

## Request for Records Disposition Authority

Records Schedule Number           DAA-0127-2013-0018

Schedule Status                    Approved

  

Agency or Establishment           Department of the Navy

Record Group / Scheduling Group   Records of the U.S. Marine Corps

Records Schedule applies to       Agency-wide

Schedule Subject                   Web-Based Manpower Assignment Support System (WebMASS)

Internal agency concurrences will be provided   Yes

Background Information            This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON). WebMASS provides "Monitors" assigned to Manpower and Reserve Affairs (M&RA), an automated and integrated method to access information essential for making assignment and career management decisions. It provides a single, easy-to-use graphical interface integrating various information sources and allowing the users to perform ad-hoc and "canned" queries. Web Orders (WO) is a WebMASS subsystem which allows Monitors to issue Permanent Change of Station Orders (PCSO) to Officer and Enlisted Marines. Additionally, it allows the PCSO to be published, tracked, acknowledged, and printed via the Web.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1                                 | 0                                     | 1                                     | 0                                     |

### GAO Approval

## Outline of Records Schedule Items for DAA-0127-2013-0018

| Sequence Number |   |
|-----------------|---|
| 1               | Web-Based Manpower Assignment Support System (WebMASS) Master File<br>Disposition Authority Number: DAA-0127-2013-0018-0006 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="371 426 1541 470"><b>Web-Based Manpower Assignment Support System (WebMASS) Master File</b></p> <p data-bbox="371 480 1541 523">Disposition Authority Number      <b>DAA-0127-2013-0018-0006</b></p> <p data-bbox="371 534 1541 793">Data elements include but are not limited to Name, Rank, Social Security Number (SSN), Military Occupation Specialty (MOS), Gender, Race, Dependent Information, Home Address, Unit Information, Date of Rank, Future Duty Station Information, Home Address, Citizenship, Legal Status, Birth Date, Place of Birth, Religious Preference, Security Clearance, Mother's Maiden Name, Mother's Middle Name, Spouse Information, Marital Status, Military Records, Emergency Contact, and Education Information.</p> <p data-bbox="371 804 1541 847">Final Disposition                      <b>Temporary</b></p> <p data-bbox="371 858 1541 901">Item Status                                <b>Active</b></p> <p data-bbox="371 911 1541 955">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="371 965 1541 1095">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p data-bbox="371 1106 1541 1213">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="371 1235 1541 1278"><b>Disposition Instruction</b></p> <p data-bbox="371 1289 1541 1332">Retention Period                         <b>Destroy when no longer needed</b></p> <p data-bbox="371 1343 1541 1386"><b>Additional Information</b></p> <p data-bbox="371 1397 1541 1440">GAO Approval                              <b>Not Required</b></p> |

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                 | By               | Title   | Organization   |
|------------|------------------------|------------------|---|--|
| 03/05/2013 | Certify                | Matthew Staden   | Department of the Navy                        | Sec Nav/DON/AA - Record Report and Directives Management Division                  |
| 11/05/2014 | Submit for Concurrence | Steven Rhodes    | Appraiser                                     | National Archives and Records Administration - Records Management Services         |
| 11/05/2014 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - Records Management Services                  |
| 11/07/2014 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 11/10/2014 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |