

## Request for Records Disposition Authority

Records Schedule Number           DAA-AU-2016-0032

Schedule Status                    Approved

Agency or Establishment           Department of the Army

Record Group / Scheduling Group   Army Undifferentiated

Records Schedule applies to       Department-wide

Schedule Subject                    PROCUREMENT

Internal agency concurrences will  
be provided                         No

**Background Information**

These records concern procurement of materiel and services through purchase or contract from sources outside the Army. This includes such functions as priorities and allocations, procurement, inspection, and quality control, high dollar parts, small business procedures, and open-end contract information. Army in Europe Regulation (AER) 715-9 Contractor Personnel in Germany - Technical Expert, Troop Care, and Analytical Support Personnel; This regulation prescribes policy and procedures for contracts intended to employ personnel with analytical support, technical expert, or troop care designations in Germany under Articles 72 and 73 of the Supplementary Agreement of the NATO Status of Forces Agreement. AER 715-9 describes DCOPS and its role in processing contractor personnel. System input records are covered under Record Number (RN) 25-1kkk and system output records are covered under RN 25-1jjjjj. The proponent for this regulation is the Deputy Chief of Staff, G-1. Inclusive date range of records stored is 2006 to present.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0032

Sequence Number

1

DOCPER Contractor Online processing System (DCOPS) Master File/RN 715sss/  
ACRS 700A/6+  
Disposition Authority Number: DAA-AU-2016-0032-0001

## Records Schedule Items

Sequence Number

1

**DOCPER Contractor Online processing System (DCOPS) Master File/RN 715sss/ACRS 700A/6+**

Disposition Authority Number      **DAA-AU-2016-0032-0001**

DCOPS is the central data management system used by the DoD Contractor personnel Office (DOCPER) to ensure that provisions of the Status of Forces Agreement (SOFA) pertaining to the U.S. contractor employees are properly and consistently applied. DCOPS manages applications and contracts by sponsoring agencies, contractors and contractor staff for approval for SOFA status of positions as Technical Expert, Analytical Support, Troop Care, Technical Representatives and Civilian Personnel. The output as specified under our international agreements includes a summary of the contract data (contract number, locations where service is provided, title/number/location of positions in Germany working under the contract). For contractor employees, data provided by the employee is in turn provided to German officials, as specified under our international agreements.

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?                      **Yes**

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

**Disposition Instruction**

Cutoff Instruction                      **KE12. Keep in system until Contractor termination date, then destroy 12 years after the event.**

Retention Period                        **Destroy 12 year(s) after contractor termination 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
04/19/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/09/2016	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