

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0016

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 UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS,

Minor Subdivision Employer Support of the Guard and Reserve (ESGR)

Schedule Subject Statement of Support Program Records

Internal agency concurrences will be provided No

Background Information Employer Support of the Guard and Reserve (ESGR) is a Department of Defense office which develops and promotes supportive work environments for Service members in the Reserve Components through outreach, recognition, and educational opportunities to increase awareness of applicable laws, and resolve employment conflicts between the Service members and their employers. Employers signing a statement of support pledge that:

We fully recognize, honor and comply with the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

We will provide our managers and supervisors with the tools they need to effectively manage employees who serve in the Guard and Reserve.

We appreciate the values, leadership and unique skills service members bring to the workforce and will encourage opportunities to hire Guardsmen, Reservists and Veterans.

We will continually recognize and support our country's Service members and their families, in peace, in crises and in war. .

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2016-0016

Sequence Number	SERIES DESCRIPTION
1	Statement of Support Program Records
1.1	Disposition Authority Number: DAA-0330-2016-0016-0001

Records Schedule Items

Sequence Number													
1	<p>SERIES DESCRIPTION Employer Support of the Guard and Reserve (ESGR) is a Department of Defense office which develops and promotes supportive work environments for Service members in the Reserve Components through outreach, recognition, and educational opportunities to increase awareness of applicable laws, and resolve employment conflicts between the Service members and their employers. Employers signing a statement of support pledge that: We fully recognize, honor and comply with the Uniformed Services Employment and Re-Employment Rights Act (USERRA). We will provide our managers and supervisors with the tools they need to effectively manage employees who serve in the Guard and Reserve. We appreciate the values, leadership and unique skills service members bring to the workforce and will encourage opportunities to hire Guardsmen, Reservists and Veterans. We will continually recognize and support our country's Service members and their families, in peace, in crises and in war. .</p>												
1.1	<p>Statement of Support Program Records Disposition Authority Number DAA-0330-2016-0016-0001</p> <p>Statement of Support program are pledges employers make to support and act as advocates for employee participation in the military. Any employer or corporation is eligible to pledge and sign a personalize Statement of Support to denote their support of employee participation in the National Guard and Reserves. Employers are presented with a certificate to mount and display prominently within the company for all their employees and visitors to acknowledge. The file contains a list of supportive employers which includes employer contact and organization information, as well as the number of Guard or Reserve employees in their organization.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>No</td> </tr> </table> <p>Disposition Instruction</p> <table border="0"> <tr> <td>Cutoff Instruction</td> <td>Cut off files at the end of the calendar year in which activity has been completed.</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 15 year(s) after cut off</td> </tr> </table>	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	Cutoff Instruction	Cut off files at the end of the calendar year in which activity has been completed.	Retention Period	Destroy 15 year(s) after cut off
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												
Cutoff Instruction	Cut off files at the end of the calendar year in which activity has been completed.												
Retention Period	Destroy 15 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
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