

Request for Records Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

1. From: (Agency or establishment)
US ARMY

2. Major Subdivision
OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF

3. Minor Subdivision
US ARMY RECORDS MANAGEMENT & DECLASSIFICATION AG

4. Name of Person with whom to confer
SHIRLEY KINSON-JONES

5. Telephone (include area code)
703-428-6411

Leave Blank (NARA Use Only)

Job Number
NI-AU-03-18

Date Received
5-5-2003

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date
8/30/03

Archivist of the United States
[Signature]

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 _____ 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 has been requested

Signature of Agency Representative

[Signature]

Title

CHIEF, RECORDS MANAGEMENT DIVISION

Date (mm/dd/yyyy)

12/19/2007

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p align="center">Installation Status Report System</p> <p>Background: The Installation Status Report (ISR), a web-based integrated executive information system, was developed by the Department of the Army in 1994 as a method to assess installation level conditions and performance against Army-wide standards. Data is provided from all Army installations and is used to develop a three-part report consisting of Infrastructure, Natural Infrastructure, and Services. ISR Services also includes Service Based Costing data.</p> <p>The ISR reflects the installation readiness of all Active Army and Army Reserve Command installations, and Army National Guard installations, activities, and properties. It also includes the readiness of Army tenant activities located on non- Army properties, base realignment and closure installations that are not mission complete and Government-owned, contractor-operated installations not in lay-away or excess status. The ISR is designed to provide information to Army planners and programmers for use in developing, recommending, and implementing policy pertaining to the planning, programming, budgeting, execution, and operation of Army installations worldwide.</p>		

10 copies sent to agency, DOME, & DOWMU

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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>The ISR:</p> <ul style="list-style-type: none"> a. Provides Army-wide standards for infrastructure, environmental and service delivery requirements in one reporting system. b. Identifies shortcomings that may not have been discovered other ways. c. Provides more visibility to installation conditions and priorities. d. Applies objective, Army-wide quality and quantity standards to facilities, environmental programs and service delivery conditions. e. Assists commanders at all levels to track progress and justify resourcing. f. Provides information at the appropriate level of details for the level of command doing the analysis. g. Provides HQDA and MACOMS with an objective, summarized picture of overall status based on detailed assessments. h. Provides estimated costs needed to sustain, renovate or construct facilities in order to achieve a desired C-rating. i. Reduces redundant reporting. <p>Information used to populate the ISR is acquired from other records systems and individuals to include the Integrated Facility System (IFS), Army Stationing and Installation Plan (ASIP), Headquarters Real Property Planning and Analysis System (RPLANS), and commanders and chiefs or designees of tenant units and activities located on Army and non-Army properties. The ISR's relationship to several of the Army's institutional databases is as follows:</p> <ul style="list-style-type: none"> a. The IFS is the Army's institutional database of record for Real property. It captures the "on-hand" assets or "things" an installation has. b. The ASIP captures authorized force structure by installation over the POM years at the UIC level of detail. Other population captured in the AISP for the current year includes PCS and TDY students, BT/AIT/OSUT training loads, Reserve Component training loads and Tenants Other Than Army (TOTA). 		

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	<p>c. The RPLANS determines installation facility requirements based on the ASIP population, space planning criteria and on-hand assets. Installation on-hand assets are fed directly into ISR Infrastructure from RPLANS. The Quantity Rating in ISR Infrastructure is determined by comparing the IFS on-hand assets to the calculated HQRPLANS requirement for each Facility Category Group.</p> <p>d. The Environmental Program Requirements Report, Environmental Quality Report, and Defense Sites environmental Restoration Tracking System/Cost to Complete, feed directly into ISR Environmental portion of the ISR.</p> <p>e. Service Based Costing (SBC) captures the “did” cost of performing a service on an installation. ISR Services will capture the condition of that service. Standard Service Costing captures the SBC and ISR Services data for a service and will compute a programming “should cost” for that service.</p> <p>No output is transferred to other AISs. Source documents are scheduled under file number 25-1kkk.</p> <p>Information is not subject to the provisions of the Privacy Act.</p> <p>The system is updated annually immediately preceding publication and distribution of the ISR report to HQDA staff agencies and major commands. When the annual ISR/SBC data lock occurs, the data for the prior year lock is preserved (not deleted or overwritten). Any subsequent annual collection cycles have no effect on the integrity of the prior years’ data.</p> <p>A copy of the report is posted to the ISR Program website at http://isr.pentagon.mil. The website also contains information about the web application, located in the ISR Web Users Manual, and explains in detail each component of the ISR. ISR system administrative reports are scheduled under RN 25-1lll, systems backups under RN 25-1nnn, system specifications and documentation under RN 25-1mmm, and input/source documents under RN 25-1kkk.</p>		

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	<p>The command viewer application is run off the internet so there are no special hardware requirements other than an internet connection and as minimum, either of the following browsers: Microsoft's Internet Explorer, Version 5.5 or later and Netscape's Communicator Version 6.1 or later.</p> <p>RN: 210-14a Title: Installation Status Report (ISR) Master File Authority: TBD Privacy Act: N/A Description: The Masterfile contains data gathered from all Active Army, Army Reserve Command and Army National Guard installations, activities, and properties. The data is used by installation commanders to rate their installations against established Army-wide standards in three functional areas: infrastructure, services, and environmental. Major data elements include names of installations, major file category rated, (infrastructure, environmental, services), sub-category rated, and quality and quantity ratings assigned to each category and subcategory.</p> <p>Disposition: TE10. Event is after infrastructure data has been reported or transferred to the Defense Readiness Reporting System (DRRS). Keep in the CFA until event occurs and then until no longer needed for conducting business, and then retire to the RHA/AEA. The RHA/AEA will destroy the record 10 years after the event.</p> <p>RN: 210-14b Title: ISR Outputs and Reports. The files include the Commander's Annual Assessment Report. The report provides an assessment of the readiness level and condition of each installation based on its ratings in the various categories and sub-categories. The reports are used for limited trend analysis.</p> <p>Disposition: KE6. Event is upon approval of the report by the Commander. Keep in the CFA until event occurs, then destroy 6 years after the event.</p>		