

# Request for Record Disposition Authority

(See Instructions on reverse)

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

1 From (Agency or establishment)  
**Department of the Army**

2 Major Subdivision  
**Office of the Administrative Assistant to the Secretary of the Army**

3 Minor Subdivision  
**Records Management and Declassification Agency**

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-A4-0935**

Date Received  
**5/7/09**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **9-8-2009** Archivist of the United States  
*Adrienne Thomas*

### 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 1 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

*Ricardo A. Romero*

Title

**Ricardo A. Romero, Chief, Records Management Division**

Date (mm/dd/yyyy)

**4/28/2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p style="text-align: center;"><b>Enlisted Distribution Target Model (EDTM)</b></p> <p><b>Background</b> The enlisted distribution target model (EDTM) is an automated system that creates enlisted distribution targets by MOS, grade, and unit identification code (UIC) The model fills each UIC reflected in the personnel manning authorization document (PMAD) with projected available inventory from the Military Occupational Specialty Level System (MOSLS) according to DCS, G-1 distribution policy</p> <p><b>Note</b> Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files</p> <p>RN: 614-200e Title Enlisted Distribution Target Model (EDTM) Master File Authority TBD PA TBD</p> <p><b>Description</b> Contains data on the enlisted distribution targets, enlisted operating strengths, projected enlisted authorizations and Army enlisted policy</p> <p><b>Disposition</b> K2 Keep until record is 2 years old, then delete</p>		