

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 Disposition Authority Number: DAA-0127-2013-0018-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="381 433 1442 470">Web-Based Manpower Assignment Support System (WebMASS) Master File</p> <p data-bbox="381 487 1169 519">Disposition Authority Number DAA-0127-2013-0018-0006</p> <p data-bbox="381 541 1524 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="381 814 938 847">Final Disposition Temporary</p> <p data-bbox="381 868 872 901">Item Status Active</p> <p data-bbox="381 922 844 955">Is this item media neutral? Yes</p> <p data-bbox="381 976 844 1095">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="381 1116 844 1213">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="381 1246 690 1278">Disposition Instruction</p> <p data-bbox="381 1300 1227 1332">Retention Period Destroy when no longer needed</p> <p data-bbox="381 1375 690 1407">Additional Information</p> <p data-bbox="381 1429 971 1461">GAO Approval Not Required</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