

<b>' Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA Use Only)</b>	
To <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>		Job Number <b>NI-AU-09-3</b>	
1 From (Agency or establishment) <b>U.S. Army</b>		Date Received <b>12/24/08</b>	
2 Major Subdivision <b>Office of the Admin Asst to the Secy of the Army</b>		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>US Army Records Mgmt &amp; Declass Agency</b>			
4 Name of Person with whom to confer <b>Shirley Kinson-Jones</b>	5 Telephone (include area code) <b>703-428-6411</b>	Date <b>5/4/09</b>	Archivist of the United States <i>Shirley Kinson-Jones</i>
<b>6 Agency Certification</b> 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Shirley Kinson-Jones</i>		Title <b>Chief, Records Management Division</b>	
		Date (mm/dd/yyyy)	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p style="text-align: center;"><b>Enlisted Promotions and Reductions</b> <b>AR 600-8-19</b></p> <p><b>Background:</b> The Enlisted Promotion Model (EPM) distributes the monthly promotion allocations provided by Army G-1 Office, by MOS/grade for SGT through SGM to support Army enlisted readiness. EPM is used by Force Alignment Division, Promotion Requirements Section, EPMD. It generates reports and creates automated transactions for other management information systems. The database is populated with data received from HRC, EPMD Total Army Personnel Database-Active Enlisted (TAPDB-AE), Enlisted Distribution and Assignment System (EDAS) Statistical Sub-system (Stat-DB), Enlisted System Strength Management Model, Senior Enlisted Promotion Model, and Director of Military Personnel Management. The electronic media is backed up per AHRC schedule and stored with AHRC, 200 Stovall Street, Alexandria, VA 22332 and COOP (Continuity of Operations) Site. The proponent of EPM is the Deputy Chief of Staff, G - 1 (D A P E - M P), 300 Army, Pentagon, Washington, DC 20310-0300.</p> <p><b>NOTE:</b> Use record number (RN) 25-1kkk for source input records, and RN 25-1mmm for system documentation and specification files.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

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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)
1	<p>RN: 600-8-19g                      Title: Enlisted Promotion Model (EPM) System Masterfile                      Authority: TBD                      PA: A0680-31AHRC                      Description: The EPM database contains Enlisted Personnel information to include promotions eligibility data, SSN, Dates of Birth, Basic Active Service, Expiration Term of Service, and misconduct indicators for all active duty soldiers as of the 11<sup>th</sup> of each calendar month. These point-in-time snapshots must be kept to respond to potential challenges to promotion decisions.                      Disposition: KE2. Event is after creation of pin-point snapshots (Electronic). Keep in CFA until event occurs, then destroy 2 years after the event.</p>		
2	<p>RN: 600-8-19h                      Title: Enlisted Promotion Model (EPM) System Outputs and Reports                      Authority: TBD                      PA: A0680-31AHRC                      Description: Monthly reports that include Roster of Personnel selected for promotion, Enlisted Promotion Summary Report (EPSR) (Hard copy), A2SF interface (Electronic), 12 month history (Hard copy), SGT/SSG promotion trend report (Electronic), and SGT/SSG cut off score report (Hard copy).                      Disposition: KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		