

## Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2016-0014
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 for Personnel and Readiness, Assistant Secretary of Defense for Health Affairs
Minor Subdivision	Defense Health Agency
Schedule Subject	Defense Medical Human Resource System – Internet (DMHRSi)
Internal agency concurrences will be provided	No
Background Information	<p>The Defense Health Agency (DHA) is a joint, integrated Combat Support Agency that enables the Army, Navy, and Air Force medical services to provide a medically ready force and ready medical force to Combatant Commands in both peacetime and wartime. The DHA supports the delivery of integrated, affordable, and high quality health services to MHS beneficiaries and is responsible for driving greater integration of clinical and business processes across the MHS by:</p> <ul style="list-style-type: none"><li>•Implementing shared services with common measurement of outcomes;</li><li>•Enabling rapid adoption of proven practices, helping reduce unwanted variation, and improving the coordination of care across time and treatment venues;</li><li>•Exercising management responsibility for joint shared services and the TRICARE Health Plan; and</li><li>•Acting as the market manager for the National Capital Region (NCR) enhanced Multi-Service Market, which includes Walter Reed National Military Medical Center (WRNMMC) and Fort Belvoir Community Hospital (FBCH).</li></ul> <p>The DMHRSi provides a single system for the Health Affairs (HA)/Military Health System (MHS) that integrates data from over fourteen (17) Service or Government systems into an MHS-wide, DoD standard system to support the management of MHS human resources. DMHRSi supports Military Health System (MHS) activities as set forth by Service Proponent agencies and the Office of the Assistant Secretary of Defense (OASD) Health Affairs (HA). DMHRSi</p>

is comprised of personnel, manpower, education and training, readiness and labor cost assignment modules.

DMHRSi is the primary reporting system available to support all medical staff in the day-to-day human resource management operations. It stores data for all medical staff, regardless of Service, and thereby provides an enterprise-wide view of all the medical resources in one system. This allows for integrated visibility and reporting. DMHRSi exports data that originates within the application to Service and other MHS systems. This standard supports the Enterprise objective to standardize data by using data from the originating or authoritative source(s). DMHRSi only produces original record data for MHS contractors and volunteers. This data is manually input into the system. DMHRSi includes similar information for Active Duty, Guard, Reserve, and Federal Government employees consisting of copies of data from up to 18 other Defense and Military systems. These represent reference copies of various data fields that are not changed or corrected, and which should also be expunged from DMHRSi in accordance with the Cutoff and Disposition instructions below.

#### 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-0330-2016-0014

Sequence Number	
1	DEFENSE MEDICAL HUMAN RESOURCE SYSTEM INTERNET
1.1	Defense Medical Human Resource System – Internet (DMHRSi) Master Files Disposition Authority Number: DAA-0330-2016-0014-0001

## Records Schedule Items

Sequence Number	
1	<p><b>DEFENSE MEDICAL HUMAN RESOURCE SYSTEM INTERNET</b></p> <p>The DMHRSi maintains the following MHS contractor and volunteer data: (1) manpower authorization documents and other information that provide necessary management reporting requirements; (2) personnel training data including personnel training requirements, training courses, classes, schedules, instructors, and individual training records; (3) personnel demographic data including name, SSN, date of birth, etc., and projected personnel gains and losses; (4) labor cost assignment data including personnel time card data, labor cost accounting data, DoD pay codes, and bi-weekly pay period summaries; (5) personnel readiness status including physical training and readiness status</p>
1.1	<p><b>Defense Medical Human Resource System – Internet (DMHRSi) Master Files</b></p> <p>Disposition Authority Number      DAA-0330-2016-0014-0001</p> <p>The DMHRSi master file includes but is not limited to information on Manpower Personnel, Education &amp; Training, Readiness, Labor Cost Assignment, Project or Task. Data fields are Individual's name, date of birth, Social Security Number (SSN) and/or DoD Identification (ID) Number, National Provider Identifier (NPI), Common Access Card (CAC) expiration date, gender, place of birth, citizenship, home address, home telephone number, business email address, work address, work telephone number, race/ethnicity, marital status, medical training information including class names and class dates, military rank information, specialty, licensure, educational background, personnel security clearance data, medical readiness training and other health information required to determine an individual's fitness to perform their duties.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?              No</p> <p>Explanation of limitation              Records are electronic systems files only.</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> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cut off upon notification separation or termination from MHS assignment and/or employment</p>

	Retention Period	Destroy contractor, volunteer and duplicate data on Active Duty, Guard, Reserve, and Federal Government employees from other military service electronic information systems 4 year(s) after cutoff
	Additional Information	
	CAO 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
08/17/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
01/24/2017	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
01/25/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/26/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist