

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-127-08-6	
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED 8/4/08	
2 MAJOR SUBDIVISION UNITED STATES MARINE CORPS		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION ADMINISTRATION AND RESOURCES MANAGEMENT DIVISION (ARDB)			
4. NAME OF PERSON WITH WHOM TO CONFER HELENA A GILBERT <i>Helena Gilbert Topol</i>	5 TELEPHONE 703-614-1081	DATE 12/26/07	ARCHIVIST OF THE UNITED STATES <i>Mme Wawick</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not 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.

is not required, is attached, or has been requested

DATE 7-28-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE DON Director of Records
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	SSIC 1300.5 MARINE CORPS RESERVE ORDER WRITING SYSTEM (ROWS) SEE ATTACHMENT	N/A	

SSIC 1300 GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS

SSIC'S 1300.1 THRU 1300.4 REMAIN UNCHANGED

SSIC 1300.5 MARINE CORPS RESERVE ORDER WRITING SYSTEM.

5. MARINE CORPS RESERVE ORDER WRITING SYSTEM. This is the computerized automated order writing system for the Marine Corps Reserves (MARFORRES). It automates the order writing process from the initial request for orders through the final settlement of those orders and includes the capability to track the orders throughout the process for Marine Corps Reserve Personnel only. Also provides such tracking information such as: Where the orders request is within the routing process, how long it has been in each step within the routing process, and who completed the action at each step within the routing process.

a. Master files include but are not limited to personnel information such as Name, Rank, SSN, Military Occupational Specialty (MOS), Fund Approval, Military and DOD Per Diem tables.

Item 1

Temporary. Close files annually at the end of the fiscal year, Destroy/Delete 5 years after the separation or discharge of the service member.

b. Input consist of daily personnel feeds from the Marine Corps Total Force System (MCTFS), DOD Pay tables, Defense Table of Official Distances (DTOD) Zip Code Tables.

GRS 20.26

~~Temporary. Destroy when no longer needed for reference purposes.~~

c. Outputs consist of orders to personnel including but not limited to Temporary Additional Duty (TAD), Permanent Change of Duty Station (PCS), and Permissive Temporary Additional Duty (PTAD).

Item 2

Temporary. Destroy when no longer needed for reference purposes.

d. Adhoc administrative and fiscal reports including but not limited to Final Settlements, Error Records, Variance Reports, Cancellation Reports, and Manual/Confirmation Order Reports.

GRS 20.16

~~Temporary. Destroy when no longer needed for reference purposes.~~