

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2014-0021**

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 **Agency-wide**

Schedule Subject **AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS)**

Internal agency concurrences will be provided **No**

Background Information **The Defense Human Resources Activity (DHRA) is a Department of Defense (DoD) Field Activity under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). It supports policy development, develops products and services that promote and sustain a high performing workforce, performs research and analysis, supports readiness and departmental reengineering efforts, manages personnel data repositories, prepares future civilian leaders through development programs, supports recruiting and retention, and delivers both benefits and critical services to warfighters and their families. The Defense Civilian Personnel Advisory Service (DCPAS), a Component of DHRA, is charged with providing corporate-level leadership in human resources management. DCPAS develops and manages human resources programs and systems for the DoD.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2014-0021

Sequence Number	
1	Automated Stopper and Referral System (ASARS)
1.1	ASARS Master Files Disposition Authority Number: DAA-0330-2014-0021-0001

Records Schedule Items

Sequence Number	
1	<p>Automated Stopper and Referral System (ASARS) ASARS is the Department's enterprise system for administering the Priority Placement Programs (PPP). ASARS provides automated, on-line tools for registering PPP participants (hereon, program registrants) and matching those program registrants with available positions. It is used by DoD civilian personnel offices (1) to assist their activities in filling vacant positions and in assisting program registrants in obtaining employment, and (2) to provide resumes to DoD activities for use in assessing qualifications for vacant positions. It is also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness, and conducting research. SYSTEM INTERFACES: ASARS receives Personally Identifiable Information (PII) from the Defense Civilian Personnel Data System (N1-330-10-002 DCPDS) via an extract. PRIMARY INPUTS: Include but are not limited to: full name, DoD identification (ID) number, mailing address, email address, telephone number, salary, occupational experience, education, training, type of appointment eligibility, and preferences for occupational series, grades and duty locations. Data imported from DCPDS data extracts include but are not limited to email address, and physical address, as collected from the individual at the time of registration into PPP. OUTPUTS: Position matches, matching program registrants with open positions available in the Department. GRS 20 Item 16. DOCUMENTATION: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records. (1) Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule. GRS 20, Item 11a(1).</p>
1.1	<p>ASARS Master Files</p> <p>Disposition Authority Number DAA-0330-2014-0021-0001</p> <p>ASARS master files data elements include but are not limited to program registrant's full name, DoD identification (ID) number, mailing address, email address, telephone number, salary, occupational experience, education, training, type of appointment eligibility, and preferences for occupational series, grades and duty locations.</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>

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
Administrative Instruction (AI-15)	Office of the Secretary of Defense Records Disposition Schedule

GRS or Superseded Authority Citation **GRS 1 Item 33r**

Disposition Instruction

Cutoff Instruction **Cut off after the individual's priority placement program registration is closed.**

Retention Period **Destroy 3 year(s) after cut off**

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
09/15/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
04/07/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
04/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist