

## Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0019  
Schedule Status Approved  
Agency or Establishment Department of the Army  
Record Group / Scheduling Group Army Undifferentiated  
Records Schedule applies to Department-wide  
Schedule Subject Senior Enterprise Talent Management System (SETMS)  
Internal agency concurrences will be provided No

### Background Information

AR 350-1, Army Training and Leader Development, consolidates policy and guidance for Army training and leader development; it supports a full-spectrum, force protection, and expeditionary Army. SETMS was established by the Army Directive 2012-09 (Department of the Army Senior Enterprise Talent Program), per directions of the Secretary of the Army, it must create and maintain a structured Civilian professional development system designed to meet Army long-term performance needs in the most productive and efficient way possible.

The website provides a forum for selected GS-12, GS-13, GS-14, GS-15 or equivalent Army Senior Civilians to volunteer for an exceptional professional development, senior-level educational or experiential learning opportunity within the Army Enterprise. Army enterprise refers to how the Army trains, develops and centrally manages Senior Civilian Talent at the GS-12, GS-13, GS-14, GS-15 or equivalent levels. The Army has identified positions of increased leadership responsibilities at the GS-15 level and designated them as Enterprise Positions (AEP). SETMS links the most up-to-date policy memorandums and messages from the Secretary of the Army and Civilian Senior Leadership Development Office (CSLDO) director. Other features include the Senior Enterprise Talent Management Programs that provides GS-12 thru GS-15 employee with an AEP roster, AEP assignment announcements, SETMS application process, biography updates, resume updates, and the applicant survey process, which is used to automate the selection process and succession planning. The proponent of this regulation is the Deputy Chief of Staff, G-3/5/7.

The inclusive dates are from 2011 to present.

Input data is received from HQ Army Civilian Personnel System (HQ ACPERS); data is covered under RN 25-1kkk. Input/Source records.

The outputs link to updated policy memorandums and messages from the Secretary of the Army and CSLDO; educational or experiential learning opportunity within the Army Enterprise; Army Enterprise Positions (AEP); AEP assignment announcements; SETMS application process; biography/resume updates; automated system administrative outputs and reports use RN 25-1jjjjj, Output Records.

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-2015-0019

Sequence Number

1

Senior Enterprise Talent Management System (SETMS) Master File- RN 350-1ccc  
/ACRS 600E/0-6  
Disposition Authority Number: DAA-AU-2015-0019-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Senior Enterprise Talent Management System (SETMS) Master File- RN 350-1ccc/ACRS 600E/0-6</b></p> <p>Disposition Authority Number      <b>DAA-AU-2015-0019-0001</b></p> <p><b>SETMS is the master profile which provides useful information, goals and accomplishments, career chronology, prior year performance ratings, significant awards and accomplishments, education, training, licenses and certifications, language skills, publications, professional memberships and associations, professional boards, current year assessments results, individual competencies and future executive position preferences.</b></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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</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>AR 25-400-2</td> <td>Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Event is when the data is superseded or no longer needed for analytical purposes.</b></p> <p>Retention Period                        <b>Destroy 6 year(s) after data is superseded or when no longer needed for analytical purposes occurs, whichever is sooner</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	AR 25-400-2	Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
AR 25-400-2	Army Records Information Management System (ARIMS)				

### 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
03/18/2015	Certify	Shirley Kinson Jones	Management Analyst	Army - Records Management and Declassification Agency
08/04/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
08/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist