



### SERIES 1800 – USW (PERSONNEL & READINESS)

#### **SERIES TITLE: UNDER SECRETARY OF WAR FOR PERSONNEL AND READINESS (OUSW(P&R))**

**SERIES DESCRIPTION:** Records focused on enacting the mission and programs of the Office of the Under Secretary of War for Personnel and Readiness (OUSW(P&R)) and its components. Records focus on the functional management, policy development, and readiness of the military and civilian workforce, DoW-run educational institutions (including universities, elementary, middle and high schools) as well as documenting the broad lifecycle of military and civilian personnel policies. Policies and programs include training, health affairs, benefits, morale and wellness, and matters concerning military families / survivors. OUSW(P&R) records encompass high-level strategic documents, Department-wide manpower and personnel policies and programs, workforce talent management programs, civilian and military manpower and career development, safety, benefit programs, and operational readiness

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** File numbers within the 1800 Series reflect the mission of the Office of the Under Secretary of War for Personnel and Readiness (OUSW(P&R)) and the DoW agencies/ components under its purview, including the Defense Health Agency (DHA), Personnel Readiness Management Agency (PRMA), MEPCOM, Department of War Educational Authority (DoWEA), Uniformed Services University of the Health Sciences (USUHS) and Defense POW/MIA Accountability Agency (DPAA). **NOTE:** This series does not include the custody or control of personnel records of individuals assigned to the OSW

**RECORDS CATEGORY:** 1801 – RESERVED

**FILE NUMBERS:** 1801-01 through 1801.10 – RESERVED

**FILE NUMBER:** 1801-11 – Consolidated into 103-15

**RECORDS CATEGORY:** 1802

**CATEGORY TITLE:** Civilian Personnel Policy and/or Equal Opportunity

**CATEGORY DESCRIPTION:** Records pertaining to Civilian or Equal Opportunity policies/operations.

**FILE NUMBER:** 1802-01.1 – RESCINDED

**FILE NUMBER:** 1802-01.2

**FILE TITLE:** Personnel Management – Civilian Personnel Policy

**FILE DESCRIPTION:** Civilian personnel management prescribing broad policy as approved for personnel functions under the authority of the Office of the Under Secretary of War for Personnel (OUSW(P&R)).

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-01b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-01.3



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**FILE TITLE:** Personnel Management – Overseas Civilian Employment

**FILE DESCRIPTION:** Policy documents on overseas civilian employment, length of tour, placement, employment of aliens, reviews of program administration and consolidation for changes to meet local conditions.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-01c

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-01.4

**FILE TITLE:** Personnel Management – Safety and Accident Protection

**FILE DESCRIPTION:** Policy and guidance with DoW on safety and accident protection matters pursuant to Public Law 91-596 and Executive Order 11612 on Occupational Safety and Health Programs.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-01d

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-02.1 – Consolidated into 103-01.1 or 103-01.2, as applicable.

**FILE NUMBER:** 1802-02.2a – Moved to 202-37

**FILE NUMBER:** 1802-02.2b – Moved to 202-37

**FILE NUMBER:** 1802-02.3 – Moved to 1802-02

**FILE NUMBER:** 1802-02.1

**FILE TITLE:** Labor Management Relations Files – Policy

**FILE DESCRIPTION:** General statements of policy or guidance regarding labor relations.

**DISPOSITION:** Permanent. Cut off when obsolete or superseded. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-84-01, item 606-02.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-02.2

**FILE TITLE:** Labor Management Relations Files – Collective Bargaining Agreements

**FILE DESCRIPTION:** Documents concerning the review of collective bargaining agreements between labor organizations and DoW components which are reviewed at the DoW level.

**DISPOSITION:** Temporary. Cut off after expiration of the contract. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-84-01, item 606-02.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-02.3

**FILE TITLE:** Labor Management Relations Files – Granting National Consultation Rights

**FILE DESCRIPTION:** Documents concerning the granting of National Consultation Rights to Labor Organizations.

**DISPOSITION:** Permanent. Cut off upon termination of national consultation rights. Transfer to NARA 40 years after cutoff.



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**AUTHORITY:** NC1-330-84-01, item 606-02.3

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-02.4

**FILE TITLE:** Labor Management Relations Files – Negotiability Case Files

**FILE DESCRIPTION:** Case files on petitions for review of negotiability issues.

**DISPOSITION:** Temporary. Cut off after final resolution of the case. Destroy 2 years after cutoff.

**AUTHORITY:** NC1-330-84-01, item 606-02.4

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-02.5

**FILE TITLE:** Labor Management Relations Files – Exceptions

**FILE DESCRIPTION:** Case files on exceptions to arbitrator's awards.

**DISPOSITION:** Temporary. Cut off after final resolution of the case. Destroy 2 years after cutoff.

**AUTHORITY:** NC1-330-84-01, item 606-02.5

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-02.6

**FILE TITLE:** Labor Management Relations Files – Unfair Labor Practices

**FILE DESCRIPTION:** Unfair Labor Practice case files where offices within OSW are named parties.

**DISPOSITION:** Temporary. Cut off after final resolution of the case. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-84-01, item 606-02.6

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-02.7

**FILE TITLE:** Labor Management Relations Files – Representation Petitions

**FILE DESCRIPTION:** Representation petition case files where a union seeks exclusive recognition at the DoW level.

**DISPOSITION:** Temporary. Cut off after final resolution of the case. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-84-01, item 606-02.7

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1802-02.3

**FILE NUMBER:** 1802-03.1

**FILE TITLE:** Compensation and Position Management

**FILE DESCRIPTION:** Documents that allot spaces for top-level scientific, professional, and executive personnel and standards that ensure effective use of such spaces. Documents approving salaries, wages, fringe benefits, and such pay policies as appropriate for DoW employees. Includes directives.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-03a

**PRIVACY ACT:** Not Applicable



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**FILE NUMBER:** 1802-03.2

**FILE TITLE:** Compensation and Position Management - Statistics

**FILE DESCRIPTION:** Statistics which are used to monitor the Compensation and Position Management Program (pertaining to Documents that allot spaces for top-level scientific, professional, and executive personnel and standards that ensure effective use of such spaces. Documents approving salaries, wages, fringe benefits, and such pay policies as appropriate for DoW employees).

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-03b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-04.1

**FILE TITLE:** Staffing Policies and Programs

**FILE DESCRIPTION:** Policy documents that provide guidance and policy on approval of plans and announcements as they pertain to the placement, transfer, or separation as a result of base closures, consolidations, and/or reductions. Includes:

- Administrative papers of the DoW programs for stability of civilian employment and associated automated placement programs.
- Broad policy and educational institutions
- Directives promulgating policy on merit promotion, re-employment rights, and overseas return placement.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-04a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-04.2

**FILE TITLE:** Staffing Policies and Programs Case Files

**FILE DESCRIPTION:** Case File documents on individual base closures, consolidations, and/or reductions that provide guidance and approval of plans and announcements as they pertain to the placement, transfer, or separation as a result of base closures, consolidations, and/or reductions. Includes administrative papers of the specific DoW programs for stability of civilian employment and associated automated placement programs.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 20 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-04b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-05

**FILE TITLE:** Employee Training and Career Development

**FILE DESCRIPTION:** Documents establishing policies and standards governing the administration of civilian employee training programs and career development.

**DISPOSITION:** Permanent. Cut off when cancelled, superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-05

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-06



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**FILE TITLE:** Technical Staff - DoW Wage Fixing Authority

**FILE DESCRIPTION:** Documents which examine and monitor national civilian salaries, and conditions of employment which pertain to DoW wage fixing functions.

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-06

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-07

**FILE TITLE:** Technical Staff-DoW Non-appropriated Funds

**FILE DESCRIPTION:** Documents that approve salaries, wages, premium pay, allowances and differentials, and such other pay policies as appropriate for Department of War employees paid from non-appropriated funds.

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 606-07

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-08.1

**FILE TITLE:** Equal Opportunity – Civilian

**FILE DESCRIPTION:** Policy on equal opportunity and affirmative action programs. Annual reports from the Services on attainment of affirmative action goals. Policy on compliance requirements, and sanctions if necessary to promote employment and minority business enterprise program. Employment of minorities and women; policies and directives. Liaison correspondence with other Government Agencies and with the Labor Department on training programs.

**DISPOSITION:** Permanent. Cut off policy when superseded or obsolete; cut off annual reports annually. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 604-01a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-08.2

**FILE TITLE:** Equal Opportunity – Civilian: Liaison Correspondence

**FILE DESCRIPTION:** Liaison correspondence on equal opportunity and affirmative action training programs with other Government Agencies and with the Labor Department.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 604-01b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-09

**FILE TITLE:** Equal Opportunity – Military

**FILE DESCRIPTION:** Policy on equal opportunity in the Military Service, compliance monitoring of Services' programs, and reports on the subject. Also policy on off-base housing nondiscrimination, semiannual reports from the Services on number of facilities surveyed, numbers of complaints, etc., and policy on nondiscrimination of federally assisted programs such as with educational institutes - Defense Equal Opportunity Management Institute, establishing and managing the program; charter, correspondence, membership, minutes of the Defense Human Relations Education Board, and statistics on program



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progress representing percentages of minorities and women by rank or grade and analysis of the data to measure program progress.

**DISPOSITION:** Permanent. Cut off policy when obsolete or superseded. Cut off statistics and analyses annually. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 604-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1802-10

**FILE TITLE:** Pipeline Program Case Files

**FILE DESCRIPTION:** Records pertaining to the Pipeline Program, a DoW-wide program designed to return employees currently out on worker's compensation back to work in new positions with new or current agencies that align with their work-related injuries and illnesses. Case files include, but are not limited to:

- Agreements (between employee and DoW Component)
- Information datasheets that include basic information on the employee, i.e.,
  - Current pay
  - Proposed pay.
  - Personally Identifiable Information (PII) on employee, insurance, and alternate work schedules

**DISPOSITION:** Temporary. Cut off in the year in which repayment or discharge of debt occurs. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0004-0001

**PRIVACY ACT:** DOL/GOVT-1/ 29 Apr 2016, 81 FR 25765

**FILE NUMBER:** 1802-11

**FILE TITLE:** Department of Labor (DOL) Unemployment Compensation Invoices

**FILE DESCRIPTION:** Records documenting unemployment compensation paid by DOL to the States for former DoW employees employed by the Department of Navy (DON) and Departments of Army and Air Force (including National Guard) and the 4th Estate (OSW, Joint Staff and Defense Agencies and Field Activities). Records include, but are not limited to, electronic copies and hard copy billing statements issued by DOL quarterly to DoW containing a breakout of compensation paid to the States by DOL.

**DISPOSITION:** Temporary. Cut off annually (upon reconciliation of charges). Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0004-0002

**PRIVACY ACT:** DOL/GOVT-1/ 29 Apr 2016, 81 FR 25765

**FILE NUMBER:** 1802-12

**FILE TITLE:** State Detailed Unemployment Compensation Invoices

**FILE DESCRIPTION:** Records documenting unemployment compensation paid by DOL to the States for former DoW employees employed by the Department of Navy (DON) and Departments of Army and Air Force (including National Guard) and the 4th Estate (OSW, Joint Staff and Defense Agencies and Field Activities). Records (hardcopy and electronic) include but are not limited to detailed list of compensation made to individuals identified as former federal employees; containing Personally identifiable Information (PII) associated with individuals such as full name, address, SSN, dates of employment and compensation paid benefit amounts and number of weeks benefits can be paid.

**DISPOSITION:** Temporary. Cut off annually, on expiration of eligibility. Destroy 5 years after cutoff.



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**AUTHORITY:** DAA-0330-2015-0004-0003

**PRIVACY ACT:** DOL/GOVT-1/ 29 Apr 2016, 81 FR 25765

**FILE NUMBER:** 1802-13

**FILE TITLE:** Unidentified Unemployment Compensation Claims

**FILE DESCRIPTION:** Compensation claims submitted by the States to DoW for unemployment compensation paid by the States and Territories (including Puerto Rico and the US Virgin Islands) that were misidentified as former federal employees. Records include PII associated with individuals such as full name, address, SSN, dates of employment, DoW Component/Agency and compensation paid, dates of employment and compensation paid benefit amounts and number of weeks benefits can be paid.

**DISPOSITION:** Temporary. Cut off in the year in which repayment or discharge of debt occurs. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0004-0004

**PRIVACY ACT:** DOL/GOVT-1/ 29 Apr 2016, 81 FR 25765

**RECORDS CATEGORY:** 1803

**CATEGORY TITLE:** Military Manpower and Personnel Policy

**CATEGORY DESCRIPTION:** Records pertaining to military manpower, strength reports, health and force resiliency, or other personnel policies/research pertaining to military employees.

**FILE NUMBER:** 1803-01

**FILE TITLE:** Compensation Administration

**FILE DESCRIPTION:** Policy determinations with respect to regulations promulgated by the Per Diem, Travel and Transportation Allowance Committee and the Military Pay and Allowance Committee on basic pay benefits, special and incentive pays, basic allowance for housing and basic allowance for subsistence, travel, and transportation allowances. Includes Charters, Compensation studies, recommendations, programs, Joint Federal Travel Regulations (JFTR) trip reports, and minutes of compensation-related committees.

**DISPOSITION:** Permanent. Cut off policy papers when superseded or obsolete; cut off committee files when no longer needed for operations or when committee is abolished. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-02a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1803-01.1

**FILE NUMBER:** 1803-01.1 – Moved to 1803-01

**FILE NUMBER:** 1803-01.2 – Consolidated into 212-04

**FILE NUMBER:** 1803-02- Rescinded

**FILE NUMBER:** 1803-03

**FILE TITLE:** Officer and Enlisted Management Systems

**FILE DESCRIPTION:** Files pertaining to the management of Officer and Enlisted personnel. Includes:

- Policy matters on military personnel management systems including grade and rank distribution.



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- Analyses of monthly reports, proposed legislation on distribution, Service justifications for distribution of thumb rules. Establishment of grade ratio in certain occupational areas. Procedures in processing all temporary promotion lists.
- Validation of Flag and general officer positions (Officers O7 and above).

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-06

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1803-03.1, 1803-03.2, 1803-03.3

**FILE NUMBER:** 1803-03.1 – Consolidated into 1803-03

**FILE NUMBER:** 1803-03.2 – Consolidated into 1803-03

**FILE NUMBER:** 1803-03.3 – Consolidated into 1803-03

**FILE NUMBER:** 1803-03.4 – Consolidated into 202-01

**FILE NUMBER:** 1803-04

**FILE TITLE:** Personal Commercial Affairs

**FILE DESCRIPTION:** Policy on life and motor vehicle insurance. Studies that lead to policy directives, consideration of possible legislative changes, etc. Policies on operation of credit unions such as the Pentagon Federal Credit Union. Documents on consumer protection activities and assistance to the Military Services.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-07

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-05

**FILE TITLE:** Personnel Activities and Facilities

**FILE DESCRIPTION:** Policies that determine the establishment, continuation, and operation of commissary stores; where authorized, surcharges, etc. Policy and coordination with the House Armed Services Committee governing the operation and directives of military exchanges. Policies on the operation of open messes (clubs) and special service activities such as athletic facilities.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-08

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-06.1

**FILE TITLE:** Personnel Administration – Policy

**FILE DESCRIPTION:** Policy matters related to

- Awards and decorations such as Joint Service Commendation Medal, Vietnam Service, and others of a joint nature
- Medals of Honor Awards
- Foreign awards, trophies, and similar devices of recognition
- Morale and recreation as well as utilization of military personnel in such activities
- Duty tour lengths of military and dependents, CONUS and for each area overseas or specific agencies or activities such as attaché duty



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- Uniform standard leave/liberty pass, advance, excess convalescent retirement leaves and for special leaves such as after hazardous duty, long holidays, etc.
- Prescribing a uniform report of casualties and assistance to next of kin programs
- Administration of Fleet and Army Post Office
- POW/MIA activities.

