Request for Records Disposition Authority

Records Schedule Number	DAA-AU-2014-0033
Schedule Status	Approved
Agency or Establishment	Department of the Army
Record Group / Scheduling Group	Army Undifferentiated
Records Schedule applies to	Agency-wide
Schedule Subject	Automated Orders and Resource System
Internal agency concurrences will be provided	No

Background Information

The Deputy Chief of Staff, G-1 is responsible for establishing all personnel policies
relating to the Army orders program. The Commanding General, U.S. Army Human Resources
Command establishes standards and mandates operating tasks for the orders program.
AR 600-8-105, Military Orders, prescribes the policies and mandated operating tasks for the
orders program of the Military Personnel (MILPER) System. It establishes standards and
provides an operational document in a logical sequence.
The Automated Orders and Resource System (AORS) provides an automated tool to produce
various types of order formats; costs training orders as they are produced; provides a procedure
for amending and revoking orders; provides user maintainable online tables and requests for
, orders; provides procedures for various order formats and local order printing capability; and
provides procedures for maintaining Reserve Personnel, Army (RPA) accounts and an online
checkbook that is used to reconcile Standard Financial System (STANFINS) data. The AORS
system produces orders based on time sequences and input requests from functional users and
personnel managers.
Outputs: Types of orders produced include training, assignment, appointment, Active Duty
Operational Support (ADOS), ADOS-Reserve Component, discharge, attachment, release from

attachment, medical, mobilization, temporary duty, Uniform Code of Military Justice, and

Sanctuary orders. Fund control for RPA accounts, including miscellaneous obligation

documents, is centrally managed within AORS. Checkbooks are reconciled with STANFINS,

maintaining a complete history of obligation adjustments and disbursements. AORS is used by

Human Resource Command (HRC) and agency wide. Automated system administrative outputs and reports use RN 25-1III, Information technology system administrative reports, ACRS 400B/0-6

The produced orders are uploaded into Interactive Personnel Electronic Records Management

System (iPERMS).

The inclusive dates of the records are from 1989 to present.

Inputs: Data originates from the Total Army Personnel Database Reserve (TAPDB-R), Total

Army Personnel Database Active Enlisted (TAPDB-AE), Total Army Personnel Database Active

Officer (TAPDB-AO), Total Army Database National Guard (TAPDB-ARNG). Source input data is covered under RN 25-1kkk, Input Source records, ACRS 400B/0-6

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2014-0033

Sequence Number	
1.	Automated Order Resource System Master File- RN 600-8-105d/ ACRS 600A/6+ Disposition Authority Number: DAA-AU-2014-0033-0001

Records Schedule Items

Sequence Number

1

Automated Order Resource System Master File- RN 600-8-105d/ ACRS 600A/6+

Disposition Authority Number   DAA-AU-2014-0033-0001

AORS contains order assignment data, estimates of the order, soldiers names, address, medical, military and social security numbers.

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?	No

Manual Citation	Manual Title
25-400-2	The Army Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction

Event is when orders have been finalized by DFAS and financial disbursements have been balanced. Destroy 1O years after the event.

Retention Period

Destroy 10 year(s) after orders have been finalized by DFAS and financial disbursements

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
09/08/2014	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/08/2014	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
02/02/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist