

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0027**
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 **Major Subdivision**
Major Subdivision **United States Marine Corps**
Minor Subdivision **Administration and Resource Management (ARDB)**
Schedule Subject **Total Force Structure Management System (TFSMS)**
Internal agency concurrences will be provided **Yes**

Background Information **TFSMS is the authoritative source for Marine Corps Tables of Organization (T/Os). TFSMS also contains Tables of Equipment, including equipment allowances, based on the organizational force structure**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2013-0027

Sequence Number	
1	Total Force Structure Management System (TFSMS)
1.1	Total Force Structure Management System (TFSMS) MASTER FILES Disposition Authority Number: DAA-0127-2013-0027-0001

Records Schedule Items

Sequence Number			
1	<p>Total Force Structure Management System (TFSMS) TFSMS has been the single authoritative source for Marine Corps force structure and equipment requirement data from 2005 ongoing and serves as a business engine for the Total Force Structure Process. Within TFSMS are web-based tools to support force structure planning, decision making, reporting, and querying. The automated workflow capability allows Marine Corps organizations to request changes via on-line electronic forms called Table of Organization and Equipment Change Requests (TOECRs). These change forms are automatically routed through pre-designated approval chains to the Deputy Commandant, Combat Development and Integration (DC, CD&I), Total Force Structure Division (TFSD). The workflow module tracks the status and progress on all pending change requests. Through automated and ad hoc reporting capabilities, TFSMS supports any queries or data exportation to other Marine Corps operational systems with respect to past, present, or future Marine Corps force structure and equipment requirements.</p>		
1.1	<p>Total Force Structure Management System (TFSMS) MASTER FILES Disposition Authority Number DAA-0127-2013-0027-0001</p> <p>At a high level, the data elements in TFSMS include but are not limited to: Unit structure (examples: Unit Identification Code (UIC), Unit Name, Parent UIC, base location including address, city, state) Billet data (examples: skill codes, description, grade, gender, education requirement codes) Approved Acquisition Objective (AAO) Quantities (examples: equipment allowance quantities for various Marine Expeditionary Forces (MEFs) and quantities needed to support war reserves) Equipment Characteristics (examples: battery type, voltage, fuel type, dimensional data, shelf life, equipment program points of contacts' names and email addresses)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> </table>	Manual Citation	Manual Title
Manual Citation	Manual Title		

SSIC 5320	Organizational Manning and Billets Records
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Disposition Instruction

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

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
06/25/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
09/10/2014	Return for Revision	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
09/11/2014	Submit For Certification	Fredrecca Thompson	Records Analyst	HQMC - ARDB
09/12/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/02/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist