

## Request for Records Disposition Authority

Records Schedule Number      DAA-0330-2016-0010  
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                OSD Civilian Awards and Recognition Program  
Internal agency concurrences will be provided      No

Background Information        The Office of the Secretary of Defense (OSD) is a headquarters-level staff of the Department of Defense of the United States of America. It is the principal civilian staff element of the Secretary of Defense, and it assists the Secretary in carrying out authority, direction and control of the Department of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	2	3	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0330-2016-0010

Sequence Number	
1	Incentive Awards Board Records Disposition Authority Number: DAA-0330-2016-0010-0001
2	Secretary of Defense Awards (Non-Competitive/Competitive) Disposition Authority Number: DAA-0330-2016-0010-0002
3	Department of Defense Awards Tracking Disposition Authority Number: DAA-0330-2016-0010-0003
4	Awards Submitted to Washington Headquarters Service/Human Resources Director ate Disposition Authority Number: DAA-0330-2016-0010-0004
5	Awards issued under the authority of Heads of OSD Components, Defense Agencies and Field Activities Disposition Authority Number: DAA-0330-2016-0010-0005

## Records Schedule Items

Sequence Number		
1	<p><b>Incentive Awards Board Records</b></p> <p>Disposition Authority Number      DAA-0330-2016-0010-0001</p> <p>Awards reviewed and approved for nominations received by the Office of the Secretary of Defense Incentive Awards Board (IAB), including the Department of Defense (DoD) Distinguished Civilian Service Award (DCSA), the Secretary of Defense Meritorious Civilian Service Award (MCSA), and other incentive awards authorized by the Secretary of Defense or OSD Components. Files may contain administrative correspondence such as forms and other records which pertain to recommendations, submissions, processing, evaluations, review actions, votes cast by IAB members, approval, disapproval, issuance of award, reports and other relevant documents application,</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> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off award packages annually, upon final determination (approval/disapproved) by calendar year.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after cut off in accordance with 36 CFR 1236</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1950 To 1993</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	41 Cubic feet	3 Cubic feet

Microform		
Hardcopy or Analog Special Media		

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**Secretary of Defense Awards (Non-Competitive/Competitive)**

Disposition Authority Number      **DAA-0330-2016-0010-0002**

Award packages authorized, approved and maintained on behalf of the Secretary of Defense, by the OSD Components including but not limited to the DoD DCSA, the DoD Distinguished Public Service Award (DPSA), the Secretary of Defense MCSA, and the Secretary of Defense Outstanding Public Service Award (OPSA); Competitive awards such as DoD DCSA, the DoD David O. Cooke Excellence in Public Administration Award, and the DoD Spirit of Hope Award packages; and the Secretary of Defense Employer Support Freedom Award. Packages shall include but are not limited to nomination memorandum, description of achievement and recommendations as appropriate.

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**

**Disposition Instruction**

Cutoff Instruction                      **Cut off award packages annually, upon final determination (approval/disapproved) by 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?      **From 1950 To 1993**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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**Department of Defense Awards Tracking**

Disposition Authority Number **DAA-0330-2016-0010-0003**

Databases and spreadsheets used to track the issuance of DoD wide awards including but not limited to DoD DCSA, the DoD Distinguished Public Service Award (DPSA), the Secretary of Defense MCSA, and the Secretary of Defense Outstanding Public Service Award (OPSA). Data fields include but are not limited to award type/title, name of awardee, and date awarded.

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**

**Disposition Instruction**

Retention Period **Destroy when no longer needed**

**Additional Information**

GAO Approval **Not Required**

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**Awards Submitted to Washington Headquarters Service/Human Resources Directorate**

Disposition Authority Number **DAA-0330-2016-0010-0004**

The official case files and awards packages submitted to WHS/HRD on OSD employees nominated for Incentive Awards and Honorary Awards issued under the authority delegated to the Heads of the OSD Components, Defense Agencies, Field Activities and Military Departments. Cases files include but are not limited to administrative correspondence of awards nominations, reports, memoranda,

recommendations approving or disapproving each award and all other supporting and related documents pertaining to each specific award. These include but are not limited to OSD Public Service Award, Incentive Awards or other Honorary Awards, such as Length of Service Recognition, Non-Governmental Awards and other such awards developed for a program under the purview of the DoD Components

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

Disposition Instruction

Cutoff Instruction Cut off award packages annually, upon final determination (approval/disapproved) by calendar year.

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

Awards issued under the authority of Heads of OSD Components, Defense Agencies and Field Activities

Disposition Authority Number DAA-0330-2016-0010-0005

Case files and awards packages created and maintained by OSD Components, Defense Agencies and Field Activities for Federal employees, contractors, Non-governmental groups (NGO's), corporations, organizations, civilian personnel and groups nominated for Incentive Awards and Honorary and Other Honorary Awards issued under the authority delegated to the Heads of OSD Components, Defense Agencies and Field Activities. These files include but are not limited to the OSD Exceptional Civilian Service Award, the OSD Exceptional Public Service Award, the OSD Career Civilian Service Award, and the OSD Award for Excellence, the OSD Award for Outstanding Achievement, the OSD Group Achievement Award, OSD Length of Service Awards, Patriot Award, Seven Seals Award, Above and Beyond Award, and other such awards developed for programs under their purview. Files may contain administrative correspondence of awards nominations, reports, memoranda, and recommendations approving or disapproving each award and other documents pertaining to each specific award.

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off award packages annually, upon final determination (approval/disapproved) by calendar year.
Retention Period	Destroy 15 year(s) after cutoff
<b>Additional Information</b>	
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
05/10/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
01/29/2018	Submit for Concurrence	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist