

Outline of Records Schedule Items for DAA-0330-2016-0015

Sequence Number	
1	Joint Civilian Orientation Conference Program (JCOC)
1.1	Joint Civilian Orientation Conference Program (JCOC) "Eligibility of Nominators and Candidates" Records Master File. Disposition Authority Number: DAA-0330-2016-0015-0001

Records Schedule Items

Sequence Number	
1	<p>Joint Civilian Orientation Conference Program (JCOC) PURPOSE: To manage the JCOC program; to determine the eligibility of nominators and candidates; to select nominated individuals for participation in the JCOC program; to correspond with nominators, candidates, and participants; and to produce printed materials used in the presentation and conduct of the JCOC program. SYSTEM INTERFACES: N/A INPUTS: JCOC Nomination Form, JCOC Conference Registration Form, JCOC Medical Form OUTPUTS: Reports derived from electronic records or system queries created on an ad hoc, or one-time, basis for reference purposes or that have no business use beyond immediate need. GRS 4.3 Item 30.</p>
1.1	<p>Joint Civilian Orientation Conference Program (JCOC) "Eligibility of Nominators and Candidates" Records Master File.</p> <p>Disposition Authority Number DAA-0330-2016-0015-0001</p> <p>Master file includes but is not limited to Nominator (DoD/Coast Guard): full name, rank/grade, work email address, work telephone number, point of contact for questions/notifications, nominating authority; Nominator (JCOC alumni): full name, email address, telephone number, point of contact for questions/notifications, JCOC class; Nominee: full name, title, organization, work email address, personal email address, postal address, work phone number, cell phone number, alternate point of contact name/email address/phone number; Participant: full name, title, organization, work email address, personal email address, postal address, work phone number, cell phone number, emergency point of contact name/email address/phone number; Participant's health care provider: full name, phone number.</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> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy nomination and participant records 10 years after conclusion of associated JCOC program.</p>

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
08/17/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
12/02/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/05/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist