

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2022-0005
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 Department-wide
Schedule Subject National Guard Youth ChalleNGe Program.
Internal agency concurrences will be provided No

Background Information

BACKGROUND:

The United States Department of Defense (DoD) is an executive branch department of the federal government charged with coordinating and supervising all agencies and functions of the government directly related to national security and the United States Armed Forces.

Under Secretary of Defense for Personnel and Readiness (USD/P&R):

The Under Secretary for Personnel and Readiness is the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense for Total Force Management as it relates to readiness; National Guard and Reserve component affairs; health affairs; training; and personnel requirements and management, including equal opportunity, morale, welfare, recreation, and quality of life matters. Develop policies, plans, and programs to ensure the readiness of the Total Force as well as the efficient and effective support of peacetime operations and contingency planning and preparedness.

National Guard Bureau (NGB)

The NGB is responsible for administering programs for the development and maintenance of Army and Air National Guard units in the 50 states, the Commonwealth of Puerto Rico, the District of Columbia, the Virgin Islands, and Guam.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 1 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0330-2022-0005

| Sequence Number | |
|-----------------|------------------------------------------------------------------------------------------------------------------------|
| 1 | National Guard Youth ChalleNGe Program |
| 1.1 | National Guard Youth Challenge Programs (Policy Records) Disposition Authority Number: DAA-0330-2022-0005-0001 |
| 1.2 | National Guard Youth Challenge Programs (Participant Records) Disposition Authority Number: DAA-0330-2022-0005-0002 |
| 2 | National Guard Youth Challenge Programs (Program Records) Disposition Authority Number: DAA-0330-2022-0005-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>National Guard Youth ChalleNGe Program The National Guard ChalleNGe Program, established by the enactment of Title 32 U.S.C Section 509 in 1993, was created to address the dropout crisis by improving education, life skills, and employment potential of participants. This is accomplished by providing military-based training, supervised work experience, and by advancing the program's core components. These core components include Life Coping Skills, Leadership/Followership, Service to Community, Job Skills, Academic Excellence, Responsible Citizenship, Health/Hygiene and Physical Education. Academic Excellence focuses on helping the candidates obtain a high school diploma, an equivalency diploma or valid credits to facilitate their return to finish high school. Job Skills training is expanded upon in the optional Job Challenge phase where cadets continue, after graduating Youth Challenge, in order to obtain a job certification, credential or apprenticeship.</p> |
| 1.1 | <p>National Guard Youth Challenge Programs (Policy Records) Disposition Authority Number DAA-0330-2022-0005-0001</p> <p>Records include but are not limited to issuances memoranda, letters, or other correspondence that announce, modify or change, rescind, or explain any process, procedure, or function that prescribe program goals, the responsibilities of the implementing officials, and the relationships between the Department of Defense (DoD), the National Guard, Bureau (NGB), and the Governors of the States or the Commanding General of the District of Columbia National Guard implementing the National Guard ChalleNGe Program.</p> <p>Final Disposition Permanent</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded or obsolete.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 2017</p> |

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | 5 GB | 1 GB |
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

1.2

National Guard Youth Challenge Programs (Participant Records)

Disposition Authority Number **DAA-0330-2022-0005-0002**

National Guard ChalleNGe Programs implemented by state and District of Columbia National Guard commands and units. Records on participants, include but are not limited to criteria for acceptance, rejection, and withdrawal, development of participants, goals, objectives and relevant personal civil and medical histories and equipment and facilities issued to the National Guard used in carrying out the program. Participant records include proof of meeting graduation criteria and all educational, residential and post residential contact and placement records.

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**

Disposition Instruction

Cutoff Instruction **Cut off annually upon completion of course**

Retention Period **Destroy 10 year(s) after after removal, withdrawal or completion of the courses.**

| | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 2 | Additional Information | |
| | GAO Approval | Not Required |
| | National Guard Youth Challenge Programs (Program Records) | |
| | Disposition Authority Number | DAA-0330-2022-0005-0003 |
| | National Guard ChalleNGe Programs records of program records maintained by OUSD P&R and the National Guard Bureau including but not limited to Residential Reports, Post-Residential Reports, correspondence, drafts and working papers, and routine directives. | |
| | 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 |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off upon report completion. |
| | Retention Period | Destroy 10 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 |
|------------|--------------------------|------------------|-----------------------------------------|---------------------------------------------------------------------------------------------|
| 12/17/2021 | Certify | Luz Ortiz | OSD Records Manager | Department of Defense - Office of the Secretary of Defense |
| 03/28/2022 | Return for Revision | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 04/08/2022 | Submit For Certification | Ronald McCully | OSD Records Officer | Chief Management Officer - CMO |
| 04/12/2022 | Certify | Luz Ortiz | OSD Records Manager | Department of Defense - Office of the Secretary of Defense |
| 11/14/2022 | Submit for Concurrence | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 11/15/2022 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 11/16/2022 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 11/16/2022 | Approve | Debra Wall | Deputy Archivist | National Archives and Records Administration - ND Archives I Office |