

Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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
Sheila M. Brown/Shirley Kinson-Jones

5 Telephone (include area code)
703-428-6412

Job Number
N1-A4-10-26

Date Received
3/29/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **17 NOV 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: *[Signature]* Title: **Richard A. Wojewoda, Chief, Records Management Division** Date (mm/dd/yyyy): **03/05/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p align="center">215-1 Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities</p> <p>This regulation establishes policy, prescribes procedures, and assigns responsibilities for Army Morale, Welfare, and Recreation (MWR) programs and nonappropriated fund instrumentalities (NADIs) encompassing the garrison MWR operating entities and includes NAFIs of the Department of Defense (DOD) established in accordance with Army policies herein</p> <p>NOTE Use record number (RN) 25-1111 for automated system administrative reports, RN 25-1kkk for source/input records and RN 25-1nnn for backup files, 25-1mmm for automated system documentation and specification files</p> <p>RN 215-1jj Title Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities Systems Master File Authority TBD PA TBD Description Records generated by multiple Army Information Systems (AIS) to include the Armed Forces Recreation Centers Property Management System (AFRC-PMS) which contains guest charge and payment information for past and present guest and records created from 2002 to present. One database record is created for each guest profile and multiple records are created for stay data, ARMP Route Accounting System includes information on machines, meters, cash collected, smart card and machine transactions, vendor payments for materials to support operation, and general accounting information, Army Banking and Investment System (ABIS) contains transaction data for each NAFI, as well as daily balance information for each participant, monthly statements, and other reports, Army Lodging Central Reservations System (ALCRS) contains reservation information (arrival date, departure date, name address, room type, and statistical data) for both future and historical reservations. Availability of accommodations, aggregate statistical usage data is generated by nightly process based on reservation data, Army Lodging Property Management System (ALPMS) contains</p>		

reservation information (arrival date, departure date, name, address, room type, and statistical data (for both future and historical reservations) Availability of accommodations, revenue tracking and receivable due, aggregate statistical usage date is generated by nightly process based on reservation data, **Child Youth & School Services Video Surveillance System (CYS-VSS)** provides the ability to view live video of classroom activities and to provide means to record all captured video for a period of NLT 30 days, **Eventmaster (EVENTMASTER)** stores various room configurations, meal menus, standard party contract information, and pricing, **Financial Management Budget System (FMBS)** stores program codes, general ledger account codes, program name, and financial data, **Food Trak (FOOD TRAK)** stores various recipes, meal menus, and inventory information and pricing; **General Library Information (GLIS)** contains a descriptive record of over 1M books, magazines, videos, audio books, and other media contained in all of the participating GLIS libraries System also included over 660,000 user records including name, address, telephone, email, etc The information is used for accountability control and overdue notices **Installation Management Employee Tracking System (IMETS)**, Track MWR employees by positions and by employees real time data taken from DCPDS and payroll files, **Morale, Welfare and Recreation Management Information System Automated Information Management System (MWR-MIS-AIS)** the systems within this stem stores data The user profiles required for access to each of the resident systems through the directory services provided by the AIS. This includes machine names and user IDs and passwords, **Rec Trac (REC TRAC)** information contained in system relates to good and services provided by each activity, facility, and program. A central database at each installation accessed by authorized users only A business need to know is required for access. Data is stored as current plus the previous year for trend analysis. **Standard Management Information Reports for Finance (SMIRF)** stores program codes, general ledger account codes, program name, and financial data; **Standard Non-appropriated Fund Automated Contracting System (SNACS)** provides for the ECSE of Financial and Acquisition Management for IMCOM and MWR activities world-wide The system is Web Based and centrally controlled at IMCOM, **Talent View (TALENT VIEW)** stores personnel data; **Telelogic System Architect (TSA)** the database can contain multiple repositories Each repository contains potentially hundreds of definitions of business activities, organizational roles, activity inputs/outputs, information system data and functions, diagrams, tables, and reports, **Time Labor Management system (TLMS)** stores employee name, rank, rate or pay, benefits, insurances, SSN, address, work center, work plan, emergency contact information, schedule, and time worked.

Disposition: TE10. Event is when superseded or obsolete. Keep until event occurs then transfer to the AEA. The AEA will delete the data 10 years after the event

215-3

This regulation establishes policies for the administration of a total personnel program for NAF employees of the Department of the Army (DA) Because NAF employees are not legally deemed to be employees of the Federal Government for the purposes of most laws administered by the Office of Personnel Management (OPM), the policies, procedures, and entitlements relating to employees paid from appropriated funds (APF) and those relating to NAF employees are different There are, however, instances where legislation not applicable to NAF employees has been administratively adopted, through this regulation, for application to NAF employees

NOTE: Use record number (RN) 25-1111 for automated system administrative reports, RN 25-1kkk for source/input records and RN 25-1nnn for backup files, 25-1mmm for automated system documentation and specification file

Item 2

RN: 215-3nn

Title: Morale, Welfare and Recreation Non-appropriated Funds Personnel Policy System Master File

Authority: TBD

PA: TBD

Description: Records generated by multiple Army Information Systems (AIS) to include the, Resumix (RESUMIX) system contains applicant resumes.

Disposition: TE10. Event is when superseded or obsolete Keep until event occurs then transfer to the AEA The AEA will delete the data 10 years after the event.

*8/30/11 Changed
Per Ro's request.*

*See email
date 8/30/11*

EW