

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER * <i>N1-AU-00-12</i>	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED <i>4-11-00</i>	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-806-4388	DATE <i>3-13-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>20 Mar 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Army Career and Alumni Program (ACAP) Files</u></p> <p>BACKGROUND AND ADDITIONAL INFORMATION: The Army Career and Alumni Program is the umbrella organization which integrates available activities for personnel being separated from Army Government Services. This program is designed to provide a complete range of services and benefits for transitioning soldiers, Department of the Army civilians, and their family members.</p> <p>a. Source of data for the system: Records or sources of information used to populate the ACAP system includes data acquired from other records systems and individuals such as: Standard Installation Division Personnel Systems (SIDPERS) Loss Roster; DD Form 2586, Verification of Military Experience Training (VMET); DD Form 2648, Pre-separation Counseling Checklist; ACAP Client Profile form and/or personal interview; DD Form 2580, Operation Transition - DoD Out-placement Referral System (DORS)/Public and Community Service (PACS) individual application; client evaluation forms; and workshop/seminar critique sheets. Source information is scheduled under file number 25-1kkk.</p> <p>b. System documentation and specifications: Database system specifications and operational documentation consisting of information adequate to identify, service and interpret the database to include record layouts, data element definitions, code translation tables for coded data, and user guides. System documentation is scheduled under file number 25-1mmm.</p> <p><i>Agency, NARA NR</i></p>		

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	<p>c. System administrative reports. Administrative reports on use, monitoring, and maintenance of the system, etc. These reports are scheduled under 25-1III.</p> <p>d. Backups. Scheduled copying of the master file for use in case the master gets damaged. Backup files are scheduled under 25-1nnn.</p> <p>e. Database is updated as individuals are separated from Army Government services. As part of managing the database contents, information on individuals is deleted after 90 days inactivity for each individual. (DODD 1332.35 states transition services to be provided service members and families for up to 90 days after separation, space and workload permitting.)</p>		
1	<p>FN: 600o Title: Army Career and Alumni Program (ACAP) Master File Authority: Privacy Act: Description: Information collected and processed by a Government system designed to provide services and benefits to personnel transitioning from Army Government Services. Included are soldiers, Department of the Army civilians, and their family members. Data collected and used in this record system is information acquired from other record systems and individuals, and consists of personnel and service information on personnel (name, rank, SSN, MOS, unit of assignment, assigned installation, employment qualification, civilian job series, foreign language proficiency, date received Pre-separation Counseling Checklist, date leaving service, date departing installation, home of record, branch of service, spouse information, reason for release from active duty, character of service, civilian and military education level, type and scope of assistance needed in transitioning, name and location of personnel who provide services needed to successfully transition and type of employment assistance needed). Disposition: Code KE6. Event is after ACAP program is discontinued or after 90 days inactivity for individual personnel data entries. <i>Record.</i> Keep in the CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy. <i>delete.</i></p> <p>Note: Use 25-1kkk for source/input records, 25-1mmm for system documentation and specifications, 25-1III for system administrative reports, and 25-1nnn for backups.</p>	<p><i>B. Austin 11-15-00 L. Galloway concern</i></p>	
2	<p>FN: 600p Title: Army Career and Alumni Program (ACAP) System Outputs and Reports Authority: Privacy Act: Description: Outputs generated by the ACAP system include ACAP HQ monthly report reflecting number of client visits, DoD quarterly report to ACAP Management Office, demographic reports, scheduling reports.</p>		

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USE ONLY)

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

NOTE: Outputs include DD Form 2648, Pre-separation Counseling Checklist, which is signed and forwarded to the service member's official personnel file.

Concur 3/2/01

H. Genovese, NARA
B. Burton, Army