

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2015-0011

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Major Subdivision

Major Subdivision UNDER SECRETARY OF DEFENSE (USD) for Personnel and Readiness

Minor Subdivision DEFENSE HUMAN RESOURCES ACTIVITY (DHRA) DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE (DCPAS) ENTERPRISE HUMAN RESOURCES INFORMATION SYSTEMS (EHRIS)

Schedule Subject DEFENSE COMPETENCY ASSESSMENT TOOL (DCAT) SYSTEM

Internal agency concurrences will be provided No

Background Information The Defense Human Resources Activity (DHRA) is a Department of Defense (DoD) Field Activity under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). It supports policy development, develops products and services that promote and sustain a high performing workforce, performs research and analysis, supports readiness and departmental reengineering efforts, manages personnel data repositories, prepares future civilian leaders through development programs, supports recruiting and retention, and delivers both benefits and critical services to warfighters and their families. The Defense Civilian Personnel Advisory Service (DCPAS), a Component of DHRA, is charged with providing corporate-level leadership in human resources management. DCPAS develops and manages human resources programs and systems for the DoD.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2015-0011

Sequence Number	
1	DEFENSE COMPETENCY ASSESSMENT TOOL (DCAT) SYSTEM
1.1	Defense Competency Assessment Tool (DCAT) Master Files Disposition Authority Number: DAA-0330-2015-0011-0001

Records Schedule Items

Sequence Number			
1	<p>DEFENSE COMPETENCY ASSESSMENT TOOL (DCAT) SYSTEM</p> <p>The DCAT is the Department of Defense's enterprise competency management system. DCAT tracks and manages employee and supervisory competency assessments, provides a gap analysis of current competencies against target level proficiency, and provides gap analysis reports which are used to direct the corrective strategy. The gap analysis information gathered by the application will be used to meet the requirements set by the FY2010 National Defense Authorization Act (NDAA) Section 1108 (Section 11b of Title 10, U.S.C.). DCAT receives Personally Identifiable Information (PII) from the Defense Civilian Personnel Data System (DCPDS) via extract. PRIMARY INPUTS: Include but are not limited to: Identifying information, including name and position data, competency models, responses to the assessment questions. Other experience-related information, such as employment information, is used as part of the competency repository for each employee. OUTPUTS: Reports on competency: gaps, valuations, criticality, priority, current vs. future need, and survey completion rates.</p>		
1.1	<p>Defense Competency Assessment Tool (DCAT) Master Files</p> <p>Disposition Authority Number DAA-0330-2015-0011-0001</p> <p>The DCAT Master Files contains information used to identify current and future competency gaps and requirements of the DoD civilian workforce based on near and long-term organizational goals and to support analytical reporting to Congress. The file includes but is not limited to: DOD ID number (EDIPI), Region ID, Position ID, Email Address, Last Name, First Name, Middle Name, Agency Code, Agency Group, Occupational Series Clear Text, Occupational Series, Organization, Address Line 1, Address Line 2, Address Line 3, Country, Educational Level Civ, Current Pay Plan, Pay Grade, Pay Status, Supervisor Status and responses to employee's and supervisor's assessment.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" data-bbox="365 1885 1487 1927"> <tr> <td data-bbox="365 1885 930 1927">Manual Citation</td><td data-bbox="930 1885 1487 1927">Manual Title</td></tr> </table>	Manual Citation	Manual Title
Manual Citation	Manual Title		

Administrative Instruction (AI)-15

OSD Records and Information
Management Program

Disposition Instruction

Retention Period

Destroy/Delete 10 years from the date the
competency assessment was completed

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
05/10/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
12/21/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist