

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="371 421 773 449">Approved G-1519 Case Files</p> <p data-bbox="371 470 1154 497">Disposition Authority Number DAA-0566-2017-0035-0001</p> <p data-bbox="371 519 1484 666">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.</p> <p data-bbox="371 687 927 715">Final Disposition Temporary</p> <p data-bbox="371 736 862 763">Item Status Active</p> <p data-bbox="371 785 833 812">Is this item media neutral? Yes</p> <p data-bbox="371 834 833 959">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="371 981 833 1072">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="371 1108 678 1136">Disposition Instruction</p> <p data-bbox="371 1157 1321 1185">Cutoff Instruction Cut off files at the end of the fiscal year.</p> <p data-bbox="371 1206 1409 1234">Retention Period Destroy 7 year(s) after adjudication of request</p> <p data-bbox="371 1285 678 1312">Additional Information</p> <p data-bbox="371 1334 964 1361">GAO Approval Not Required</p>
2	<p data-bbox="371 1400 743 1427">Denied G-1519 Case Files</p> <p data-bbox="371 1449 1162 1476">Disposition Authority Number DAA-0566-2017-0035-0002</p> <p data-bbox="371 1498 1484 1644">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.</p> <p data-bbox="371 1666 932 1693">Final Disposition Temporary</p> <p data-bbox="371 1715 867 1742">Item Status Active</p> <p data-bbox="371 1764 837 1791">Is this item media neutral? Yes</p> <p data-bbox="371 1813 824 1887">Do any of the records covered by this item currently exist in No</p>

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

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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