Defense Threat Reduction Agency	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Business Enterprise (BE)	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Financial Services Branch (BE-BFKF)	

4 NAME OF PERSON WITH WHOM TO CONFER Dorothelia (DeeDee) Byrd	5 TELEPHONE NUMBER 703-767-5089	DATE 31 Jul 2012	ARCHIVIST OF THE UNITED STATES

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 this page are not needed now for the business for 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 requested

DATE 7/28/09	SIGNATURE OF AGENCY REPRESENTATIVE _Dorothelia Byrd_	TITLE Records Officer, Chief of Information Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Centralized Accounting and Financial Resources Management System (CFRMS) Series – See Attached		

115-109   PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228

CAFRMS Records

Background

The Centralized Accounting and Financial Resources Management System (CAFRMS) is the DTRA internal financial management system The system provides a centralized, real time data source for accounting, budget and programming functions It is the on-line interactive Resource Management and General Fund Accounting system for DTRA and its legacy agencies, DSWA (DNA) and OSIA.

CAFRMS provides control of all appropriated funds including reimbursable and direct citation (cite) funds issued to the agency CAFRMS uses a real time transaction based General ledger (DoD Version) for both Proprietary and Budgetary account The real tine data in CAFRMS is used to create useful financial information that meets both internal and external reporting requirements CAFRMS is also tied to DTRA's manpower system, MOMs

There are approximately 250 CAFRMS users with about 80 having processing capabilities The system is accessed through an emulator program called RUMBA CAFRMS has a robust internal security module with multiple settings for every transaction code and screen User activity can be controlled and specific access assigned

The accounting side of CAFRMS stores records based upon the Control Number and Fiscal Year (FY) A Control Number is a CAFRMS unique 10 digit number The budget side uses a Resource Management Code string (RMC String) which includes Facility, FY, APE, DRC, RCC, Project, Task, and Work Unit

Centralized Accounting and Financial Resources Management System (CAFRMS)
File Number 302 07 (Based on DTRA 5015 2)

~~**Item 1a. Inputs**~~

Inputs to CAFRMS are electronic in source and include reservation of funds, commitment transactions, obligation transactions, accrued expenditures, order billings and collections, allocations and allotments and disbursement transactions

Disposition Temporary Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as ~~backup to, a master file or database, whichever is later (GRS 20, Item 2b)~~

Item 1b. Master File

Records of CAFRMS in the areas of accounting, budget and programming

There are multiple modules in CAFRMS, including

RE-Reservations A Reservation is an informal reservation of funds entered prior to the Commitments stage in the accounting cycle It serves as the link between the budget and accounting processes Control numbers are entered into the accounting cycle at this stage Reservations are entered into the system by Resource Managers or Budget Analysts. You must have a reservation transaction prior to any Commitment, Obligation, Accrued Expenditure or Disbursement transaction There are no General ledger transactions for a Reservation transaction

CM-Commitments Commitment transactions are posted in this module Processing is done by Block Tickets A Commitment transaction requires a previous reservation of funds These transactions do generate General Ledger transactions Commitments are generally entered into the system by Resources Managers or Budget Analysts

OB-Obligations Obligation transactions are posted in this module Processing is done by Block Ticket An Obligation transaction requires a previous reservation of funds These transactions do generate General Ledger transactions Obligations are entered into the system by Accounting personnel The Obligation Document Number is finalized in this stage as well as the Performer code (Provider of goods/services) and Obligation Document Type This information is critical to the processing of future Accrued Expenditures and Disbursements transactions and to Managerial Accounting and reporting

AE-Accrued Expenditures Accrued Expenditures transactions are posted in this module Processing is done by Block Ticket. An Accrued Expenditure transaction requires a previous reservation of funds These transactions do generate General Ledger transactions Accrued Expenditures are entered into the system by Accounting personnel This stage is very important in the General Ledger, Expenses, Accounts payable and Receivable, and Earnings are posted during Accrual transactions

DB-Disbursements Disbursement transactions are posted in this module including For-Self and Transactions By-others Processing is done by Block Ticket A disbursement transaction requires a previous reservation of funds These transactions do generate General ledger transactions Cash Balancing is maintained in this module Disbursements are entered into the system by Accounting personnel

PA-Headquarter Payroll DTRA uses this module to process the bi-weekly Civilian Payroll via the DCPS Gross Pay file The Gross Pay file is downloaded from DFAS and uploaded into CAFRMS Using its connection to DTRA's Manpower system MOMS, costing information is generated and Disbursements and Accrued Expenditure transactions are posted via batch processing

FR-Fund Receipts Module. Fund Receipt module covers the processes of receiving and recording funding and funding authority for the Agency This includes Allocations and allotments (via FADs), as well as Reimbursable and Direct Cite customer orders received by DTRA (via MIPRs) Funding structure is established This module does generate General Ledger transactions

OR- Orders Earned, billed and collected Module The status of Reimbursable Customer Orders are tracked in this module Customer Ordering billings and collections are generated and processed Separate For-Self and Transaction by Others functions

GL-General Ledger Module This module allows for manual General ledger Journal Voucher adjustments, and live GL account balance information End of Month and Year Period End closing entries are initiated in this module

SU-Suspense Module The suspense module allows for processing of suspense transactions Suspense transactions are created in an Obligation, Accrued Expenditures or Disbursement/Collection block The suspense account acts as a temporary storage point while resolving funding or posting issues

PB-Program and Budget Module The Program and Budget Module provides for he construction of the Agency's financial plan by entering, storing, controlling and reporting the Resource Management Codes (RMC) and qualitative data needed for the plan These records are referred to as individual Work Units and are the lowest level of budget records The RB area is used by Budgeting and Resource Managers

TA-Targeting Module Targeting is the process thorough which spending guideline amounts are set for use by Responsibility Cost Center (RCC) and other managers during budget execution Targets indicate the amount budgeted for the RCC for spending on its tasks and expense categories The Targeting Module is used by Budgeting and Resource Managers

RT- Reporting Module The Reporting Module provides access to generating reports that allow the Agency to monitor fund execution Reports can be run on demand or batch processed overnight There are approximately 100 reports and batch programs Online capabilities are provided to review individual control numbers and transaction histories This module is used by all user types

Disposition Temporary Cut off annually at end of fiscal year Destroy 6 years and 3 months after cutoff or when no longer needed for Agency business

Item 1e. Outputs

The outputs to CAFRMS include reports on tracking, transactions and appropriate funds

Disposition Temporary Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the

~~printouts do not contain substantive information, such as substantive annotations, that is~~ not included in the electronic records (GRS 20, Item 16)

Item 1d. Documentation

The system documentation disposition is covered under GRS 20, item 11a(2) and includes data systems specifications, file specifications, codebooks, record layout, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records

Disposition Temporary Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is ~~needed to protect legal rights, whichever is later (GRS 20, Item 11a(1))~~