

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2015-0003
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 UNDERSECRETARY FOR PERSONNEL AND READINESS USD
(P&R),
Minor Subdivision ASSISTANT SECRETARY OF DEFENSE (ASD/HEALTH AFFAIRS),
WARRIOR CARE POLICY (WCP), RECOVERY COORDINATION
PROGRAM (RCP)
Schedule Subject Recovery Coordination Program Support Solution (RCP-SS)
Internal agency concurrences will
be provided No

Background Information

BACKGROUND:

The Assistant Secretary of Defense for Health Affairs (or ASD(HA)) is chartered under United States Department of Defense Directive (DoDD) 5136.1 in 1994. This DoDD states that the ASD(HA) is the principal advisor to the U.S. Secretary of Defense on all "DoD health policies, programs and activities." In addition to exercising oversight of all DoD health resources, ASD(HA) serves as director of the Tricare Management Activity. The ASD(HA) is responsible for a number of organizations which directly affect the health care of service members and their dependents. These responsibilities are executed through several Senior Executive Service managers, including the Principal Deputy Assistant Secretary of Defense (Health Affairs) and the following Deputy Assistant Secretaries:

The mission of the Office of Warrior Care Policy (WCP) is proactively support wounded, ill, and injured Service members in their recovery and reintegration or transition to civilian life.

The Recovery Care Program (RCP) has been chartered by Under Section 1611 of the National Defense Authorization Act (NDAA) 08 and established by the Directive-Type Memorandum (DTM) 08-049 signed by the Under Secretary of Defense for Personnel and Readiness. The Deputy Undersecretary of Defense for Transition Policy and Care Coordination (DUSD-TPCC) is responsible for the oversight of the RCP. The purpose of this program is to promote

improvements to care, management, and transition of Recovery Service Members (RSMs). Its chief mission is improve the uniformity and effectiveness of care, management and transition across the Military Departments with standardized policies, processes, personnel programs and tools.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2015-0003

Sequence Number	
1	Recovery Coordination Program Support Solution (RCP-SS)
1.1	Recovery Coordination Program Support Solution (RCP-SS) Master Files Disposition Authority Number: DAA-0330-2015-0003-0001

Records Schedule Items

Sequence Number	
1	<p>Recovery Coordination Program Support Solution (RCP-SS)</p> <p>Recovery Coordination Program Support Solution (RCP-SS) is an online tool that automates the Comprehensive Recovery Plan (CRP), work flow and reporting for Recovery Care Coordinators (RCCs). It provides secure, web-based access to all the care management, comprehensive needs assessment, and comprehensive recovery plan tools of the Recovery Coordination Program. RCP-SS supports the recovery coordination of injured service members. Its purpose is to improve the timeliness, efficacy, and transparency of the care, management, and transition of recovering Service Members or family members receiving support. The Support Solution also streamlines data collection to improve Recovery Coordination Program oversight and resource management to ensure the program is sufficiently staffed and the needs of wounded, ill and injured Service members are being met effectively and efficiently. SYSTEM INTERFACES RECEIVE: Manual system entry from paper Category Assignment, Enrollment, Needs Assessment, and Recovery Plan documents 2. RECEIVE: Defense Manpower Data Center (DMDC)/ Defense Enrollment Eligibility Reporting System (DEERS) 3. RECEIVE: United States Marine Corps (USMC) Manpower and Reserve Affairs (M&RA) Operational Data Store Enterprise 4. PROVIDES: USMC Marine Corps Wounded, Ill and Injured Tracking System (MCWIITS) PRIMARY INPUTS: Includes but not limited to: Personally Identifiable Information (PII) and additional data in relation to the care, recovery and rehabilitation of RSMs and their families: • Full Name • Security Number (SSN) • DoD Electronic Data Exchange Person Identifier (EDIPI) • Date of birth (DOB) • Gender • Current address • Permanent address • Primary telephone number • Secondary telephone number • Service • Component • Service Status • Rank/Grade • Military Occupational Specialty (MOS) • Service separation information, including Permanent Duty Retirement List (PDRL) • Temporary Duty Retirement List (TDRL) • Medical separation • Limited injury and illness-specific medical information • Awards • Time in service • End active obligated service date • Demobilization date • Separation date • Retirement date • TDRL date • Permanent disability retirement • Spouse and/or primary caregiver name, address, and telephone number (home, cell and/or work) OUTPUTS: For each Service member's non-medical case the following documents are created and distributed to non-medical case manager(s) within the service, RSM, and care giver: • Category Assignment • Enrollment • Needs Assessment • Recovery Plan The following metrics generated from RCP-SS are used to complete an Executive Report from Office of the Secretary of Defense (OSD) Warrior Care Policy (WCP) to Congress on an as needed basis. • Enrollment Referrals • Case Injury Classification • Number of RSMs enrolled, • Number of RSMs assessed • Cases in progress • Cases signed • Case profiles</p>
1.1	Recovery Coordination Program Support Solution (RCP-SS) Master Files

Disposition Authority Number DAA-0330-2015-0003-0001

The files include but is not limited to: RCP-SS collects and stores: Name, rank/grade, Military Occupational Specialty (MOS), Social Security Number (SSN) and truncated SSN, Department of Defense Identification Number (DODID)/ Electronic Data Interchange personal Identifier (EDIPI), date of birth, current address, home telephone number, service separation information including Permanent Duty Retirement List(PDRL), Temporary Duty Retirement List (TDRL), and medical separation, limited injury and illness-specific medical information, and other personnel management data specifically awards, time in service, education information, end active obligated service date, demobilization date, separation date, retirement date, temporary disability retirement list date, permanent disability retirement, and spouse, dependents and/or primary caregiver name, address, and telephone number (home, cell and/or work).

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
Administrative Instruction 15 (AI-15)	OSD Records Management Manual

Disposition Instruction

Cutoff Instruction Cut off annually, after the separation/retirement of the service member or termination/retirement of the civilian servant.

Retention Period Destroy 10 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
11/21/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/19/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
05/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist