

**Request for Records Disposition Authority**

Records Schedule Number      DAA-NU-2012-0001  
 Schedule Status                Appraiser Working Version  
 Agency or Establishment       Department of the Navy  
 Record Group / Scheduling Group   Navy Undifferentiated  
 Records Schedule applies to    Department-wide  
 Schedule Subject                Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Individual Applicant/Instructor Records  
 Internal agency concurrences will be provided      Yes

**WITHDRAWN**

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 in this certification process.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

## Outline of Records Schedule Items for DAA-NU-2012-0001

Sequence Number	
1	<b>1 Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Individual Applicant/Instructor Records</b>
1 1	<b>a Applications for instructor certification</b>
1 1 1	(1) Applicant approved certification records Disposition Authority Number DAA-NU-2012-0001-0001
1 1 2	(2) Applicant denied certification files and correspondence Disposition Authority Number DAA-NU-2012-0001-0002
1 2	<b>b Individual certification records of applicants who never served as JROTC instructors</b> Disposition Authority Number DAA-NU-2012-0001-0003
1 3	<b>c JROTC Instructor records, including record of their certification</b> Disposition Authority Number DAA-NU-2012-0001-0004
1 4	<b>d Decertified/revoked instructor records</b> Disposition Authority Number DAA-NU-2012-0001-0005

Records Schedule Items

Sequence Number					
1	<p><b>1 Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Individual Applicant/Instructor Records</b> Consist of records concerning initial and ongoing certification of individuals as Navy and Marine Corps JROTC instructors in high schools and other secondary schools and includes, but is not limited to, 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, JROTC 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, academic degrees, certification letter, instructor status (probation/evaluation), JROTC instructor evaluations, JROTC instructor observation reports, school evaluations and probation letters, resignation letters, and associated correspondence</p>				
1 1	<p><b>a Applications for instructor certification</b></p>				
1 1 1	<p><b>(1) Applicant approved certification records</b></p>				
	<p>Disposition Authority Number <b>DAA-NU-2012-0001-0001</b></p>				
	<p>Final Disposition <b>Temporary</b></p>				
	<p>Item Status <b>Pending</b></p>				
	<p>Is this item media neutral? <b>Yes</b></p>				
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b></p>				
	<table border="1"> <thead> <tr> <th data-bbox="371 1461 961 1507">Manual Citation</th> <th data-bbox="961 1461 1549 1507">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 1516 961 1562"><b>SSIC 5761 1a(1)</b></td> <td data-bbox="961 1516 1549 1600"><b>SECNAV M-5210, Department of the Navy Records Disposition Manual</b></td> </tr> </tbody> </table>	Manual Citation	Manual Title	<b>SSIC 5761 1a(1)</b>	<b>SECNAV M-5210, Department of the Navy Records Disposition Manual</b>
Manual Citation	Manual Title				
<b>SSIC 5761 1a(1)</b>	<b>SECNAV M-5210, Department of the Navy Records Disposition Manual</b>				
	<p>GRS or Superseded Authority Citation <b>New</b></p>				
	<p>Disposition Instruction</p>				
	<p>Retention Period <b>File with and maintain as required by subpara c, below See item 4 on this schedule.</b></p>				

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Additional Information

GAO Approval Not Required

**(2) Applicant denied certification files and correspondence**

Disposition Authority Number DAA-NU-2012-0001-0002

Final Disposition Temporary

Item Status Pending

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 1a(2)	SECNAV M-5210, Department of the Navy Records Disposition Manual

GRS or Superseded Authority Citation New

Disposition Instruction

Retention Period Destroy 10 year(s) after date of denial

Additional Information

GAO Approval Not Required

1 2

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**b Individual certification records of applicants who never served as JROTC instructors**

Disposition Authority Number DAA-NU-2012-0001-0003

Final Disposition Temporary

Item Status Pending

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 Disposition Manual

1 3

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GRS or Superseded Authority Citation **New**

Disposition Instruction

Retention Period **Destroy 6 year(s) after applicant's activity duty retirement date**

Additional Information

GAO Approval **Not Required**

**c JROTC Instructor records, including record of their certification**

Disposition Authority Number **DAA-NU-2012-0001-0004**

Final Disposition **Temporary**

Item Status **Pending**

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
<b>SSIC 5761 1c</b>	<b>SECNAV M-5210, Department of the Navy Records Disposition Manual</b>

1 4

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GRS or Superseded Authority Citation **New**

Disposition Instruction

Retention Period **Destroy 6 year(s) after instructor ceases teaching JROTC**

Additional Information

GAO Approval **Not Required**

**d Decertified/revoked instructor records**

Disposition Authority Number **DAA-NU-2012-0001-0005**

Final Disposition **Temporary**

Item Status **Pending**

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?

Manual Citation	Manual Title
SSIC 5761 1d	SECNAV M-5210, Department of the Navy Records Disposition Manual

GRS or Superseded Authority Citation      **New**

Disposition Instruction

Retention Period      **Destroy 6 year(s) after decertification/revocation date**

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
01/03/2012	Certify	Charley Barth <b>WITHDRAWN</b>	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)