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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-330-92-9 | |
| 1 FROM (Agency or establishment) Department of Defense | | DATE RECEIVED 7-20-92 | |
| 2 MAJOR SUBDIVISION Office of the Secretary | | NOTIFICATION TO AGENCY | |
| 3 MINOR SUBDIVISION C&D, WHS, Records Management Division | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Dan Cragg | 5 TELEPHONE 703-695-0970 | DATE | 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 ____ 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

| | | |
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| DATE 7-15-92 | SIGNATURE OF AGENCY REPRESENTATIVE H. D. NEELEY <i>H. D. Neeley</i> | TITLE Records Administrator |
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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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><u>Assistant Secretary of Defense (Reserve Affairs)</u></p> <p>This Component is responsible for National Guard and Reserve affairs of the Department of Defense as provided by Title 10, U.S.C to include manpower, personnel, force structure, programming, funding, procurement, facilities and construction, equipment and logistics, legislation, training, management, mobilization readiness and other aspects of Reserve affairs.</p> <p>See attached.</p> | <p>NC1-330-77-10</p> <p><i>Withdrawn per request of agency 5-14-93. all covered under existing AI authorities</i></p> | <p>15</p> |

(601 Materiel and Facilities, no change from 330-77-10.)

1. 602-05 Defense Science Board. Documentation addressing several new research and development technological programs to keep a technological advantage.

Disposition: Destroy after 2 years.

2. 602-06 OSD Training Subcommittee. Documentation focused on the design training strategies and technologies to the unique training needs of Reserve component units.

Disposition: Destroy when obsolete.

3. 602-07 Training Performance Data Center (TPDC). Documentation on information on Defense training of Reserve components.

Disposition: Destroy when obsolete.

4. 602-08 Force Closure. Documentation on background information on the base realignment and closure commission establishment, DoD facility review process, and report approval and/or implementation steps.

Disposition: Destroy when obsolete.

5. 602-09 Drug Program. Documentation on Guard and Reserve plans to support drug interdiction.

Disposition: Destroy when obsolete.

6. 602-10 Force Mix. Documentation concerning potential force mix options and Total Force Policy notes on force mix issues.

Disposition: Destroy when obsolete.

7. 602-11 Reserve Affairs Attrition. This file contains copies of Directors of R&T personnel with assignment information.

Disposition: Destroy when obsolete.

8. 602-12 Reserve Component Military Readiness Briefing (RCMRB). Viewgraph presentation on RC force readiness projected for presentation to the Secretary of Defense.

Disposition: Destroy when obsolete.

9. 602-13 Crisis Deterrence and Warfighting Capabilities. Contains FEMA Major Emergency Action Guidelist (MEAG) on interface with Reserve Affairs in fulfilling mutual national emergency preparedness responsibilities. Also, list of action officers for these emergency responsibilities.

Disposition: Destroy when obsolete.

10. 602-14 Reserve Unit Priority System (RUPS). Briefing information on a training and readiness model derived from existing data bases and used to track status of resources.

Disposition: Destroy when obsolete.

11. 602-15 Mobilization Policy and Plans. Policy documents governing the mobilization of the National Guard and Reserve forces. Studies and reports conducted by this office and by component forces that examine the ability to mobilize the Guard and Reserve forces. Review, develop, or amend DoD Directives and Instructions on policy affecting mobilization of the Guard and Reserve forces. Review studies conducted by Service education institutions, DoD agencies, and other government departments and agencies on Reserve mobilization issues. Review and analysis of allied Reserve forces.

Disposition: Policy matters, reports and studies leading to the development and changing of Guard and Reserve forces mobilization policy and plans are permanent. Retire to the WNRC when superseded. All other documents, destroy when superseded or no longer needed for reference.

12. 602-16 National Reserve Forces Committee (NRFC) and Confederation of Interallied Reserve Officers (CIOR). Letters/memoranda/schedules/budgets/POCs on semiannual meetings. Planning and budgeting documents for the U.S. hosting of the NRFC/CIOR Congress.

Disposition: Destroy after 5 years except for information on the hosting of the CIOR Congress, which should be retained until after the next U.S.-hosted Congress.

13. 602-17 Foreign Visitors. Letters/memoranda/schedules/POCs on visits by foreign delegations to OASD/RA.

Disposition: Destroy after 3 years.

14. 602-18 Reserve Affairs Emergency Action Packages (EAP). Crisis management instruction sets for use as guidelines by OSD decision makers.

Disposition: Permanent files. Retire to WNRC when superseded.

15. 602-19 Individual Mobilization Augmentee Personnel (IMA). Files on individual members of Reserve Affairs' IMA detachment. The IMAs are weekend drilling Reservists assigned to support OASD/RA during times of crisis.

Disposition: Destroy 1 year after individual transfers.

16. 602-20 Reserve Officers Exchange Programs - FRG and United Kingdom. Letters/rosters/POCs on visits by foreign delegations to OASD/RA.

Disposition: Destroy after 1 year except for maintaining a permanent file identifying participants.

17. 603 Manpower and Personnel. Documents that pertain to and involve Reserve force manpower and personnel policies and procedures, personnel utilization and standards, full-time support programs, accession plans and programs, manpower and personnel data systems, legislation, pretrained individual requirements and programs, and Reserve component compensation, entitlement, and quality of life programs.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete.

18. 603-01 Manpower Programs and Requirements. Documents that deal with policy on Reserve component categories and reports that reflect Reserve manpower requirements or the use of Reserve forces. Preparation of the Reserve portions of the Military Manpower Training Report and Military Manpower Requirements for Congress.

Disposition: Permanent. Retire policy files to the WNRC when superseded or obsolete; reviews and analyses of a formal nature when 5 years old; and documents on issues and studies to WNRC after 3 years.

(603-02 Equal Opportunity no change from 330-77-10.)

19. 603-03 Manpower Mobilization. Documents on studies, policies, requirements and exercises that pertain to the mobilization of Reserve forces. Included are studies and policies on civilian mobilization, casualty estimation, and the Wartime Planning System (WARMAPS).

Disposition: Permanent. Retire policy documents to the WNRC when superseded or obsolete; studies and records of exercises to the WNRC after 5 years; and documents related to manpower requirements after 5 years.

(603-04 Screening Policy; 603-05 Compensation Policy; 603-06 Legislative Policy; 603-07 Personnel Data Systems, no change

from 330-77-10.)

20. 603-08 Accession and Training. Documents on issues, including GAO/IG reviews, on enlistment programs, policies for interservice transfer, retention studies, Reserve recruiting, and Reserve component initial entry, and refresher training.

Disposition: Policy matters are permanent. Retire to the WNRC when superseded or obsolete. Documents on issues and studies to the WNRC after 5 years. Documents on training are to be transferred after 2 years.

21. 603-09 Incentive Policy. Documents on issues and policy on special and incentive pays, bonus programs, educational benefit programs, including the Montgomery GI Bill, STIPENDS, and loan repayment.

Disposition: Policy matters are permanent. Retire to the WNRC when superseded or obsolete. Documents on issues, statistical data, and studies to the WNRC after 5 years.

(603-10 Education, no change from 330-77-10.)

22. 603-11 Personnel. Documents on matters on promotion of both officer and enlisted personnel, drugs and alcohol, HIV, Veterans' Reemployment Rights, and Family Policy.

Disposition: Policy matters are permanent. Retire to the WNRC when superseded or obsolete. Transfer OSD testimony after 5 years. Retain copies of congressional proceedings while required for reference.

23. 603-12 Medical. Documents governing structure, utilization, training, equipping, and modernization of Reserve component medical forces.

Disposition: Permanent. Transfer policy documents to the WNRC when cancelled, superseded, or obsolete; documents on training after 2 years; and documents related to issues, studies, and requirements after 5 years.

24. 603-13 Separation/Transition. Issues, documents, studies, and policies on the separation/transition of service members to, from, or between Reserve components. Included are items on benefits associated with separation/transition actions.

Disposition: Permanent. Transfer documents on policy matters to the WNRC when cancelled, superseded, or obsolete. Transfer documents related to issues and studies after 5 years.

25. 603-14 Corporate Information Management. Documents and policy on the Corporate Information Management (CIM) concept. Included are issues which increase the DoD functional management efficiency, and standardization of business processes and data, reduction of duplication in systems, and standardization of functional requirements.
- Disposition: Permanent. Transfer policy documents to the WNRC when cancelled, superseded or obsolete. Transfer documents related to issues to WNRC after 5 years.
26. 604-01 Legislative Policy Files.
- Disposition: (1) See Section 102-18 for proper disposition of congressional documentation. (2) Legislative policy matters are permanent. Transfer to the WNRC when superseded or obsolete.
27. 604-02 Planning Phase. Reviews and analyses documenting participation in Defense Guidance process. Responsible for the overall RA participation in this process.
- Disposition: Permanent. Retire to the WNRC when 5 years old.
28. 604-03 Program Phase. Reviews and analyses documenting the overall management of RA's participation in the Program Operation Memorandum and Program Decision Memorandum process.
- Disposition: Permanent. Retire to the WNRC when 5 years old.
29. 604-04 Budget Phase. Reviews and analyses for the overall management of RA's participation in the OSD budget review process.
- Disposition: Permanent. Retire to the WNRC when 5 years old.
30. 604-05 Audits and Inspections. Documents on GAO and OIG audits and reviews.
- Disposition: Transfer to the WNRC when superseded or obsolete.
31. 604-06 Systems. Documents on facility management design and support for the microcomputer-based automated information system used by OASD/RA staff and overall responsibility for office computer initiatives. Development and implementation of software applications to automate staff functions.

Disposition: Destroy when superseded or obsolete.

32. 605-01 RFPB General Information. Items of interest on a one-time basis, on Reserve components. Letters from Reservists asking questions which are not really issues for the Board. Information in general about Reserve components.

Disposition: Destroy when superseded or obsolete.

33. 605-02 RFPB Membership/Alumni/Liaison Officer. Listing of members. Members are on the Board for a three year term. Term dates are all different; therefore, the document is constantly being updated. Alumni listing of members who have left the Board. The Alumni are invited to quarterly meetings. Liaison Officers are points of contact between the Board and the Services.

Disposition: Permanent. Retire to the WNRC when superseded.

34. 605-03 RFPB Quarterly Meeting. Invitation letters, request for active duty orders, thank-you letters, agendas, handouts at meetings, executive summaries with recommendations to SECDEF, information regarding setting up meetings and meeting books.

Disposition: Permanent. Transfer to the WNRC when obsolete.

35. 605-04 RFPB Field Studies. Correspondence regarding field studies made by the Board.

Disposition: Permanent. Transfer to the WNRC when obsolete.

36. 605-05 RFPB Annual Report. Annual report to Congress forwarded by the SECDEF. All correspondence leading up to and including the final report.

Disposition: Permanent. Transfer to the WNRC when obsolete.

37. 605-06 RFPB Issues Files. Issues the Board has discussed in its meetings and has made recommendations. Also, issues which affect the Reserve components.

Disposition: Permanent. Transfer to the WNRC when issue is resolved.

38. 606-01 National Committee for Employer Support of Guard and Reserve (NCESGR) documentation on organization charter, membership lists, agendas, minutes, and reports issued

covering their operations.

Disposition: Permanent. Transfer to WRNC when 5 years old.
Transcription tapes can be erased when reduced to print.

NOTES TO APPRAISER:

1. None of these files contain any information protected under the Privacy Act of 1974.

2. Please pass the attached conversion chart to the Office of Federal Records Centers for transmission to the Suitland FRC.