

Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach

**SECTION A: GENERAL BACKGROUND INFORMATION (GRS 6.1, item 010)**

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) documentation on whether the agency will also be applying this GRS to the other types of electronic messages covered in the scope of the GRS; 4) selection of which GRS 6.1 items the agency is proposing to use; and 5) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

X

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group will require a separate form.

Completed forms may be submitted to [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov).

**THIS SECTION FOR NARA USE ONLY**

Job Number	GRS-6-1-0532-2023-0001
Received Date	05/08/2023
Approval Date (date, name, title)	10/19/2023 Laurence Brewer, Chief Records Officer, NARA

**BELOW TO BE COMPLETED BY SUBMITTING AGENCY**

Name of Agency	United States Space Command (USSPACECOM)
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Record Group Number	0532
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Is there a classified version of this schedule? (select from drop-down menu)	No
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Is this form superseding a previous submission? (select from drop-down menu)	No
If so, input job number (GRS 6.1:XXXX-)	

GRS Implementation Scope. Will the agency also be applying this GRS to other types of electronic messages as defined in the GRS scope? NOTE: See the GRS scope for electronic message inclusions and exclusions. (select from drop-down menu)	No (email only)
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GRS Items Proposed for Use (select from drop-down menu)	All items
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<p><b>Additional Scope Comments.</b> If an agency did not check “all” under the “GRS 6.1 item(s) proposed for use” section, please summarize how other email is to be managed. If applicable, please include in this section all other RGs for which your agency is submitting a separate form (for example, “The department will also be submitting forms for the following additional components: [list of components, with their record group number].”</p>	
<p><b>Cutoff Instruction</b> (select from drop-down menu)</p>	<p>Cutoff at the end of the current Administration</p>
<p><b>Transfer Instruction</b> (select from drop-down menu)  NOTE: All transfer instructions are based on the selected cutoff. For each, the option for transferring email after declassification review (for classifield email) is included; for example, an agency that wishes to transfer their unclassified email at 15 years, but their classifield email at 25 years (after declassification review), would select "15 yrs or after declass review."</p>	<p>30 yrs or after review (5-yr blocks)</p>
<p><b>Legacy Email Scope.</b> Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email below (for example, “no legacy email exists for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption” or “agency will be including legacy email for all items being used, dating back to approximately 2010.”)</p>	<p>USSPACECOM was established in 2019. USSPACECOM will work with IT to obtain emails from Capstone officials dating back to 2019.</p>

<p>Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? (select from drop-down menu)</p> <p>Yes</p>	
<p>Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification? (select from drop-down menu)</p> <p>No</p>	
<p>URL to Agency Organization Chart</p> <p><a href="https://intelshare.intelink.gov/sites/usspacecom/j1/USSCOnBoard/layouts/15/WopiFrame.aspx?so">https://intelshare.intelink.gov/sites/usspacecom/j1/USSCOnBoard/layouts/15/WopiFrame.aspx?so</a></p>	

<p>Agency Contact Information</p>	
<p>Name of Person to Contact with form questions</p>	<p>Marlene Hagood</p>
<p>Phone</p>	<p>719-554-8173</p>
<p>Email</p>	<p><a href="mailto:USSPACECOM.J0.CMDRecordMGT@us.af.mil">USSPACECOM.J0.CMDRecordMGT@us.af.mil</a></p>

<p>Agency Records Officer</p>	
<p>Name of Agency Records Officer</p>	<p>Marlene Hagood</p>
<p>Phone</p>	<p>719-554-8173</p>
<p>Email</p>	<p><a href="mailto:USSPACECOM.J0.CMDRecordMGT@us.af.mil">USSPACECOM.J0.CMDRecordMGT@us.af.mil</a></p>
<p>By checking this box, you certify that you are submitting this form as the Agency Records Officer</p>	<p><input checked="" type="checkbox"/> Certification</p>

**THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.**

	<b>Total Positions</b>	<b>Total Accounts</b>
Category 1	1	2
Category 2	13	26
Category 3	21	42
Category 4	21	42
Category 5	0	0
Category 6	0	0
Category 7	0	0
Category 8	23	46
Category 9	0	0
Category 10	0	0
<b>TOTALS</b>	<b>79</b>	<b>158</b>

**Form NA-1005**

**Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach**

**SECTION B: Electronic Messages**

Those agencies that are also using this GRS for other types of electronic messages must also complete the "Electronic Messages" tab. Specifically, those agencies that selected "yes" for "GRS Implementation Scope" on the "General Information" tab are required to complete that section. If an agency answered "no," then this tab may be skipped.

**SECTION B: List of Capstone Accounts (GRS 6.1, item 010)**

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

Some agencies may not have any positions for certain categories. Please explain why, under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the FAQs about GRS 6.1, and the definitions provided within each category of this form for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list. NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names, email addresses, or other identifiers (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

Each category (1 through 10) as defined by GRS 6.1, item 010, has its own tab within this workbook. Each tab has three parts: Part (a) for ACTIVE positions -- those positions that are to remain as permanent; Part (b) LEGACY RECORDS ONLY positions -- those positions which are no longer permanent from a certain point forward (either because they have been eliminated from the organization, or the duties changed making the position inappropriate for inclusion as permanent in any category), but still have permanent legacy email / electronic messages; and Part (c) for REMOVED positions -- those positions previously approved as permanent, but are now are proposed as temporary for both day-forward and legacy records.

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / electronic messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy. The "number of positions" will usually be "1," but may be higher for those positions being condensed / rolled-up, such as "all Under Secretaries," or "all Board Members." The "number of accounts" is a total of all accounts for the corresponding "number of positions" -- for example, if there are 2 Under-Secretary positions listed, and each has 3 assigned email accounts, the total accounts for this field would be 6. NOTE: in cases where the agency is also applying the GRS to the other types of electronic messages included in the scope of the GRS, the agency is not required to reflect such in the number of accounts field; NARA acknowledges that this information would be difficult to ascertain for the purposes of this form. This information is more appropriate for inclusion within the transfer paperwork (documentation) required at the time records are transferred to the legal custody of NARA.

NOTATING THE CHANGES: The "Summary of Changes from previous submission" field includes a drop-down list of possible changes that may have occurred since the previous submission. This field helps facilitate review of the new submission by NARA. Please select the scenario that is most appropriate. Most positions being carried forward from a previously approved form can likely be noted as "No change." Other changes may include: number of positions increased / decreased (generally for those position titles that are rolled-up); number of accounts increased / decreased; the title of the position has changed; the position is new to the agency (and thus was not on previously approved forms); the position has been moved from one category to another (for example, a position was approved as Category 2 in a previous submission, but was deemed more appropriate for a different category; or the position has been reappraised as permanent (was not deemed appropriate for inclusion on previously approved forms, but now is). If none of the options apply, please select "other" and be prepared to discuss the changes with your NARA Appraisal Archivist during review of the form.

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA. Select the most appropriate option from the drop-down list for "Summary of Changes from previous submission." Notate the calendar year that that permanent records for the related position have ceased. This section documents -- in these cases -- that even though the position has been eliminated from the active permanent list, there will still exist legacy permanent records to be managed.

**(c) REMOVED POSITIONS – CHANGE FROM PERMANENT TO TEMPORARY.** This list is for those positions that were approved as permanent on a previous form, but are now proposed as temporary. These are positions now deemed inappropriate for inclusion in any category under GRS 6.1, item 010. In these cases all records covered by the GRS, both day-forward and any existing legacy records, may be managed as temporary upon approval of this form.

**TOTALS.** The "totals" tab of this workbook auto-totals the number of all permanent positions and accounts for each of the 10 category tabs.

**ELECTRONIC MESSAGES:** THIS SECTION IS ONLY REQUIRED FOR THOSE AGENCIES USING GRS 6.1 FOR OTHER TYPES OF ELECTRONIC MESSAGES: SPECIFICALLY, THOSE AGENCIES THAT SELECTED "YES" FOR "GRS IMPLEMENTATION SCOPE" ON THE "GENERAL INFORMATION" TAB.

Below are the three categories of electronic messages included in the scope of GRS 6.1. Please select "yes" if your agency creates any of the message types below. Please consult FAQ #11 for information on what types of messages are covered under each category. **REMINDER: agencies choosing to use this GRS for electronic messages must apply it to all messages the agency that are included within the scope of the GRS. The list below is used to indicate which message types the agency creates.**

A: Messages affiliated with email system chat or messaging functions, and where the messages are managed independently from the email. (select "yes" or "no" in the box to the right)

B: Messages from messaging services provided on mobile devices. (select "yes" or "no" in the box to the right)

C: Messages from messaging services on third-party applications. (select "yes" or "no" in the box to the right)

**REQUIRED.** Please provide additional scope comments below. This may include, for example, whether any of the ten categories are not creating any of these records at all; and / or list some examples of the types of records being created. If any of the ten categories are unique in the creation / management of these records, you may notate it here. *Sample statement* : "All positions represented on this form are using general chat / text features affiliated with our email platform; all positions in categories 1 through 4 are using text features on personal devices; and only those positions in category 10 are using third-party application (SIGNAL)."

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**Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent.** The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as "Archivist of the United States"). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple email accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
HQ USSPACECOM, COMMANDER	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>1</b>	<b>2</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>1</b>	<b>2</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s). Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as "Associate."** The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
USSPACECOM, DEPUTY COMMANDER	1	2	Not applicable (1st submission)
COMMANDANT	1	2	Not applicable (1st submission)
COMMAND SENIOR ENLISTED LEADER	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>3</b>	<b>6</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>3</b>	<b>6</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s).** Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. \*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
IMA TO COMMANDER	1	2	Not applicable (1st submission)
IMA TO DEPUTY COMMANDER	1	2	Not applicable (1st submission)
IMA TO CHIEF OF STAFF	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>3</b>	<b>6</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>3</b>	<b>6</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides.** For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc. They may send email on behalf of senior officials and/or their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a "special assistant" to the Secretary of Defense, or a "Counselor" to Secretary of Health and Human Services would fall into this category. \*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
EXECUTIVE OFFICER TO THE COMMANDER	1	2	Not applicable (1st submission)
ASSISTANT EXECUTIVE TO COMMANDER	1	2	Not applicable (1st submission)
ADMIN ASSISTANT TO COMMANDER	1	2	Not applicable (1st submission)
AIDE DE CAMP TO COMMANDER	1	2	Not applicable (1st submission)
EXECUTIVE OFFICER TO DCOM	1	2	Not applicable (1st submission)
EXECUTIVE ASSISTANT TO DCOM	1	2	Not applicable (1st submission)
AIDE DE CAMP TO DCOM	1	2	Not applicable (1st submission)
ENLISTED AIDER TO DCOM	1	2	Not applicable (1st submission)
SENIOR EXECUTIVE TO CSEL	1	2	Not applicable (1st submission)
EXECUTIVE ASSISTANT TO CSEL	1	2	Not applicable (1st submission)
EXECUTIVE OFFICER TO CHIEF OF STAFF	1	2	Not applicable (1st submission)
EXECUTIVE ASSISTANT TO CHIEF OF STAFF	1	2	Not applicable (1st submission)
EXECUTIVE ASSISTANT TO COMMANDANT	1	2	Not applicable (1st submission)
EXECUTIVE ASSISTANT TO DIRECTOR OF FOREIGN POLICY ADVISOR	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>14</b>	<b>28</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>14</b>	<b>28</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s).** These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order, such as, for example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist" or "Not applicable; All positions accounted for in other categories.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
CHIEF INFORMATION OFFICER	1	2	Not applicable (1st submission)
CHIEF TECHNOLOGY OFFICER	1	2	Not applicable (1st submission)
CHIEF FINANCIAL MANAGEMENT/ANALYSIS BRANCH	1	2	Not applicable (1st submission)
CHIEF BUDGET AND EXECUTION BRANCH	1	2	Not applicable (1st submission)
CHIEF CONTRACT MANAGEMENT BRANCH	1	2	Not applicable (1st submission)
CHIEF KNOWLEDGE MANAGEMENT	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>6</b>	<b>12</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>6</b>	<b>12</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 6) Directors of significant program offices, and/or their equivalent(s).** Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
J1 DIRECTOR HUMAN CAPITAL	1	2	Not applicable (1st submission)
J1 DEPUTY DIRECTOR HUMAN CAPITAL	1	2	Not applicable (1st submission)
J11 DIVISION CHIEF MANPOWER AND ORGANIZATION	1	2	Not applicable (1st submission)
J12 DIVISION CHIEF MILITARY FORCE MANAGEMENT	1	2	Not applicable (1st submission)
J13 DIVISION CHIEF CIVILIAN PERSONNEL PROGRAMS	1	2	Not applicable (1st submission)
J2 DIRECTOR INTELEGINCE	1	2	Not applicable (1st submission)
J2 DEPUTY DIRECTOR INTELLEGENCE	1	2	Not applicable (1st submission)
J2 OIC COMMANDER	1	2	Not applicable (1st submission)
J2 NATIONAL RECONNAISSANCE OFFICE (NRO)	1	2	Not applicable (1st submission)
J2 NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA)	1	2	Not applicable (1st submission)
J22 DIVISION CHIEF ANALYSIS and PRODUCTION	1	2	Not applicable (1st submission)
J25 DIVISION CHIEF INTEL PLANS	1	2	Not applicable (1st submission)
J25 DEPUTY DIVISION CHIEF INTEL PLANS	1	2	Not applicable (1st submission)
J26 DIVISION CHIEF INTEL INFORMATION and COMMUNICATIONS (DIA)	1	2	Not applicable (1st submission)
J26 DEPUTY DIVISION CHIEF INFORMATION and COMMUNICATIONS (DIA)	1	2	Not applicable (1st submission)
J27 DIVISION CHIEF EXERCISE SUPPORT	1	2	Not applicable (1st submission)
J28 CHIEF INTELLIGENCE REQUIREMENTS AND CAPABILITIES (DIA)	1	2	Not applicable (1st submission)
J2G DIVISION CHIEF GEOINT ANALYSIS (NGA)	1	2	Not applicable (1st submission)
J2 NATIONAL CHIEF COMMAND PROTOCOL OFFICE	1	2	Not applicable (1st submission)
J2X DIVISION DIRECTOR CI AND HUMINT	1	2	Not applicable (1st submission)
J2X DEPUTY DIVISION DIRECTOR CI AND HUMINT	1	2	Not applicable (1st submission)
J3 DIRECTOR OPERATION	1	2	Not applicable (1st submission)
J3 DEPUTY OPERATION DIRECTOR	1	2	Not applicable (1st submission)
J3 DEPUTY OPERATION DIRECTOR (iw)	1	2	Not applicable (1st submission)
J3 ASSISTANT DEPUTY TO DIRECTOR (iw)	1	2	Not applicable (1st submission)
J3 MOBILIZATION ASSISTANT	1	2	Not applicable (1st submission)
J31 DIVISION CHIEF GLOBAL SENSOR MANAGEMENT	1	2	Not applicable (1st submission)
J31 DEPUTY DIVISION CHIEF GLOBAL SENSOR MANAGEMENT	1	2	Not applicable (1st submission)
J35 DIVISION CHIEF FUTURE OPERATION DIVISION	1	2	Not applicable (1st submission)
J35 DEPUTY CHIEF FUTURE OPERATION DIVISION	1	2	Not applicable (1st submission)
J36 DIVISION CHIEF SATCOM AND SPECTRUM	1	2	Not applicable (1st submission)
J38 DIVISION CHIEF JOINT FIRES ELEMENT	1	2	Not applicable (1st submission)
J38 DEPUTY DIVISION CHIEF JOINT FIRES ELEMENT	1	2	Not applicable (1st submission)
J39 DIVISION CHIEF SPECIAL ACTIVITIES	1	2	Not applicable (1st submission)
J39 DEPUTY CHIEF SPECIAL ACTIVITIES DIVISION	1	2	Not applicable (1st submission)
JOINT OPERATIONS CENTER (JOC) DEPUTY DIRECTOR	1	2	Not applicable (1st submission)
JOINT OPERATIONS CENTER (JOC) BATTLE WATCH COMMANDER	1	2	Not applicable (1st submission)
JOINT CYBER CENTER (JCC) DIRECTOR	1	2	Not applicable (1st submission)
JOINT CYBER CENTER (JCC) DEPUTY DIRECTOR	1	2	Not applicable (1st submission)
J4 DIRECTOR LOGISTICS, INSTALLATIONS AND INFRASTRUCTURE	1	2	Not applicable (1st submission)
J4 DEPUTY DIRECTOR LOGISTICS, INSTALLATIONS AND INFRASTRUCTURE	1	2	Not applicable (1st submission)

J4 DIVISION CHIEF LOGISTICS DIVISION	1	2	Not applicable (1st submission)
J4 DIVISION CHIEF INSTALLATIONS AND INFRASTRUCTURE	1	2	Not applicable (1st submission)
J5 DIRECTOR STRATEGY, PLANS AND POLICY	1	2	Not applicable (1st submission)
J5 DEPUTY DIRECTOR, PLANS AND POLICY	2	4	Not applicable (1st submission)
J5 MOBILIZATION ADVISOR	1	2	Not applicable (1st submission)
J56 DIVISION CHIEF STRATEGY AND CAMPAIGN PLANS DIVISION	1	2	Not applicable (1st submission)
J6 DIRECTOR DIGITAL SUPERIORITY	1	2	Not applicable (1st submission)
J6 DEPUTY DIRECTOR DIGITAL SUPERIORITY	1	2	Not applicable (1st submission)
J6 DEPUTY CHIEF OF STAFF	1	2	Not applicable (1st submission)
J6 SENIOR EXECUTIVE SERVICE DIRECTOR	1	2	Not applicable (1st submission)
J6 DIVISION CHIEF CYBERSECURITY	1	2	Not applicable (1st submission)
J6 DIVISION CHIEF NETWORK OPERATIONS	1	2	Not applicable (1st submission)
J6 DIVISION CHIEF PLANS AND EXERCISES	1	2	Not applicable (1st submission)
J6 DIVISION CHIEF DATA, ANALYSIS AND REQUIREMENT	1	2	Not applicable (1st submission)
J7 DIVISION CHIEF JOINT FORCES DEVELOPMENT AND TRAINING	1	2	Not applicable (1st submission)
J7 DEPUTY DIRECTOR JOINT FORCES DEVELOPMENT AND TRAINING	1	2	Not applicable (1st submission)
J7 DIVISION CHIEF JOIN EXERCISES	1	2	Not applicable (1st submission)
J7 CHIEF JOINT INTEGRATION DIVISION	1	2	Not applicable (1st submission)
J7 DEPUTY JOINT INTERGRATION DIVISION	1	2	Not applicable (1st submission)
J8 DIRECTOR CAPABILITY AND RESOURCE INTERGRATION	1	2	Not applicable (1st submission)
J8 DEPUTY DIRECTOR CAPABILITY AND RESOURCE INTERGRATION	1	2	Not applicable (1st submission)
J8 DIVISION CHIEF CAPABILITY, RESOURCE ANALYSIS	1	2	Not applicable (1st submission)
J81 DEPUTY CAPABILITY, RESOURCE ANALYSIS	1	2	Not applicable (1st submission)
J82 DIVISION CHIEF RESOURCE INTERGRATION	1	2	Not applicable (1st submission)
J83 DIVISION CHIEF RESOURCE MANAGEMENT AND COMPTROLLER	1	2	Not applicable (1st submission)
J83 DEPUTY RESOURCE MANAGEMENT AND COMPTROLLER	1	2	Not applicable (1st submission)
J84 DIVISION CHIEF WARFIGHTER CAPABILITY INTERGRATION	1	2	Not applicable (1st submission)
J84 DEPUTY WARFIGHTING CAPABILITY INTERGRATION	1	2	Not applicable (1st submission)
J85 DIVISION CHIEF GLOBAL WARFARE REQUIREMENTS	1	2	Not applicable (1st submission)
J86 DIVISION CHIEF INFORMATION MOBILITY REQUIREMENTS	1	2	Not applicable (1st submission)
DIRECTOR MISSILE WARNING CENTER (MWC)	1	2	Not applicable (1st submission)
DEPUTY DIRECTOR MISSILE WARNING CENTER (MWC)	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>74</b>	<b>148</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>74</b>	<b>148</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s).** Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist" or "Agency has no regional presence with these types of positions.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Not applicable; no positions in this category exist.			
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>0</b>	<b>0</b>		

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POSITION TITLE / ROLE

**Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc.** Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as "Policy Advisors") within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Command Inspector General	1	2	Not applicable (1st submission)
Deputy Inspector General	1	2	Not applicable (1st submission)
USSPACECOM Chief of Staff (COS)	1	2	Not applicable (1st submission)
Deputy Chief of Staff	1	2	Not applicable (1st submission)
Chief of Staff J1	1	2	Not applicable (1st submission)
Chief of Staff, J2	1	2	Not applicable (1st submission)
Chief of Staff, J3	1	2	Not applicable (1st submission)
Chief of Staff, J4	1	2	Not applicable (1st submission)
Chief of Staff, J5	1	2	Not applicable (1st submission)
Chief of Staff, J6	1	2	Not applicable (1st submission)
Chief of Staff, J7	1	2	Not applicable (1st submission)
Chief of Staff, J8	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>12</b>	<b>24</b>	

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>12</b>	<b>24</b>		

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POSITION TITLE / ROLE

**Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions).** This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. \*If no positions are identified, please briefly explain why (for example, "Not applicable; all PAS positions accounted for in other categories.")

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Add Row

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Not applicable; all PAS positions accounted for in other categories.			
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	

**(b) PERMANENT LEGACY EMAIL ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>0</b>	<b>0</b>		

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POSITION TITLE / ROLE

**CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.** These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief Washington Liaison Office/Offic of Legislative Affairs	1	2	Not applicable (1st submission)
Director, Commander's Action Group	1	2	Not applicable (1st submission)
Chief, Director's Action Group	1	2	Not applicable (1st submission)
Staff Judge Advocate	1	2	Not applicable (1st submission)
Deputy Staff Judge Advocate	1	2	Not applicable (1st submission)
Foreign Policy Advisor	1	2	Not applicable (1st submission)
Chief of Secretary of the Joint Staff	1	2	Not applicable (1st submission)
Director Strategic Initiatives Group	1	2	Not applicable (1st submission)
Command Historian	1	2	Not applicable (1st submission)
Chief, Public Affairs	1	2	Not applicable (1st submission)
Command Chaplain	1	2	Not applicable (1st submission)
Chief, Command Security	1	2	Not applicable (1st submission)
Director Protocol	1	2	Not applicable (1st submission)
Deputy Director Protocol	1	2	Not applicable (1st submission)
Command Surgeon	1	2	Not applicable (1st submission)
Deputy Command Surgeon	1	2	Not applicable (1st submission)
Joint Integrated Space Team Division Chief	1	2	Not applicable (1st submission)
Policy and Doctrine	1	2	Not applicable (1st submission)
Allied Partership and Intergrated Division	1	2	Not applicable (1st submission)
Strategic Engagements	1	2	Not applicable (1st submission)
Contigency Plans-Strategic Campaign	1	2	Not applicable (1st submission)
Deputy Chief of Staff, Capability, Resources Intergration	1	2	Not applicable (1st submission)
<b>TOTALS:</b>	<b>22</b>	<b>44</b>	

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates permanent email
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	<b>22</b>	<b>44</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE
