

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2013-0003**

Schedule Status **Approved**

Agency or Establishment **Office of the Secretary of Defense**

Record Group / Scheduling Group **Records of the Office of the Secretary of Defense**

Records Schedule applies to **Major Subdivision**

Major Subdivision **OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR POLICY**

Minor Subdivision **DEFENSE SECURITY COOPERATION AGENCY**

Schedule Subject **Regional Center Personnel Activity Management System (RCPAMS)**

Internal agency concurrences will be provided **No**

Background Information

Background. The Defense Security Cooperation Agency (DSCA) mission is to build security programs vital to U.S. national security to ensure trust and influence in peacetime, to have access to regions of the world during times of crisis, and to ensure interoperability with coalition partners during times of conflict. Security Cooperation programs provide financial and technical assistance; transfer of defense materiel, training and services to friends and allies; and promote military-to military contacts.

DSCA works with friendly countries and U.S. allies worldwide to:

- **Build partner capacities for internal security and self-defense.**
- **Promote human rights and civilian control of the military.**
- **Support international victims of natural or manmade disasters.**

The Regional Centers for Security Studies (RCs) are established under 10 USC 184. They are under the authority direction and control of the Combatant Commands (COCOMS) with OSD Policy providing policy oversight and the Defense Security Cooperation Agency serving as the executive agency. They are one of the DoD's primary programs for developing and establishing long term relationships with our foreign allies. Their programs are targeted towards individuals who are current or future leaders of their country.

The Regional Center Personnel Activity Management System, (RCPAMS) supports the RCs mission and is a web-based information system used for the scheduling, tracking, sharing and documentation of RC held events to include information on attendees (US & Foreign

Military and Civilian Personnel) and associated cost data such as travel, lodging, per diem and ect.

Events held by the RC focus on regional and international security issues and include topics such as maritime security, water security, disaster management, countering narcotics trafficking...etc. After completing these programs, the participants become alumni and are tracked throughout their career using RCPAMS.

Inputs include but are not limited to events and event summaries, courses, and seminars hosted by individual Regional Center (RCs), information on attendees (US & Foreign Military and Civilian Personnel) and associated cost data such as travel, lodging, per diem and ect. Current information is manually inputted by RC personnel (2009 and forward) and maintained solely in RCPAMS since. Legacy data was either manually inputted or migrated from legacy databases and information systems to RCPAMS (1998-2009).

Name, full face photograph, gender, citizenship, date and place of birth, physical description, e-mail address, work and home addresses, work and home telephone numbers, military rank, identification and control numbers generated by RCPAMS and the Security Assistance Network (SAN), passport and visa information, health information, lodging and travel information, emergency contact(s), language capabilities, and employment history, and training activities, race/ethnicity, cell phone numbers, marital status, other names used, religious preference, spouse information and child information. (GRS 20 Item 2c)

Outputs include mandatory reports produced in support of federal programs such as the Foreign Military Training Report (FMTR) and Interagency Working Group Report (IAWG). DoD requirements or external federal agencies (Department of State and US A.I.D.). Other reports include ad-hoc responses to inquires from DoD and external Federal agencies and congress. (GRS 20 Item 16)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2013-0003

Sequence Number	
1	Regional Center Personnel Activity Management System (RCPAMS) Disposition Authority Number: DAA-0330-2013-0003-0001

Records Schedule Items

Sequence Number																	
1	<p data-bbox="371 422 1304 455">Regional Center Personnel Activity Management System (RCPAMS)</p> <p data-bbox="371 474 1146 508">Disposition Authority Number DAA-0330-2013-0003-0001</p> <p data-bbox="371 527 1487 999">RCPAMS is a web-based information system used to support DoD and Federal initiatives and programs in international venues for bilateral and multilateral research, communication, and exchange of ideas involving military and civilian participants," focusing on "security issues relating to a specified geographic region of the world." Master file includes but not limited to name, full face photograph, gender, citizenship, date and place of birth, physical description, e-mail address, work and home addresses, work and home telephone numbers, military rank, identification and control numbers generated by RCPAMS and the Security Assistance Network (SAN), passport and visa information, health information, lodging and travel information, emergency contact(s), language capabilities, and employment history, and training activities, race/ethnicity, cell phone numbers, marital status, other names used, religious preference, spouse information and child information.</p> <table data-bbox="371 1020 922 1409"><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p data-bbox="371 1444 675 1478">Disposition Instruction</p> <table data-bbox="371 1499 1377 1587"><tr><td>Cutoff Instruction</td><td>Cut off on closure of study or event annually</td></tr><tr><td>Retention Period</td><td>Destroy 25 year(s) after cut off</td></tr></table> <p data-bbox="371 1623 675 1656">Additional Information</p> <table data-bbox="371 1677 959 1711"><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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	Cutoff Instruction	Cut off on closure of study or event annually	Retention Period	Destroy 25 year(s) after cut off	GAO Approval	Not Required
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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
01/29/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
07/07/2014	Return for Revision	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
07/07/2014	Submit For Certification	Ronald McCully	Electronic Records Management Specialist	Office of the Secretary of Defense - Office of the Director of Administration and management
07/16/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
09/26/2014	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/29/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/29/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/29/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist