

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NCI-AU-85-75</b>	DATE RECEIVED <b>9-13-85</b>
1 FROM (Agency or establishment) <b>Department of the Army</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>The Adjutant General's Office</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Records Management Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Cliff Jones</b>	5 TELEPHONE EXT. <b>325-6044</b>	DATE <b>2-25-86</b>	ARCHIVIST OF THE UNITED STATES <i>James S. Burke</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B DATE <b>9/28/85</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman</i> <b>W.R. BOARDMAN, CRH</b>	D TITLE <b>Army Records Manager</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>603-04 Manpower staffing standard development files. (Planned MARKS Number 570-5a)</p> <p><b>BACKGROUND:</b> This file number is one of several in subfunctional categories 602 &amp; 603 that is being changed to meet current Army requirements.</p> <p>603-04 Manpower staffing standards development files</p> <p>Description Information reflecting the development of manpower staffing standards under tables of distribution and allowances. Included are study schedules, development plans, measurement plans and reports (e.g., computation data), final manpower staffing standards system reports, associated correspondence and printouts, application plans, standards implementation data, and similar information.</p> <p><i>changes made with Army concurrence gm 11/19/86</i></p> <p><i>#85-68</i></p>	<p>NW-166-204</p> <p>EC-AU-75-19</p> <p>NCI-AU-78-41</p>	

*2/26/87 AF-NNA, NNM, NCE*

ITEM NO.	DESCRIPTION	JOB CITATION	ACTION
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1.	603-04 Manpower Staffing Standard Files		
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Description

Documents reflecting the development and issuance of manpower staffing standards and providing guidance in applying these yardsticks for measuring personnel requirements.

Included are--

- a. Final Manpower Staffing Standards Systems Reports.
- b. Study Development Plans.
- c. Measurement plans.
- d. Measurement reports.
- e. Copies of
  - (1) Manpower surveys.
  - (2) Command-type letters.
  - (3) Messages.
  - (4) Staffing guides.
- f. Coordinating actions.
- g. Interpretations.
- h. Similar documents.

Disposition

- a. Office performing Army-wide or MACOM-unique responsibility:  
Destroy when no longer needed for current operations.

- b. MACOM lead teams: Destroy when standard is superseded.

c. Other offices (input teams): Destroy after 2 years.

Definition - Lead Team

The team picked to do a study which is monitored by a command or US Army Manpower Requirements and Documentation Agency. The lead team prepares the study development plan, the measurement plan, gives guidance and assistance to input teams during the measurement phase, computes the standard and prepares the final report.