

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2016-0077**

Schedule Status **Approved**

Agency or Establishment **Department of the Army**

Record Group / Scheduling Group **Army Undifferentiated**

Records Schedule applies to **Agency-wide**

Schedule Subject **Worldwide Individual Augmentation System (WIAS) Master Files**

Internal agency concurrences will be provided **Yes**

Background Information **Army Regulation (AR) 500-5-1, Emergency Employment of Army and Other Resources, Army Mobilization, provides the policy for developing, implementing, exercising, and updating the Army Mobilization Plan. Army mobilization is the process of bringing the Army to a state of readiness for war, contingency, or national emergency. In support of Army Mobilization, the Deputy Chief of Staff, G-3/5/7, manages the Individual Augmentation (IA) Program. The IA program is designed to provide qualified personnel to fill temporary duty positions during contingency operations and/or national emergencies.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-2016-0077

Sequence Number	
1	Worldwide Individual Augmentation System (WIAS)
1.1	Worldwide Individual Augmentation System (WIAS) Master Files, RN 500-5d/AC RS 900B/Temp Disposition Authority Number: DAA-AU-2016-0077-0001

Records Schedule Items

Sequence Number					
1	<p>Worldwide Individual Augmentation System (WIAS) The purpose of the WIAS is to document Army manning documents and to manage individual augmentation requirements, sourcing, and accountability. WIAS is the primary method for requesting military and civilian augmentation for contingency operations, recurring operations and exercises. WIAS is used to perform all administrative functions with respect to personnel assigned against recorded individual augmentation requirements in the system; for monitoring and processing requests for manpower; performing organizational and manpower reviews; and for processing personnel taskings requested by the Army and required for the individual. WIAS is managed by the Chief, Individual Augmentation Branch, Current Operations Division, Headquarters, Department of the Army, G3/5/7, Army Operations Center.</p>				
1.1	<p>Worldwide Individual Augmentation System (WIAS) Master Files, RN 500-5d/ACRS 900B/Temp</p> <p>Disposition Authority Number DAA-AU-2016-0077-0001</p> <p>The master files contain information on all military and government civilian personnel assigned to fill individual augmentation requirements to include name; grade/rank; Social Security Number (SSN)/and or DoD ID number; gender; military occupational skills and/or civilian occupational series; additional skill identifiers; security clearance; current unit of assignment; deployment eligibility; Service component; mobilization date, location, and history; Worldwide Individual Augmentation System (WIAS) control number; portions of the Army manning document from the Joint Operations Manning Document.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>AR 25-400-2</td> <td>The Army Records Information Management System</td> </tr> </tbody> </table>	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				

Disposition Instruction

Cutoff Instruction

End of each individual deployment (event)

Retention Period

Destroy 20 years after the end of each individual deployment.

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
04/11/2018	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
03/09/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/09/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/11/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/14/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist