

Request for Records 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	5 Telephone (include area code)
Brenda Fletcher	703-428-6298

Leave Blank (NARA Use Only)	
Number	N1-44-11-11
Date Received	10/25/10
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
30 June 11	

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	Title	Date (mm/dd/yyyy)
	Richard A. Wojewoda, Chief, Records Mgmt Division	10/12/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>600-8-104 – Military Personnel Information Management/Records</p> <p>The U S Army Human Resources Command (HRC) plans manpower mobilization and replacement, assigns soldiers, and maintains officer projections for promotions</p> <p>Background The Total Officer Personnel Management Information System (TOPMIS) is used in the assignment and management of officer personnel and accounting and strength reporting TOPMIS also supports manpower mobilization replacement operations and soldier transfer and discharge</p> <p>TOPMIS is used by assignment and distribution managers in HRC to respond to requests for officer personnel, issue assignment orders, update officer records, and conduct strength management activities Officer requisitions are requests for the assignment of a commissioned officer Each Army command is considered a requisitioning activity</p> <p>The officer management file (OMF) is a sub-file of TOPMIS The OMF contains qualification data on each officer on active duty</p> <p>TOPMIS produces the officer record briefs (ORBs) The officer record brief (ORB) is also a sub-file of TOPMIS The ORB is a snapshot of the officer at a given point in time Copies of the ORB are distributed to gaining commands and organizations under the officer assignment and replacement program The ORB applies only to Active Army commissioned and warrant officer personnel</p> <p>TOPMIS is a source of officer personnel data for the Total Army Personnel Database (N1-AU-06-8)</p> <p>RN 600-8-104bb Title Total Officer Personnel Management Information System (TOPMIS) Master File Authority TBD PA TBD</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

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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)
	<p>Description. Information in the system consists of officer requisitions, information on officer skills, grade levels, and qualifications; officer assignment orders, personnel authorizations, and accounting and operating strength reports</p> <p>The ORB contains the officer name, social security number, and personal mailing address, assignment history showing effective date, branch, grade, overseas tours, service date, duty address, officer availability, security clearance status, promotion eligibility, adverse actions, military and civilian education, medical training, foreign language skills, military decorations and awards, retirement eligibility date, and the soldier photo.</p> <p>Requisition reports show unit identification code, duty location, requisition status, requestor, and similar related information</p> <p>The officer operating strength report contains the number of currently assigned and projected officers to a unit, within a command or installation, by grade and military occupational specialty</p> <p>Gain and loss reports show reassignments and projected strength</p> <p>Disposition. T6 Event is after transfer or separation of individual. Keep until event occurs and then transfer according to AR 600-8-104</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>		