

### Request for Records Disposition Authority

Records Schedule Number: DAA-0127-2014-0019  
Schedule Status: Returned Without Action  
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 Division  
Schedule Subject: SSIC 1754.4  
SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM  
Internal agency concurrences will be provided: No

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).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0127-2014-0019

Sequence Number	
1	Exceptional Family Member Program Case Management System (EMP CMS) Disposition Authority Number: DAA-0127-2014-0019-0001
2	EXCEPTIONAL FAMILY MEMBER PROGRAM CASE MANAGEMENT SYSTEM (EFMP CMS)
2.1	MASTER FILES Disposition Authority Number: DAA-0127-2014-0019-0002
2.2	INPUT Disposition Authority Number: DAA-0127-2014-0019-0003
2.3	OUTPUT Disposition Authority Number: DAA-0127-2014-0019-0004
2.4	DOCUMENTATION Disposition Authority Number: DAA-0127-2014-0019-0005

Returned Without Action

Records Schedule Items

Sequence Number					
1	<p data-bbox="375 416 1516 459"><b>Exceptional Family Member Program Case Management System (EMP CMS)</b></p> <p data-bbox="375 459 1516 502">Disposition Authority Number     DAA-0127-2014-0019-0001</p> <p data-bbox="375 502 1516 631">Manage assignments for Marines who have exceptional family members. Information is used to evaluate eligibility for approved services. Data range from 2008 to ongoing.</p> <p data-bbox="375 631 1516 674">Final Disposition                     Temporary</p> <p data-bbox="375 674 1516 717">Item Status                             Withdrawn</p> <p data-bbox="375 717 1516 761">Is this item media neutral?         Yes</p> <p data-bbox="375 761 1516 804">Do any of the records covered by this item currently exist in electronic format (other than e-mail and word processing)?     Yes</p> <p data-bbox="375 804 1516 847">Do any of the records covered by this item exist as structured electronic data?             Yes</p> <table border="1" data-bbox="375 1062 1516 1213"> <thead> <tr> <th data-bbox="375 1062 951 1106">Manual Citation</th> <th data-bbox="951 1062 1516 1106">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 1106 951 1213">SSIC 1754.4</td> <td data-bbox="951 1106 1516 1213">System of Exceptional Family Member Program</td> </tr> </tbody> </table> <p data-bbox="375 1256 1516 1300"><b>Disposition Instruction</b></p> <p data-bbox="375 1300 1516 1515">Cutoff Instruction                     Cut off/close case files when treatment is no longer provided (i.e., due to transfer or separation of the Service member). Destroy 7 years after the end of the calendar year the case is closed or when a minor child reaches 23 years of age.</p> <p data-bbox="375 1515 1516 1558">Retention Period                     Destroy when no longer needed</p> <p data-bbox="375 1558 1516 1601"><b>Additional Information</b></p> <p data-bbox="375 1601 1516 1645">GAO Approval                         Not Required</p> <p data-bbox="139 1709 375 1752">2</p> <p data-bbox="375 1709 1516 1752"><b>EXCEPTIONAL FAMILY MEMBER PROGRAM CASE MANAGEMENT SYSTEM (EFMP CMS)</b></p> <p data-bbox="375 1752 1516 1882">The purpose of EFMP CMS is to manage assignments for Marines who have exceptional family members. Information is used to evaluate eligibility for approved services. Data range from 2008 to ongoing.</p> <p data-bbox="139 1903 375 1946">2.1</p> <p data-bbox="375 1903 1516 1946"><b>MASTER FILES</b></p>	Manual Citation	Manual Title	SSIC 1754.4	System of Exceptional Family Member Program
Manual Citation	Manual Title				
SSIC 1754.4	System of Exceptional Family Member Program				

Returned Without Action

Disposition Authority Number DAA-0127-2014-0019-0002

Records consist of PDFs of the Family Member Medical Summary (DD2792) and Special Education/Early Intervention Summary (DD2792-1), addenda contact and assignment notes, treatment plan, case management notes, respite care information, and additional consent authorization forms that relate to family support. Data elements include but are not limited to SSN#, Sponsor Name, Case ID, EFM Name, and Duty Stations.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 1754.4	SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM

Disposition Instruction

Cutoff Instruction age 23. Cut off/close case files when treatment is no longer provided (i.e., due to transfer or separation of the Service member). Destroy 7 years after the end of the calendar year the case is closed or when a minor child reaches 23 years of age.

Retention Period Destroy 7 year(s) after end of the calendar year the case is closed or when a minor child reaches age 23.

Additional Information

GAO Approval Not Required

INPUT

Disposition Authority Number DAA-0127-2014-0019-0003

Data sources include Marine Corps Task Force System (MCTFS) and Operational Data Store Enterprise (ODSE) and information from forms DD2792 and DD2792-1.

Final Disposition Temporary

Item Status Withdrawn

Returned Without Action

2.2

Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes  
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 1754.4	SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM

Disposition Instruction  
 Cutoff Instruction GRS 20.2B; N1-GRS-87-5 ITEM 2b  
 Retention Period Destroy when no longer needed

Additional Information  
 GAO Approval Not Required

2.3

OUTPUT  
 Disposition Authority Number DAA-0127-2014-0019-0004

Ad Hoc Reports generated from the master files.

Final Disposition Temporal  
 Item Status Withdrawn

Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes  
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 1754.4	SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM

Disposition Instruction  
 Cutoff Instruction GRS 20.16, N1-GRS-07-4 item 3.2

Returned Without Action

2.4

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

DOCUMENTATION

Disposition Authority Number DAA-0127-2014-0019-0005

Data systems specifications, file specifications, code books, record layouts, user guides or operating manuals, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

Final Disposition Temporary

Item status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 1754.4	SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM

Disposition Instruction

Cutoff Instruction GRS 11a (1); N1-GRS-0127 item 11a1

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Returned Without Action

### 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
08/18/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/13/2015	Return Without Action	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action