

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 N1-350-92-6	DATE RECEIVED 7-6-92
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Secretary			
3 MINOR SUBDIVISION Wash. HQ Services, C&D, Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5 TELEPHONE 703-695-0970	DATE	ARCHIVIST OF THE UNITED STATES

6 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 on the attached 8 page(s) are not now 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 Jun251992	SIGNATURE OF AGENCY REPRESENTATIVE H. D. Neeley <i>H. D. Neeley</i>	TITLE Records Administrator
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of the Assistant Secretary of Defense for Force Management & Personnel See attached sheets	N1-330-77-10 (as noted, otherwise new)	Job withdrawn per agency request. Items are already scheduled with existing authorities. <i>L Ebben</i> 3-13-95

1. 1801-01 Assistant Secretary of Defense (ASD) Weekly Activity Reports: Internal communications between the Deputy Assistant Secretaries of Defense (DASDs) and/or Separate Directors and ASD and/or Principal Deputy of the Secretary of Defense (PDASD).

Disposition: Destroy after 2 years, or when no longer needed for reference, whichever is sooner.

(1802-01 is as described under NC1-330-77-10.)

2. 1802-02 Labor Management Relations Files.

1. (This remains as described under NC1-330-77-10.)

2. Documents concerning the review of collective bargaining agreements between labor organizations and DoD Components which are reviewed at the DoD level.

Disposition: Destroy 5 years after expiration of the contract.

3. (This remains as described under NC1-330-77-10.)

4. Case files on petitions for review of negotiability issues.

Disposition: Destroy after final resolution of the case. (See Note 1.)

5. Case files on exceptions to arbitrator's awards.

Disposition: Destroy after final resolution of the case.

6. Unfair Labor Practice case files where offices within OSD are named parties.

Disposition: Destroy 2 years after final resolution of the case.

7. Representative petition case files where a union seeks exclusive recognition at the DoD level.

Disposition: Where union gains exclusive recognition, destroy 1 year after recognition ceases; otherwise, destroy 2 years after final resolution of the case.

3. 1802-03 Compensation and Position Management. Documents which allot spaces for top-level scientific, professional and executive personnel and standards which assure effective use of such spaces. Documents approving salaries, wages, fringe benefits and such pay policies as appropriate for DoD employees.

Disposition: Permanent; transfer to WNRC when superseded or obsolete. (See Note 2)

(1802-04, -05, -06, -07, -08, -09 (NC1-330-77-10)).

(1803-01.1 NC1-330-77-10).

4. 1803-01 Compensation Administration. Policy determinations regarding all basic compensation issues, taxes and retirement and survivor benefits (replaces 607-02 & -03 Under NC1-330-77-10).

1. Basic compensation policy issues. Policy determinations with respect to basic pay benefits, special and incentive pays, travel and transportation allowances, permanent change of station (PCS) travel, tour lengths and unit rotation. Compensation studies, programs, Joint Federal Travel Regulations (JFTR), trip reports, minutes of compensation-related committees.

Disposition: Permanent. Transfer to WNRC when canceled or superseded. Committee minutes are disposed of in accordance with series 103-06.

2. Armed Forces Tax Council and Military Taxation Program. Procedures, actions recommended, minutes, and other administrative matters concerning the Armed Forces Tax Council. Policy determinations regarding problems associated with military taxation (Federal, state, local, and foreign). Also policy directives, studies and recommended alterations to current programs, and initiations of responses to proposed legislation.

3. Retirement and Survivor Benefits. Policy reviews provided for standardization and uniformity in implementing laws pertaining to retirement and survivor entitlements (including former spouse matters) and interactions with social security and payments from the Department of Veterans Affairs. Also, policy directives, studies and recommended alterations to current programs, and initiations of proposed legislation.

Disposition: a. Policy matters are permanent. Retire to WNRC when superseded or obsolete. b. Studies and analyses of a formal nature are permanent. Retire to WNRC when superseded or obsolete. c. Proposed legislation, retire to WNRC 2 years after enactment or rejection, except as needed for historical purposes. Destroy after 5 years. (See 402.10.2 for permanent records).

(1803-02 thru 1806-01 remain as described under NC1-330-77-10)

5. 1806-02 FM&P Congressional Issues. Documents related to FM&P interaction with the Congress to include Congressional reports, Congressional interest items, appeals to Congressional committee actions, testimony, statements, inserts for the record.

Disposition: Destroy when superseded, obsolete or no longer needed for reference.

6. 1806-03 Planning and Programming and Budgeting System (PPBS) Issues. Documents related to FM&P participation in the Defense Guidance, POM, and budget review. Analyses relating to PBS issues.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

7. 1806-04 Intergovernmental Affairs. Documents related to DoD support to other Federal, State and local government entities in the areas of law enforcement, immigration, youth employment and training.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

(1806-05 remains as described under NC1-330-77-10.)

8. 1806-06 Total Force Requirements.

1. Wartime Manpower Mobilization Planning System (WARMAPS), Installation Mobilization Planners Handbook, Non-Combatant Evacuation Operations (NEO), Casualty Estimation, Medical Readiness, Continuity of Operations Planning (COOP), Master Mobilization Plan (MMP) and Civilian Mobilization Planning.

Disposition: Destroy after five years.

2. Mobilization Exercise Files.

Disposition: Destroy after remedial actions and critique items satisfied.

3. Memorandum of Agreement (MOA) with Germany for Exchange of Mobilization Planners.

Disposition: Manpower utilization documents are permanent. Retire to WNRC when superseded or canceled. Destroy agreements five years after termination.

9. 1806-07 Readiness of Military Forces Files. Documents and data sets dealing with the composition of US military forces; status of personnel, training, and equipment at the

unit and aggregate levels; and mobilization/deployment capabilities.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets (historical files stored in digital format, sequenced in chronological order for trend analyses), maintained at Defense Manpower Data Center (DMDC) and Training Performance Data Center (TPDC), will be transferred to NARA when no longer required for reference.

10. 1806-08 Individual Training and Performance Files. Documents and data sets dealing with individual training systems such as schools, instructors, students throughput, attrition rates, courses, test scores, individual demographics and training histories, and institutional training costs.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets maintained at DMDC and TPDC will be transferred to NARA when no longer required for reference.

11. 1806-09 Collective Training and Performance. Documents and data sets dealing with collective training programs and exercises such as training ranges, missions training objectives, descriptions of the composition of training groups and organizations, descriptions of filed training exercises, lessons learned, measures of effectiveness, op tempo, and collective training costs.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference; longitudinal data sets maintained at DMDC and TPDC will be transferred to NARA when no longer required for reference.

12. 1806-10 Training and Performance Data Center (TPDC). Integrated longitudinal data sets dealing with all aspects of military training and performance including Individual Training, Collective Training, Training Systems and Technology, Reserve Training, and Training Costs and Effectiveness.

Disposition: Conduct annual review and recommend to relevant OSD offices data sets to be deleted or maintained. Longitudinal data sets recommended for retention will be transferred to NARA when no longer required for reference.

13. 1806-11 Training Technology. Documentation and data sets dealing with the research, development, application, and testing of training delivery systems such as computer-based training management, testing, and authoring systems; embedded training; training devices; simulators and

simulation techniques; tele-training; and technology transfer.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference. Longitudinal data sets maintained at DMDC and TPDC will be transferred to NARA when no longer required for reference.

(1806-12 remains as described under NI1-330-77-10.)

14. 1806-13 Special Events Management. Documents related to the DoD support to other Federal, State and local government agencies, or other organizations in the area of international special events.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

15. 1806-14 Office of Economic Adjustment Files. This file contains economic impact minimization files consisting of studies, reports, correspondence, evaluations of economic impact of proposed or suggested base closures, reduction program, special problem studies, and possible changes in procurement programs.

Disposition: Studies, reports, and correspondence relating to base closures and reduction programs which are the subject of congressional or widespread public interest are permanent. Retire to WNRC two years after completion of project or inactivation. All other material, retire to WNRC two years after completion of project or inactivation and destroy when 20 years old.

(1807-01 & -02 remain as described under NC1-330-77-10)

16. 1807-03 Nonappropriated Funds. Records of nonappropriated funds activities to include raising of money and expenditures to support student/school related business. Minutes of business meetings authorizing the expenditure of funds and auditor's annual findings report. School activities include but are not limited to, PTSA, elementary school homeroom activities funds, student clubs, sports events, concerts, etc.

Disposition: Destroy 2 years after the account has been audited.

17. 1807-04 Facilities files. Documents relating to programming, estimating, and planning for new construction. Records of maintenance and repair of facilities, age, condition, capacity, and other characteristics of building and additions.

Disposition: Retain during the life of the facility and destroy 5 years thereafter.

(1807-05 thru -09 remain as described under NC1-330-77-10.)

18. 1807-05 Family Policy Office Files.

1. Policy files. These files include guidance memoranda, directives, instructions, and reports which either are originated for the Office of Family Policy or directly impact on the operation of the programs for which it is responsible.

Disposition: Permanent. Transfer to WNRC when superseded or obsolete.

2. Newsletters. This file consists of issues of Military Family which is distributed worldwide to military families.

Disposition: Destroy after 3 years or on discontinuance, whichever is first.

3. Executive Orders, all published orders affecting military families.

Disposition: Destroy when superseded or no longer needed for reference.

4. Military Family Act Legislation contained in the FY 86 DoD Authorization Act.

Disposition: Permanent. Transfer to WNRC when superseded or obsolete.

CONVERSION CHART, 600 TO 1800 SERIES
OSD Administrative Instruction No. 15

New	Old
1802-01 Personnel Management Files	606-01
1802-02.1 & .2 Labor Management Relations	606-02
1802-03 Compensation & Position Management	606-03
1802-04 Staff Policies	606-04
1802-05 Employee Training & Career Development	606-05
1802-06 Tech Staff DoD Wage Fixing Authority	606-06
1802-07 Tech Staff DoD Nonappropriated Funds	606-07
1802-08 Equal Opportunity - Civilian	604-01
1802-09 Equal Opportunity - Military	604-02
1803-01.1 Compensation Administration	607-02
1803-02 DACOWITS	607-04
1803-03 Officer & Enlisted Management System	607-06
1803-04 Personal Commercial Affairs	607-07
1803-05 Personnel activities & Facilities	607-08
1803-06 Personnel Administration	607-09
1803-07 Armed Forces Chaplains' Board	605
1804-01 Procurement Policy	609-01
1805-01 Annual Inventory of Commercial and Industrial Activities	610-01
1805-02 Reserve Component Master Historical File	610-02
1805-03 Retirees Personnel Master File	610-03
1806-05 Defense Manpower Requirements	609-03
1806-12 Actuary Files	607-01
1807-01 Education	603-01
1807-02 Dependent Education	603-02
1807-05 Unidentified Files	603-02.1.i
1807-06 DoDDS Strength Reporting Files	603-02.2.g
1807-07 DoDDS Establishment or Discontinuance Files	603-02.2.h
1807-08 Dependent Schools Reporting File	603-02.2.j
1807-09 ROTC Programs	603-04

NOTES TO APPRAISER:

When originally approved, the functions which now belong to the Assistant Secretary of Defense for Force Management and Personnel (FM&P) were part of the Assistant Secretary for Manpower, Reserve Affairs, and Logistics (MRA&L). Reserve Affairs and Manpower files were covered under the 600-series (NC1-330-77-10) and the logistics functions under the 1200-series (NC1-330-77-11). Reserve Affairs has kept the 600-series while FM&P got its own section in the records disposition manual -- the 1800 series as submitted herewith. This new version reflects this conversion and also the many changes in FM&P's recordkeeping requirements that have occurred since the last edition of Administrative Instruction 15 was published.

Specific comments pertaining to individual items in this request follow:

1. Item 2, 1802-02.4, case files on petitions. The agency has requested the permanent classification assigned these records by NC1-330-77-10 be voided. The Federal Labor Relations Authority maintains the official government case files on these petitions for review of negotiability issues. These are (and apparently always have been) merely convenience files containing documents originated by the DoD Components.
2. Item 3, 1802-03 compensation and position management files. The statistics originally described for this file under NC1-330-77-10 are no longer maintained here. They are now available when needed from either OPM or Defense Manpower Data Center.
3. Please pass the enclosed conversion chart to the Office of Federal Records Centers when this job is approved.

1807-05 Family Policy Office Files.**1. Policy files.**

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

2. Reference publications pertaining to Family Policy Office matters such as Executive Orders, all published orders affecting military families, newsletters, military families, etc.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference purposes, as prescribed for documents maintained in accordance with series 102-01.

3. Program and budget decisions, guidance, committees, travel requirements.

Disposition: Destroy after 5 years or on discontinuance, whichever is first, as authorized for files maintained in accordance with series 103-03.3.

4. Committees and/or councils and/or advisory groups on family issues such as the Family Policy Coordinating Committee or Family Support Conferences.

Disposition: a. Office of the committee chairman or secretariat, whichever is designated office of record: Permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cutoff, or when the committee is abolished. b. Offices of other committee members: Destroy when no longer needed for current operations, as prescribed for committee-type records maintained in accordance with series 103-06. NOTE: For committee-type records not related to the business of the Family Policy Office, see series 201-01 or -11 of this Instruction.

5. Speeches.

Disposition: Destroy after 5 years on discontinuance, whichever is first, as prescribed for documents maintained in accordance with series 103-02.5. NOTE: Official copies of speeches are maintained as permanent documents by ASD(PA) under series 701-09.b.

6. Military family issues documents such as adoption, child care, dependent travel, cottage industries, DoDDS, elder care employment, terrorism, volunteerism, and miscellaneous matters.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents

maintained in accordance with series 103-01.

7. Military Family Act Legislation contained in the FY 86 DoD Authorization Act.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.