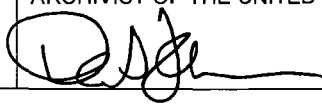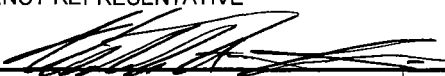| REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER *NI-065-12-4*

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *7/17/12*

1 FROM (Agency or establishment) **DEPARTMENT OF JUSTICE**	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION **FEDERAL BUREAU OF INVESTIGATION**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION **COUNTERTERRORISM DIVISION**	

4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler, CRM	5 TELEPHONE NUMBER **540-868-4363**	DATE 15 Jan 13	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 __2__ page(s) are not needed now for the business for 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 7/9/12	SIGNATURE OF AGENCY REPRESENTATIVE Michelle Ann Jupina	TITLE Assistant Director, Records Management Division Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Government Deployment Overseas Tracking (GDOT) System The Counterterrorism Division (CTD) manages all overseas deployments (TDYs) such as but not limited to Afghanistan and Iraq with personnel providing support for investigations in those countries If accepted, the application is forwarded for review/approval to several external groups, (e g Health Care, Psychological, Training, and Logistics) The GDOT web-based application automates this process allowing the employee to enter their request online and provides data validation GDOT also provides CTD with the ability to track and monitor the status of each user request in real time and to provide statistical reports to FBI management regarding administration of the FBI overseas deployment program The second phase of the application will involve automating the Health Care, Psychological, Training, and Logistics components of the TDY process		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

	Government Deployment Overseas Tracking (GDOT) System
	
	1 Inputs All inputs are directly keyed by applicants Changes cannot be made to the application once completed and submitted *Filing Instructions*
	
	2 Outputs
	
	    a Management reports to determine who is available, already deployed, going through the process, or other information regarding overseas deployment of FBI CTD personnel
	
	    Disposition Delete when no longer needed for analysis or reference Reports are dynamic and hard copy reports are discarded after they are no longer needed
	
	    b Statistical reports produced for programmatic review of CTD overseas deployments
	
	    Disposition Delete/destroy reports when 20 years old
	
	3 Master File Master set of data used for analysis and query Users initially log into the system and submit a request online for overseas deployment Data entered into the system will fall into 4 different categories **Personal data** (Birth, FBI Entry-on-Duty (EOD) date, passport number, and foreign languages fluency, etc), **office related** (Office location, cost code, position title, etc), **specialized training**, and **specialized experience** related to overseas deployments The sponsor will review and update the status of the application Other offices such as the Medical, Psychological, Information Security, and Logistics coordinators will review and approve or deny the request No confidential information (i e , medical information) will be stored in GDOT
	
	    a Applications not accepted Retain all data related to the application and evaluation
	
	    Disposition Delete 20 years after applicant notified
	
	    b Applications accepted for deployment
	
	    Disposition Delete 20 years after deployment completed
		GRS 20 item 16	

4 System Documentation

Disposition Delete/destroy when superseded or
obsolete Delete/destroy final set of system
documentation one year after all data has either
reached disposition date or has been migrated to
a replacement system and the GDOT system has
been terminated

GRS 20, item 11a1

5 Related records

a Accepted hardcopy TDY applications TDY
applicant requests in hardcopy format which were
accepted into the program and undergoing
remaining steps of the approval process will
continue to use this method until the TDY is
completed

Disposition Destroy 10 years after deployment
completed

b Any applicant who submitted a hardcopy TDY
request prior to GDOT implementation and had
not yet been accepted into the program will be
required to re-submit the request electronically via
GDOT

Disposition Destroy hardcopy application once
the applicant has resubmitted electronically using
GDOT, or 5 years after GDOT is implemented,
whichever is sooner