

# WITHDRAWN - RETURNED WITHOUT ACTION

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

## Records Schedule Items

Sequence Number					
1	<p data-bbox="365 421 1490 493"><b>Mobilization Deployment Information System (MDIS) Master File, RN 500-5-d1/ACRS 900B/0-6</b></p> <p data-bbox="365 506 1490 536">Disposition Authority Number      <b>DAA-AU-2016-0048-0001</b></p> <p data-bbox="365 557 1490 740"><b>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.</b></p> <p data-bbox="365 753 1490 791">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 804 1490 842">Item Status                                <b>Withdrawn</b></p> <p data-bbox="365 855 1490 893">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="365 906 1490 1034">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" data-bbox="365 1064 1490 1204"> <thead> <tr> <th data-bbox="365 1064 933 1110">Manual Citation</th> <th data-bbox="933 1064 1490 1110">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 1110 933 1204">AR 25-400-2</td> <td data-bbox="933 1110 1490 1204">The Army Records Information Management System</td> </tr> </tbody> </table> <p data-bbox="365 1251 1490 1289"><b>Disposition Instruction</b></p> <p data-bbox="365 1302 1490 1340">Cutoff Instruction                      <b>Cutoff when action is complete</b></p> <p data-bbox="365 1353 1490 1391">Retention Period                        <b>Destroy when no longer needed</b></p> <p data-bbox="365 1425 1490 1464"><b>Additional Information</b></p> <p data-bbox="365 1476 1490 1515">GAO Approval                            <b>Not Required</b></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 data-bbox="365 1536 1490 1608"><b>Active Duty for Operational Support (DAMPS-A) Master File, RN 500-5-d2/ACRS 900B/0-6</b></p> <p data-bbox="365 1621 1490 1651">Disposition Authority Number      <b>DAA-AU-2016-0048-0002</b></p> <p data-bbox="365 1672 1490 1744"><b>DAMPS-A automates the individual volunteer approval process for reserve soldiers volunteering for active duty. Records date from 2009 to present.</b></p> <p data-bbox="365 1757 1490 1796">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 1808 1490 1847">Item Status                                <b>Withdrawn</b></p> <p data-bbox="365 1859 1490 1898">Is this item media neutral?          <b>Yes</b></p>				

# WITHDRAWN - RETURNED WITHOUT ACTION

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**

3

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

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
-----------------	--------------

# WITHDRAWN - RETURNED WITHOUT ACTION

6

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  
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

7

# WITHDRAWN - RETURNED WITHOUT ACTION

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

8

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

9

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
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



# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-AU-2016-0048

## 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

# WITHDRAWN - RETURNED WITHOUT ACTION