

## Request for Records Disposition Authority

Records Schedule Number           DAA-0566-2017-0035

Schedule Status                       Approved

  

Agency or Establishment           Citizenship and Immigration Services

Record Group / Scheduling Group   Records of U.S. Citizenship and Immigration Services

Records Schedule applies to       Agency-wide

Schedule Subject                    Form G-1519, Disabled Veteran Leave (DVL)

Internal agency concurrences will be provided   No

Background Information           Form G-1519, Disabled Veteran Leave (DVL) Eligibility Request Form is used to determine the eligibility for Disabled Veteran Leave (DVL) as part of the Wounded Warrior Act. DVL is a special category of sick leave created by the Wounded Warrior Act to assist service disabled veterans with a 30% or more disability hired on or after 11/05/2016. It is a one-time benefit, during the first year of employment, providing up to 104 hours of leave for medical treatment for a service –connected disability. Employees who are disabled veterans are responsible for completing this form.

To be eligible for the Disabled Veteran Leave (DVL) employees must:

1) Be hired on or after November 5, 2016;  
 "Hire" is defined by OPM regulations as:

- Newly hired with no previous Federal service;
- Qualifying reappointment (break in covered employment of at least 90 days); or
- Military reservists or members of the National Guard who return to duty in their civilian positions following recall to active duty.

2) Have a service-connected disability rating of 30% or greater (as determined by the Department of Veteran Affairs

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0566-2017-0035

Sequence Number	
1	Approved G-1519 Case Files Disposition Authority Number: DAA-0566-2017-0035-0001
2	Denied G-1519 Case Files Disposition Authority Number: DAA-0566-2017-0035-0002
3	Appealed G-1519 Case Files Disposition Authority Number: DAA-0566-2017-0035-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 421 771 453"><b>Approved G-1519 Case Files</b></p> <p data-bbox="370 474 1153 506">Disposition Authority Number      <b>DAA-0566-2017-0035-0001</b></p> <p data-bbox="370 527 1485 666"><b>Approved case files containing of disability veteran leave information. Documents may include but are not limited to Form G-1519 information, veteran discharge information, evidence of disability information, leave information, and disability determination information.</b></p> <p data-bbox="370 687 925 719">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 740 860 772">Item Status                              <b>Active</b></p> <p data-bbox="370 793 828 825">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="370 846 828 963">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="370 985 828 1070">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="370 1112 673 1144"><b>Disposition Instruction</b></p> <p data-bbox="370 1166 1323 1198">Cutoff Instruction                      <b>Cut off files at the end of the fiscal year.</b></p> <p data-bbox="370 1219 1404 1251">Retention Period                        <b>Destroy 7 year(s) after adjudication of request</b></p> <p data-bbox="370 1293 673 1325"><b>Additional Information</b></p> <p data-bbox="370 1347 958 1378">GAO Approval                            <b>Not Required</b></p>
2	<p data-bbox="370 1410 738 1442"><b>Denied G-1519 Case Files</b></p> <p data-bbox="370 1464 1161 1495">Disposition Authority Number      <b>DAA-0566-2017-0035-0002</b></p> <p data-bbox="370 1517 1485 1655"><b>Denied G-1519 case files containing of disability veteran leave information. Documents may include but are not limited to Form G-1519 information, veteran discharge information, evidence of disability information, leave information, and disability determination information.</b></p> <p data-bbox="370 1676 925 1708">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 1730 860 1761">Item Status                              <b>Active</b></p> <p data-bbox="370 1783 828 1815">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="370 1836 820 1891">Do any of the records covered by this item currently exist in                      <b>No</b></p>

3

electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction                      Cut off files at the end of the fiscal year.  
Retention Period                        Destroy 7 year(s) after denial.

**Additional Information**

GAO Approval                            Not Required

**Appealed G-1519 Case Files**

Disposition Authority Number        DAA-0566-2017-0035-0003

Appealed G-1519 case files containing of disability veteran leave information. Documents may include but are not limited to Form G-1519 information, veteran discharge information, evidence of disability information, leave information, and disability determination information.

Final Disposition                        Temporary

Item Status                                Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        Yes

Do any of the records covered by this item exist as structured electronic data?                            Yes

**Disposition Instruction**

Cutoff Instruction                        Cut off files at the end of the fiscal year.  
Retention Period                        Destroy 7 year(s) after adjudication of request.

**Additional Information**

GAO Approval                            Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
12/19/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/12/2018	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/12/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
04/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist