

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-330-03-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-15-2003</i>	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Secretary of Defense			
3. MINOR SUBDIVISION WHS, C&D Directives and Records Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Jesse McNeal	5. TELEPHONE NUMBER (703) 601-4722	DATE <i>9-4-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 on the attached <u>5</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>May 9, 2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jan Cruz</i>		TITLE <i>CH, DARB</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Disposition authority is requested to transfer the following Defense Manpower Data Center (DMDC) record series from the Defense Logistics Agency manual, DLAI 5015.1, to the Office of the Secretary of Defense manual, AI-15.  <i>cc Agency, Numa</i>	N1-361-98-1	

1. Defense Outreach Referral System (DORS). Records of current and former Defense military and civilian personnel and their spouses; U.S. Coast Guard personnel and their spouses; and participating Federal departments' and/or agencies' civilian employees and their spouses who have applied to take part in this job placement program. It is used to provide prospective employers with a centralized system for locating potential employees.

Disposition: Delete when 5 years old or when no longer needed for operational purposes, whichever is later.

2. Noncombatant Evacuation and Repatriation Data Base. Records of all noncombatant evacuees including service members and dependents, DoD and non-DoD employees and dependents, U.S. residents abroad, foreign nationals and corporate employees and dependents. It is used to account for individuals who have been evacuated from emergency situations in foreign countries. (Maintain on-line for 1 year.)

- a. Inputs/Source Records.

Disposition: Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC databases.

- b. Master File.

Disposition: PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

- c. Outputs. Summary reports (electronic or paper).

Disposition: Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.

- d. System Documentation. Codebooks, record layouts, and other system documentation.

Disposition: PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.

3. Joint Duty Assignment Management Information System. Records of all active duty officers who are serving or have served in billets designated as joint duty assignment positions; are attending or have completed joint professional military education schools; are joint specialty officers or nominees. It is used to monitor Joint Duty Assignment positions and personnel and to report to Congress.

Disposition: Delete when 5 years old or when no longer needed for operational purposes, whichever is later.

4. Defense Manpower Data Center Data Base. All personnel/employment/pay records of DoD military and civilian employees, all Federal Civil Service employees, and some civilian agencies. It is used to provide a centralized system within the Department of Defense to assess manpower trends, support personnel functions, perform longitudinal statistical analyses, conduct scientific studies or medical follow-up programs and other related studies/analyses.

- a. U.S. Postal Service records.

Disposition: Delete after computer matching program results are verified.

- b. All others.

- (1) Inputs/Source Records.

Disposition: Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC databases.

- (2) Master File.

Disposition: PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

- (3) Outputs. Summary reports (electronic or paper).

Disposition: Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.

- (4) System Documentation. Codebooks, record layouts, and other system documentation.

Disposition: PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.

5. Federal Creditor Agency Debt Collection Data Base. Records of individuals identified by Federal creditor agencies as delinquent in repayment of debts owed to the U.S. Government. Includes DoD active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees. It is used to assist and implement debt collection efforts by Federal creditor agencies.

Disposition: Delete 6 months after each match cycle.

6. Defense Incident-Based Reporting System (DIBRS). Records of active duty military (including Coast Guard) and civilian personnel apprehended or detained for criminal and specified other non-criminal incidents. It is used to satisfy statutory and regulatory reporting requirements.

- a. Inputs/Source Records.

Disposition: Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply NARA-approved disposition instructions to the data files residing in other DMDC databases.

- b. Master File.

Disposition: PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

- c. Outputs. Summary reports (electronic or paper).

Disposition: Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.

- d. System Documentation. Codebooks, record layouts, and other system documentation.

Disposition: PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.

7. Reenlistment Eligible File (RECRUIT). Records of former enlisted personnel of the military services who separated from active duty since 1971. It is used to assist recruiters in re-enlisting prior service personnel.

Disposition: Delete when superseded or when no longer needed for operational purposes, whichever is later.

8. Survey and Census Data Base. Records of census forms completed by military members and civilians and all persons eligible for DoD benefits. It is used for policy planning purposes, manpower and benefits research, and other manpower research activities.

a. Computer records.

(1) Inputs/Source Records. See disposition instructions under item b-Survey questionnaires and census forms (below).

(2) Master File.

Disposition: PERMANENT. Transfer on completion of the report to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

(3) Outputs. Summary reports (electronic or paper).

Disposition: Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.

(4) System Documentation. Codebooks, record layouts, and other system documentation.

Disposition: PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.

b. Survey questionnaires and census forms.

Disposition: Destroy after computer records have been created and validated.

9. Defense Enrollment/Eligibility Reporting System (DEERS), also known as the Defense Eligibility Reporting System (DERS). A centralized personnel data system used to provide timely and accurate information on those persons eligible for prescribed medical, dental, life insurance, and GI bill benefits and entitlements and to prevent and detect fraud and abuse in the distribution of such benefits and entitlements. It is also used to conduct studies and analyses. (Maintain individual records on-line for 2 years after termination of eligibility.)

a. Inputs/Source Records.

Disposition: Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later. Exception: Apply

NARA-approved disposition instructions to the data files residing in other DMDC databases.

b. Master File.

Disposition: PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.

c. Outputs. Summary reports (electronic or paper).

Disposition: Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of the reports retained by DMDC. The DOD office requiring creation of the report should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports.

d. System Documentation. Codebooks, record layouts, and other system documentation.

Disposition: PERMANENT. Transfer to the National Archives along with the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234.