

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0127-2013-0030**  
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                      **US MARINE CORPS**  
Minor Subdivision                      **ADMINISTRATION AND RESOURCE DIVISION**  
Schedule Subject                      **SSIC 3058**  
    **ENTERPRISE MANAGEMENT SYSTEM (EMS)**

Internal agency concurrences will be provided      **No**

Background Information              **The EMS application provides for Life Cycle Management (LCM) of CBRN Individual Protection Equipment (IPE) from "first article" delivery and Production Lot Testing (PLT) through Physical/Chemical Properties testing and Equipment Assessment reporting.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2013-0030

Sequence Number	
1	Enterprise Management System (EMS)
1.1	MASTER FILES Disposition Authority Number: DAA-0127-2013-0030-0002

Records Schedule Items

Sequence Number			
1	<p><b>Enterprise Management System (EMS)</b> The EMS application provides for Life Cycle Management (LCM) of CBRN Individual Protection Equipment (IPE) from "first article" delivery and Production Lot Testing (PLT) through Physical/Chemical Properties testing and Equipment Assessment reporting. EMS has the unique capability to 1) track CBRN assets to support Shelf Life testing and aging studies, 2) support annual Congressional reporting requirements, and 3) Collect assessment data related to item storage or product quality deficiency of CBRN assets in support JPEO-BCD Enterprise Fielding and Surveillance (JEFS) mission as directed by the Joint Program Executive Officer for Chemical Biological Defense (JPEO-CBD).</p>		
1.1	<p><b>MASTER FILES</b></p> <p>Disposition Authority Number      DAA-0127-2013-0030-0002</p> <p>Information being collected includes but is not limited to: Shipping document data from DD Form 1348 and DD Form 1149, Contract, Lot and Manufacture date for CBRN assets, Shelf Life testing results, reports containing CBRN assets disposed of, demilitarized or reused. Personal/personnel information collected is limited to name, rank, work address, work phone, work email address, login events and record of changes to data by user.</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> <p>Disposition Instruction</p> <p>Retention Period                      Retain until no longer needed for business purposes.</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>	Manual Citation	Manual Title
Manual Citation	Manual Title		

## 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
09/30/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
03/27/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
04/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/01/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/07/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist