

Number	GRS 6.1-0127-2016-0001
Received Date	Jul 21, 2016
Total Accounts	124

Agencies are reminded that NARA reserves the right to review agency email practices and records. Pursuant to 36 CFR 1239.20, NARA may undertake an inspection involving high risk to significant records. Problems may be identified through a risk assessment or through other means, such as reports in the media, Congressional inquiries, allegations of unauthorized destruction, reports issued by the GAO or an agency's Inspector General, or observations by NARA staff members.

VERIFICATION FOR IMPLEMENTING GRS 6.1: EMAIL MANAGED UNDER A CAPSTONE APPROACH

SECTION A: Agency and Scope Information

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) selection of which GRS items the agency is proposing to use; and 4) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each is required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group number will require a separate form.

Name of Agency to Which this Form Applies: UNITED STATES MARINE CORPS

Record Group Number: 0127

*** Please spell out full agency name. Please do not use acronyms.*

Is this form superseding a previous submission? YES NO

If yes, provide previous tracking number assigned by NARA:

GRS 6.1 item(s) proposed for use: ALL ITEM 010 ITEM 011 ITEM 012

Implementation scope for this submission: Agency-Wide Component/Office (explain in additional scope comments)

Additional Scope Comments. If applicable, please include in this section all other RGS for which your agency is submitting separate form (for example, "The department will also be submitting forms for the following additional components: [list of components, with their record group number].") NOTE: if an agency did not check "all" under the "GRS 6.1 item(s) proposed for use" section, please summarize how other email is to be managed.

The Marine Corps adheres to NARA-approved Department of the Navy (DON) records disposition schedules. Because a DON email records schedule is still in the internal draft stage and has not yet been sent to NARA for approval, the Marine Corps requests approval to use GRS 6.1 in the interim. This has been vetted through DON CIO and the DON Records Manager, both offices have approved this request. Marine Corps senior leadership is very interested in doing the right thing by ensuring that agency email is managed according to a NARA-approved disposition schedule.

** Note: Box will expand to accommodate text.

Legacy Email Scope. Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email below (for example, "no legacy email exists for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption" or "agency will be including legacy email for all items being used, dating back to approximately 2010.")

Legacy email exists for records after 2014. A print and file policy was directed to the agency prior to CAPSTONE implementation. As the way forward, the Marine Corps will use a DoD 5015.02-STD compliant records management solution for all email to include CAPSTONE and non-CAPSTONE accounts. In the interim and until such time that the Department of the Navy submits an email retention schedule draft to NARA, the Marine Corps requests NARA approval to implement the GRS 6.1 to manage its email. This is in response to Marine Corps senior leadership concerns that the Marine Corps currently does not have an 'approved' email retention schedule. It is also in response to organizations within the Marine Corps that need justification to increase storage capacities and to ensure due diligence and support are applied in managing email. Beginning 1 July 2016, CAPSTONE official email accounts are journaled/archived and will be managed according to General Records Schedule 6.1. Additionally, copies of retiring CAPSTONE official email, attachments, and calendar events are decrypted and placed on external media and are managed by Headquarters Marine Corps (HQMC) Records, Reports, Directives & Forms Management Section (ARDB) until such time that they can be pre-acquisitioned to NARA. Non-CAPSTONE email accounts will also be managed according to the disposition instructions outlined in GRS 6.1 (delete when 7 years old, but longer retention is authorized if required for business use).

** Note: Box will expand to accommodate text.

Capstone Officials and Classified Accounts. Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? NOTE: This information will be used by NARA for transfer planning purposes. YES NO

URL to Agency Organization Chart (If not available online, please attach with your submission. NARA reserves the right to request additional information to facilitate review):

[Empty text box for URL to Agency Organization Chart]

** Note: Box will expand to accommodate text.

Contact Information for Agency Records Officer (Name, Email, and Phone):

KIM R. ENRIGHT, KIM.ENRIGHTLAMERE@USMC.MIL, 571-256-8883

** Note: Box will expand to accommodate text.

Whom should NARA contact if there any questions about this form, or the information contained within? (Name, Email, and Phone). NOTE: *only complete if different from above.*

[Empty text box for contact information]

** Note: Box will expand to accommodate text.

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SECTION B: List of Capstone Accounts (GRS 6.1, item 010)

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

The number of accounts is an estimate of the number of accounts affiliated with an entry. For example, the head of the agency may be one Executive Director who utilizes two (2) different accounts to conduct business. In this case the entry would be "Executive Director" and the number of accounts would be "2."

Some agencies may not have any positions for certain categories. Please explain why under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the corresponding FAQ #6, and the definitions provided within each category below for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list.

NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names or email addresses (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent. The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as "Archivist of the United States"). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple email accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
ADD	REMOVE	COMMANDANT OF THE MARINE CORPS	1
<i>(total number of accounts for this category; this number will auto-populate)</i>			1

Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s). Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as "Associate." The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
ADD	REMOVE	ASSISTANT COMMANDANT OF THE MARINE CORPS	5
ADD	REMOVE	DIRECTOR, MARINE CORPS STAFF	1

(total number of accounts for this category; this number will auto-populate)

8

Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s). Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. ***If no positions are identified, please briefly explain why (for example, “Not applicable, no positions in this category exist.”)**

		POSITION TITLE / ROLE	# of Accounts
ADD	REMOVE	DEPUTY COMMANDANT FOR COMBAT DEVELOPMENT AND INTEGRATION/COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND (MCCDC CD&I)	1
ADD	REMOVE	DIRECTOR OF INTELLIGENCE	1
ADD	REMOVE	COMMANDER, MARINE CORPS SYSTEMS COMMAND (MCSC)	1
ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS RECRUITING COMMAND (MCRC)	1
ADD	REMOVE	DEPUTY COMMANDANT, INSTALLATIONS AND LOGISTICS (I&L)	1
ADD	REMOVE	DEPUTY COMMANDANT, MANPOWER & RESERVE AFFAIRS (M&RA)	1
ADD	REMOVE	DIRECTOR, COMMAND, CONTROL, COMMUNICATION, AND COMPUTERS (C4)	1
ADD	REMOVE	DEPUTY COMMANDANT, PLANS, POLICIES & OPERATIONS (PP&O)	1
ADD	REMOVE	DIRECTOR, MARINE CORPS COMMUNICATIONS (OOUSMCC)	1
ADD	REMOVE	DEPUTY COMMANDANT, AVIATION (AVN)	1
ADD	REMOVE	DEPUTY COMMANDANT, PROGRAMS & RESOURCES (P&R)	1
<i>(total number of accounts for this category; this number will auto-populate)</i>			11

Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides. For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc. They may send email on behalf of senior officials and/or their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a “special assistant” to the Secretary of Defense, or a “Counselor” to Secretary of Health and Human services would fall into this category. ***If no positions are identified, please briefly explain why (for example, “Not applicable, no positions in this category exist.”)**

		POSITION TITLE / ROLE	# of Accounts
ADD	REMOVE	MILITARY SECRETARY TO THE COMMANDANT	1
ADD	REMOVE	MILITARY SECRETARY TO THE ASSISTANT COMMANDANT	1
ADD	REMOVE	SECRETARY OF THE GENERAL STAFF	1

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ADD	REMOVE	CHIEF OF STAFF, CD&I	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT, CD&I/DEPUTY COMMANDING GENERAL, MCCDC	1
ADD	REMOVE	EXECUTIVE ASSISTANT TO THE DEPUTY COMMANDANT I&L	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT, I&L	1
ADD	REMOVE	CHIEF OF STAFF, I&L	1
ADD	REMOVE	EXECUTIVE DEPUTY, MARINE CORPS LOGISTICS COMMAND	1
ADD	REMOVE	EXECUTIVE ASSISTANT TO THE DEPUTY COMMANDANT, M&RA	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT, M&RA	1
ADD	REMOVE	DEPUTY COMMANDER, I MARINE EXPEDITIONARY FORCE	1
ADD	REMOVE	CHIEF OF STAFF, I MARINE EXPEDITIONARY FORCE	1
ADD	REMOVE	DEPUTY COMMANDER, II MARINE EXPEDITIONARY FORCE	1
ADD	REMOVE	CHIEF OF STAFF, II MARINE EXPEDITIONARY FORCE	1
ADD	REMOVE	DEPUTY COMMANDER, III MARINE EXPEDITIONARY FORCE	1
ADD	REMOVE	CHIEF OF STAFF, III MARINE EXPEDITIONARY FORCE	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS RECRUITING COMMAND	1
ADD	REMOVE	EXECUTIVE ASSISTANT DIRECTOR, STRATEGY & PLAN DIVISION (PL), PP&O	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT (AA), AVN	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT (MOB), AVN	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT SUSTAINMENT SENIOR EXECUTIVE SERVICE (SUSTAINMENT)	1
ADD	REMOVE	CHIEF OF STAFF/EXECUTIVE ASSISTANT, AVN	1
ADD	REMOVE	EXECUTIVE ASSISTANT, P&R	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT, P&R	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT, PROGRAMS, P&R	1
ADD	REMOVE	ASSISTANT DEPUTY COMMANDANT, RESOURCES (RX), P&R	1
ADD	REMOVE	CHIEF OF STAFF, MARINE FORCES COMMAND	1
ADD	REMOVE	DEPUTY COMMANDER, MARINE CORPS FORCES, PACIFIC	1

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ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES, PACIFIC	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES, KOREA	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES, EUROPE AND AFRICA	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES RESERVE (NATIONAL CAPITAL REGION)	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES NORTH	1
ADD	REMOVE	DEPUTY COMMANDER, MARINE CORPS FORCES CENTRAL COMMAND	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES CENTRAL COMMAND	1
ADD	REMOVE	CHIEF OF STAFF, MARINE FORCES COMMAND SOUTH	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS FORCES COMMAND SPECIAL OPERATIONS COMMAND	1
ADD	REMOVE	CHIEF OF STAFF, MARINE CORPS CYBERSPACE COMMAND	1
ADD	REMOVE	EXECUTIVE ASSISTANT, EXPEDITIONARY WARFARE	1
<i>(total number of accounts for this category; this number will auto-populate)</i>			40

Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s). These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order. For example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
ADD	REMOVE		
<i>(total number of accounts for this category; this number will auto-populate)</i>			

Category 6) Directors of significant program offices, and/or their equivalent(s). Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

		POSITION TITLE / ROLE	# of Accounts
ADD	REMOVE	DIRECTOR, MARINE CORPS FORCES INTEGRATION OFFICE	1
ADD	REMOVE	DIRECTOR, EXPEDITIONARY WARFARE (N-95)	1

ADD	REMOVE	DIRECTOR, FUTURES DIRECTORATE, CD&I	1
ADD	REMOVE	DIRECTOR, CAPABILITIES DEVELOPMENT DIRECTORATE, CD&I	1
ADD	REMOVE	DIRECTOR, ANALYSIS DIRECTORATE, CD&I	1
ADD	REMOVE	DIRECTOR, JOINT CAPABILITIES INTEGRATION DIRECTORATE, CD&I	1
ADD	REMOVE	COMMANDING GENERAL, TRAINING AND EDUCATION COMMAND (CD&I)	1
ADD	REMOVE	COMMANDING GENERAL, EDUCATION COMMAND/PRESIDENT, MARINE CORPS UNIVERSITY (CD&I)	1
ADD	REMOVE	COMMANDING GENERAL, TRAINING COMMAND (CD&I)	1
ADD	REMOVE	COMMANDING GENERAL, MARINE AIR GROUND TASKFORCE TRAINING COMMAND (CD&I)	1
ADD	REMOVE	EXECUTIVE DIRECTOR, MARINE CORPS SYSTEMS COMMAND	1
ADD	REMOVE	DIRECTOR, FACILITIES AND SERVICES DIVISION, I&L	1
ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS RECRUIT DEPOT PARRIS ISLAND	1
ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS RECRUIT DEPOT SAN DIEGO	1
ADD	REMOVE	DIRECTOR, LOGISTICS PLANS, POLICY, AND STRATEGIC MOBILITY DIVISION, I&L	1
ADD	REMOVE	DIRECTOR, CONTRACTS DIVISION, I&L	1
ADD	REMOVE	DIRECTOR, LOGISTICS STUDIES AND ANALYSIS DIVISION, I&L	1
ADD	REMOVE	DIRECTOR, SMALL BUSINESS PROGRAMS, I&L	1
ADD	REMOVE	DIRECTOR, MANPOWER MANAGEMENT DIVISION (MM), M&RA	1
ADD	REMOVE	DIRECTOR, MANPOWER PLANS AND POLICY DIVISION (MP), M&RA	1
ADD	REMOVE	DIRECTOR, MARINE AND FAMILY PROGRAM (MF), M&RA	1
ADD	REMOVE	DIRECTOR, NON-APPROPRIATED FUNDS (NAF) BUSINESS AND SUPPORT SERVICES (MR), M&RA	1
ADD	REMOVE	DIRECTOR, MANPOWER INFORMATION SYSTEMS DIVISION (MI)	1
ADD	REMOVE	DIRECTOR, RESERVE AFFAIRS DIVISION (RA), M&RA	1
ADD	REMOVE	DIRECTOR, PACIFIC DIVISION (PD), PP&O	1
ADD	REMOVE	DIRECTOR, OPERATIONS DIVISION (PO), PP&O	1
ADD	REMOVE	DIRECTOR, JOINT NON-LETHAL WEAPONS DIVISION (JNLWD), PP&O	1
ADD	REMOVE	DIRECTOR, SECURITY DIVISION SENIOR EXECUTIVE SERVICE (PS), PP&O	1

ADD	REMOVE	DIRECTOR, PROGRAM, ANALYSIS, EVALUATION (PA&E), P&R	1
ADD	REMOVE	EXECUTIVE DIRECTOR, MARFORCOM	1
ADD	REMOVE	EXECUTIVE DIRECTOR, MARINE CORPS FORCES, PACIFIC	1
ADD	REMOVE	EXECUTIVE DIRECTOR, MARINE CORPS FORCES RESERVE	1
<i>(total number of accounts for this category; this number will auto-populate)</i>			32

Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s). Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer-service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). ***If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")**

POSITION TITLE / ROLE			# of Accounts
ADD	REMOVE	COMMANDER, I MARINE EXPEDITIONARY FORCE (I MEF)	1
ADD	REMOVE	COMMANDER, II MARINE EXPEDITIONARY FORCE (II MEF)	1
ADD	REMOVE	COMMANDER, III MARINE EXPEDITIONARY FORCE (III MEF)	1
ADD	REMOVE	COMMANDER, MARINE FORCES COMMAND (MARFORCOM)	1
ADD	REMOVE	COMMANDER, MARINE CORPS FORCES, PACIFIC (MARFORPAC)	1
ADD	REMOVE	COMMANDER, MARINE CORPS FORCES, KOREA (MARFORK)	1
ADD	REMOVE	COMMANDER, MARINE CORPS FORCES, EUROPE AND AFRICA (MARFOREUR)	1
ADD	REMOVE	COMMANDER, MARINE CORPS FORCES RESERVE/NORTH (MARFORRES (NATIONAL CAPITAL REGION))	1
ADD	REMOVE	COMMANDER, MARINE CORPS FORCES CENTRAL COMMAND (MARCENT)	1
ADD	REMOVE	COMMANDER, MARINE FORCES COMMAND SOUTH (MARFORSOUTH)	1
ADD	REMOVE	COMMANDER, MARINE CORPS CYBERSPACE COMMAND (MARFORCYBER)	1
ADD	REMOVE	COMMANDER, MARINE CORPS INSTALLATIONS COMMAND	1
ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS INSTALLATIONS-WEST	1
ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS INSTALLATIONS-EAST	1
ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS INSTALLATIONS-PACIFIC	1

ADD	REMOVE	COMMANDING GENERAL, MARINE CORPS LOGISTICS COMMAND	1
<i>(total number of accounts for this category; this number will auto-populate)</i>			16

Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc. Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as “Policy Advisors”) within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. ***If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist.”)**

POSITION TITLE / ROLE			# of Accounts
ADD	REMOVE	INSPECTOR GENERAL, MARINE CORPS	1
ADD	REMOVE	COUNSEL FOR THE COMMANDANT	1
ADD	REMOVE	DEPUTY COUNSEL FOR THE COMMANDANT	1
ADD	REMOVE	STAFF JUDGE ADVOCATE TO THE COMMANDANT OF THE MARINE CORPS	1
ADD	REMOVE	LEGISLATIVE ASSISTANT TO THE COMMANDANT	1
ADD	REMOVE	DIRECTOR, HEALTH SERVICES	1
ADD	REMOVE	CHAPLAIN OF THE MARINE CORPS	1
<i>(total number of accounts for this category; this number will auto-populate)</i>			7

Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions). This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. ***If no positions are identified, please briefly explain why (for example, “Not applicable; no positions in this category exist.”)**

POSITION TITLE / ROLE			# of Accounts
ADD	REMOVE		
<i>(total number of accounts for this category; this number will auto-populate)</i>			

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Category 10) Additional roles and positions that predominately create permanent records related to mission critical functions or policy decisions and/or are of historical significance. These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories. ***If no positions are identified, briefly explain why (for example, "Not applicable; no positions in this category exist.")**

POSITION TITLE / ROLE		# of Accounts
ADD	REMOVE	DIRECTOR, ADMINISTRATION AND RESOURCE MANAGEMENT DIVISION 1
ADD	REMOVE	DIRECTOR, SAFETY DIVISION 1
ADD	REMOVE	DIRECTOR, EXPEDITIONARY ENERGY OFFICE 1
ADD	REMOVE	DIRECTOR, SPECIAL PROJECTS DIRECTORATE 1
ADD	REMOVE	DIRECTOR, STRATEGIC INITIATIVES GROUP 1
ADD	REMOVE	SENIOR MARINE, UNITED STATES NAVAL ACADEMY 1
ADD	REMOVE	COMMANDING OFFICER, HEADQUARTERS SERVICE BATTALION HENDERSON HALL 1
ADD	REMOVE	SERGEANT MAJOR OF THE MARINE CORPS 1
ADD	REMOVE	PROGRAM MANAGER, ACAT 1 MINE-RESISTANT AMBUSH PROTECTED (MRAP) 1
ADD	REMOVE	PROGRAM MANAGER, ACAT 1 GLOBAL COMBAT SUPPORT SYSTEM (GCSS) MARINE CORPS 1
ADD	REMOVE	WOUNDED WARRIOR REGIMENT 1
<i>(total number of accounts for this category; this number will auto-populate)</i>		11

SECTION C: Agency Approvals

NOTE: Approvals must be completed digitally.

By checking these boxes, you are confirming that this form has been reviewed and approved by the appropriate agency officials, and is ready for review by the National Archives and Records Administration. The information provided on this form will be made publicly available, unless the agency provides, in its email submission, NARA with a proper citation requiring the protection of this information.

TITLE and PRINTED NAME	APPROVAL	DATE
Agency Records Officer <input type="text" value="KIM R. ENRIGHT"/>	<input checked="" type="checkbox"/> Approved	Jul@0,@2016
Senior Agency Official, Records Management <input type="text" value="JAMES B. LASTER"/>	<input checked="" type="checkbox"/> Approved	Jul@1,@2016

Submit this form as an attachment to an email to GRS_Team@nara.gov for processing and approval. Hard-copy or printed and scanned to PDF forms will not be accepted. You may also submit the form automatically by pressing here:

[Submit by Email](#)

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Below for NARA Use Only

TITLE and PRINTED NAME	STATUS		DATE
Chief Records Officer of the U.S. <input data-bbox="370 226 954 285" type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
If denied, reason:			