

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-374-09-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <u>6/26/09</u>	
1 FROM (Agency or establishment) Defense Threat Reduction Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Business Enterprise		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION BDBM			
4 NAME OF PERSON WITH WHOM TO CONFER DeeDee Byrd	5 TELEPHONE NUMBER 703-767-5809	DATE <u>6/26/09</u>	ARCHIVIST OF THE UNITED STATES <u>[Signature]</u>
6 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 on the attached ___ page(s) are not needed now for the business for 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 Manual for Guidance of Federal Agencies, <div style="text-align: center;"> <input checked="" type="checkbox"/> X is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </div>			
DATE <u>6/30/09</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>		TITLE Deputy Chief of Staff
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	MOMS Electronic Information System and Manpower Records – See attached.		

Manpower On-Line Management System (MOMS)

Background:

The Manpower On-Line Management System (MOMS) provides and maintains pertinent information (data) on civilian and military personnel and all authorized manpower positions within the agency. It provides control for tracking the Agency's 2242 civilian and military manpower authorizations, on-board personnel (military, civilian, Inter-Governmental Act (IPA) on loan from other Agencies), positions undergoing recruitment action, and various functional codes involving commercial activities, and the DoD Acquisition Workforce and security clearance requirements on positions. MOMS data is used to respond to Defense Manpower Data Center (DMDC) IAW DoDI 7730.64 and OSD (P&R) IM IAW DoDI 8260 03.

This information is cutoff quarterly and sent electronically to the DMDC, where it is consolidated with Department of Defense Manpower authorizations/information in their master data system, which is scheduled with NARA as a permanent record. Data in MOMS are reviewed to analyze present and future manpower requirements, to include realignment of functions, as affected by more efficient work methods, management techniques, and reduction of costs of operation. DTRA also uses the data in MOMS to track short-term and long-term manpower trends and to contribute to manpower standards/studies.

~~Inputs include Manpower Authorization Forms and DTRA Form 108, Form 109 and Standard Form 52. DTRA Form 108, Form 109 and Standard Form 52 identify authorizations and organizational changes (as well as organizational changes that are requested), justification, coordination, and approval. The disposition for these inputs are proposed below per GRS 20, Item 2(a)4. **Outputs** include monthly, quarterly and annual manpower strength reports, as well as ad hoc manpower reports, including reports dealing with the determination of staffing requirements and strength reports. These outputs are already scheduled under NC1-374-81-3, DTRA series numbers 204.01, 204.02, 204.06 (a-c), and 204.07. The **system documentation** disposition is covered under GRS 20, Item 11a(1) and includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

GRS 20
2(a)4

GRS
20 11a(1)

File Title: Manpower On-Line Management System (MOMS) or Equivalent Database

File Number: 204.05 (Based on DTRA 5015.2)

File Description: Control system for tracking civilian and military DTRA manpower authorizations, on-board personnel (military, civilian, Inter-Governmental Act (IPA) on loan from other Agencies), positions undergoing recruitment action, and various functional codes involving commercial activities, and the DoD Acquisition Workforce and security clearance requirements on positions. Includes completed DTRA Form 108, Form 109 and SF 52 inputs which identify the authorizations and organizational changes requested, justification, coordination, and approval.

Disposition: Temporary Cutoff quarterly, and transfer data to Defense Manpower Data Center (DMDC) for inclusion to its Master File Destroy data in MOMS when 25 years old.