

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0017

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 DEFENSE CHIEF MANAGEMENT OFFICER
(DCMO), DIRECTOR OF ADMINISTRATION (DA),

Minor Subdivision PENTAGON FORCE PROTECTION AGENCY (PFPA)

Schedule Subject Firearms Identification Card (FICs)

Internal agency concurrences will be provided No

Background Information PFPA is a civilian Defense Agency within the Department of Defense charged with protecting and safeguarding the occupants, visitors, and infrastructure of the Pentagon, Mark Center, Defense Health Headquarters and other delegated Pentagon facilities in the National Capitol Region.

This critical mission is accomplished with law enforcement officers (United States Pentagon Police), criminal investigative and protective services agents; threat management agents; chemical, biological, radiological; nuclear and explosives technicians; and anti-terrorism/force protection and physical security personnel. PFPA provides a variety of services to its customers to include emergency services, parking management, lock installation/services, classified waste disposal, access control, building pass issuance, mail screening, and law enforcement.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2016-0017

Sequence Number	
1	Firearms Identification Card (FIC) Disposition Authority Number: DAA-0330-2016-0017-0002

Records Schedule Items

Sequence Number

1

Firearms Identification Card (FIC)

Disposition Authority Number DAA-0330-2016-0017-0002

FICs are issued by the Pentagon Force Protection Agency, acting on behalf of the Office of the Secretary of Defense, to personnel verified as a "qualified retired law enforcement officer" as defined in the Law Enforcement Officers Safety Act (LEOSA) and DoD policy. The LEOSA FIC is OSD's process (per Section 926C of Title 18, United States Code (18 USC 926C)) to validate the eligibility of qualified retired PFPA law enforcement officers applying for a LEOSA FIC, to include Defense Protective Service, or other predecessor agency law enforcement officers. These files include but are not limited to investigative material needed to determine individual meets standards established to ensure the applicant meets the requirements of a "qualified retired law enforcement officer" as outlined by the DoD and statute.

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 (AI) 15	OSD Records and Information Management Program

Disposition Instruction

Cutoff Instruction Annually, after approval or denial, at the end of the calendar year.

Retention Period Destroy 15 year(s) after Cutoff

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
12/21/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist