

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>11-330-10-2</i>	
1 FROM (Agency or establishment) DEPARTMENT OF DEFENSE		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 WASHINGTON HEADQUARTERS STAFF, RECORDS AND DECLASS DIV			
4 NAME OF PERSON WITH WHOM TO CONFER RONALD MCCULLY	5 TELEPHONE 703-588-6835		
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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE <i>FEB 1, 2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE ROBERT STORER <i>[Signature]</i>		TITLE CHIEF, RECORDS AND DECLASSIFICATION DIVISION
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
ITEM 1	See attached sheets  THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) ALLOWS DOD PERSONNAL TO ACCESS AND MANAGE THEIR INDIVIDUAL PERSONNEL RECORDS  SEE ATTACHMENT	N/A	

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

**OFFICE OF THE UNDER SECRETARY OF DEFENSE, PERSONNEL AND READINESS (OUSD (P&R)), CIVILIAN PERSONNEL MANAGEMENT SERVICES, HUMAN RESOURCES BUSINESS, INFORMATION, AND TECHNOLOGY SOLUTIONS DIVISION**

**BACKGROUND:** The Defense Civilian Personnel Data System (DCPDS) provides Human Resources (HR) information for the Department of Defense (DoD) civilian workforce worldwide. DCPDS is used to manage and maintain HR and personnel records for all civilian employees; process personnel actions; and manage personnel performance activities.

**Inputs:** Include but are not limited to system interfaces for payroll information from the Defense Civilian Pay System (DCPS) and DoD Component systems such as NAF-AF PAYREV (Air Force); applicant data via Resumix; training information from TRAIN; and security information via the Joint Personnel Adjudication System (JPAS) (**GRS 20 item 2c**).

**Outputs:** Include but are not limited to Notification of Personnel Actions (SF-50) as required (GRS-20 item 16). System output interfaces include but are limited to DoD component systems such as the Defense Manpower Data Center (DMDC) N1-330-03-1, Defense Eligibility Enrollment Reporting System (DEERS) (N1-330-90-5) and Joint Personnel Adjudication System (JPAS) (unscheduled).

**System documentation** will be kept in accordance with GRS 20, Item 11(a)(1).

**FILE NUMBER:** To be determined.

**FILE TITLE:** Defense Civilian Personnel Data System (DCPDS)

**FILE DESCRIPTION:** The system contains position and control information; position description identifiers; personnel data and projected suspense information for personnel actions; DoD job experience, education, and training; pay data; performance plans, appraisals, closeouts and ratings; professional certificate data; license data; awards information; separation and retirement data; security clearance level data; adverse and disciplinary action data.

**DISPOSITION:** Temporary. Destroy inactive personnel records when 25 years old.

**PRIVACY ACT:** DPR 34