Agencies are reminded that NARA reserves the right to review agency email practices and records. Pursuant to 36 CFR 1239.20, NARA may undertake an inspection involving high risk to significant records. Problems may be identified through a risk assessment or through other means, such as reports in the media, Congressional inquiries, allegations of unauthorized destruction, reports issued by the GAO or an agency's Inspector General, or observations by NARA staff members.

VERIFICATION FOR IMPLEMENTING GRS 6.1: EMAIL MANAGED UNDER A CAPSTONE APPROACH

SECTION A: Agency and Scope Information

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) selection of which GRS 6.1 items the agency is proposing to use; and 4) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each is required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group number will require a separate form.

Name of Agency to Which this Form Applies:	The Department of the Army (Secretariat)
Record Group Number:	0335

** *Please spell out full agency name. Please do not use acronyms.*

Is this form superseding a previous submission?   ☐ YES   ☒ NO

If yes, provide previous tracking number assigned by NARA: [ ]

GRS 6.1 item(s) proposed for use: ☐ ALL   ☒ ITEM 010   ☐ ITEM 011   ☐ ITEM 012

Implementation scope for this submission: ☐ Agency-Wide   ☒ Component/Office (explain in additional scope comments)

Additional Scope Comments. If applicable, please include in this section any other RGs for which your agency is submitting a separate form (for example, "The department will also be submitting forms for the following additional components: [list of components, with their record group number]." NOTE: if an agency did not check "all" under the "GRS 6.1 item(s) proposed for use" section, please summarize how other email is to be managed.

Army Corps of Engineers, RG 77, Office of the Surgeon General RG 112, Army Staff RG 319, Army Special Operations Command RG 338, Army Space & Missile Defense Command RG 338, Army Surface Deployment & Distribution Command RG 338, US Army South RG 338, US Army North/5th Army RG 338, US Army Central RG 338, US Army Africa RG 338, Army Materiel Command RG 544, US Army Europe RG 549, US Army Pacific RG 550, Army Forces Command RG 555.
Other emails will be managed using standard Records Management practices based on content of the email. They will be placed into electronic folders in the Army Records Information Management System (ARIMS). Army is also pursuing other automated records management solutions with DOD and other DOD Components for use in automated processing of all electronic records.

** Note: Box will expand to accommodate text.

Legacy Email Scope. Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email below (for example, "no legacy email exists for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption" or "agency will be including legacy email for all items being used, dating back to approximately 2010.")

Agency will be including legacy email dating back to 2013, as the email journaling policy defined in the Army Regulation 25-400-2 Army Records Information Management System in place prior to Capstone.

** Note: Box will expand to accommodate text.

Capstone Officials and Classified Accounts. Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? NOTE: This information will be used by NARA for transfer planning purposes. ☒ YES ☐ NO

URL to Agency Organization Chart (If not available online, please attach with your submission. NARA reserves the right to request additional information to facilitate review):

http://www.army.mil/info/organization/unitsandcommands/commandstructure/ and attached/updated HQDA, OSA, and Principal Officials organization charts.

** Note: Box will expand to accommodate text.

Contact Information for Agency Records Officer (Name, Email, and Phone):

Anthony D. Crawley-Gibson, Anthony.d.crawley-gibson.civ@mail.mil, 703-428-6464

** Note: Box will expand to accommodate text.

Whom should NARA contact if there are any questions about this form, or the information contained within? (Name, Email, and Phone). NOTE: *only complete if different from above.*

Anthony D. Crawley-Gibson, Chief, Records Management Division, Anthony.d.crawley-gibson.civ@mail.mil, 703-428-6464

** Note: Box will expand to accommodate text.

SECTION B: List of Capstone Accounts (GRS 6.1, item 010)

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

The number of accounts is an estimate of the number of accounts affiliated with an entry. For example, the head of the agency may be one Executive Director who utilizes two (2) different accounts to conduct business. In this case the entry would be "Executive Director" and the number of accounts would be "2."

Some agencies may not have any positions for certain categories. Please explain why under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the corresponding FAQ #6, and the definitions provided within each category below for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list.

NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names or email addresses (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent. The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as "Archivist of the United States"). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple email accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

POSITION TITLE / ROLE	# of Accounts
Add Row / Remove Last Row — Secretary of the Army	1
(total number of accounts for this category; this number will auto-populate)	1

Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s). Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as "Associate." The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

POSITION TITLE / ROLE	# of Accounts
Add Row / Remove Last Row — Under Secretary of the Army/Chief Management Officer	1
Add Row / Remove Last Row — Assistant Secretary of the Army for Civil Works	1

Add Row	Remove Last Row	Assistant Secretary of the Army for Installations, Energy & Environment	1
Add Row	Remove Last Row	Assistant Secretary of the Army for Acquisition, Logistics & Technology	1
Add Row	Remove Last Row	Assistant Secretary of the Army for Manpower & Reserve Affairs	1
Add Row	Remove Last Row	Assistant Secretary of the Army for Financial Management & Comptroller)	1
	(total number of accounts for this category; this number will auto-populate)		6

Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s). Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. ***If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Deputy Under Secretary of the Army	2
Add Row	Remove Last Row	Principal Deputy Assistant Secretary of the Army for Civil Works	1
Add Row	Remove Last Row	Principal Deputy Assistant Secretary of the Army for Installations, Energy & Environment	1
Add Row	Remove Last Row	Principal Deputy Assistant Secretary of the Army for Acquisition, Logistics & Technology	2
Add Row	Remove Last Row	Principal Deputy Assistant Secretary of the Army for Manpower & Reserve Affairs	2
Add Row	Remove Last Row	Principal Deputy Assistant Secretary of the Army for Financial Management & Comptroller	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Civil Works	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Management & Budget	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Project Planning & Review	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Energy & Sustainability	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Environment, Safety & Occupational Health	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Installations, Housing, and Partnerships	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Strategic Integration	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Research & Technology	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Procurement (Acquisition, Logistics & Technology)	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Acquisition Policy & Logistics	2

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Military Deputy Assistant Secretary for Acquisition & Systems Management	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Energy & Sustainability (Plans, Programs & Resources)	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Acquisition, Logistics & Technology (Defense Exports & Cooperation)	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Training, Readiness & Mobilization	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Civilian Personnel/Director, Civilian Senior Leader Management Office	2
Add Row	Remove Last Row	Principal Deputy Assistant Secretary of the Army for Military Personnel Policy & Quality of Life	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Army Review Boards	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Diversity & Leadership	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Marketing & Director, Army Marketing and Research Group	2
Add Row	Remove Last Row	Military Deputy Assistant Secretary of the Army for Financial Management & Comptroller	1
Add Row	Remove Last Row	Military Deputy Assistant Secretary of the Army for Budget	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Financial Operations	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Cost & Economics	1
Add Row	Remove Last Row	Military Deputy Assistant Secretary of the Army for Financial Information Management Military	1
Add Row	Remove Last Row	Deputy to the Deputy Under Secretary of the Army	1
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army for Acquisition, Logistics & Technology (Plans, Programs & Resources)	1
Add Row	Remove Last Row	Military Deputy Program Executive Officer for Ammunition	2
	(total number of accounts for this category; this number will auto-populate)		48

 Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides. For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc.   They may send email on behalf of senior officials and/or their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a "special assistant" to the Secretary of Defense, or a "Counselor" to Secretary of Health and Human Services would fall into this category. *If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Personal & Confidential Assistant to the Secretary of the Army	1
Add Row	Remove Last Row	Senior Advisor to the Assistant Secretary of the Army for Acquisition, Logistics & Technology	1

Add Row	Remove Last Row	Special Advisor to the Assistant Secretary of the Army for Installations, Energy & Environment	1
Add Row	Remove Last Row	Special Assistant to the Assistant Secretary of the Army for Acquisition, Logistics & Technology	1
Add Row	Remove Last Row	Special Assistant to the Assistant Secretary of the Army for Civil Works	1
Add Row	Remove Last Row	Special Assistant to the Principal Deputy Assistant Secretary of the Army for Civil Works	1
Add Row	Remove Last Row	Special Assistant to the Assistant Secretary of the Army for Manpower and Reserve Affairs	1
Add Row	Remove Last Row	Special Assistant to the Assistant Secretary of the Army	1
Add Row	Remove Last Row	Special Assistant to the Chief Management Officer of the Army	1
Add Row	Remove Last Row	Special Assistant to the Deputy Under Secretary of the Army	1
Add Row	Remove Last Row	Special Assistant to the Assistant Secretary of the Army for Financial Management & Comptroller	1
Add Row	Remove Last Row	Special Assistant to the General Counsel	1
Add Row	Remove Last Row	Advisor to the Assistant Secretary of the Army for Manpower and Reserve Affairs (Human Capital Strategic Initiatives,	2
Add Row	Remove Last Row	Deputy Assistant Secretary of the Army (Research & Technology)/Chief Scientist (Acquisition, Logistics & Technology	1
Add Row	Remove Last Row	Deputy Program Executive Officer, Command, Control & Communications (Tactical)	1
	(total number of accounts for this category; this number will auto-populate)		16

Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s). These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order, such as, for example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Administrative Assistant to the Secretary of the Army	2
Add Row	Remove Last Row	Chief Information Officer of the Army	1
Add Row	Remove Last Row	Auditor General of the Army	1
Add Row	Remove Last Row	Deputy Chief Management Officer of the Army, Office of the Under Secretary of the Army	2
Add Row	Remove Last Row	Inspector General of the Army	1
Add Row	Remove Last Row	Deputy Administrative Assistant to the Secretary of the Army	1

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Deputy Inspector General of the Army	1
Add Row	Remove Last Row	Deputy Chief Information Officer of the Army	2
Add Row	Remove Last Row	General Counsel of the Army	1
Add Row	Remove Last Row	Deputy General Counsel of the Army (Acquisition)	1
Add Row	Remove Last Row	Deputy General Counsel(Ethics & Fiscal)	1
Add Row	Remove Last Row	Deputy General Counsel (Installations, Environment & Civil Works)	1
Add Row	Remove Last Row	Deputy General Counsel(Operations & Personnel)	2
Add Row	Remove Last Row	Principal Deputy Auditor General	1
Add Row	Remove Last Row	Principal Deputy Auditor General (Installations & Environment Audits)	1
Add Row	Remove Last Row	Deputy Auditor General for Acquisition & Logistics Audits	1
		(total number of accounts for this category; this number will auto-populate)	20

Category 6) Directors of significant program offices, and/or their equivalent(s). Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Executive Director Army National Cemeteries	1
Add Row	Remove Last Row	Chief Legislative Liaison, Military	2
Add Row	Remove Last Row	Principal Deputy Chief of Legislative Liaison	2
Add Row	Remove Last Row	Director, DC Army National Guard	1
Add Row	Remove Last Row	Deputy Director, DC Army National Guard,	1
Add Row	Remove Last Row	Military Director, Office of Business Transformation,	2
Add Row	Remove Last Row	Director, Small Business Programs and Disadvantaged Business Utilization	2
Add Row	Remove Last Row	Program Executive Officer Intelligence, Electronic Warfare & Sensors	1
Add Row	Remove Last Row	Program Executive Officer (Military)Aviation	2
Add Row	Remove Last Row	Program Executive Officer Command, Control & Communications Tactical	1

Add Row	Remove Last Row	Program Executive Officer (Military) Soldier	2
Add Row	Remove Last Row	Program Executive Officer Ammunition	1
Add Row	Remove Last Row	Program Executive Officer (Military) Missiles and Space, Office of the Assistant Secretary of the Army for Financial Management & Comptroller	2
Add Row	Remove Last Row	Program Executive Officer Combat Support and Combat Service Support	1
Add Row	Remove Last Row	Program Executive Officer (Military) Simulation, Training & Instrumentation	1
Add Row	Remove Last Row	Program Executive Officer (Military) Ground Combat Systems	1
Add Row	Remove Last Row	Program Executive Officer Information Systems	1
Add Row	Remove Last Row	Program Executive Officer Chemical & Biological Defense	1
Add Row	Remove Last Row	Program Executive Officer Assembled Chemical Weapons Alternatives	1
Add Row	Remove Last Row	Director US Army Public Affairs Center (Military)	1
Add Row	Remove Last Row	Director Cybersecurity, Office of the Chief Information Officer/G-6	2
Add Row	Remove Last Row	Director Army Inspector General Agency	1
Add Row	Remove Last Row	Director Army Diversity and Leadership	1
Add Row	Remove Last Row	Director US Army Manpower Analysis Agency	1
Add Row	Remove Last Row	Director Army Review Boards Agency	1
Add Row	Remove Last Row	Director Army Marketing & Research Group	1
Add Row	Remove Last Row	Executive Director US Army Resources and Programs Agency	2
Add Row	Remove Last Row	Executive Director US Army Headquarters Services, Office of the Administrative Assistant	2
Add Row	Remove Last Row	Director, US Army Center of Military History	1
Add Row	Remove Last Row	Deputy Program Executive Officer, Soldier	1
Add Row	Remove Last Row	Deputy Program Executive Officer, Missiles and Space (Fires)	1
Add Row	Remove Last Row	Deputy Program Executive Officer (Military), Ground Combat Systems	1
Add Row	Remove Last Row	Deputy Program Executive Officer, Enterprise Information Systems	1
Add Row	Remove Last Row	Joint Program Executive Officer, Chemical & Biological Defense	1
Add Row	Remove Last Row	Deputy Joint Program Executive Officer, Chemical & Biological Defense	1
Add Row	Remove Last Row	Director, US Army Acquisition Support Center	1

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Program Manager for Acquisition, Logistics & Technology (Positioning, Navigation, and Timing)	1
Add Row	Remove Last Row	Chief, Public Affairs	1
Add Row	Remove Last Row	Principal Deputy Chief of Public Affairs	2
Add Row	Remove Last Row	Director for Accountability & Audit Readiness (Assistant Secretary of the Army Financial Management & Comptroller)	1
Add Row	Remove Last Row	Director of Investment, Office of the Assistant Secretary of the Army (Financial Management and Comptroller)	2
Add Row	Remove Last Row	Director of Management & Control, Office of the Assistant Secretary of the Army (Financial Management and Comptroller)	2
Add Row	Remove Last Row	Director, Office of Business Transformation	2
Add Row	Remove Last Row	Director, Cybersecurity, Office of the Chief Information Officer/G-6	1
Add Row	Remove Last Row	Director, Military Personnel and Facilities, Office of the Assistant Secretary of the Army (Financial Management & Comptroller)	2
Add Row	Remove Last Row	Executive Director, National Security Agency-Afghanistan	2
Add Row	Remove Last Row	Deputy Director, Small Business Programs	1
Add Row	Remove Last Row	Director of the Army Budget, Office of the Assistant Secretary of the Army for Financial Management & Comptroller	2
Add Row	Remove Last Row	Deputy Director, Office of Business Transformation	2
Add Row	Remove Last Row	Deputy Director, Army Budget, Office Assistant Secretary for Financial Management & Comptroller	2
Add Row	Remove Last Row	Director for Agile Acquisition, Office of Financial Management & Comptroller	2
Add Row	Remove Last Row	Director, Business Operations, Office of Business Transformation	2
	(total number of accounts for this category; this number will auto-populate)		73

Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s). Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer-service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Executive Director, Army National Military Cemeteries	1
Add Row	Remove Last Row	Director US Army Center of Military History	1
Add Row	Remove Last Row	Military Commander US Army Financial Management Command	2

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Director, US Army Public Affairs Center (Military)	1
Add Row	Remove Last Row	Director, US Army Field Band (Military)	1
Add Row	Remove Last Row	Principal Director to the Army Inspector General	2
Add Row	Remove Last Row	Deputy to the Commander, US Army Network Enterprise Technology Command	2
Add Row	Remove Last Row	Superintendent, Arlington National Cemetery	1
Add Row	Remove Last Row	Commander, US Army Network Enterprise Technology Command	1
Add Row	Remove Last Row	Commander, Second Army	1
		(total number of accounts for this category; this number will auto-populate)	13

Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc. Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as "Policy Advisors") within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Inspector General (Military)- J	3
Add Row	Remove Last Row	General Counsel	1
Add Row	Remove Last Row	Principal Deputy General Counsel	2
Add Row	Remove Last Row	Deputy General Counsel (Acquisition)	2
Add Row	Remove Last Row	Deputy General Counsel, Installations, Environment & Civil Works	2
Add Row	Remove Last Row	Deputy General Counsel (Operations & Personnel)	2
Add Row	Remove Last Row	Deputy General Counsel (Ethics & Fiscal)	2
Add Row	Remove Last Row	Chief of Staff to the Secretary of the Army	2
Add Row	Remove Last Row	Deputy Inspector General of the Army	1
Add Row	Remove Last Row	Chief of Staff to the Under Secretary of the Army	2
		(total number of accounts for this category; this number will auto-populate)	19

Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions). This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	These positions have been included in Categories 1, 2 & 3	
		(total number of accounts for this category; this number will auto-populate)	

Category 10) Additional roles and positions that predominately create permanent records related to mission critical functions or policy decisions and/or are of historical significance. These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories. ***If no positions are identified, briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
Add Row	Remove Last Row	Director, Policy and Resources, Chief Financial Officer, Office of the Chief Information Officer/G-6	2
		(total number of accounts for this category; this number will auto-populate)	2

SECTION C: Agency Approvals

NOTE: Approvals must be completed digitally.

By checking these boxes, you are confirming that this form has been reviewed and approved by the appropriate agency officials, and is ready for review by the National Archives and Records Administration. The information provided on this form will be made publicly available, unless the agency provides, in its email submission, NARA with a proper citation requiring the protection of this information.

	TITLE and PRINTED NAME	APPROVAL	DATE
Agency Records Officer	Anthony D. Crawley-Gibson	☒ Approved	Apr 19, 2016
Senior Agency Official, Records Management	Gerald B. O'Keefe	☒ Approved	Jun 13, 2016

Submit this form as an attachment to an email to GRS_Team@nara.gov for processing and approval. Hard-copy or printed and scanned to PDF forms will not be accepted. You may also submit the form automatically by pressing here:

Submit by Email

-- *Below for NARA Use Only* --

	TITLE and PRINTED NAME	STATUS		DATE
Chief Records Officer of the U.S.	Laurence Brewer	☒ Approved	☐ Denied	Feb 8, 2018

If denied, reason: