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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0048

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2016-0048
Schedule Status Returned Without Action

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Emergency Deployment of Army and Other Resources
Internal agency concurrences will be provided Yes

Background Information The functional category for records in this request is governed by AR 500-5, Army Mobilization. The following systems pertain to Army mobilization mission execution. Source records are provided from the Integrated Total Army Personnel (ITAP), Defense Readiness Reporting System-Army (DRRS-A), and Force Management System (FMS).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	9

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0048

Outline of Records Schedule Items for DAA-AU-2016-0048

Sequence Number	
1	Mobilization Deployment Information System (MDIS) Master File, RN 500-5-d1/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0001
2	Active Duty for Operational Support (DAMPS-A) Master File, RN 500-5-d2/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0002
3	MOBCOP Messaging System (MMS) Master File, RN 500-5-d3/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0003
4	Overseas Contingency Operations – Individual (OCO-IND) Master File, RN 500-5-d4/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0004
5	Overseas Contingency Operations - Temporary Change of Station (OCO-TCS) Master File, RN 500-5-d5/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0005
6	Permanent Change of Station (PCS) Master File, RN 500-5-d6/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0006
7	Tour of Duty (TOD) Master File, RN 500-5-d7/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0007
8	Army Mobilization Processing System - Unclassified (DAMPS-U) Master File, RN 500-5-d8/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0008
9	Army Mobilization Processing System (DAMPS) Master File, RN 500-5-d9/ACRS 900B/0-6 Disposition Authority Number: DAA-AU-2016-0048-0009

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Records Schedule Items

Sequence Number					
1	<p>Mobilization Deployment Information System (MDIS) Master File, RN 500-5-d1/ACRS 900B/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0048-0001</p> <p>MDIS is the Army's authoritative source for force mobilization, deployment and rotation information. MDIS integrates combatant command Army force requirements with Army headquarters sourcing, assignments, executive orders, mobilization orders, unit readiness information, unit rotation history and official messaging traffic.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>AR 25-400-2</td><td>The Army Records Information Management System</td></tr></tbody></table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when action is complete</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System
Manual Citation	Manual Title				
AR 25-400-2	The Army Records Information Management System				
2	<p>Active Duty for Operational Support (DAMPS-A) Master File, RN 500-5-d2/ACRS 900B/0-6</p> <p>Disposition Authority Number DAA-AU-2016-0048-0002</p> <p>DAMPS-A automates the individual volunteer approval process for reserve soldiers volunteering for active duty. Records date from 2009 to present.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>				

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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

Disposition Instruction

Cutoff Instruction **Cutoff when action is complete**
Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

MOBCOP Messaging System (MMS) Master File, RN 500-5-d3/ACRS 900B/0-6

Disposition Authority Number **DAA-AU-2016-0048-0003**

Documents are published mobilization and deployment orders and organizational information. The files contain official message traffic relating to unit mobilization. The records are searchable by title, content, date and type of message.

Final Disposition **Temporary**

Item Status **Withdrawn**

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

Disposition Instruction

Cutoff Instruction **Cutoff when action is complete**
Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

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4 Overseas Contingency Operations – Individual (OCO-IND) Master File, RN 500-5-d4/ACRS 900B/0-6
Disposition Authority Number DAA-AU-2016-0048-0004
OCO-IND produces mobilization and deployment orders for individuals assigned to contingency operations- active duty operational support.
Final Disposition Temporary
Item Status Withdrawn
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

Disposition Instruction
Cutoff Instruction Cutoff when action is complete
Retention Period Destroy when no longer needed

Additional Information
GAO Approval Not Required

5 Overseas Contingency Operations - Temporary Change of Station (OCO-TCS) Master File, RN 500-5-d5/ACRS 900B/0-6
Disposition Authority Number DAA-AU-2016-0048-0005
OCO-TCS is used to create and publish individual reserve soldier temporary change of station orders.
Final Disposition Temporary
Item Status Withdrawn
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
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AR 25-400-2	The Army Records Information Management System
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Disposition Instruction

Cutoff Instruction Cutoff when action is complete
Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required
Permanent Change of Station (PCS) Master File, RN 500-5-d6/ACRS 900B/0-6
Disposition Authority Number DAA-AU-2016-0048-0006
The PCS system provides the capability for the Army to obligate funding at the time order are issued.
Final Disposition Temporary
Item Status Withdrawn
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

Disposition Instruction

Cutoff Instruction Cutoff when action is complete
Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required
Tour of Duty (TOD) Master File, RN 500-5-d7/ACRS 900B/0-6
Disposition Authority Number DAA-AU-2016-0048-0007
TOD consolidates the requirement for Army Reserve Command active duty positions; provide a mission-aligned requirement; job opening announcement venue, and a candidate screening capability. TOD enables soldier to search for active duty tours and initiate the volunteer process for jobs they qualify for. Include

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soldier name, address, assignment requests and approvals. Records exist from 2011 to present.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cutoff when action is complete

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Army Mobilization Processing System - Unclassified (DAMPS-U) Master File, RN 500-5-d8/ACRS 900B/0-6

Disposition Authority Number DAA-AU-2016-0048-0008

DAMPS-U automates the First Army orders production system. Records date from 2004 to present.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cutoff when action is complete

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Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Army Mobilization Processing System (DAMPS) Master File, RN 500-5-d9/ACRS 900B/0-6

Disposition Authority Number DAA-AU-2016-0048-0009

DAMPS provides the workflow business process for alert, notification and mobilization orders for Army reserve components, units and individual orders to active duty. Included are administrative processing data and reports. Data originates from MDIS, DRRS-A and ITAPS. Some information is keyed in by users or selected from drop down menus.

Final Disposition Temporary

Item Status Withdrawn

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
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Disposition Instruction

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Additional Information

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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
05/04/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/13/2016	Return to Submitter	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
07/18/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/11/2017	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/13/2017	Submit For Certification	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/27/2017	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
09/27/2017	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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