

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 NI-286-09-4	DATE RECEIVED 8/31/09
1. FROM (Agency or establishment) United States Agency for International (USAID)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Democracy, Conflict, and Humanitarian Assistance (DCHA)			
3. MINOR SUBDIVISION Office of Civilian Response (OCR)			
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie Getson	5. TELEPHONE 202-712-1372	DATE 8/10	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached / page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8-26-09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cynthia Staples</i>	TITLE Acting Chief Information & Records Division m/AS/IRD
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Deployment Tracking System (DTS) (See Attached)		

United States Agency for International Development (USAID)
Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)
Office of Civilian Response (OCR)

Deployment Tracking System (DTS)

The objective of National Security Presidential Directive 44 (NSPD-44) is to promote the security of the United States through improved coordination, planning and implementation for reconstruction and stabilization assistance for foreign states and regions at risk of, in, or in transition from conflict or civil strife. NSPD-44 mandates the Department of State to coordinate, plan and implement an interagency effort, with the capacity to quickly and effectively respond to a crisis overseas. To accomplish this, the Department of State established the Civilian Response Corps (CRC). Led by the Department of State, CRC is comprised of eight agency partners, including USAID, whose programs and personnel may have relevant capabilities to prepare, plan for, and conduct stabilization and reconstruction activities.

In order to participate as a partner agency, USAID must have mechanisms in place to assign or employ skilled personnel and have the ability to mobilize resources rapidly in response to stabilization crisis. The Deployment Tracking System (DTS) has been established to provide DCHA/OCR personnel with internal capabilities to plan and mobilize the appropriate personnel in response to a crisis. The system is used to identify potential, current and former civilian employees and contractors skilled in crisis response, to ensure a coordinated U.S. response to international reconstruction and stabilization efforts. This system contains records of current, planned, and former employees and contractors who choose to participate in the Civilian Response Corps. Records in this system are used to track operations of the hiring process; monitor the deployment validation process; identify and plan deployment teams; assess and manage the deployment and logistics of team members; notify, locate and mobilize individuals in a deployed area; notify emergency contacts if necessary; and manage orientation, annual, specialized and pre-deployment training in preparation for projected deployments. This system contains information relevant to the planning, administration, training, and management of CRC personnel. Categories of records include: Full name, date of birth, height/weight, hair/eye color, blood type, marital status, religion, citizenship, home address, home phone number, mobile phone number, personal e-mail address, emergency contact, next of kin, passport information, and driver license information.

Records in this system are used to (1) To track operations of the hiring process; (2) To monitor the deployment validation process; (3) To identify and plan deployment teams; (4) To assess and manage the deployment and logistics of team members; (5) To notify, locate and mobilize individuals in a deployed area, as necessary during emergency or other threatening situation; (6) To notify the designated emergency contact in case of a medical or other emergency involving an individual. (7) To manage orientation, annual, specialized and pre-deployment training in preparation for projected deployments.

Disposition: **TEMPORARY**. Cut off file at end of each calendar year. Destroy 10 years after cut off date.