

## Request for Records Disposition Authority

Records Schedule Number      DAA-AU-2016-0028  
Schedule Status                Approved  
  
Agency or Establishment        Department of the Army  
Record Group / Scheduling Group    Army Undifferentiated  
Records Schedule applies to      Department-wide  
Schedule Subject                The Distribution and Allowance (DNA) System Master Files  
Internal agency concurrences will be provided      No

Background Information            Army Regulation (AR) 570-4, Manpower and Equipment Controls, Manpower Management, implements Department of Defense Directive (DODD) 1100.4, Guidance for Manpower Programs. It establishes civilian and military manpower management guidance for activities organized under tables of distribution and allowances (TDAs), modification tables of organization and equipment (MTOEs), and related augmentation and mobilization manning documents. In accordance with AR 570-4, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) is responsible for and has approval authority for all manpower policies in the Army. In carrying out this responsibility, the ASA(M&RA) provides guidance and direction concerning manpower management to all Army activities.

In support of AR 570-4, The Army Materiel Command submits for disposition the Distribution and Allowance (DNA) System.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0028

Sequence Number	
1	The Distribution and Allowance (DNA) System
1.1	The Distribution and Allowance (DNA) System Master Files, RN 570-4n/600D/6+ Disposition Authority Number: DAA-AU-2016-0028-0001

## Records Schedule Items

Sequence Number

- 1
- The Distribution and Allowance (DNA) System**  
The DNA system is an Oracle Web based system used by the HQ, Army Sustainment Command (ASC) and HQ, Joint Munitions Command (JMC) for maintaining personnel, manpower, and budget information. As such the system is used across organizational lines to include G1, Manpower, and G8. G1 has the responsibility for maintaining personnel information for the commands. DNA communicates with the JMCs Employee Development System (EDS) and TACOMs Total Employee Development (TED) System that ASC uses for training. DNA has the capability to track manning documents, appraisal information, awards, acquisition data, security clearance information, key/Emergency Essential (EE) positions and drug testing information. The system is used to ensure timely actions for upward mobility promotions, Within Grade Increases (WIGIs), performance standards/appraisals, and manning documents for strength accountability. The system also provides standard and unique reports in order to keep the Command group informed on personnel matters. Manpower has the responsibility for tracking strength, Table Distribution and Allowance (TDA), and Program Budget Guidance (PBG). DNA is capable of tracking on-board strength, TDAs, PBG, and monthly execution (Army Management Structure Code (AMSCO), Management Decision Package (MDEP)). These reports assist Manpower in conducting analysis and providing reports to the Command group. From a G8 perspective, this system is used for tracking budget requirements, pay of people, and Standard Operation Maintenance Army Research and Development System/ SOMARDS Job Order Number (SOMARDS/SJON) reporting. DNA integrates Personnel/Manpower for complete resource tracking/reporting. This system has the capability to track all of these fields of information, which allows the system to provide several standard reports and/or create unique one of a kind reports for special projects/assignments. DNA allows for real time reporting of information for our entire command. The DNA system is also used to track this same information for all ASC/JMC off-site locations. This provides the Commands with total personnel accountability of over 7,000 military and civilians, worldwide for ASC/JMC missions. Inclusive dates are 2003 to present. Source input is keyed into the system which includes Included are name, SSN, service comp date, DOB, grade/step, salary, type of employee and work schedule and are approved for disposition under RN 25-1kkk/400B(0-6). System documentation includes record layouts, specifications and code books which are covered under 25-1mmm/ 400B(0-6). Output includes: On-board strength, Table Distribution and Allowances, Program Budget Guidance, and monthly execution (Army Management Structure Code (AMSCO), Management Decision Package (MDEP) reports and standard and/or unique one of a kind reports for special projects/assignments. Automated system administrative outputs and reports use RN 25jjjjj/400B, Information Technology.

1.1

**The Distribution and Allowance (DNA) System Master Files, RN 570-4n/600D/6+**

Disposition Authority Number      **DAA-AU-2016-0028-0001**

The Master files include name, SSN, service comp date, DOB, grade/step, salary, type of employee and work schedule.

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **No**

Explanation of limitation            **Electronic records only.**

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?                              **Yes**

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

**Disposition Instruction**

Cutoff Instruction                      **TE10. Event is when individual is separated. Keep in CFA until no longer needed then destroy when the record is 10 years old. (Note: Forward to the Army Military Human Resource Record in accordance with AR 600-8-104.)**

Retention Period                        **Destroy 10 year(s) after individual is separated.**

**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
03/14/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
03/15/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/04/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist