

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0012

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Civilian Personnel

Internal agency concurrences will be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter 12

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	2	13	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0012

Sequence Number	
1	Chapter 12 - Civilian Personnel
1.1	12000-1 Policy, Strategy, and Planning (Civilian Personnel) Disposition Authority Number: DAA-NU-2015-0012-0001
1.2	12000-2 Civilian Awards- Master Records Disposition Authority Number: DAA-NU-2015-0012-0002
1.3	12000-3 Naval Criminal Investigative Service (NCIS) Training Academy Disposition Authority Number: DAA-NU-2015-0012-0003
1.4	12000-4 Personnel Injury Reports Disposition Authority Number: DAA-NU-2015-0012-0004
1.5	12000-5 Power of Appointment and Removal Disposition Authority Number: DAA-NU-2015-0012-0005
1.6	12000-6 Training Materials Disposition Authority Number: DAA-NU-2015-0012-0006
1.7	12000-7 Civilian Marine Wage Schedules: Disposition Authority Number: DAA-NU-2015-0012-0007
1.8	12000-8 Personnel Security Case Files: Disposition Authority Number: DAA-NU-2015-0012-0008
1.9	12000-9 Processing Records of Individuals Selected for Overseas Employment: Disposition Authority Number: DAA-NU-2015-0012-0009
1.10	12000-10 Overseas Allowances: Disposition Authority Number: DAA-NU-2015-0012-0010
1.11	12000-11 Reemployment and Restoration of Duty: Disposition Authority Number: DAA-NU-2015-0012-0011
1.12	12000-12 Appeals to the Merit Systems Protection Board (MSPB): Disposition Authority Number: DAA-NU-2015-0012-0012
1.13	12000-13 Transient Records Disposition Authority Number: DAA-NU-2015-0012-0013
1.14	12000-14 Temporary Assignment of Employees between Agencies Disposition Authority Number: DAA-NU-2015-0012-0014
1.15	12000-15 Mobilization Readiness Disposition Authority Number: DAA-NU-2015-0012-0015

Records Schedule Items

Sequence Number					
1	<p>Chapter 12 - Civilian Personnel The records described in this chapter relate to the administration of Civilian Personnel functions throughout the Navy and Marine Corps. This schedule covers the disposition of all Official Personnel Folders (OPFs) of civilian employees and all other records relating to civilian personnel. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for possible permanent retention before these disposition instructions may be applied.</p>				
1.1	<p>12000-1 Policy, Strategy, and Planning (Civilian Personnel) Disposition Authority Number DAA-NU-2015-0012-0001</p> <p>Information relating to the development, implementation, and overall administration of Navy and Marine Corps-wide policies, procedures, and programs pertaining to civilian personnel administration. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), the Commandant of the Marine Corps (CMC), and the Human Resources Operations Center (HROC). Records relate to the establishment, approval, and implementation of Navy-wide policies and procedures pertaining to position classification, wage administration, employee relations, awards and other incentives, performance appraisal systems, equal employment opportunity (EEO) programs, and personnel record keeping.</p> <p>Final Disposition Permanent</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? No</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>12000-1</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-NU-86-3 / 12000/1 N1-NU-86-3 / 12271/1/A N1-NU-86-3 / 12272/1/A N1-NU-86-3 / 12272/2/A</p>	Manual Citation	Manual Title	12000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
12000-1	SECNAV M-5210.1				

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**
Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
This schedule revision supersedes various Navy schedules.**
How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	10 GB
Paper	25 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

12000-2 Civilian Awards- Master Records

Disposition Authority Number **DAA-NU-2015-0012-0002**

Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).

Final Disposition **Permanent**

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? **No**

Manual Citation	Manual Title
12000-2	SECNAV M-5210.1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is undetermined.

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20	5
Paper	20 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

12000-3 Naval Criminal Investigative Service (NCIS) Training Academy

Disposition Authority Number DAA-NU-2015-0012-0003

NCIS Training Academy Records. Consists of the minimum documentation required to be retained by the NCIS Training Academy to meet the accreditation standards established by the Federal Law Enforcement Training Accreditation (FLETA) and its successor activities.

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? No

Manual Citation	Manual Title
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1.4

12000-3		SECNAV M-5210.1	
GRS or Superseded Authority Citation	N1-NU-04-1 / 3		
	N1-NU-04-1 / 4		
Disposition Instruction			
Cutoff Instruction	Cutoff at end of training period.		
Retention Period	Destroy 40 year(s) after cutoff.		
Additional Information			
GAO Approval	Not Required		
12000-4 Personnel Injury Reports			
Disposition Authority Number	DAA-NU-2015-0012-0004		
Supervisor Reports of Injuries Submitted to the Local Safety Office when compensation claim is involved.			
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?	No		

Manual Citation	Manual Title
12000-4	SECNAV M-5210.1

1.5

GRS or Superseded Authority Citation	N1-NU-89-4 / 5100/3/B/2
Disposition Instruction	
Cutoff Instruction	Cutoff upon settlement of claim.
Retention Period	Destroy 75 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
12000-5 Power of Appointment and Removal	
Disposition Authority Number	DAA-NU-2015-0012-0005
Records Delegating Authority to Officials to Direct and Effect Appointments and Suspensions of Civilian Personnel.	

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? No

Manual Citation	Manual Title
12000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12311/1/A

Disposition Instruction

Cutoff Instruction Cutoff when superseded.
 Retention Period Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval Not Required

12000-6 Training Materials

Disposition Authority Number DAA-NU-2015-0012-0006

Materials used for the training of civilian personnel. Includes, but not limited to, manuals, syllabi, textbooks and other training aids.

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? No

Manual Citation	Manual Title
12000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12410/12/A

Disposition Instruction

Cutoff Instruction Cutoff when superseded.

1.6

1.7

Retention Period Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval Not Required

12000-7 Civilian Marine Wage Schedules:

Disposition Authority Number DAA-NU-2015-0012-0007

Wage schedules, hours of work, and other instructions for civilian marine employees employed on Military Sealift Command (MSC) ships and related correspondence at HROC; Commander, MSC (COMSC); and other MSC activities.

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? No

Manual Citation	Manual Title
12000-7	SECNAV M-5210.1

1.8

GRS or Superseded Authority Citation N1-NU-86-3 / 12532/7
N1-NU-86-3 / 12532/6/A

Disposition Instruction

Cutoff Instruction Cutoff when superseded.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

12000-8 Personnel Security Case Files:

Disposition Authority Number DAA-NU-2015-0012-0008

Adjudications and written reviews; OPM and Defense Investigative Service (DIS) reports of investigation produced under the authority of Executive Order 10450, as amended, or any other security of loyalty program.

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?

Manual Citation	Manual Title
12000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12732/1/A

Disposition Instruction

Cutoff Instruction Cutoff at date of last action.

Retention Period Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.9

12000-9 Processing Records of Individuals Selected for Overseas Employment:

Disposition Authority Number DAA-NU-2015-0012-0009

Copies of travel orders, rotation, agreements, overseas recruitment requisition (comparable to SF 52), SF 50, statement signed by employee acknowledging receipt and understanding of statement of living and working conditions for the overseas area, and miscellaneous correspondence developed during processing.

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? No

Manual Citation	Manual Title
12000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12300/6

Disposition Instruction

Retention Period Destroy 7 years after entry on duty (EOD) date at the overseas activity or upon expiration of an approved extension to the 5-year Foreign Service limitation, if applicable.

Additional Information

1.10

GAO Approval Not Required

12000-10 Overseas Allowances:

Disposition Authority Number DAA-NU-2015-0012-0010

Files related to civilian employees stationed outside the United States entitled to allowance differentials, subsistence rights and commissary, mess, and laundry privileges.

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? No

Manual Citation	Manual Title
12000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12592/1
N1-NU-86-3 / 12593/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.11

12000-11 Reemployment and Restoration of Duty:

Disposition Authority Number DAA-NU-2015-0012-0011

Information relating to reports, memoranda, or other records relating to reemployment rights, and the restoration to duty of employees who sustain a compensable job-related injury or disability.

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? No

Manual Citation	Manual Title
12000-11	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12352/1
N1-NU-86-3 / 12353/1
N1-NU-86-3 / 12551/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.12

12000-12 Appeals to the Merit Systems Protection Board (MSPB):

Disposition Authority Number DAA-NU-2015-0012-0012

Records, justifications, complaint forms, and background information associated with appeals sent to MSPB. Correspondence received from MSPB and decisions.

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? No

Manual Citation	Manual Title
12000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12772/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year
Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.13

12000-13 Transient Records

Disposition Authority Number DAA-NU-2015-0012-0013

Information related to civilian personnel that has minimal or no documentary or evidential value.

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? No

Manual Citation	Manual Title
12000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12500/1
N1-NU-86-3 / 12500/2/A
N1-NU-86-3 / 12500/2/B
N1-NU-86-3 / 12790/1

Disposition Instruction

Retention Period Destroy or delete when 6 months old

Additional Information

GAO Approval Not Required

12000-14 Temporary Assignment of Employees between Agencies

Disposition Authority Number DAA-NU-2015-0012-0014

Records permitting Federal Civilian Employees of executive agencies to serve with state or local government, etc., without loss of employee rights or benefits.

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? No

Manual Citation	Manual Title
12000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12334/1

1.14

1.15

Disposition Instruction

Retention Period Destroy after term of temporary appointment or when 2 years old, whichever is later.

Additional Information

GAO Approval Not Required

12000-15 Mobilization Readiness

Disposition Authority Number DAA-NU-2015-0012-0015

Information pertaining to emergency procedures in the event of a nuclear attack including reassignment and utilization of personnel.

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? No

Manual Citation	Manual Title
12000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-3 / 12910/1

Disposition Instruction

Retention Period Destroy when superseded.

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
04/27/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
09/16/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist