

Request for Records Disposition Authority

Records Schedule Number DAA-0428-2012-0003

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group General Records of the Department of the Navy, 1947-

Records Schedule applies to Department-wide

Schedule Subject Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records.

Internal agency concurrences will be provided Yes

Background Information The Junior Reserve Officer Training Corps (JROTC) Program was first established by Public Law in 1916 and expanded in 1964 by Title 10, U.S. Code, Chapter 102, Section 2031. The JROTC Program applies to both the Navy and the Marine Corps and is taught at accredited secondary schools by instructors who are retired Navy, Marine Corps, and Coast Guard officers and enlisted personnel. The Navy National Defense Cadet Corps (NNDCC) Program was established in 2011 under authority granted in Title 10, U.S. Code, Chapter 667, Section 7911. NNDCC is an alternative to the Navy JROTC (NJROTC) Program and, unlike NJROTC (which reimburses host schools for a portion of instructor salaries and other costs), the host school funds NNDCC Program cost. The Navy certifies those seeking to become instructors as qualified to teach in either program. This schedule addresses the records generated by the Navy and Marine Corps for this program.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0428-2012-0003

Sequence Number	
1	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records.
1.1	a. School Correspondence Records. Disposition Authority Number: DAA-0428-2012-0003-0001
1.2	b. General Correspondence Records. Disposition Authority Number: DAA-0428-2012-0003-0002
1.3	c. Instructor Application Records. Disposition Authority Number: DAA-0428-2012-0003-0003
1.4	d. Instructor Records. Disposition Authority Number: DAA-0428-2012-0003-0004
1.5	e. Instructor Decertification and Revocation Records. Disposition Authority Number: DAA-0428-2012-0003-0005
1.6	f. Instructor Pay Reimbursement Records. Disposition Authority Number: DAA-0428-2012-0003-0006

Records Schedule Items

Sequence Number					
1	<p>1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records.</p> <p>Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools. Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees; certification letters; instructor status (probation/evaluation); instructor evaluations; instructor observation reports; school evaluations and probation letters; resignation letters; pay information; and associated correspondence.</p>				
1.1	<p>a. School Correspondence Records.</p> <p>Disposition Authority Number DAA-0428-2012-0003-0001</p> <p>Includes information relating to the selection, establishment, and administration of JROTC and NNDCC Units and includes school applications, contracts establishing units, establishment orders, and records of similar importance.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>SSIC 5761.1a</td><td>SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual</td></tr></tbody></table> <p>GRS or Superseded Authority Citation New</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff upon disestablishment of unit.</p>	Manual Citation	Manual Title	SSIC 5761.1a	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual
Manual Citation	Manual Title				
SSIC 5761.1a	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual				

1.2

Transfer to Inactive Storage	Transfer to FRC if local storage is unavailable.
Retention Period	Destroy 10 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

b. General Correspondence Records.

Disposition Authority Number	DAA-0428-2012-0003-0002
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Includes correspondence with school officials, other JROTC and/or NNDCC units, copies of statistical information, status reports submitted to higher authority, and other similar information.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Manual Citation	Manual Title
SSIC 5761.1b	SECNAV M-5210, Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation	New
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Disposition Instruction

Cutoff Instruction	Cutoff at end of CY.
Transfer to Inactive Storage	Transfer to FRC if local storage is unavailable.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

1.3

c. Instructor Application Records.

Disposition Authority Number	DAA-0428-2012-0003-0003
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Includes initial application for certification of individuals as JROTC or NNDCC instructors in high schools and other secondary schools and associated correspondence.

Final Disposition	Temporary
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Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
SSIC 5761.1c	SECNAV M-5210, Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation New

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Transfer to Inactive Storage Transfer to FRC if local storage is unavailable.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

d. Instructor Records.

Disposition Authority Number DAA-0428-2012-0003-0004

Information related to certification, instructor status (probation/evaluation), instructor evaluations and observation reports, school evaluations and probation letters, resignation letters, and associated correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
SSIC 5761.1d	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual

1.4

1.5	GRS or Superseded Authority Citation	New				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of CY when the instructor ceases teaching.				
	Transfer to Inactive Storage	Transfer to FRC if local space is unavailable.				
	Retention Period	Destroy 10 year(s) after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
	e. Instructor Decertification and Revocation Records.					
	Disposition Authority Number	DAA-0428-2012-0003-0005				
	Information related to the decision to decertify and/or revoke individual's certification.					
Final Disposition	Temporary					
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>SSIC 5761.1e</td> <td>SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual</td> </tr> </table>			Manual Citation	Manual Title	SSIC 5761.1e	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual
Manual Citation	Manual Title					
SSIC 5761.1e	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual					
GRS or Superseded Authority Citation	New					
Disposition Instruction						
Cutoff Instruction	Cutoff at end of CY after final decision.					
Transfer to Inactive Storage	Transfer to FRC if local storage space is unavailable.					
Retention Period	Destroy 10 year(s) after cutoff.					
Additional Information						
GAO Approval	Not Required					
1.6	f. Instructor Pay Reimbursement Records.					

Disposition Authority Number **DAA-0428-2012-0003-0006**

Includes information used to compute Navy's or Marine Corps' reimbursement portion of the JROTC Program instructor salary paid to the host school district.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Manual Citation	Manual Title
SSIC 5761.1f	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority
Citation **New**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY after last payment.**

Transfer to Inactive Storage **Transfer to FRC if local storage space is unavailable.**

Retention Period **Destroy 10 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/17/2012	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
04/18/2013	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
04/23/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/29/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/01/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist