

# Request for Records Disposition Authority

(See Instructions on reverse)

<b>To National Archives and Records Administration (NIR) Washington, DC 20408</b>	
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

<b>Leave Blank (NARA Use Only)</b>	
Job Number <i>NI-AU-10-16</i>	
Date Received <i>12/16/09</i>	
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date <i>12/16/09</i>	Archivist of the United States <i>[Signature]</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     
  has been requested

Signature of Agency Representative <i>[Signature]</i>	Title Richard A. Wojewoda, Chief, Records Management Division	Date (mm/dd/yyyy) <i>12/14/2009</i>
--	--	--

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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;">Functional Schedule for Series 690, Civilian Personnel</p> <p>These records concern the administration of the civilian personnel program. Note Most of the records contained in the 690 Civilian Personnel Series are prescribed by the Federal Personnel Manual (FPM) These FPM regulations are now being converted to Army Regulations This conversion is under the direction of the Deputy Chief of Staff for Personnel (DCSPER), Headquarters, Department of the Army</p> <p>NOTE: Use record number (RN) 25-1kkk for source/input records, RN 25-llll for automated systems administrative reports, RN 25-1mmmm for system documentation, and RN 25-1nnn for backup files</p> <p>Please see attachment for additional information.</p>		

These records concern the administration of the civilian personnel program. Note: Most of the records contained in this series are prescribed by the Federal Personnel Manual (FPM) under chapters 410, 411, 412, 430, and 451.

**RN: 690-300**

**Title: Civilian Personnel Employment Systems Master Files**

**Authority: TBD**

**PA: TBD**

**Description:** Records generated by multiple Army Information Systems (AIS) to include the **Army Civilian Personnel Online (CPOL)** that contains copies of policies, laws, and procedures, and other guidance; **Army Staffing Suite System (ASSS)** which contains vacancy board and announcement information, referral lists, and electronic applicant case files; **Civilian Personnel Productivity System (CIVPRO)** that contains workflow and workload performance data including number and type of placement actions, classification actions, and other routine personnel actions submitted and processed by personnel specialist; **Army Benefits Center—Civilian (ABC-C)** which contains civilian employee benefit enrollment and maintenance data including pay information, personal identifiers, plans and options selected, and contact information.

**Competency Management System (CMS)** which contains workforce planning and analysis data including occupational skill descriptions, educational background information, core competency descriptions, and pay data; **Civilian Forecasting System (CIVFORS)** contains workforce analysis data including personnel demographic information, job descriptions, and career management actions (accessions, retirements, etc.); and the **Workforce Analysis Support System (WASS)** which contains personnel strength (gains, losses, etc.) population demographics, personnel identifiers, and job characteristic data.

**Disposition:** KE6 Event is when the data is superseded or no longer needed for analytical purposes. Keep until event occurs, then delete 6 years after the event.

**690-500**

These records concern the administration of the civilian personnel program. Most of the records contained in this series are prescribed by the Federal Personnel Manual (FPM) chapters 511, 512, 530, 531, 532, 536, 539, 540, 550, 571, 591.

**RN 690-500**

**Title: Fully Automated System For Classification (FASCLASS) Master File**

**Authority: TBD**

**PA: TBD**

**Description:** FASCLASS is a web-based system designed to automate personnel position description master files and organizational records by converting manual data and existing systems into a standard electronic form. FASCLASS interfaces with the Defense Civilian Personnel Data System (DCPDS) through a secured server. The master file contains personnel and job classification data including employee name, social security number, date of birth, national identifier, pay grade, sequence number, occupational code, personnel office identifier, and job title.

TEMPORARY. KEN Event is when position description is superseded or becomes obsolete. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.