

## Request for Records Disposition Authority

Records Schedule Number      **DAA-AU-2015-0023**  
Schedule Status                **Approved**

Agency or Establishment        **Department of the Army**  
Record Group / Scheduling Group **Army Undifferentiated**  
Records Schedule applies to     **Department-wide**  
Schedule Subject                **Consolidated Human Resources Management System (CHRMS)  
Database**

Internal agency concurrences will be provided      **No**

Background Information            **Army Regulation: AR 600-8-6, Personnel Accounting and Reporting. The proponent of this regulation is the Deputy Chief of Staff for Personnel. This regulation prescribes the policies and mandatory operating tasks for the personnel accounting and strength reporting (PASR) function of the Military Personnel System. (See AR 600-8.) It presents the PASR process in a logical sequence.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2015-0023

Sequence Number	
1	Consolidated Human Resources Management System (CHRMS)
1.1	Consolidated Human Resources Management System (CHRMS) Master Files/R N 600-8-6f/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2015-0023-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Consolidated Human Resources Management System (CHRMS)</b> The Consolidated Human Resources Management System (CHRMS) is a comprehensive personnel data management system that captures, retrieves and measures military personnel performance across four balanced perspectives: financial, customers, internal business processes and learning and growth. CHRMS was approved for value added by the Senior Command's G1 and other Major Support Command G1, and Mission Support Element G1. During a forecasted period of reduced workforce and fiscal funding, cost savings and/or cost avoidance in funding, manpower, and intangibles such as time are being realized in the immediate and outlying fiscal years. The approval for purchase of 2 servers by CIO, G-6 and NETCOM enabled this command to arrive at its 21st century approach to personnel program processes and validates production reporting and resource requirements projections while providing the highest quality of service and support to the command's customers. Additionally, CHRMS is used by a wide variety of installation agencies in the one-stop In-Processing Center which was established to support the Family Covenant at Fort Bliss. The inclusive dates of CHRMS records are from 2012 to present. Source input is downloaded weekly from AHRS Enlisted Distribution and Assignment System (EDAS) and Total Officer Personnel Management Information System (TOPMIS) and migrated into established data tables in CHRMS and is approved for disposition under RN 25-1kkk/400B(0-6). System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mmm/400B (0-6). Output for the CHRMS system: Electronic Soldier inprocessing records are formatted using data imported weekly from the AHRS Enlisted Distribution and Assignment System (EDAS) and Total Officer Personnel Management Information System (TOPMIS). Reassignment records are also formatted from AHRS EDAS and TOPMIS. Soldier PCS reassignments orders are automatically produced from reassignment records. Automated system administration outputs and reports use RN 25-jjjjj/400B, Information Technology.</p>
1.1	<p><b>Consolidated Human Resources Management System (CHRMS) Master Files/RN 600-8-6f/ACRS 600A/0-6</b></p> <p>Disposition Authority Number      DAA-AU-2015-0023-0002</p> <p>The CHRMS Master Files contains Soldier in processing and reassignment records and PCS reassignment orders. Included are personal identifiers (name, ssn, rank), military occupation specialty, arrival/departure dates, authorizations, deletions, and deferments.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p>

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
Army Regulation 25-400-2	The Army Records Management System (ARIMS)

**Disposition Instruction**

Cutoff Instruction K2. Keep on the system until record is 2 years old, then delete

Transfer to Inactive Storage N/A

Retention Period Destroy immediately after 2 years

**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
04/13/2015	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/08/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist