

## Request for Records Disposition Authority

Records Schedule Number      DAA-0330-2017-0007

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                  ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS),

Minor Subdivision                  DEFENSE HEALTH AGENCY (USD/P&R, ASD/HA, DHA)

Schedule Subject                      Spectacle Request and Transmission System

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.

The Defense Health Agency (USD/P&R, ASD/HA, DHA) is a joint, integrated Combat Support Agency that enables the Army, Navy, and Air Force medical services to provide a medically ready force and ready medical force to Combatant Commands in both peacetime and wartime. The DHA supports the delivery of integrated, affordable, and high quality health services to Military Health System (MHS) beneficiaries.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2017-0007

Sequence Number	
1	The Spectacle Request and Transmission System web (SRTSweb)
1.1	Spectacle Request and Transmission System Disposition Authority Number: DAA-0330-2017-0007-0001

## Records Schedule Items

Sequence Number															
1	<p>The Spectacle Request and Transmission System web (SRTSweb) is a DoD wide secure Web-based application to support the Military Health System Optical Fabrication Enterprise (OFE). SRTSweb supports the OFE's objective to provide a significant contribution to military readiness worldwide by providing an automated means for clinics to submit and track spectacle orders. <b>SYSTEM INTERFACES:</b> Include but are not limited to, the U.S. Air Force Aeromedical Services Information Management System (ASIMS), Medical Protection System (MEDPROS), and Defense Manpower Data Center (DMDC). Eyewear prescription (DD 771) or equivalent. <b>GRS 4.3 Item 020 PRIMARY INPUTS:</b> Eyewear prescription (DD 771) or equivalent form, Name Order, Number Rank SSN -Last 4, Date Ordered, Date Lab Received, Frame, Pairs, Lens, Tint and Lens Type. <b>GRS 4.3 Item 020 OUTPUTS:</b> Include but are not limited to the Neuro Optometric Rehabilitation Association (NORA) report, Clinic Orders Reports, Clinic Dispense Reports and ADHOC reports required for the tracking of orders, prescriptions and delivery of eyewear. <b>GRS 4.3 Item 030.</b></p>														
1.1	<p><b>Spectacle Request and Transmission System</b></p> <p>Disposition Authority Number      DAA-0330-2017-0007-0001</p> <p>Spectacle Request and Transmission System is a web based information system for the ordering and tracking of eyewear for all authorized users, active, retired and reserve military personnel, including prescription lens inserts for gas mask, goggles and military combat eye protection.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">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>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>Yes</td> </tr> </table> <p><b>Disposition Instruction</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cutoff Instruction</td> <td>Close all completed orders annually</td> </tr> <tr> <td>Retention Period</td> <td>Destroy 10 year(s) after cut off</td> </tr> </table> <p><b>Additional Information</b></p>	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Close all completed orders annually	Retention Period	Destroy 10 year(s) after cut off
Final Disposition	Temporary														
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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?	Yes														
Do any of the records covered by this item exist as structured electronic data?	Yes														
Cutoff Instruction	Close all completed orders annually														
Retention Period	Destroy 10 year(s) after cut off														

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
08/31/2017	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/07/2019	Submit for Concurrence	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/23/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist