

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

Leave Blank (NARA Use Only)	
Job Number	N1-44-11-12
Date Received	10/25/10
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
30 Oct 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 Richard A. Wojewoda, Chief, Records Mgmt Division	Date (mm/dd/yyyy) 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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>71 - Force Development</p> <p>The Office of the Deputy Chief of Staff for Operations and Plans develops and manages Army force structure documentation, allocates personnel and equipment to Army organizations and activities, and implements, manages and maintains the centralized documentation of the Army force structure. Force structure consists of numbers and size of units that make up the force, e.g., divisions, brigades, regiments and groups. It is composed of current, planned, or the programmed total Army.</p> <p>Background: The Force Management System (FMS) is used to track force information, determine and document manpower authorizations, establish operational requirements for equipment, and prepare and publicize authorization documents. The FMS system is used in conjunction with the master force database in the Structure and Manpower Allocation System (SAMAS) which contains programmed force structure data. Information exists in the system from 2008 to present. All Army organizations are represented.</p> <p>RN: AR 71-32o Title: Force Management System (FMS) Master File Authority: TBD PA: TBD</p> <p>Description: The master file consists of force structure data, tables of distribution and allowance (TDA), and modification tables (MTOE) prescribing unit organization, personnel, and equipment authorizations, and, annual manpower strength reports.</p> <p>Disposition: KE6. Event is after supersession or obsolescence of the basic allowance document. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

Job Number

Page 2

Of 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<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>		