

# Request for Record Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Number

NI-44-10-25

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

Brenda Fletcher

5 Telephone (include area code)

703-428-6298

Date Received

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

Dec 11

Archivist of the United States



### 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



Title

Richard A. Wojewoda, Chief, Records Mgmt Division

Date (mm/dd/yyyy)

22 JAN 2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>611 - Personnel Selection and Classification</p> <p>Background These records involve staffing, position management, and position classification They are created for the purpose of identifying and grading occupations Position occupations describe the tasks to be performed, responsibilities, special skills, knowledge and training needed to perform in military and civilian positions They describe career progression paths, and are the basis for promotions, incentives and special pay</p> <p>RN 611-1d Title Analyst Projection Assistance System (APAS) Master File Authority TBD PA NA</p> <p>Description The system is used to analyze several different projection scenarios for a given military occupational specialty (MOS) The master file contains target and operating strength data for enlisted Army personnel The data is maintained at the MOS level by month and fiscal year Data is kept in the database for 1 processing cycle (3 months) After the APAS cycle runs, the input file is kept for 3 months, backed up, then online information is discarded Output produced by the system is the MOS executive summary report containing enlisted strength data by month and fiscal year</p> <p>Disposition KE2 Event is upon completion of processing cycle Keep until event occurs and then until no longer needed for conducting business, but not longer than 2 years</p> <p>Note Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files</p>		