

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2015-0007**
 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 **I&L LPV**
 Schedule Subject **SSIC 1080.12b**
 Requirements, Transition and Manpower Management System

Internal agency concurrences will be provided **No**

Background Information **Requirements, Transition and Manpower Management System (RTAMMS), formerly Drill Management Module (DMM) is a web-based information system that supports the Marine Corps Reserve community.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2015-0007

Sequence Number	
1	Requirements, Transition and Manpower Management System (RTAMMS)
1.1	Master Files Disposition Authority Number: DAA-0127-2015-0007-0001
1.2	Input Files Disposition Authority Number: DAA-0127-2015-0007-0002
1.3	Output Files Disposition Authority Number: DAA-0127-2015-0007-0003

Records Schedule Items

Sequence Number					
1	<p>Requirements, Transition and Manpower Management System (RTAMMS) Requirements, Transition and Manpower Management System (RTAMMS), formerly Drill Management Module (DMM) is a web-based information system that supports the Marine Corps Reserve community. RTAMMS consists of 3 modules; Drill Manager (DM), Marine Corps Medical Entitlements Data System (MCMEDS) and Inventory Development and Management System (IDMS). DM automates the allocation, scheduling, and mustering of drills. The MCMEDS module supports the electronic generation, processing, and tracking of Line of Duty (LOD) determinations and Medical Hold (MEDHOLD) determinations for injuries that may occur during a drill period or while on Active Duty. The IDMS module provides personnel inventory management, needs identification and forecasting, prioritization and sourcing, and special population/program management for improved decision support.</p>				
1.1	<p>Master Files</p> <p>Disposition Authority Number DAA-0127-2015-0007-0001</p> <p>Master files include but are not limited to Reserve Marine personnel data relating to Name, Rank, Social Security Number (SSN), Military Occupational Specialty (MOS), medical status, record status, scheduled drill dates and status for mustered drills and strength category.</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%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SSIC 1080.12b</td> <td>PERSONNEL ACCOUNTING RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Close files annually at the end of the fiscal year. Destroy/Delete when 7 years old.</p>	Manual Citation	Manual Title	SSIC 1080.12b	PERSONNEL ACCOUNTING RECORDS
Manual Citation	Manual Title				
SSIC 1080.12b	PERSONNEL ACCOUNTING RECORDS				

1.2

Retention Period Destroy immediately after 7 Years Old

Additional Information

GAO Approval Not Required

Input Files

Disposition Authority Number DAA-0127-2015-0007-0002

Input data consists of system uploads from the Marine Corps Total Force System (MCTFS) and manual updates from established drill schedules, muster sheets and pay drill allocations.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Close files annually at the end of the fiscal year. Destroy/Delete when 7 years old.

Retention Period Destroy immediately after 7 Years Old

1.3

Additional Information

GAO Approval Not Required

Output Files

Disposition Authority Number DAA-0127-2015-0007-0003

Output data includes but is not limited to monthly drill schedules and bi-monthly drill muster sheets (reports of drill attendance). These are also retained electronically in the Marine Corps Total Force System (MCTFS).

Final Disposition Temporary

Item Status Active

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 1080.12b	

Disposition Instruction

Cutoff Instruction **Close files annually at the end of the fiscal year.
Destroy/Delete when 7 years old.**

Retention Period **Destroy immediately after 7 years**

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
05/04/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
12/03/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
12/07/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/07/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/09/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist