

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-330-04-1</i>	
1. FROM (Agency or establishment) Department of Defense		Date Received <i>1/7/04</i>	
2. MAJOR SUB DIVISION Military Services Personnel Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Martha Hamed	5. TELEPHONE (703) 696-8710	DATE <i>7-8-04</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ page(s) are not needed now for the business of 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE Jeanne B. Fites <i>[Signature]</i>	TITLE Deputy Under Secretary (Program Integration)	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets Consolidated Official Military Personnel File (OMPF) records schedule; see attached.  Military Services point of contact for the OMPF:  Army – Human Resources Command  Navy – Navy Personnel Command, (NAVPERSCOM)  Marine Corps – Commandant of the Marine Corps (M&RA)  Air Force – Air Force Personnel Center (AFPC)  Coast Guard - Assistant Commandant for Human Resources  <i>cc Agency, NR, NWMD, NWMZ</i>		

## PROPOSED STANDARD FORM 115

### #8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

#### OFFICIAL MILITARY PERSONNEL FILE (OMPF)

The OMPF record documents the career of each officer and enlisted member of the military (including civilian personnel or contractual groups who were later accorded military status under the provisions of Public Law 95-202 (32 CFR 47)) from time of entry into service until final separation. During service (active, guard, or reserve) these records are used by the Military Service to manage the member's assignment, training, advancement, and separation. Documents placed in OMPF records are limited to those authorized for inclusion by the respective governing Military Service directives<sup>1</sup> listed below, and are incorporated by reference.

Army	AR 600-8-104, Table 2-1, Composition of the OMPF
Navy	BUPERSINST 1070.27A
Air Force	AFI 36-2608 Military Personnel Records System
Marine Corps	Marine Corps Order P-1070.12
Coast Guard	COMDTINST M5212.12A, SSIC 1070, Item 1

The OMPF record contains information about the accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement of the member. Compensation, physical condition, medical treatment, personal documents, and non-service related documents may be maintained as a part of the OMPF record if deemed necessary and appropriate by the Military Service. After the OMPF record becomes inactive at the completion of the service member's obligated service, they are used for a variety of purposes but primarily to protect the legal and financial rights of veterans, their families and survivors, and the U. S. Government. Documents properly entered in the OMPF record may not be removed or altered without the approval of the Military Service Secretary concerned.

Depending on the period of service OMPF records of officers and enlisted military service members are maintained in three different formats, paper, microfiche, and digital imagery. Current active, reserve, or guard OMPF records are maintained in imaged record systems operated by each of the Military Services<sup>2</sup>.

Army	Personnel Electronic Records Management System (PERMS)
Navy	Electronic Military Personnel Records System (EMPRS)
Air Force	Automated Records Management System (ARMS)
Marine Corps	Optical Digital Image-Records Management System (ODI-RMS)

---

<sup>1</sup> The applicable Military Service directives, and the documents authorized for inclusion in the OMPF record are revised periodically. Forms and documents authorized for inclusion when originally filed in the OMPF records continue to be authorized for permanent retention unless otherwise directed by the designated Military Service authority.

<sup>2</sup> OMPF records for enlisted members of the National Guard and a small number of Air Force reserve personnel are not yet completely converted to electronic format.

The OMPF records stored at the National Personnel Records Center (NPRC), Military Personnel Records (MPR) facility, St. Louis, Missouri are maintained in paper, microfiche, or a combination of paper and microfiche (mixed mode.) The microfiche copies of the OMPF records maintained at the NPRC's Civilian Personnel Records (CPR) facility constitute a "security" file.

Generally OMPF records become inactive when the member has completed his or her service obligation (discharge, retirement, or death in service.) For the purposes of this disposition document the period between the member's completion of military service obligation and transfer of that OMPF record to the National Archives for permanent retention will be referred to as the OMPF record retirement or record retired period.

### **Transfers to the National Archives**

The Archivist of the United States is authorized by 44 U.S.C 2107 to accept for deposit with the National Archives of the United States, the records of a Federal agency determined by the Archivist of the United States to have sufficient historical or other value to warrant their continued preservation by the U.S. Government.

- The offer date for transfer of ownership of OMPF records to the National Archives is 62 years. The National Archives will assume responsibility for the preservation, maintenance, and servicing of those records upon transfer of ownership.
  - For pre-Registry blocks maintained at NPRC, the 62-year period will be measured from the date of retirement of the newest record within the block<sup>3</sup>.
  - For Registry blocks maintained at NPRC, ownership of OMPF records will be transferred to the National Archives in annual increments with the 62-year period being measured from the date of OMPF record retirement to the NPRC or predecessor storage facility.
  - For OMPF records in electronic format to be retired to a National Archives facility in the future and whose ownership will subsequently transfer to the National Archives in annual increments, the 62-year period will be measured from the completion of a service member's obligated service.
  - Ownership of OMPF records from the Burned (B-file) or Reconstructed (R-file) registries will be transferred to the National Archives when they are accessed or reconstructed if the record has been retired for at least 62 years. The National Archives will periodically submit SFs 258 to DoD and the appropriate Military Service to effect the ownership transfers. The balance of the B and R Registry files will be eligible for transfer to the National Archives on January 2, 2026.

---

<sup>3</sup> A block is the chronological grouping of records within a record series which are dealt with as a unit, e.g., Navy WWI (Alpha) Block covering OMPF records retired between 1885 and September 8, 1939.

- Early Transfer. The National Archives and Military Services may enter into agreements for the transfer of ownership of OMPF record blocks to the National Archives for permanent retention in less than 62 years when such ownership transfer is mutually advantageous and agreeable.
- Financial Responsibility – General. The National Archives will assume financial responsibility for storage and servicing of OMPF records that have been retired for 62 or more years, but are maintained in a record block that is not yet eligible for ownership transfer to the National Archives. The Military Service will continue to own such records until ownership is transferred to the National Archives<sup>4</sup>.
- Financial Responsibility – Burned OMPF Records. The National Archives will assume financial responsibility for the preservation and storage of those OMPF records maintained in the Burned Records Block (B-file) no later than October 1, 2005 (fiscal year 2006.) However, the burned OMPF records will continue under the ownership of the Military Service concerned until the records are legally transferred to the National Archives. The servicing of these records will continue to be the financial responsibility of the Military Service concerned<sup>5</sup> until the transfer of ownership.

## DISPOSITION

### 1/a OFFICIAL MILITARY PERSONNEL RECORDS

#### Disposition: PERMANENT

Ownership of paper, microfiche, and/or electronic OMPF records will transfer in blocks to the National Archives for permanent retention:

- 62 years after the date of retirement to the storage facility of the newest record within the block. Applicable to pre-Registry blocks.
- 62 years after the date of OMPF record retirement to the storage facility. Such ownership transfers to the National Archives will be accomplished in annual increments and are applicable to Registry blocks maintained at NPRC.
- 62 years after the completion of service member's obligated service. Such ownership transfers will be accomplished in annual increments and are applicable to OMPF records in electronic format.
- Burned (B-file) or Reconstructed (R-file) registry OMPF records which have been retired for at least 62 years and which are accessed or reconstructed will be eligible for transfer

<sup>4</sup> The National Archives and Military Services have developed a mutually agreeable formula for pro-rating the cost of such storage and servicing between the Military Service and the National Archives.]

<sup>5</sup> The National Archives is financially responsible for the storage, maintenance, and servicing of a portion of the Burned Records under the provisions of the sub-paragraph, Financial Responsibility – General above.

of ownership to the National Archives. The National Archives will periodically submit SFs 258 to the appropriate Military Service to effect the ownership transfers.

- Early Transfer. The National Archives and Military Services may enter into agreements for the transfer of ownership of OMPF record blocks to the National Archives for permanent retention in less than 62 years when such ownership transfer is mutually advantageous and agreeable.

## 2. OFFICIAL MILITARY PERSONNEL RECORDS – Filmed or imaged source documents

### **Disposition: TEMPORARY**

The Military Service may destroy original electronic, paper, and/or microform OMPF documents/records after verification that information has been converted to an electronic format. Such verification may occur as a part of the conversion processing to electronic format, e.g., during quality assurance verification.

### **EXCEPTIONS, CONDITIONS, AND SPECIAL DISPOSITION PROVISIONS**

**Transfer of electronic OMPF Records.** At the time of legal transfer of ownership, the National Archives and DOD will determine the medium and format in which electronic OMPF records will be transferred. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with the concurrence of the National Archives, records will be converted to a mutually agreed upon medium.

**Early Transfer of Individual OMPF Records to the National Archives.** Selected OMPF records may be transferred to the National Archives at a date earlier than specified in the Disposition provisions above. Generally such records concern Persons of Exceptional Prominence who have been deceased for at least 10 years and about whom there is public interest. The National Archives will consult with DoD and the Military Services as to the appropriateness of such transfers and may periodically submit to, or solicit from, DoD and the Military Services SFs 258 to effect these transfers.

**Recall of OMPF Records owned by the National Archives.** For official purposes OMPF records owned by the National Archives may be recalled by the Military Service which transferred the records. Such records may not be reformatted and must be returned to the National Archives. Documents contained in such records may not be removed or modified unless mandated by the appropriate Military Service Secretary acting through the Military Corrections Board. However, documents may be added to the records as necessary. The National Archives will ensure that when such records are loaned or transferred, the record will be covered with a specific notice specifying the original document retention / return requirements.

**Recall of Military Service-owned OMPF Records.** OMPF records owned by the Military Services which are recalled from the NPRC for any *purpose other than record reactivation*<sup>6</sup> may not be reformatted. They must be returned in the format they were received from the NPRC. Documents contained in such records may not be removed or modified unless mandated by the appropriate Military Service authorities. However, documents may be added to the records as necessary. OMPF records owned by the Military Services which are recalled from NPRC for record reactivation may be reformatted to comply with and become a part of the Service's OMPF record repository. NPRC will ensure that when such records are loaned or transferred other than for reactivation, the record will be covered with a specific notice specifying the original document retention / return requirements.

**Protection of Privacy.** All OMPF records, whether maintained in a Service system or retired to NPRC or other storage facility are subject to the provisions of the Privacy Act and Freedom of Information Act. After ownership of all records is transferred to the National Archives of the United States, they are subject to the Freedom of Information Act and the National Archives' General Restrictions (36 CFR 1256.16).

**Combined Records for an Individual Service Member.** During archival processing the National Archives may combine separate OMPF records folders/files held at the NPRC, the master microfiche held at the CPR and/or other personnel records for an individual service member that may be held in the same or different record blocks, registries, or collections at either site. During the screening of OMPF records as a part of the archival processing, the National Archives may destroy duplicate documents and non-substantive material (e.g., travel authorizations, clothing issue records, "deleted" copies of the DD 214, etc.) so long as all administrative and beneficiary use has ceased.

---

<sup>6</sup> Reactivation of the record is the permanent withdrawal of that record from NPRC by the Military Service and the conversion of the documents to the current Military Service OMPF record format. The converted record will be retained in the Military Service OMPF record system and retired when record retirement business rules for the current OMPF records systems are established and implemented.