

# 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

Sheila M Brown

5 Telephone (include area code)

703-428-6412

Leave Blank (NARA Use Only)

Number

NI-44-11-13

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

30 June 11

Archivist of the United States

*[Signature]*

### 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)

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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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>AR 600-8, Military Personnel Management</p> <p>Background The Reserve Component Automation System (RCAS) is a suite of four application families consisting of the Force Authorization (FA), Mobilization (MOB), Personnel (PERS), and Safety and Occupational Health (SOH) The applications in the suite provide force authorization, mobilization, personnel, and safety support for the National Guard Bureau (NGB) and the United States Army Reserve (USAR)</p> <p>The FA applications allow users to develop strategic plans for current and future Reserve Component forces The users are able to compare force management data, manage equipment requirements and distribution, compare authorization and requirements data, and create hypothetical scenarios</p> <p>The MOB applications measurably reduce the time and labor required to prepare and deploy soldiers through mobilization stations This is accomplished with minimal impact to training and operational missions of supported units</p> <p>The PERS applications address the unique needs of Reserve component forces by managing orders and recording retirement points Also, users are provided with a complete information support system for civilian personnel functional community The SOH applications provide for the recording and reporting of occupational safety and health information This reporting helps reduce the number of soldier accidents, therefore, keeping soldiers ready for potential deployment</p> <p>The system input receives electronic and user inputs The RCAS physical output generates a number of reports using Department of the Army (DA), Department of Defense (DoD), Forces Command (FORSCOM), Servicemen's Group Life Insurance (SGLV), National Guard Bureau (NGB), Thrift Savings Plan (TSP), Record Brief, and Office of Personnel Management (OPM) forms</p>		

AR 600-8, Military Personnel Management

The proponent of this system is the Deputy Chief of Staff (G1).

RN: 600-81

Title: Reserve Component Automation System (RCAS) Master File

Authority: TBD

PA: TBD

Description: System contains daily operations, training, mobilization planning and support, and administrative task information for all National Guard and Reserve echelons.

Disposition: TE7. Event 1s after the contract termination date. Keep until event occurs and then until no longer needed for conducting business, then retire to AEA. The AEA will destroy the record 7 years after the event.

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.