

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-127-09-1</i>	DATE RECEIVED <i>10/16/08</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION UNITED STATES MARINE CORPS			
3 MINOR SUBDIVISION ADMINISTRATION AND RESOURCE MANAGEMENT DIVISION (ARDB)			
4 NAME OF PERSON WITH WHOM TO CONFER HELENA A GILBERT <i>Helena Gilbert</i>	5 TELEPHONE 703-614-1081 <i>30 Sep 08</i>	DATE <i>10/12/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached \_\_\_\_\_ page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies.

is not required,  is attached, or  has been requested

DATE <i>10-8-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Director of Records</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	SSIC 1070.18 MARINE CORPS TOTAL FORCE SYSTEM SEE ATTACHMENT	N/A	

SSIC 1070 18 MARINE CORPS TOTAL FORCE SYSTEM

18 MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) An electronic system that contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel. System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps. Career data created prior to 1988 was migrated from legacy personnel. MCTFS system data baseline is 1965 forward. The system maintains personnel and pay information for Marine Corps personnel including, but not limited to, the following

- Name, rank/grade, Social Security Number, date of birth, citizenship, marital status, home of record, dependents information including their Social Security Numbers, records of emergency data, enlistment contract or officer acceptance form identification, duty status, component code, population group, sex, ethnic group, duty information, duty station/personnel assignment, unit information, security investigation date/type, leave account information, separation document code, test scores/information, language proficiency, military/civilian/off-duty education, training information to include marksmanship data, physical fitness data, swim qualifications, military occupational specialties, military skills and schools, awards, combat tour information, aviation/pilot/flying time data, reserve drill information, reserve unit information, lineal precedence number, limited duty officer/warrant officer footnote, TAD data, overseas deployment data, limited medical data, conduct and proficiency marks, years in service, promotional data, weight control and military appearance data, commanding officer assignment/relief data, joint Military Occupational Specialty data, and related data
- Pay data includes leave and earnings statement which may include base pay, allowances, allotments, bond authorization, health care coverage, dental coverage (if applicable), special pay and bonus data, federal and state withholding/income tax data, FDIC contributions, Medicare, Social Security, SGLI deductions, leave account, wage and summaries, reserve drill pay, reserve AT pay, and other personnel/pay management data

MCTFS interfaces with the Manpower Assignment Support System (WebMASS), Marine Online (MOL), Integrated Automated Travel System (IATS), Marine Corps Training and Education Information Management System (MCTIMS), Unit Dairy / Marine Integrated Personnel System (UD/MIPS), Exceptional Family Member Program (EFMP), Operational Data Store Enterprise (ODSE), Marine Corps Models (McModels) and the Total Force Data Warehouse (TFDW)

This schedule does not include the source information, or outputs for the systems listed above as interfaces, but only applies to the records located in MCTFS, source information and outputs are to be retained in accordance with the respective records schedules for the above information systems

MCTFS data extracts/backups are on a five times per week and monthly basis. Daily and monthly extracts are sent to the Defense Manpower Data Center (DMDC) and the Total Force Data Warehouse (TFDW)

- a. System master files containing personnel data *Information contained in the MCTFS will be included in the OMPF.*

~~Temporary. Destroy upon verification of data transfer to the Total~~  
**PERMANENT. Cut off and transfer to the National Archives annually.**

*per K. Enright-HaMere 12/1/11*  
*per Matt Staden 9/24/2012*

~~Force Data Warehouse (TFDW) or when no longer needed for reference purposes~~

~~b. System master files containing pay data~~

Instructions

~~Apply SSIC 7220.1c~~

~~c. System Inputs. Sources of data used to populate the system include but are not limited to manpower and personnel distribution information (WebMASS), non-pay related self-reportable personnel data (MOL), travel and payment data (IATS), student course registration or completion/incompletion information, course schedules and course identification table data (MCTIMS), and tracking information of members with dependents who have exceptional medical needs (EFMP).~~

GRS 20  
item 2c

~~Temporary. User activities are responsible for source (input) documentation used to populate the system; such documentation is to be maintained in accordance with the NARA approved records schedule for each information system.~~

~~d. System Outputs. A copy of the current view of MCTFS data is sent daily, usually five times per week, to the Operational Data Store Enterprise (ODSE). A predetermined percentage snapshot of MCTFS data is sent to the Total Force Data Warehouse for historical reference~~

~~Temporary Destroy upon verification of data transfer to the Total Force Data Warehouse (TFDW) (GRS 20, item 8, 9, 11a(1)) 16~~

~~e. Manpower Management System. Legacy system consisting of daily back up tapes from 1965-1988 (outdated media, documentation non-existent)~~

~~Temporary Destroy when no longer needed for reference purposes~~

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