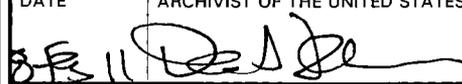


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-330-09-2</b>	DATE RECEIVED <b>2/10/09</b>
1 FROM (Agency or establishment) Department of Defense		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records and Declassification Division, ESD, WHS			
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith	5 TELEPHONE (703)588-6835	DATE <b>2/10/09</b>	ARCHIVIST OF THE UNITED STATES 

**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 1 page(s) are not now needed 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,

is not required,  is attached, or  has been requested

DATE 2/3/2009	SIGNATURE OF AGENCY REPRESENTATIVE  Robert Storer	TITLE Chief, Records and Declassification Division
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>BACKGROUND</b> The National Language Service Corps (NLSC) is currently a Pilot program that allows U S citizens with language expertise to self-identify these skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in the Federal or State government during periods of national need or emergency Once fully operational this program will fill gaps between federal and state requirements with available language skills The information collected through this program will be used to contact Charter Members in times of need</p> <p>Eligibility for the program is determined based on information provided through the application process</p> <p>See additional sheets for items related to these records</p>		

**SF 115 Submission for scheduling with (National Archives and Records Administration (NARA):**

**OFFICE OF THE UNDER SECRETARY OF DEFENSE (OUSD) PERSONNEL & READINESS (P&R)**

**BACKGROUND:**

The National Language Service Corps (NLSC) is currently a Pilot program that allows U S citizens with language expertise to self-identify these skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in the Federal or State government during periods of national need or emergency. Once fully operational this program will fill gaps between federal and state requirements with available language skills. The information collected through this program will be used to contact Charter Members in times of need. Eligibility for the program is determined based on information provided through the application process.

**ITEM 1**

**FILE NUMBER:** [AI 15 File number to be determined]

**FILE TITLE:** NLSC Charter Member Files

**FILE DESCRIPTION:** Files include collection data provided on the following forms

- DD Form 2932 TEST, NLSC Pilot Application
  - Provides basic information about the applicant and their language skills
- DD Form 2933 TEST, NLSC Detailed Skills Self-Assessment
  - An itemized description of the applicant's skills with respect to specific foreign language tasks
- DD Form 2934 TEST, NLSC Global Language Self-Assessment
  - Provides an overall assessment of the applicant's foreign language ability
- DD Form 2935 TEST, NLSC Language Data Sheet
  - Provides background data on where the applicant learned the foreign language and whether the applicant has used the language professionally

Additional information gathered from these forms include name, date of birth, foreign language(s) spoken, foreign language proficiency levels, English proficiency levels, home address, city, state, e-mail address, telephone number, and education levels.

**DISPOSITION:** TEMPORARY Destroy/Delete 4 yrs after termination of membership

**ITEM 2**

**FILE NUMBER:** [AI 15 File number to be determined]

**FILE TITLE:** Applications of Non-enrollees

**FILE DESCRIPTION:** Data collected from individuals who elected not to enroll in the program. Files include DD Form 2932 TEST, Pilot Application, DD Form 2934 TEST, NLSC Global Language Self-Assessment, DD Form 2933 TEST, NLSC Detailed Skills Self-Assessment, DD Form 2935 TEST, NLSC Language Data Sheet. Included are

completed applications of qualified non-enrollees, partially completed applications, and applications for unqualified applicants

**DISPOSITION:** TEMPORARY Destroy/Delete when 4 yrs old