

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 71-A2-07-5	DATE RECEIVED 11-06-2006
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF THE ARMY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION US ARMY RECORDS MANAGEMENT & DECLASSIFICATION AGENCY			
4. NAME OF PERSON WITH WHOM TO CONFER MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 428-6418	DATE 7/24/07	ARCHIVIST OF THE UNITED STATES Allen Weinstein

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 _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 13 JAN 2006	SIGNATURE OF AGENCY REPRESENTATIVE JOHN A SHARETT-SULLIVAN	TITLE CHIEF, RECORDS MANAGEMENT DIVISION
---------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>SYNCHRONIZED PERSONNEL OPERATIONAL TRACKER (SPOT)</u></p> <p>BACKGROUND: The Synchronized Personnel Operational Tracker (SPOT) (formerly the Support Personnel Deployment Records) is a certified web-access application that establishes comprehensive, beginning-to-end deployment tracking system containing information that allows the Federal Government to account for contractor individuals who deploy in support of ongoing contingency operations. The database provides worldwide location and real-time accounting and accountability reporting to personnel assigned permission at any location with internet access. It has the ability to track information about contractors, civilians and military personnel; however 95% of the records are contractors. The prescribing directives are Public Law 108-375, HR1815, DoDI 3020.37 (Continuation of Essential Contractor Services During Crisis), DoDI 3020.41 (Contractor Personnel Authorized to Accompany the U.S. Armed Forces), and Army Regulation 715-9 (Contractors Accompanying the Force). The system contains personnel information regarding military and civilian employees and contractors who are supporting ongoing contingency operations for active military missions. The beginning date of a record is when the individual is deployed and the ending date is when the individual separates from deployed status. Deployees Orders/Letters of Authorization from government organizations and contractor companies are used to populate the database. The SPOT is in the process of interfacing with the Defense Manpower Data Center (DMDC), Global Combat Support System-Army (GCSS-A), and Deployed Theater Accountability Software (CONTINUED ON NEXT PAGE)</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>(DTAS), and will create connections with other DoD applications as appropriate, wherein data will be pulled from and pushed to these systems to produce daily reports/outputs. These reports/outputs are produced in Crystal Reports and Excel formats (electronic and hard copy) to respond to queries. Data may be added, updated, and deleted within the system's graphical user interface (GUI), and the social security number is the primary database key/unit. The Database Server Backup Job runs a full back-up every Monday morning with differential backups run every other morning. In addition, a Log Shipping utility runs a full backup once a day and a transaction backup every ten minutes to the failover database server. The proponent is the Army Materiel Command G3. The disposition instructions apply to records in all media and format.</p> <p>Justification for Permanent Retention: Personnel information will be compiled and converted into statistical data to identify trends and determine judgement on claims and lawsuits; and used in research and studies that may prevent or fully support future litigations, contingencies, and the rights and interests of American citizens.</p> <p>NOTE: Use record numbers (RNs) 25-1lll for automated system administrative reports and 25-1nnn for backup files.</p> <p>RN: 715-9a Title: Synchronized Personnel Operational Tracker (SPOT) Master File Authority: TBD Privacy Act: A0715-9 DCS,G-4 Description: Records include a profile containing name of individual; social security number; home, office, and deployed telephone numbers and e-mail addresses; home address and deployed address; emergency contact name and telephone numbers; contract number and contractor organization name, along with employer's contact name, address, and telephone number; next of kin name, phone and address; air travel itineraries and movements in theater of operations; copies of passport and/or visa and common access or identification card; photograph; trip information (e.g., destinations, reservation information); travel authorization information (e.g., Government orders or letters of authorization); trip dates; deployment processing information, including training completed certifications, medical and dental screenings, and blood type; and other official deployment-related information. Disposition: PERMANENT. Code TEP: Event is when individual's deployment is terminated. Keep until event occurs and then until no longer needed for conducting business, then retire to the Army Electronic Archives (AEA). The AEA will transfer to the National Archives when the record is 25 years old.</p> <p>(CONTINUED ON NEXT PAGE)</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>RN: 715-9b Title: Synchronized Personnel Operational Tracker (SPOT) Outputs and Reports Authority: TBD Privacy Act: A0715-9 DCS,G-4 Description: Daily outputs and reports queried from the database pertaining to contractors and military and civilian employees who have been deployed to support contingency operations. Disposition: Code KN: Keep until no longer needed for conducting business, but not longer than 6 years, then delete.</p>		
3	<p>RN: 715-9c Title: Synchronized Personnel Operational Tracker (SPOT) Documentation and Specifications Authority: TBD Privacy Act: NA Description: Documents created to identify, service, interpret, use, and maintain computer systems, user applications, or electronic records. Included are specifications; documentation; user guides; manuals on hardware, network, operating system, and application software; and database specifications, codebooks, and record layouts. Disposition: PERMANENT. Code TEP: Event is when the associated masterfile is retired to the AEA. Keep until event occurs and then retire to the AEA. The AEA will transfer the record to the National Archives when it is 25 years old.</p>		