

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK JOB NO. <b>N1-374-89-40</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED <b>7/5/89</b>	
1. FROM (Agency or establishment) <b>Defense Nuclear Agency</b>		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <b>Directorate for Command Services, Asst for Log &amp; Engr</b>		3. MINOR SUBDIVISION <b>Support Services Division</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Pauline E. Korpany</b>	5. TELEPHONE EXT. <b>325-1162</b>	DATE <b>9/26/89</b>	ARCHIVIST OF THE UNITED STATES <i>Claudia Keeler</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE <b>30 Jun 89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	D. TITLE <b>DNA Records Management Officer</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION
1	<b>204 MANPOWER AUTHORIZATION FILES.</b> (See attached pages 204-1 - 204-3.)		<b>NC1-374-81-3, 204)</b> <b>multiple revisions</b>
10. ACTION TAKEN (NARS USE ONLY)			

**204** **MANPOWER AUTHORIZATION FILES.** These files are maintained primarily in the Manpower and Organization Division, Command Services Directorate, Headquarters, DNA, with a small portion being maintained in the Manpower Management Office, Field Command, DNA. (NC1-374-81-3, 204)

NOTE: Other than those covered by Items 204.05a and 204.06b, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

**204.01** **AUTHORIZATION MANAGEMENT REPORT FILES.** (This file item combines what was identified previously under 204.01, Authorization Management Report Files, and 204.08, Manpower Data Files, in Job NC1-374-81-3). Contains file copies of subject reports generated by the Manpower and Organization Division. The reports deal with such subjects as authorization strength by program element, Civilian High Grade, and other reports as required. Also included are recapitulations of manpower authorization data used in the day-to-day management of agency manpower resources.

Proposed Disposition

**DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.**

**204.02** **CIVILIAN MANPOWER MANAGEMENT FILES.** (This file item combines what was identified previously under 204.02, Civilian Position Management Files, and 204.07, Civilian Position Essentiality Statements, in Job NC1-374-81-3). Contains correspondence relating to the management of civilian authorizations, to include DNA Form 482, Request to Fill Civilian Position or Change Position Description, the most current copy of the position's description of duties, ceilings, reductions-in-force, and other related documents.

Proposed Disposition

**DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.**

~~**204.03** **MANPOWER IN THE PPBS.** (formerly 'Programming Documents') Contains only those programming documents dealing with manpower ceilings/strengths such as Decision Package Sets (DPS), Program Decision Memoranda (PDM), Program Objective Memoranda (POM), Program Budget Decisions (PBD), and background, source, and feeder materials generated in the Manpower and Organization Division. (NC1-374-81-3, 204.03)~~

~~**DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.**~~

**204.04** **ADVANCED ACADEMIC DEGREE REQUIREMENT FILES.** Includes documents which support the establishment of advanced academic degree requirements for military manpower authorizations. (NC1-374-81-3, 204.04)

~~**DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR ADMINISTRATIVE USE.**~~

~~204.05 MANPOWER CHANGE REQUESTS. Includes correspondence, DNA Forms 107, and machine listings which identify the authorizations and organizational changes requested and contain justification, coordination, and approval/disapproval statements. (NC1-374-81-3, 204.05)~~

~~a. Approved requests:~~

~~PERMANENT; CUT OFF AT THE CLOSE OF EACH FY; RETIRE TO WNRC IN 5-YEAR BLOCKS IN SAME SHIPMENT AS THE JMP; OFFER TO NATIONAL ARCHIVES 20 YEARS AFTER CUTOFF.~~

~~b. Disapproved requests:~~

~~CUT OFF AT THE CLOSE OF EACH FY; DESTROY WHEN 1 YEAR OLD.~~

204.06 JOINT MANPOWER PROGRAM DOCUMENTS. Includes Part I (Organization and Functions) and Part II (Joint Table of Distribution) for all activities of DNA. (NC1-374-81-3, 204.06)

a. Monthly and quarterly reports:

(1) MONTHLY - CUT OFF THE LAST DAY OF EACH CALENDAR MONTH, DESTROY WHEN 1 YEAR OLD.

(2) QUARTERLY - CUT OFF THE LAST DAY OF EACH FISCAL QUARTER, DESTROY WHEN 5 YEARS OLD.

b. Annual reports:

PERMANENT; CUT OFF THE LAST DAY OF EACH FY; RETIRE TO WNRC; OFFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS 20 YEARS AFTER CUTOFF.

204.07 MILITARY AUTHORIZATION DOCUMENTS. Service documents portraying manpower authorization data.

Proposed Disposition

DESTROY 3 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS LATER.

204.08 MANPOWER MANAGEMENT PROJECTS. Documents pertaining to ne-time or specific purpose manpower management activities, including those mandated by DOD/JCS and the Services; and related matters.

Proposed Disposition

DESTROY WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS LATER.

**204.09** **GAPPED POSITIONS.** Service and in-house communications dealing with the identification of positions that cannot be filled.

Proposed Disposition

DESTROY 3 YEARS AFTER CUTOFF, OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS LATER.

**204.10** **MOBILIZATION.** Documents dealing with crisis/wartime manpower requirements.

Proposed Disposition

DESTROY 3 YEARS AFTER CUTOFF, OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS LATER.

**204.11** **MISSION DIRECTIVES.** Correspondence which creates/updates mission directives for Headquarters and components of DNA.

Proposed Disposition

MAINTAIN BACK-UP ON DEVELOPMENT OF CURRENT DIRECTIVE.  
DISPOSE OF BACK-UP FOR MOST RECENTLY SUPERSEDED DIRECTIVE.

**204.12** **ORGANIZATION PROJECTS.** Documentation that addresses and helps implement reorganization/development of organizational entities.

Proposed Disposition

DESTROY 10 YEARS AFTER CUTOFF, OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS EARLIER.

**204.13** **COMMERCIAL ACTIVITIES PROGRAM.** Material pertaining to analysis/reporting of in-house vs contract performance of DNA functions or activities.

Proposed Disposition

DESTROY 5 YEARS AFTER CUTOFF, OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS LATER.