

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
U S ARMY

2 MAJOR SUBDIVISION
U S TOTAL ARMY PERSONNEL COMMAND

3 MINOR SUBDIVISION
RECORDS MANAGEMENT PROGRAM DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Patricia R Martin

5 TELEPHONE
(703) 806-3171

LEAVE BLANK (NARA use only)
JOB NUMBER
71-AU-01-001

DATE RECEIVED
9-28-00

NOTIFICATION TO AGENCY
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 3-21-01 ARCHIVIST OF THE UNITED STATES
John W. Paul

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 2 page(s) are not now needed for the business of the agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,
 is not required, is attached, or has been requested

DATE
25 Sep 00

SIGNATURE OF AGENCY REPRESENTATIVE
Howard N Greenhalgh
HOWARD N GREENHALGH

TITLE
DIRECTOR, RECORDS MANAGEMENT DIVISION

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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Military Personnel Transition Point Processing (TRANSPROC) II

Background and Additional Information: The TRANSPROC II is a system which provides an automated, integrated method of data collection and document processing to support the functional process at Army installations dealing with the transition of soldiers from active duty status to retirement, discharge, or release from active duty. The TRANSPROC II assists personnel specialists in counseling the status, and transferring the soldier to non-active status. The processing system is designed to automate the procedures required to accomplish the functions and tasks identified in Title 10, United States Code-Armed Forces, Public Law 105-261, and Army Regulation 635-5, Separation Documents. The system generates a Form DD 214, The Certificate of Discharge or Release from Active Duty. This form is already scheduled by NARA Authority Number NN-166-204, for file number (FN) 635-5a, Separation Files. Source of data for the system. Information used to populate the TRANSPROC II is transactions gathered from Standard Installation Division Personnel System (SIDPERS), is scheduled under FN 25-1kkk.

✓ Source information TMT 3/21/01

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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)
/.	<p>FN 635-5b Title Military Personnel Transition Point Processing (TRANSPROC II) Master File Authority TBD Privacy Act A0635-5TAPC Description These records concern separation of military personnel from the service through relief or release from active duty, discharge, retirement, resignation, elimination, or dropped from the rolls, types of discharge and reasons therefore, and physical evaluation of individuals for retention, separation, or retirement The information consists of scheduling transition orders, The Certificate of Discharge or Release from Active Duty, (DD Form 214) Disposition Code KE6 Event is the conclusion of processing out of the individual Keep in CFA until no longer needed for conducting business, but not longer than 6 years after the event, then delete Note Use FN 25-1kkk for source/input records, 25-1111 for system administrative reports, 25-1mmm for system documentation and specifications, and 25-1nnn for backups</p>	<p><i>Keep individual record until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then delete.</i></p>	<p><i>Patricia Mahn e-mail request via 11-15-00 Taylor</i></p>