

## Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2016-0011
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 PERSONNEL AND READINESS, DEFENSE HUMAN RESOURCE ACTIVITY (DHRA),
Minor Subdivision	DEFENSE MANPOWER DATA CENTER (DMDC)
Schedule Subject	Assignment Eligibility Screening
Internal agency concurrences will be provided	No
Background Information	<p>In response to Secretary of Defense Memorandum, Sensitive Position Screening in Support of Sexual Assault Prevention and Response, April 17, 2014 (OSD004038-14), relevant DoD stakeholders, together with Defense Manpower Data Center (DMDC) have developed new screening procedures for civilian and military personnel who will be serving as Sexual Assault Response Coordinators (SARCs) and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VAs).</p> <p>Note: Stakeholders for this project include the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD P&amp;R), Military Personnel Policy (MPP), Sexual Assault Prevention and Response Office (SAPRO), and the three participating Services (i.e., Air Force, Navy, and Marine Corps).</p> <p>PURPOSE: To screen DoD personnel for: (1) assignment eligibility to . Sexual Assault Coordinators (SARC) and Sexual Assault Prevention and Response (SAPR) Victim Advocates positions; and (2) to conduct follow-on inquiries and/or investigate the continued suitability of DoD personnel assigned to these positions. Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluation of program effectiveness and conducting research; and (3) to obtain written consent to conduct/obtain relevant record checks through the DoD Assignment Eligibility Screening consent form.</p>

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2016-0011

Sequence Number	
1	Assignment Eligibility Screening System
1.1	Assignment Eligibility Screening Database Master Files Disposition Authority Number: DAA-0330-2016-0011-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Assignment Eligibility Screening System</b>  <b>SYSTEM INTERFACES:</b> To support compliance with this initiative, Defense Manpower Data Center (DMDC) will operationalize an electronic system to conduct automated record checks at initial assignment consideration and subsequently on a 3-year periodic basis. Sources of data to conduct the record checks include:</p> <ul style="list-style-type: none"> <li>• Defense Enrollment Eligibility Reporting System (DEERS) • FBI's National Crime Information Center (NCIC) • International Criminal Justice and Public Safety Information Sharing Hub (Nlets) • Joint Personnel Adjudication System (JPAS) • Defense Central Index of Investigations (DCII) • DMDC's DoD Military Drug Test Records</li> </ul> <p><b>INPUTS:</b> Information contained in local, state, and Federal criminal justice agency records and local, state, and Federal civil and criminal court records; information contained in DoD criminal investigative records; military drug test results; results of automated record checks to obtain the aforementioned information for purposes of adjudicating Assignment Eligibility Screening; and electronic DoD consent forms. <b>OUTPUTS:</b> The outputs involved in this tasking are the service-requested record check reports, which will be accessible via an on-line user interface. The staff member responsible for adjudication—likely a human resource official responsible for personnel placement—will consider the report in conjunction with other relevant subject data (e.g., military performance records) to make a whole-person qualifying/disqualifying decision about placement in the relevant sensitive position.</p>
1.1	<p><b>Assignment Eligibility Screening Database Master Files</b></p> <p>Disposition Authority Number      DAA-0330-2016-0011-0001</p> <p>The master files include but is not limited to responses from Department of Defense Assignment Eligibility Screening Form such as name, former names, and aliases; date and place of birth; social security number; DoD identification number, gender; current address; the states where the individual has lived, worked, and attended school to cover the past ten years, including the present; and criminal history. Dates and types of past background investigations, to include investigations for national security, employment suitability and logical and physical access purposes; adjudicative outcomes resulting from these investigations to include whether prior investigations were adjudicated based on exceptions, deviations, or waivers, denials, revocations, employment suitability debarments, administrative actions, and other adverse actions based on adjudication of investigations; electronic DoD consent forms.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?              Yes</p>

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

**Disposition Instruction**

Cutoff Instruction

cut off after notification of termination/cancellation of  
assignment.

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
05/10/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
09/21/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
09/22/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/26/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist