

## Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0010  
Schedule Status Approved  
  
Agency or Establishment Department of the Army  
Record Group / Scheduling Group Army Undifferentiated  
Records Schedule applies to Department-wide  
Schedule Subject United States Military Entrance Processing Command (USMEPCOM) Integrated Resource System (MIRS) also referred to as MIRS (MEPCOM Ingergared Resource System)  
  
Internal agency concurrences will be provided No

Background Information AR 601-270, Military Entrance Processing Station (MEPS), Chapters 1 through 8 prescribe military entrance processing station (MEPS) operational policies and procedures applicable to recruiting activities of the military services and contain agency and command tasks for the operation and support of the MEPS. Chapter 9 prescribes policies, procedures, and functions for the processing of Selective Service System (SSS) registrants. The primary mission of the MEPS is to (1) Provide aptitude testing and results, medically examine applicants in accordance with established physical standards prescribed in Department of Defense Instruction (DODI) 6130.4, and to perform background screening to ensure moral character provisions are met for enlistment in the military services according to the eligibility standards established by the services. (2) Access into the military services those applicants accepted for enlistment or commissioning by the sponsoring military service.

US Military Entrance Processing Command Integrated Resource System (USMEPCOM MIRS)  
MIRS provides the automation and communications capability for USMEPCOM to meet its peacetime, mobilization, and wartime military manpower accession mission for the Armed Services. USMEPCOM conducts its work through 65 MEPS across the country. The main objectives of the 65 Military Entrance Processing Stations (MEPS) is to conduct aptitudes tests, medical examinations, and administratively process, enlist, and ship applicants for the Armed Forces and Reserves, and determine acceptability, administratively process, allocate, induct and ship Selective Service System registrants, when required; and provide aptitude and medical examination services for other Federal agencies as requested MIRS interfaces with recruiting

capabilities for the services, incorporating the concept of electronic data sharing using standard Department of Defense (DOD) data elements between USMEPCOM and all the Armed Services recruiting and accession command. In the event a military draft is required, MIRS directly support mobilization through electronic links with the Selective Service system and its ability to provide processing and shipment to boot camp capability for those drafted into military service.

USMEPCOM evaluates applicants by applying established DOD standards during processing in order to determine eligibility for military service. DoD Directive 1145.02E, United States Military Entrance Processing Command (USMEPCOM) , dated October 18, 2012 defines the USMEPCOM accession mission. Records are also used to determine patterns and trends in the military population and for statistical analysis.

Currently USMIRS has historical data from 1978 to present and Business Intelligence data from October 1995 to present which are used to determine patterns and trends in the military population, and for statistical analysis. The system is used at 65 MEPS across continental United States, Puerto Rico, Alaska, and Hawaii and at HQ USMEPCOM, North Chicago, IL.

Data is sent to USMIRS from the Armed Forces Recruiting Commands' systems; manually input by Army, Air Force, Navy, Marine Corps, and Coast Guard liasions in the MEPS; and manually put into the sytem by USMEPCOM personnel at the MEPS. There are other interfaces where data is sent to USMIRS such as Medial data on applicants, Defense Manpower Data Center (DMDC) prior to enlistment data, Selective Service System (SSS) data, US Citizenship and Immigration Service (USCIS) data and Office of Personnel Management (OPM) data from investigations.

Summary data is provided to the Military for reports. Individual data is maintained either by USMEPCOM, DMDC or Military Service

The proponent is the Deputy Chief of Staff, G-1.

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-AU-2015-0010

Sequence Number	
1	MEPS- Qualified Applicant Processing Record Master File- RN 601-270d-ACRS 600A/6+ Disposition Authority Number: DAA-AU-2015-0010-0001
2	Permanently Disqualified Applicant Processing Records Master File- RN: 601-270e ACRS 600A/6+ Disposition Authority Number: DAA-AU-2015-0010-0002

## Records Schedule Items

Sequence Number						
1	<p><b>MEPS- Qualified Applicant Processing Record Master File- RN 601-270d-ACRS 600A/6+</b></p> <p>Disposition Authority Number      <b>DAA-AU-2015-0010-0001</b></p> <p>Information pertaining to applicants processing for entrance into the United States military (Army, Air Force, Navy, Marine Corps, and Cost Guard). Included are consent forms, medical prescreening and examination reports, aptitude scores, reports, correspondence, Social Security Number (SSN) and unique record identifier, Alien Registration number, date and place of birth, home address and telephone number, background screening through biometrics (fingerprints) images/ template for identification concerning individuals's acceptance/rejection for military service, and other related information.</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>No</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><b>AR 25-400-2</b></td> <td><b>The Army Records Information Management System (ARIMS)</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Keep until no longer needed for conducting business then retire applicant record to the AEA. The AEA will delete the record when the applicant turns 43 years old.</b></p> <p>Transfer to Inactive Storage          <b>No longer needed for conducting business retire to AEA.</b></p> <p>Retention Period                        <b>Destroy immediately after applicant turns 43 years old.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>		Manual Citation	Manual Title	<b>AR 25-400-2</b>	<b>The Army Records Information Management System (ARIMS)</b>
Manual Citation	Manual Title					
<b>AR 25-400-2</b>	<b>The Army Records Information Management System (ARIMS)</b>					

2 **Permanently Disqualified Applicant Processing Records Master File- RN: 601-270e  
ACRS 600A/6+**

Disposition Authority Number **DAA-AU-2015-0010-0002**

Information pertaining to applicants permanently disqualified for entrance into the United States military (Army, Air Force, Navy, Marine Corps, and Cost Guard). Included are consent forms, medical prescreening and examination reports, aptitude scores, reports, correspondence, Social Security Number (SSN) and unique record identifier, Alien Registration number, date and place of birth, home address and telephone number, background screening through the biometrics (fingerprints) images/template for identification, and relevant documentation concerning individual's acceptance/rejection for military service and other related information.

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? **No**

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

**Disposition Instruction**

Cutoff Instruction **Event is the applicant's disqualification date. Keep until event occurs and then until no longer needed for conducting business, then retire to the AEA, the AEA will delete the record 99 years after the event.**

Retention Period **Destroy 99 year(s) after applicant's disqualification date**

**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
12/01/2014	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
06/11/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist