Request for Record Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Department of the Army

2 Major Subdivision

Office of the Administrative Assistant to the Secretary of the Army

3 Minor Subdivision

Records Management and Declassification Agency

4 Name of Person with whom to confer	5 Telephone (include area code)
Shirley Kinson-Jones	703-428-6411

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 ___1___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	Ricardo A Romero, Chief, Records Management Division	4/28/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Enlisted Distribution Target Model (EDTM)		

Background The enlisted distribution target model (EDTM) is an automated system that creates enlisted distribution targets by MOS, grade, and unit identification code (UIC) The model fills each UIC reflected in the personnel manning authorization document (PMAD) with projected available inventory from the Military Occupational Specialty Level System (MOSLS) according to DCS, G-1 distribution policy

Note Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files

RN: 614-200e
Title Enlisted Distribution Target Model (EDTM) Master File
Authority TBD
PA TBD
Description Contains data on the enlisted distribution targets, enlisted operating strengths, projected enlisted authorizations and Army enlisted policy
Disposition K2 Keep until record is 2 years old, then delete