

SERIES 2200

COORDINATOR FOR DRUG ENFORCEMENT POLICY AND SUPPORT

2200. COORDINATOR FOR DRUG ENFORCEMENT POLICY AND SUPPORT  
(NC1-330-92-10)

These files document the role of the Coordinator as the principal staff assistant and advisor to the Secretary of Defense for drug control policy, requirements, priorities, systems, resources, and programs. This includes developing policies, conducting analysis, providing advice, making recommendations, and issuing guidance on DoD drug control plans and programs; developing systems and standards for the administration and management of these plans and programs; promulgating plans, programs, actions, and taskings pertaining to the DoD drug control program; reviewing, evaluating, coordinating, and monitoring drug control plans and programs to ensure adherence to approved policies and standards; promoting coordination, cooperation, and mutual understanding within the Department of Defense, Congress, and between the Department of Defense and other Federal Agencies, State and local governments, and the civilian community. The Coordinator also serves on boards, committees, and other groups pertaining to drug control matters; is the point of contact for the Office of the Director of National Drug Control Policy and other Federal and State agencies; participates in and oversees and monitors planning, programming, and budgeting for the DoD counter-drug mission; coordinates and monitors DoD support of civilian counter-drug law enforcement; coordinates and monitors DoD support for the detection and monitoring of maritime and aerial transit of illegal drugs into the United States; coordinates and monitors National Guard support to State drug-law enforcement operations, and intelligence and communications support.

2200-01. Plans and Support (P&S) Directorate. These files include documents on actions on loans, leases, and transfers of equipment from the Department of Defense to Federal, State, and local law-enforcement agencies; deployment of DoD personnel outside the Continental United States; support (logistical, personnel, training) to civilian (Federal, State and local) law-enforcement Agencies by the Department of Defense to include that mandated by Congress for counter-drug programs; and National Guard activities, including the State Governors' Counter-drug Support Plan program.

2200-01.1. Topical Project Files. These files consist of letters, memorandums, reports and other correspondence documenting P&S's oversight of its logistical, procurement, training and other support responsibilities; Reserve component counter-drug support coordination activities; and operations pertaining to projects along the U.S.-Mexico border and country and/or CINC-specific counter-drug activities and deployment of U.S. personnel.

Disposition: a. Policy matters: Permanent. Retire to the WNRC when superseded or obsolete, as prescribed for papers filed in accordance with series 103-01. b. All other:

Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers filed in accordance with series 103-08.3.

2200-01.2. Counter-drug support plans. Copies of National Guard plans submitted by the States and Territories for DoD approval of Federal funding.

Disposition: a. Executive summaries: Permanent. Cut off when superseded, hold in the CFA for 2 years, and retire to the WNRC. b. All other: Cut off when superseded; destroy when no longer needed for reference purposes.

2200-01.3. Regional Logistical Support Office (RLSO) Support Files. These files consist of documents accumulated by P&S in exercising its administrative and logistical support role on behalf of the RLSOs. Included are documents on personnel matters pertaining to the individuals assigned to these offices (similar to but not to be confused with 202-07., Office Personnel Information Files), travel, transportation, budget, duplicate copies of memorandums of understanding and other agreements, and miscellaneous correspondence, reports, and other papers not described elsewhere in this section.

Disposition: Destroy when superseded, obsolete, or no longer needed to perform the function that accumulated.

2200-01.4. Detail Program Files. These files pertain to P&S's oversight of the program that details active-duty military personnel to work with Federal drug law-enforcement Agencies (FBI, DEA, INS, U.S. Customs, etc.) in areas where their unique military skills (intelligence analysis, computer expertise, etc.) contribute significantly to those Agencies' counter-drug programs. Also included are actions detailing military personnel as liaison officers. These files consist of letters and memorandums coordinating Agency requests for augmentation with the Military Services and Personnel and Readiness, as well as evaluations and letters of approval.

Disposition: Destroy when superseded, obsolete, or when no longer needed to support the function that accumulated.

2200-02. Demand Reduction Files. The Demand Reduction Directorate (DRD) is responsible for developing DoD policy regarding counter-drug issues pertaining to drug-free workplaces, schools, rehabilitation treatment, public awareness/prevention, urinalysis testing programs, and oversight, to include inspections of laboratory facilities (military and civilian) used in the urinalysis testing program. Laboratory oversight files consist of inspection reports by the Science and Testing Programs Officer as well as periodic inspection/evaluation reports submitted by the Military Services.

Disposition: a. Policy documents: Permanent. Cut off and retire to the WNRC when superseded or obsolete, in accordance with the provisions of series 103-01. b. DoD and Service inspection reports of test-lab facilities: Cut off annually, retire to the WNRC 2 years after cut off, destroy after 15 years. c. Routine correspondence and background

materials accumulated in the performance of the DRD oversight mission: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers filed under series 103-08.3.

2200-03. Directorate for Systems. These files contain papers documenting the coordinator's role in formulating policy and overseeing the execution of systems and technology programs pertaining to DoD counter-drug activities. These programs include sea- and land-based tethered balloon radars (AEROSTATS), Caribbean Basin Radar Network (CBRN), over-the-horizon (OTH) radar, and other programs dealing with surveillance, intelligence, and target acquisition, correlation, and monitoring efforts. Papers consist of correspondence with other DoD offices and civilian law-enforcement Agencies (U.S. Customs Service, DEA, FBI, Department of Transportation, etc.) and the Congress; and memorandums of agreement, briefing and point papers, procurement actions, studies, and evaluations relating to DoD counter-drug activities.

Disposition: a. Policy matters: Permanent. Cut off and retire to the WNRC when superseded or obsolete, in accordance with papers filed in accordance with series 103-01.  
b. Working papers shall be destroyed when superseded, obsolete, or no longer needed for reference purposes, as prescribed for papers filed in accordance with series 103-08.3.

## E2. ENCLOSURE 2

### THE OSD FUNCTIONAL FILES SYSTEM

#### E2.1. ORGANIZATION OF THE OSD FILE SYSTEM

The organization of the OSD functional file system provides for the division and identification of records and documents into several distinct subject series to facilitate referencing and disposition.

E2.1.1. Series 100 pertains to Office Administration Files. These files relate primarily to the performance of the administrative operations in general or to the normal housekeeping operations of any office.

E2.1.2. Series 200 and up pertain to the functional files. The first subdivision of each of these functional series is devoted to administrative files on the particular functions as opposed to the general administrative file in series 100. These series relate to specific major functional or functional subgroup areas of the OSD.

#### E2.2. FUNCTIONAL AREA NUMBERING SYSTEM

E2.2.1. The OSD file system is set up on a functional basis and does not necessarily follow an organization relationship. Following are the present major groups with the appropriate numerical designation:

- 100 Office Administration (General) and Common Mission Files
- 200 Administration
- 300 Comptroller
- 400 General Counsel
- 500 Intelligence
- 600 Reserve Affairs
- 700 Public Affairs
- 800 Policy
- 900 Health Affairs
- 1000 Legislative Affairs
- 1100 Command, Control, Communications
- 1200 Acquisitions
- 1300 Research and Engineering
- 1400 Program Analysis and Evaluation
- 1500 Atomic Energy
- 1600 Machine-Readable and Word Processing Files
- 1700 U.S. Court of Appeals for the Armed Forces

- 1800 Personnel and Readiness
- 1900 DoD Education Activity
- 2000 Operational Test and Evaluation
- 2100 Special Operations and Low-Intensity Conflict
- 2200 Drug Enforcement Policy and Support

E2.2.1.1. These major functional groups are further divided into functional subgroups, as shown in the examples below:

- 305 Audit Files
- 703 Defense Information

E2. 2.1.2. A dash is then employed before designating the third category breakdown and a two-digit number, such as 01 or 08, is always used with this category. Examples are:

- 305-01 Inter-Service Audits
- 703-01 Media Travel

E2.2.1.3. By combining all elements of this numbering system, the following examples demonstrate their composition:

- 300 Comptroller
- 305 Audit Files
- 305-01 Inter-Service Audit Files
- 305-01.1 DoD Audit Performance Files
- 1800 Personnel and Readiness Files
- 1805 Civilian Personnel Policy Files
- 1805-03 Compensation and Position Management Files

E2.2.1.4. Most of these categories are functional breakdowns and not files. A file shall be set up for only the lowest category shown which shall always appear as the third or fourth breakdown. Also, for a category actually to be a file, it has to have a description and be included on the disposition schedule as listed in the Records Disposition Schedules. In the 100 and 200 (Office Administration) series and a few of the remaining categories, files shall be set up for the third major breakdown such as 101-01.

E2. 2.1.5. File numbers in the 100 series are common to most offices in the OSD and are described in greater detail in the disposition schedule. The Directives and Records Branch does not designate specific functional files for each office to allow flexibility in setting up specific files under functional areas.