

Verification for the Use of GRS 6.1, Email 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) selection of which GRS 6.1 items the agency is proposing to use; 4) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

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.

THIS SECTION FOR NARA USE ONLY	
Job Number	GRS 6.1-0371-2022-0001
Received Date	April 8, 2022
Approval Date (date, name, title)	May 6, 2022 Laurence Brewer, Chief Records Officer, NARA

BELOW TO BE COMPLETED BY SUBMITTING AGENCY

Name of Agency

Defense Information Systems Agency (DISA)

Record Group Number

371

Is there a classified version of this schedule? (select from drop-down menu) No

Is this form superseding a previous submission? (select from drop-down menu) Yes

If so, input job number (GRS 6.1:XXX-) GRS 6.1 371-2018-0001

GRS Items Proposed for Use (select from drop-down menu) 010 and 011 only

Additional Scope Comments. 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].")

All other email will be managed using item 011.

Cutoff Instruction (select from drop-down menu)

Transfer Instruction (select from drop-down menu)	15 years after cutoff
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Legacy Email Scope. 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.”)	Agency will be including legacy email for item 010 (permanent email), dating back to approximately 2011 in accordance with the DISA journaling effort, under the Defense Enterprise Email (DEE). Previously, a traditional print and file policy was enforced.
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Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? (select from drop-down menu)	Yes
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Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification? (select from drop-down menu)	Yes
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URL to Agency Organization Chart	
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Agency Contact Information	
Name of Person to Contact with form questions	LaTosha S. Thomas
Phone	301-225-2505
Email	latosha.s.thomas.civ@mail.mil

Agency Records Officer	
Name of Agency Records Officer	LaTosha S. Thomas

Phone	301-225-2505
Email	latosha.s.thomas.civ@mail.mil
By checking this box, you certify that you are	

THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.

	Total Positions	Total Accounts
Category 1	1	3
Category 2	0	0
Category 3	1	3
Category 4	4	9
Category 5	8	18
Category 6	14	31
Category 7	9	18
Category 8	3	5
Category 9	0	0
Category 10	0	0
TOTALS	40	87

Form NA-1005

Verification for the Use of GRS 6.1, Email Managed Under a Capstone Approach

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 or email addresses (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 EMAIL 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; 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 email.

(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. 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 email 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.

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 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. Select the most appropriate option from the drop-down list for "Summary of Changes from previous submission." Notate the calendar year that that permanent email for the related position has 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 email 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 email, both day-forward and any existing legacy email, may be managed as temporary upon approval of this form.

TOTALS. The second tab of this workbook auto-totals the number of all permanent positions and accounts for each of the 10 category tabs. These numbers must be input into ERA to document the total number of positions and accounts proposed with permanent email for the agency.

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)
DISA/JFHQ Director	1	3	No change
TOTALS:	1	3	

(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
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	1	3		

(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

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.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
DISA Executive Deputy Director	1	3	No change
TOTALS:	1	3	

(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
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	1	3		

(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.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
DISA Senior (Sr.) Enlisted Advisor	1	3	No change
DISA Sr Technical Advisor	1	2	Reappraised as permanent (including legacy)
Assistant to the Director	1	2	Reappraised as permanent (including legacy)
Admin PNT	1	2	Reappraised as permanent (including legacy)
TOTALS:	4	9	

(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
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	4	9		

(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.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Director, Operations Center	1	3	No change
Chief Financial Executive/Comptroller	1	2	No change
Chief Information Officer (CIO)	1	3	No change
PSD Director	1	2	Reappraised as permanent (including legacy)
WSD Director	1	2	Reappraised as permanent (including legacy)
EIIC Director	1	2	Reappraised as permanent (including legacy)
DCSC Director	1	2	Reappraised as permanent (including legacy)
HACC Director	1	2	Reappraised as permanent (including legacy)
TOTALS:	8	18	

(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
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	8	18		

(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.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Joint Force headquarters Department of Defense Information Network Commander	1	3	No change
Chief, Combined Action Group	1	2	No change
Component Acquisitions Executive	1	2	No change
Director, Defense Spectrum Organization	1	2	No change
Director, Procurement Services Directorate	1	2	No change
Risk Management Executive	1	2	No change
White House Communications Agency Commander	1	3	No change
White House Situation Support Staff Director	1	3	No change
Director, Joint Services Provider	1	2	No change
JFHQ Deputy	1	2	Reappraised as permanent (including legacy)
JSP Deputy	1	2	Reappraised as permanent (including legacy)
PSD Deputy	1	2	Reappraised as permanent (including legacy)
EIIC Deputy	1	2	Reappraised as permanent (including legacy)
Chief Data Officer	1	2	Reappraised as permanent (including legacy)
TOTALS:	14	31	

(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	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	14	31		

(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 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)
Chief of Staff	1	1	No change
General Counsel	1	3	No change
Inspector General	1	1	No change
TOTALS:	3	5	

(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
TOTALS:	0	0		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)	3	5		

(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