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-09a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-06.2

**FILE TITLE:** Personnel Administration – Medals of Honor

**FILE DESCRIPTION:** Case files pertaining to processing of Medal of Honor Awards. **NOTE:** Use 1803-06.1 for policy matters related to Medals of Honor awards.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-09b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-06.3

**FILE TITLE:** Personnel Administration – Correspondence with Citizen Groups

**FILE DESCRIPTION:** Morale and recreation documents, coordination with the USO, and liaison with interested citizen groups. **NOTE:** Use 1803-06.1 for policy matters pertaining to morale and recreation.

**DISPOSITION:** Temporary. Cut off annually; destroy 30 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-09c

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-06.4

**FILE TITLE:** Personnel Administration – POW/MIA

**FILE DESCRIPTION:** This file consists of Documents on Prisoner of War (POW) and/or Missing in Action (MIA) activities and reports to Congress on this subject. **NOTE:** Use 1803-06.1 for policy matters pertaining to POWs/MIAs.

**DISPOSITION:** Permanent. Cut off upon close of case. Transfer to NARA 40 years after cutoff

**AUTHORITY:** NC1-330-77-010, item 607-09d

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-07

**FILE TITLE:** Armed Forces Chaplain's Board Files

**FILE DESCRIPTION:** Contains policy documents, charter, general correspondence, directives, advisory group membership and meeting minutes, board minutes, coordination with civilian churches on chaplain matters, and other such matters of mutual interest.

**DISPOSITION:** Permanent. Cut off policy files when superseded or obsolete. Cut off Committee files annually. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 605

**PRIVACY ACT:** Not Applicable



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**FILE NUMBER:** 1803-08

**FILE TITLE:** Compensation Studies

**FILE DESCRIPTION:** Annual and quadrennial review of military compensation and such other studies and analyses as may be required. Documents which administer and evaluate Enlistment Bonus Programs. Documents which examine and designate places for entitlement to special pay for enlisted personnel outside CONUS. Administration of policy, evaluation of variable reenlistment bonuses and proficiency pay programs. Determinations of the percentage increase in the annual average of the Consumer Price Index.

**DISPOSITION:** Permanent. Cut off upon completion of review. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-03

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-09

**FILE TITLE:** National Guard and Reserves Statement of Support Records

**FILE DESCRIPTION:** Files pertaining to the Employer Support of the Guard and Reserve Program, pledges employers make to support and act as advocates for employee participation in the military. Any employer or corporation is eligible to pledge and sign a personalized Statement of Support to denote their support of employee participation in the National Guard or Military Reserves, and employers are presented with a certificate to mount and display prominently within the company for all their employees and visitors to acknowledge. File includes a list of supportive employers, employer contact and organization information, as well as the number of Guard or Reserve employees in their organization.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which activity has been completed. Destroy 15 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0016-0001

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1803-10

**FILE TITLE:** Retirement and Survivor Benefits

**FILE DESCRIPTION:** Policy reviews provided for standardization and uniformity in implementing laws pertaining to retirement and survivor entitlement (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:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-10

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1803-01.3

**FILE NUMBER:** 1803-11

**FILE TITLE:** Status of Forces, Health and Force Resiliency Survey Responses, Studies, and Analysis – Confidential Collections

**FILE DESCRIPTION:** Responses to survey, questionnaires, and focus group meetings, containing information that illustrates the makeup and well-being of the armed forces, covering topics such as status of forces, gender relations, diversity and equal opportunity, retention and readiness, command climate, and personnel security, and health and resilience topics, such as sexual assault. Surveys are drawn from populations of DoW Civilians, Contractors, Service Members, DoW Dependents, non-federal Civilians, or a mixture of the aforementioned categories of individuals. Records include but are not limited to:



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- Logs, notebooks, cards, forms, electronic files and other media on which observations and data are recorded.
- Records on study participants
- Interviews/focus groups
- Survey questionnaires, images, audio, and video

**DISPOSITION:** Temporary Cut off upon completion of research project. Destroy 30 years after cutoff.

**AUTHORITY:** DAA-0330-2021-0008-0001

**PRIVACY ACT:** DHRA 03/ 28 Jul 2021, 86 FR 40498

**FILE NUMBER:** 1803-12

**FILE TITLE:** Status of Forces, Health and Force Resiliency Survey Responses, Studies, and Analysis – Public Use Collections

**FILE DESCRIPTION:** Collections received by the Office of People Analytics to support its mission to provide DoW, Congressional, Non-DoW Federal Agency leadership, and public/private colleges, universities, and institutions with analytical research to include multivariate analysis, longitudinal and trend analysis, survey nonresponse studies, and other statistical methodology experiments, to provide the Department and other entities with fast, accurate assessments of the attitudes and opinions of the entire DoW community. The primary purpose of this information is to develop, analyze, update and revise DoW policy on career planning, discrimination, sexual harassment/assault, suicide ideation, manpower retention decisions, morale, and commitment, and historically provide the ability to evaluate the impact of policies. and programs with regard to the readiness of the military departments, service member and DoW dependents.

**DISPOSITION:** Permanent. Cut off and de-identify research each calendar year in which survey completes. Transfer master file, system documentation (to include codebooks and record layouts) to NARA 30 years after cutoff.

**AUTHORITY:** DAA-0330-2021-0008-0002

**PRIVACY ACT:** DHRA 03/ 28 Jul 2021, 86 FR 40498

**FILE NUMBER:** 1803-13

**FILE TITLE:** Final Report, Case Studies and Similar Results from Longitudinal Studies, Trend Analyses, Surveys, Non-Response Studies, and Other Statistical Methodology Experiments

**FILE DESCRIPTION:** Final reports and case studies from trend analysis, survey studies at the request of Congress, the Secretary of War, DoW components and/or Non-DoW federal Agencies in a range of subject including but not limited to:

- Health and resilience, retention and readiness, and command climate
- American youth perceptions, beliefs, and attitudes of DoW
- Personnel suitability, security, and reliability policy and practice
- Studies and analyses in support of policy formation and systems operation
- Data insights using Natural Language Processing

**DISPOSITION:** Permanent. Cut off annually or upon issuance of final report, analysis, survey study, or similar assessment. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** DAA-0330-2021-0008-0003

**PRIVACY ACT:** DHRA 03/ 28 Jul 2021, 86 FR 40498



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**RECORDS CATEGORY:** 1804**CATEGORY TITLE:** Manpower, Research and Utilization**CATEGORY DESCRIPTION:** Records pertaining to military manpower, Service-wide retention, and mobilization material.**FILE NUMBER:** 1804-01a – Moved to 1804-01**FILE NUMBER:** 1804-01b – Moved to 1804-02**FILE NUMBER:** 1804-01c – Moved to 1804-03**FILE NUMBER:** 1804-01**FILE TITLE:** Procurement Policies and Procedures**FILE DESCRIPTION:** Policies pertaining to personnel procurement, including.

- Policies pertaining to service-wide recruitment and retention programs.
- Policies establishing Armed Forces Examining and Entrance stations.
- Procedures on placement of Selective Service Calls, Induction Quotas, and other information
- Policy regarding mobilization of the standby reserve
- Regulations on deferments and Selective Service Systems

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 40 years after cutoff.**AUTHORITY:** NC1-330-77-010, item 609-01a**PRIVACY ACT:** Not Applicable**FORMER FILE NUMBER:** 1804-01a**FILE NUMBER:** 1804-02**FILE TITLE:** Procurement Individual Rejection Reports**FILE DESCRIPTION:** Individual rejection reports on Service-wide and retention programs; Military Entrance Processing Stations (MEPS); reports on rejections after reporting; procedures on placement of Selective Service calls, induction quotas and other information. Also includes material pertaining to the mobilization of the Standby Reserve; regulations on deferments and material on the Selective Service System (SSS). **NOTE:** Use 1804-01 for policy documents pertaining to this subject.**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.**AUTHORITY:** NC1-330-77-010, item 609-01b**PRIVACY ACT:** Not Applicable**FORMER FILE NUMBER:** 1804-01b**FILE NUMBER:** 1804-03**FILE TITLE:** Procurement Consolidated Rejection Reports**FILE DESCRIPTION:** Consolidated rejection reports on Service-wide and retention programs; Military Entrance Processing Stations (MEPS); reports on rejections after reporting; procedures on placement of Selective Service calls, induction quotas and other information. Also includes material regarding mobilization of the Standby Reserve; regulations on deferments and the Selective Service System (SSS).**NOTE:** Use 1804-01 for policy documents pertaining to this subject**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.**AUTHORITY:** NC1-330-77-010, item 609-01c**PRIVACY ACT:** Not Applicable**FORMER FILE NUMBER:** 1804-01c



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**RECORDS CATEGORY:** 1805**CATEGORY TITLE:** Automated Data Processing Files (Personnel and Readiness)**CATEGORY DESCRIPTION:** Digital and/or electronic Personnel and Readiness Systems and the files supporting these systems.**FILE NUMBER:** 1805-01**FILE TITLE:** Annual Inventory of Commercial or Industrial Activities**FILE DESCRIPTION:** This is an electronic file and/or hard copy output pertaining to the cost of such services performed in the Department of War and the amount contracted for from non-DoW activities.**DISPOSITION:** Temporary. Cut off and destroy when no longer needed for reference.**AUTHORITY:** GRS 1.1, item 011 (DAA-GRS-2013-0003-0002)**PRIVACY ACT:** Not Applicable**FILE NUMBER:** 1805-02**FILE TITLE:** Reserve Components Master History File**FILE DESCRIPTION:** Master file recording the strength, force profile, gains and losses of US National Guard and Reserve Forces as well as individual statistics such as education level, used to produce hard copy monthly output, "Official Guard and Reserve Manpower Strength and Statistics."**DISPOSITION:** Permanent. Cut off reports annually. Transfer to NARA 25 years after cutoff. **NOTE:** Destroy microfiche and other copies of the monthly reports when no longer required for reference; Destroy master data when no longer required for statistical studies (after next individual update).**AUTHORITY:** NC1-330-78-003, item 1**PRIVACY ACT:** Not Applicable**FILE NUMBER:** 1805-03**FILE TITLE:** Retirees Personnel Master File and Survivor Beneficiaries Master File**FILE DESCRIPTION:** This is a data bank of all retired personnel input on IT tape from each Military Service finance center. The master file is recreated annually, the name and social security numbers stripped, and the data used for actuary studies in the OSW.**DISPOSITION:** Temporary. Cut off annually. Destroy 4 years after cutoff.**AUTHORITY:** GRS 2.5, item 010 (DAA-GRS-2014-0004-0001)**PRIVACY ACT:** DMDC 01/ 3 Mar 2026, 91 FR 10373**FILE NUMBER:** 1805-04**FILE TITLE:** Defense Enrollment/Eligibility Reporting System (DEERS)**FILE DESCRIPTION:** DEERS is a centralized personnel data system used to provide timely and accurate information on those persons eligible for prescribed medical, dental, life insurance, GI bill benefits and entitlements, and to prevent and detect fraud and abuse in the distribution of such benefits and entitlements. Records are maintained two years online after termination of eligibility. Includes DoW active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees. Included are DEERS master file, codebooks, record layouts, and other technical information required to use the database.**DISPOSITION:** Permanent. Cut off (take a snapshot) at end of FY and transfer to NARA in accordance with 36 CFR 1228.270 and 36 CFR 1234.**AUTHORITY:** N1-330-03-001, item 9b**PRIVACY ACT:** DMDC 02 / 31 May 2022, 87 FR 32384



## OSW Records Disposition Schedules

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**FILE NUMBER:** 1805-05

**FILE TITLE:** Defense Outreach Referral System (DORS)

**FILE DESCRIPTION:** Information used to provide prospective employers with a centralized system for locating potential employees. DORS database contains records of current and former Defense military and civilian personnel and their spouses; U.S. Coast Guard personnel and their spouses; and participating Federal departments' and/or agencies' civilian employees and their spouses who have applied to take part in this job placement program.

**DISPOSITION:** Temporary. Cut off annually. Delete 5 years after cutoff or when no longer needed for operational purposes, whichever is later.

**AUTHORITY:** N1-330-03-001, item 1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1805-06

**FILE TITLE:** Joint Duty Assignment Management Information System (JDAMIS)

**FILE DESCRIPTION:** Information used to monitor Joint Duty Assignment positions and personnel, and to report to Congress. Database which contains records of all active-duty officers who are serving or have served in billets designated as joint duty assignment positions; are attending or have completed joint professional military education schools; are joint specialty officers or nominees.

**DISPOSITION:** Temporary. Cut off annually. Delete 5 years after cutoff or when no longer needed for operational purposes, whichever is later.

**AUTHORITY:** N1-330-03-001, item 3

**PRIVACY ACT:** DMDC 05 / 9 Apr 2024, 89 FR 24807

**FILE NUMBER:** 1805-07

**FILE TITLE:** Federal Credit Agency Debt Collection Database

**FILE DESCRIPTION:** Information used to assist and implement debt collection efforts by Federal creditor agencies. Database contains records of individuals identified by Federal creditor agencies as delinquent in repayment of debts owed to the U.S. Government. Includes DoW active duty and retired officers and enlisted personnel, members of reserve and guard components, and all civilian employees and retirees.

**DISPOSITION:** Temporary. Cut off after each match cycle. Destroy 6 months after cutoff.

**AUTHORITY:** N1-330-03-001, item 5

**PRIVACY ACT:** DMDC 01 / 3 Mar 2026, 91 FR 10373

**FILE NUMBER:** 1805-08

**FILE TITLE:** Reenlistment Eligible (RECRUIT) Files

**FILE DESCRIPTION:** Information used to assist recruiters in re-enlisting prior service personnel. Database contains records of former enlisted personnel of the military services who separated from active duty since 1971.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or when no longer needed for operational purposes, whichever is later.

**AUTHORITY:** N1-330-03-001, item 7

**PRIVACY ACT:** DMDC 02 DoD/ 31 May 2022, 87 FR 32384

**FILE NUMBER:** 1805-09

**FILE TITLE:** Survey and Census Database

**FILE DESCRIPTION:** Records of census forms completed by military members, civilians, and all persons eligible for DoW benefits. Information in this database is used for policy planning purposes, manpower



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and benefits research, and other manpower research activities, included are Survey and Census database master file, codebooks, record layouts, and other technical information required to use the database.

**DISPOSITION:** Permanent. Cutoff on completion of the report for the DoW office requiring the creation of the report. Transfer master file and system documentation to NARA at cutoff in accordance with the standards of 36 CFR 1228.270 and 36 CFR 1234.

**AUTHORITY:** N1-330-03-001, item 8a (2)

**PRIVACY ACT:** DHRA 03/ 28 Jul 2021, 86 FR 40498

**FILE NUMBER:** 1805-10

**FILE TITLE:** Non-Combatant Evacuation and Repatriation Database

**FILE DESCRIPTION:** Records on all non-combatant evacuees including service members and dependents, DoW and non-DoW employees and dependents, U.S. residents abroad, foreign nationals and corporate employees and dependents. It is used to account for individuals who have been evacuated from emergency situation in foreign countries. Records are maintained online for 1 year. Included are Non-Combatant Evacuation and Repatriation database master file, codebooks, record layouts, and other technical information required to use the database.

**DISPOSITION:** Permanent. Cutoff (take a snapshot) upon major event (evacuation). Transfer snapshot (master file and system documentation) to NARA in accordance with 36 CFR 12.35.

**AUTHORITY:** N1-330-03-001, item 2b

**PRIVACY ACT:** DHRA 03/ 28 Jul 2021, 86 FR 40498

**FILE NUMBER:** 1805-11

**FILE TITLE:** Defense Manpower Data Center Database

**FILE DESCRIPTION:** Information used to provide a centralized system within the DoW to assess manpower trends, support personnel functions, perform longitudinal statistical analyses, conduct scientific studies or medical follow-up programs and other related studies/analyses. Database contains information on all personnel/employment/pay records of DoW military and civilian employees, all Federal Civil Service employees, and some civilian agencies. Included are Defense Manpower Data Center database master file, codebooks, record layouts, and other technical information required to use the database.

**DISPOSITION:** Permanent. Cutoff (take a snapshot) at end of the FY and transfer master file and system documentation to NARA in accordance with 36 CFR 1228.270 and 36 CFR 1234.

**AUTHORITY:** N1-330-03-001, item 4b (2)

**PRIVACY ACT:** DMDC 01/ 3 Mar 2026, 91 FR 10373

**FILE NUMBER:** 1805-12 – RESCINDED (DIBRS Federal Information System has been Decommissioned)

**FILE NUMBER:** 1805-13

**FILE TITLE:** Defense Civilian Personnel Data System (DCPDS)

**FILE DESCRIPTION:** The system contains position and control information; position description identifiers; personnel data and projected suspense information for personnel actions; DoW job experience, education, and training; pay data; performance plans, appraisals, closeouts, and ratings; professional certificate data; license data; awards information; separation and retirement data; security clearance level data; adverse and disciplinary action data.

**DISPOSITION:** Temporary. Cut off upon inactivation of personnel. Destroy 25 years after cutoff.

**AUTHORITY:** N1-330-10-002, item 1

**PRIVACY ACT:** DHRA 23 DoD/ 23 Sept 2024, 89 FR 77497



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**FILE NUMBER:** 1805-14

**FILE TITLE:** Armed Services Military Accession Testing (ASMAT)

**FILE DESCRIPTION:** System containing data of the Armed Services Vocational Aptitude Battery (ASVAB), a test administered to individuals to establish eligibility for enlistment, verify enlistment and placement scores, verify retest eligibility, and provide aptitude test scores as an element of career guidance. To include those who subsequently enlisted and those who did not. Master file consists of individual's name, Social Security Number, address, telephone, date of birth, sex, ethnic group identification, educational grade, rank, booklet number of ASVAB test, test date, individual's plans after graduation, individual item responses to ASVAB tests, and test scores.

**DISPOSITION:** Temporary. Cut off annually. De-identify test results of high school students 6 months after cutoff; de-identify test results for all others 10 years after cutoff. Destroy all test results 50 years after cutoff.

**AUTHORITY:** N1-330-11-005, item 1

**PRIVACY ACT:** DMDC 15/ 11 Feb 2015, 80 FR 7580

**FILE NUMBER:** 1805-15

**FILE TITLE:** Assignment Eligibility Screening System

**FILE DESCRIPTION:** Database designed to screen DoW personnel for:

- 1) Assignment eligibility to Sexual Assault Coordinators (SARC) and Sexual Assault Prevention and Response (SAPR) Victim Advocates positions.
- 2) To conduct follow-on inquiries and/or investigate the continued suitability of DoW personnel assigned to these positions. Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluation of program effectiveness and conducting research; and
- 3) To obtain written consent to conduct/obtain relevant record checks through the DoW Assignment Eligibility Screening consent form.

The master files include but are not limited to responses from Department of War Assignment Eligibility Screening Form such as name, former names, and aliases; date and place of birth; social security number; DoW identification number, gender; current address; the states where the individual has lived, worked, and attended school to cover the past ten years, including the present; and criminal history. Dates and types of past background investigations, to include investigations for national security, employment suitability and logical and physical access purposes; adjudicative outcomes resulting from these investigations to include whether prior investigations were adjudicated based on exceptions, deviations, or waivers, denials, revocations, employment suitability debarments, administrative actions, and other adverse actions based on adjudication of investigations; electronic DoW consent form.

**DISPOSITION:** Temporary. Cut off upon notification of termination/cancellation of assignment. Destroy 3 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0011-0001

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1805-16

**FILE TITLE:** Military OneSource (MOS) My Training Hub Learning Management Systems (LMS) Master Files

**FILE DESCRIPTION:** DoW-funded program providing information, referral, nonmedical counseling, website, specialty consultations, educational materials, and many other services. Military One Source services are provided through the call center and website without regards to activation status. My Training Hub Learning Management System is an a-learning platform that enables the management and delivery of learning content and resources to users. The focus is to deliver online courses or training to select



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audiences, while managing and keeping track of their progress and performance across all types of training activities. Master file includes but is not limited to demographic information from user profile, course activity information (enrolled, in-progress, and complete), and user system activity such as login and enrollment, course catalog, my profile page, login page, and my training page which provides a record of an individual's specific course activity.

**DISPOSITION:** Temporary. Cut off annually upon close of training. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0006-0001

**PRIVACY ACT:** DPR 45-DoD/ 21 Dec 2022, 87 FR 78093

**FILE NUMBER:** 1805-17

**FILE TITLE:** Victim Related-Inquiry Tracking Files System

**FILE DESCRIPTION:** System tracks victim-related inquiries received by the Sexual Assault Prevention and Response Office via e-mail, SAPRO.mil, the DoW Safe Helpline, phone, or mail. Once received, inquiries are referred to the appropriate agency POC and/or to the DoW IG for any complaints concerning the Military Criminal investigative Organization in order to address the issue(s) raised and facilitate a resolution. Master File includes but is not limited to Inquirer's name and contact information (telephone, e-mail address, home address); relationship to the victim; how the inquiry was received (written, email, telephone, SAPRO website, Safe Helpline); type of inquiry; category of inquiry; victim's information (first and last name, service affiliation, current status (active, reserve, retired, discharge, other)); date of incident; year assault was reported.

**DISPOSITION:** Temporary. Cut off resolved cases at the end of the calendar year. Destroy 25 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0005-0001

**PRIVACY ACT:** DHRA 18-DoD/ 12 Oct 2018, 83 FR 51675

**FILE NUMBER:** 1805-18

**FILE TITLE:** Safe Helpline Reportal Database

**FILE DESCRIPTION:** Master files of the Safe Helpline Reportal System, which serves to enhance victim care and increase victim reporting. System case files supports policy development and statistical analysis, provides usage information, and is used to answer congressional inquiries into the DoW Sexual Assault Prevention Program. This information will be captured in the case files used to develop new DoW Wide policies and procedures for the DoW Sexual Assault Prevention Program. Includes, but is not limited to:

- First and Last Name
- Work mail address
- Username of individuals requiring access
- Usage data and statistics on Safe Helpline services.

**DISPOSITION:** Temporary. Cut off after three consecutive fiscal years of inactivity. Destroy 25 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0003-0001

**PRIVACY ACT:** DHRA 18-DoD/ 12 Oct 2018, 83 FR 51675

**FILE NUMBER:** 1805-19

**FILE TITLE:** Safe Helpline Follow-up Support System

**FILE DESCRIPTION:** Master files of the Safe Helpline Follow-up Support System, which assists staff to engage with visitors beyond initial contact to verify the visitor was able to access needed resources and to ensure a connection was made with the referrals provided by Safe Helpline staff during the initial online or phone session. Information that is collected during a call or online discussion is collated and analyzed,



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stripped of unnecessary information, and used for indications of program success by DoW SAPRO for research purposes. Includes, but is not limited to:

- Name
- User's duty status (Active duty, Dependent, Transitioning Service Member, DoW Civilian, DoW Contractor, etc.)
- User's preferred phone number(s)
- Resources and referrals provided to the user.

**DISPOSITION:** Temporary. Cut off in the fiscal year in which close-out of communication occurs. Destroy 25 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0004-0001

**PRIVACY ACT:** DHRA 18-DoD/ 12 Oct 2018, 83 FR 51675

**FILE NUMBER:** 1805-20

**FILE TITLE:** Defense Competency Assessment Tool (DCAT)

**FILE DESCRIPTION:** 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. Information from DCAT is used to identify current and future competency gaps and requirements of the DoW civilian workforce based on near and long-term organizational goals and to support analytical reporting to Congress. Includes, but is not limited to, DoW 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.

**DISPOSITION:** Temporary. Cut off upon completion. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0011-0001

**PRIVACY ACT:** DMDC 22/ 21 Jan 2016, 81 FR 3393

**FILE NUMBER:** 1805-21

**FILE TITLE:** Investigations and Resolutions Case Management System (IRCMS)

**FILE DESCRIPTION:** Master files from IRCMS, the Department of War's enterprise-wide, web-based tracking application that manages and tracks EEO complaints submitted for investigation. Includes, but is not limited to complainant's:

- Full name, Date of birth, Race, Religion, National origin, and Gender
- Disability information
- Employment information
- Security clearance and educational information (as it relates to the nature of the EEO complaint)
- Prior EEO activity
- Contact Information: Home address and telephone number; work telephone number.
- Information about the alleged discrimination basis(es) and requested relief.

**DISPOSITION:** Temporary. Cut off when completed case is returned to the EEO Office of Origin. Destroy 90 days after cutoff.

**AUTHORITY:** DAA-0330-2015-0010-0001

**PRIVACY ACT:** DMDC 23-DoD/ 7 Mar 2016, 81 FR 11764

**FILE NUMBER:** 1805-22

**FILE TITLE:** Investigations and Resolutions Case Management System (IRCMS) Metadata Files

**FILE DESCRIPTION:** Metadata files from the IRCMS System, including but not limited to:



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- Delay Request Information
- Request Date
- Cause for Delay
- Delay Day Reason
- Delay Days Type
- Number of Delay Days Requested
- Justification
- Supervisor Approval / Supervisor Decision
- Number of Delay Days Approved
- Supervisor Remarks
- Supervisor
- Record Timestamp
- Created By
- Created Date Updated By
- Updated Date

**DISPOSITION:** Temporary. Cut off when completed case is returned to the EEO Office of Origin. Destroy 15 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0010-0002

**PRIVACY ACT:** DMDC 23-DoD / 7 Mar 2016, 81 FR 11764

**FILE NUMBER:** 1805-23

**FILE TITLE:** Defense Sexual Assault Incident Database (DSAID)

**FILE DESCRIPTION:** Centralized, case-level database for the collection of record data regarding incidents of sexual assaults involving a member of the Armed Forces. DSAID contains information on the victim, alleged perpetrator, incident, and case outcomes in connection with the assault.

- Unrestricted Report information contains victim and alleged perpetrator information, Including, but not limited to, the following:
  - Last name, first name, and middle name
  - Type of identification information used (i.e., social security number, passport, U.S. Permanent Residence Card, foreign Identification, etc.)
  - Identification number (for type of Identification referenced above)
  - Birth date
  - Age at the time of incident
  - Gender, race, and ethnicity
  - Victim and alleged perpetrator type (i.e., military, DoW Civilian or contractor)
  - For victims only, information will also include the victim case number (a system generated unique control number)
- Restricted Report records contain information pertaining to the alleged sexual assault that has been de-identified (i.e., contains no personally identifiable information of the victim or the alleged perpetrator)

**DISPOSITION:** Temporary. Cut off at the end of each Fiscal Year. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0005-0001

**PRIVACY ACT:** DHRA 06/ 20 Dec 2024, 89 FR 104112

**FILE NUMBER:** 1805-24 – Moved to 927-01



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**FILE NUMBER:** 1805-25

**FILE TITLE:** Department of Defense Suicide Event Report (DoDSER) Master File

**FILE DESCRIPTION:** Master file for DoDSER includes but are not limited to type of suicide event (non-fatal suicide events), event details, location of event, residence at time of event, circumstance of death, psychological, social history, behavioral, economic, education/training history, name, Social Security Number (SSN), date of birth, gender, race/ethnic group, marital status, rank/pay grade, military service, military status, job title, service duty specialty code, duty environment/status, Unit Identification Code (UIC), permanent duty station, the major command of the permanent duty station, temporary duty station (if applicable), residence address, deployment history, use of military helping services, information regarding the individual's past military experience, medical history, medical facility, unit or military treatment facility where suicide was attempted, behavioral health provider information and form completer information.

**DISPOSITION:** Temporary. Cut off annually upon separation or retirement of service member. Destroy 75 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0006-0001

**PRIVACY ACT:** EDHA 20/ 15 Apr 2016, 81 FR 22240

**FILE NUMBER:** 1805-26

**FILE TITLE:** Department of Defense Suicide Event Report (DoDSER) System Annual Reports

**FILE DESCRIPTION:** The annual reports of the Department of War (DoW) Suicide Event Report (DoDSER) program summarize yearly fatal and nonfatal suicide events reported and submitted by the Services. They are prepared through collaboration by the National Center for Telehealth & Technology (T2) and the Services' suicide prevention program offices. The reports consist of aggregated DoDSER data for the overall DoW and individually for the Air Force, Army, Marine Corps, and Navy. The annual reports include, but are not limited to, the number of Service Members who died by suicide in a given year, the number of suicide attempts, demographic data and other individual characteristics, comparisons with trends of the general US population, and dispositional, personal, contextual, clinical health, historical, developmental, and deployment factors involved in suicides and suicide attempts. These reports provide summary statistics for each year along with detailed tables presented for DoDSER items. **NOTE:** Personally identifiable information is always redacted from the annual reports.

**DISPOSITION:** Permanent. Cut off annually after report is published. Transfer to NARA 3 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0006-0002

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1805-27

**FILE TITLE:** Interoperability Layer Services (IOLS)

**FILE DESCRIPTION:** Series of databases used to 1) evaluate an individual's eligibility for access to Department of War (DoW) facilities or installations and 2) implement security standards controlling entry to DoW installations and facilities. Contains:

- Identity and credentials of non-DoW persons
- DoW IDs
- Local Population Electronic Data Interchange Person Identifier (LPEDIPI) information
- Certificate tokens
- Security Alerts, which are not only sent to the Physical Access Control Systems (PACS) servers, but also saved in IOLS for reporting to PACS servers **NOTE:** Security Alerts can only be modified by the originating source.



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**DISPOSITION:** Temporary. Cut off after no access from all PACS or after all PACS have submitted a de-registration request for individual. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0009-0001

**PRIVACY ACT:** DMDC 16-DoD/ 21 Dec 2015, 80 FR 79310

**FILE NUMBER:** 1805-28

**FILE TITLE:** Recovery Coordination Program Support Solution (RCP-SS)

**FILE DESCRIPTION:** Online tool that automates the Comprehensive Recovery Plan (CRP), workflow and reporting for ' Recovery Care Coordinators (RCCs). It provides secure, web-based access to all the care management, comprehensive needs assessment, and comprehensive recovery plan tools of the Recovery Coordination Program. RCP-SS supports the recovery coordination of injured service members. Its purpose is to improve the timeliness, efficacy, and transparency of the care, management, and transition of recovering Service Members or family members receiving support. The Support · Solution also streamlines data collection to improve Recovery Coordination Program oversight and resource management to ensure the program is sufficiently staffed and the needs of wounded, ill and injured Service members are being met effectively and efficiently. Records include, but not limited to:

- Name, rank/ grade, Military Occupational Specialty (MOS), Social Security Number (SSN) and truncated SSN,
- Department of War Identification Number (DoWID)/ Electronic Data Interchange Personal Identifier (EDIPI),
- Date of birth, current address, home telephone number,
- Service separation information including
  - Permanent Duty Retirement List (PDRL)
  - Temporary Duty Retirement List (TDRL)
  - Medical separation, limited injury, and illness-specific medical information
- Other personnel management data, specifically
  - Awards
  - Time in service
  - Education information
  - End active obligated service date.
  - Demobilization date
  - Separation date
  - Retirement date
  - Temporary disability retirement list date
  - Permanent disability retirement
  - Spouse, dependents and/or primary caregiver name, address, and telephone number (home, cell and/or work).

**DISPOSITION:** Temporary. Cut off annually, after the separation/retirement of the service member or termination/retirement of the civilian servant. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0003-0001

**PRIVACY ACT:** DPR 40-DoD/ 30 Dec 2014, 79 FR 78411

**FILE NUMBER:** 1805-29

**FILE TITLE:** Continuous Information Management Engine (CIME)

**FILE DESCRIPTION:** Information system used to ensure DoW and Federal, State and Local law enforcement offices are considered in determinations made by the DoW when granting physical access to DoW facilities and installations. CIME database contains:



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- Individual data on personnel, including:
  - Identity data (name, SSN, DoB) which is required in order to match against DoW copies of federal databases.
  - DoW IDs and Local Population Electronic Data Interchange Person Identifier (LPEDIPis)
  - Copies of the federal databases which are required in order to efficiently obtain security alerts on individuals trying to gain access to DoW facilities and installations.
  - Security alerts (alert type, alert source, case number, alert dates) **NOTE:** Security alerts can only be modified by the originating source; CIME pushes these alerts to the Interoperability Layer Service (IoLS) for physical access determinations by the Physical Access Control Systems (PACS) and DoW registration centers.
- Security alert types:
  - Service's Criminal Justice (CJ) I Law Enforcement Alerts – including Suspended, Be on the Lookout (BOLOs), and Debarments
  - National Crime Information Center (NCIC) Alert - a simple flag/alert that directs the local authority to check NCIC for detailed Criminal History Record Information (CHRI)
  - Terrorist Screening Data Base (TSDB) Alert- a simple flag/alert that directs the local authority to contact the DoW Terrorist Screening Center (TSC) to obtain terrorist watch list information or for guidance on further adjudication of the potential person of interest.

**DISPOSITION:** Temporary. Cut off and destroy individual data on personnel when the individual's access to DoW Installations becomes inactive and Security Alerts when no longer needed.

**AUTHORITY:** DAA-0330-2013-0018-0001

**PRIVACY ACT:** DUSDI 02-DoD/ 17 Oct 2018, 83 FR 52420

**FILE NUMBER:** 1805-30

**FILE TITLE:** DoW Personnel Security Adjudication System

**FILE DESCRIPTION:** Master files from the Joint Personnel Adjudication System (JPAS), Joint Adjudication Management System (JAMS), Joint Clearance and Access Verification System (JCAVS), and Defense Information System for Security (DISS). Includes, but is not limited to:

- Information used to view and review adjudication actions, determinations and decisions on summary investigation packages and documenting records conducted by Federal investigative organizations (e.g., U.S. Office of Personnel Management (OPM), etc.) and locator references to such investigations.
- Records documenting fitness determinations, Homeland Security Presidential Directive 12 (HSPD-12) access, and personnel security adjudication and management process, to include information on an individual's:
  - Social security number (SSN)
  - DoW Identifier Number (DoW ID)
  - Name (current, former and/or alternate)
  - Date and place of birth
  - Country affiliation
  - Type of DoW affiliation
  - Employment activity, including current employment status.
  - Position sensitivity
  - Personnel security investigation basis
  - Status of current adjudicative action



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- Security clearance eligibility and access status, including whether eligibility determination was based on a condition, derived from prescribed investigative standards, or waiver of adjudication guidelines.
- Reports of security-related incidents to include.
  - Issue files
  - Suspension of eligibility and/or access
  - Denial or revocation of eligibility and/or access
  - Eligibility recommendations or decisions made by an appellate authority.
  - Non-disclosure execution dates
  - Indoctrination dates
  - Level(s) of access granted.
  - Debriefing date(s) and reasons for debriefing
  - Off-site visit requests
  - Foreign travel and contacts
  - Self-Reporting of required information

**DISPOSITION:** Temporary. Cut off upon closure of case file (upon notification of separation or retirement of personnel). Destroy 15 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0019-0001

**PRIVACY ACT:** DUSDI 02-DoD/ 17 Oct 2018, 83 FR 52420

**FILE NUMBER:** 1805-31

**FILE TITLE:** Joint Advertising, Market Research & Studies (JAMRS) Recruiting Database - Commercial Vendor High School and College File Commercial Sources

**FILE DESCRIPTION:** Files created as a centralized repository of contacts acquired by the DoW from commercial vendor high school and college file commercial sources to assist the Military Services with their direct marketing and recruitment efforts. Through acquiring, compiling, processing, and providing as many recruitments aged eligible names as possible, JAMRS consolidates numerous data sources into high quality mailing lists. The master file includes, but is not limited to, full name, gender, address, city, state, zip code and list source code.

**DISPOSITION:** Temporary. Cut off when one year old, based on mailing usage data. Destroy 3 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0008-0001

**PRIVACY ACT:** DHRA 04/ 16 Oct 2019, 84 FR 55291

**FILE NUMBER:** 1805-32

**FILE TITLE:** Joint Advertising, Market Research & Studies (JAMRS) Recruiting Database – DMV, ASVAB and Selective Service (SSS) Source records.

**FILE DESCRIPTION:** Files created as a centralized repository of contacts acquired by the DoW from Departments of Motor Vehicles (DMVs), Armed Services Vocational Aptitude Battery (ASVAB), and Selective Service (SSS) source records to assist the Military Services with their direct marketing and recruitment efforts. Through acquiring, compiling, processing, and providing as many recruitments aged eligible names as possible, JAMRS consolidates numerous data sources into high quality mailing lists. The master file includes, but is not limited to, full name, gender, address, city, state, zip code and list source code.

**DISPOSITION:** Temporary. Cut off when list is released to the Services, based on mailing usage data. Destroy 3 years after cutoff.



## OSW Records Disposition Schedules

**AUTHORITY:** DAA-0330-2014-0008-0002

**PRIVACY ACT:** DHRA 04/ 16 Oct 2019, 84 FR 55291

**FILE NUMBER:** 1805-33

**FILE TITLE:** Joint Advertising, Market Research & Studies (JAMRS) Recruiting Database – Opt-Outs (aka JAMRS Suppression File)

**FILE DESCRIPTION:** Information on individuals who have opted out of JAMRS, i.e., whose information has been placed in the JAMRS Suppression File.

**DISPOSITION:** Temporary. Cut off when the name is added to the JAMRS Suppression File. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0008-0003

**PRIVACY ACT:** DHRA 04/ 16 Oct 2019, 84 FR 55291

**FILE NUMBER:** 1805-34

**FILE TITLE:** Joint Advertising, Market Research & Studies (JAMRS) Recruiting Database – Contact Lists

**FILE DESCRIPTION:** Contact lists created to support the Military Departments recruiting and advertising programs, by providing a list of populaces for contact for JAMRS surveys. The master file includes but is not limited to full name, gender, address, city, state, zip code and list source code.

**DISPOSITION:** Temporary. Cut off after the list has been created. Destroy 1 year after cutoff.

**AUTHORITY:** DAA-0330-2014-0009-0001

**PRIVACY ACT:** DHRA 04/ 16 Oct 2019, 84 FR 55291

**FILE NUMBER:** 1805-35

**FILE TITLE:** Secure Web Fingerprint Transmission System (SWFT)

**FILE DESCRIPTION:** Secure web-based system that allows DoW offices to submit electronic fingerprints (e-fingerprints) and demographic information to DSS for applicants who require an investigation by the Office of Personnel Management (OPM) for a personnel security clearance. Master file includes but are not limited to electronic fingerprints and the corresponding demographic data, such as, name, social security number, place of birth, etc.

**DISPOSITION:** Temporary. Cut off and destroy 3 years after successful transfer to OPM or 4 years after creation occurs, whichever is sooner.

**AUTHORITY:** DAA-0330-2014-0011-0001

**PRIVACY ACT:** DUSDI 02-DoD/ 17 Oct 2018, 83 FR 52420

**FILE NUMBER:** 1805-36

**FILE TITLE:** Military OneSource (MOS) Employee Assistance Programs

**FILE DESCRIPTION:** Employee assistance information and referral records for Active Duty, Guard and Reserve service members, and their families. Information includes, but is not limited to:

- Information pertaining to the person requesting assistance, including.
  - An individual's name, participant ID and case number
  - Date of birth
  - Gender
  - Marital status / relationship to service member
  - Rank, unit, branch of military service and military status
  - Current address and mailing address, telephone number, email address,



## OSW Records Disposition Schedules

- Issue/information requested.
- Handoff type to contractor, including handoff notes.
- Information regarding if interpretation is requested and the language.
- Referrals
- Feedback from quality assurance follow-up with participants

**DISPOSITION:** Temporary. Cut off (close file) after 3 years of continuous inactivity or upon notification of discharge, retirement, or separation of the service member. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0017-0001

**PRIVACY ACT:** DPR 45/ 21 Dec 2022, 87 FR 78093

**FILE NUMBER:** 1805-37

**FILE TITLE:** Military OneSource (MOS) Non-Medical Counseling Records

**FILE DESCRIPTION:** Confidential comprehensive information and non-medical counseling assistance on aspects of military life (Deployment, reintegration, financial, relationship issues, grief, education, parenting and life skills) to Active Duty, Guard and Reserve service members, and their families. Information includes, but is not limited to:

- Psychosocial histories
- Assessment of personal concerns
- Provider names, phone numbers, and locations
- Authorization numbers
- Outcome summaries

**DISPOSITION:** Temporary. Cut off (close file) after 3 years of continuous inactivity or upon notification of discharge, retirement, or separation of the service member. Destroy 15 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0017-0002

**PRIVACY ACT:** DPR 45/ 21 Dec 2022, 87 FR 78093

**FILE NUMBER:** 1805-38

**FILE TITLE:** Military OneSource (MOS) Call Center Recordings

**FILE DESCRIPTION:** Authorized recordings of conversations between participants (Service member, veterans and/or dependents) used to provide quality assurance and oversight.

**DISPOSITION:** Temporary. Cut off after referral to Non-Medical Counseling, or employee assistance program support, information, and referral. Destroy 90 days after cutoff.

**AUTHORITY:** DAA-0330-2014-0017-0003

**PRIVACY ACT:** DPR 45/ 21 Dec 2022, 87 FR 78093

**FILE NUMBER:** 1805-39

**FILE TITLE:** Automated Stopper and Referral System (ASARS)

**FILE DESCRIPTION:** System for administering the Priority Placement Programs (PPP) by providing automated, on-line tools for registering PPP participants and matching them with available positions. It is used by DoW civilian personnel offices to

1. Assist their activities in filling vacant positions and in assisting program registrants in obtaining employment, and
2. Provide resumes to DoW activities for use in assessing qualifications for vacant positions.

It is also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness, and conducting research. Data elements include, but are not limited to PPP participants':

- Full name



## OSW Records Disposition Schedules

- DoW identification (ID) number
- Mailing address, email address, and telephone number
- Salary, occupational experience, education, and training
- Type of appointment eligibility
- Preferences for occupational series, grades, and duty locations.

**DISPOSITION:** Temporary. Cut off after the individual's PPP registration is closed. Destroy 3 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0021-0001

**PRIVACY ACT:** DFMP 06/ 22 Feb 1993, 58 FR 10227

**FILE NUMBER:** 1805-40

**FILE TITLE:** Defense Biometric Identification Data System (DBIDS) Master File

**FILE DESCRIPTION:** Information system containing personal data about Armed Forces personnel and their family members both active duty and retired, DoW and non-DoW employees and dependents, U.S. residents abroad, foreign nationals, and corporate employees and dependents who have access to U.S. installations in the continental U.S. and overseas. Included are:

- Fingerprints, photographs, iris scans, hand geometry template, card issue date and expiration.
- Vehicle information such as manufacturer, model year, color and vehicle type, license plate type and number, decal number, current registration, automobile insurance data, and driver's license data.
- Data on government-issued and personal weapons such as type; serial number; manufacturer; caliber; firearm registration date; and storage location data to include unit, room, building, and phone number.

**DISPOSITION:** Temporary. Cut off record on deactivation or confiscation of card. Destroy 3-5 years after cutoff or when no longer needed for security purposes, whichever is applicable.

**AUTHORITY:** N1-330-08-005, item 1

**PRIVACY ACT:** DMDC 10-DoD/ 13 Feb 2015, 80 FR 8072

**FILE NUMBER:** 1805-41

**FILE TITLE:** Installation Management Reports

**FILE DESCRIPTION:** User generated and printable reports from DBIDS such as

- Name, grade, Social Security Number, status, date and place of birth, weight, height, eye color, hair color, gender, passport number, country of citizenship, geographic and electronic photographs, and identification card issue and expiration dates.
- Vehicle information such as manufacturer, model year, color and vehicle type, license plate type and number, decal number, current registration, automobile insurance data, and driver's license data.
- Government-issued and personal weapons such as type; serial number; manufacturer; caliber; firearm registration date; and storage location data to include unit, room, building, and phone number.

**DISPOSITION:** Temporary. Cut off and destroy data when superseded or when no longer needed for operational purposes, whichever is later.

**AUTHORITY:** N1-330-08-005, item 2

**PRIVACY ACT:** DMDC 10-DoD/ 13 Feb 2015, 80 FR 8072



## OSW Records Disposition Schedules

**FILE NUMBER:** 1805-42

**FILE TITLE:** Human Research Protection Program (HRPP) Oversight Review System Files

**FILE DESCRIPTION:** Case file records providing evidence of the oversight function of HRPP in the area of human research, i.e., the oversight of human research and development activities to ensure that approved research is conducted in accordance with applicable rules and effective guidelines to protect the rights and welfare of the participants. Research protocols include information on the type of research to be done, type of data to be collected, and the collection process (i.e., questionnaire, video tape, audio tape, etc.). The protocols also include documentation used by the researcher such as consent forms, data management plans, copies of posters, ads, or additional information related to their research protocol. The system includes:

- Personal information related to the researcher such as name, address, phone number and investigator role (i.e., Principal or Co-Principal).
- Protocol title and description.
- Data collection information (i.e., type of information to be collected and methods of collection).
- Documents used to advertise research or collect data.
- Human Subjects Training certificates; and
- Exemption Determination Official (EDO) Checklists.

**DISPOSITION:** Temporary. Cut off upon completion or termination of the research protocol (which coincides with the term of the research). Destroy 10 years cutoff.

**AUTHORITY:** N1-330-08-008, item 1

**PRIVACY ACT:** EDHA 18/ 15 July 2014, 79 FR 41264

**FILE NUMBER:** 1805-43

**FILE TITLE:** National Language Service Corps (NLSC) Charter Member Records

**FILE DESCRIPTION:** Case file records that allow U.S. citizens with language skills to self-identify their skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in support of the DoW or another department or agency of the United States where the applicant has been accepted as a Charter Member of the NLSC. The information will be used to determine applicants' eligibility for NLSC membership, to identify and contact NLSC members, and to facilitate travel to foreign work assignments. The information collected through this program will be used to contact Charter Members in times of need. Collected information includes:

- Personal information, such as full name, other names used, social security number, DoW ID numbers, citizenship, gender/gender identification, and race/ethnicity, place of birth, birth date, age verification of 18 years, disability information, security clearance, passport information, marital status, blood type.
- Physical appearance information, such as photo, height, hair color, eye color, identifying scars, marks, or tattoos.
- Contact information, such as home address, email address, home and mobile telephone numbers, official duty address.
- Education information
- Financial information
- Employment information, including military discharge records, whether employment experience includes stints as a federal employee, political appointee, armed forces), anticipated separation date, and actual separation date from service.
- Foreign language information, including foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, English proficiency levels,
- NLSC-assigned control number.



## OSW Records Disposition Schedules

- Emergency contact(s) and beneficiary information
- Medical information, including blood type, vaccination information, known medical conditions and prescriptions.

**DISPOSITION:** Temporary. Cut off upon termination of membership. Destroy 4 years cutoff.

**AUTHORITY:** N1-330-09-002, item 1

**PRIVACY ACT:** DHRA 07/ 23 Sep 2020, 85 FR 59754

**FILE NUMBER:** 1805-44

**FILE TITLE:** National Language Service Corps (NLSC) Records – Applications of Non-Enrollees

**FILE DESCRIPTION:** Data collected from individuals who elected not to enroll in the program, including completed applications of qualified non-enrollees, partially completed applications, and applications for unqualified applicants. Collected information includes:

- Personal information, such as full name, other names used, social security number, DoW ID numbers, citizenship, gender/gender identification, and race/ethnicity, place of birth, birth date, age verification of 18 years, disability information, security clearance, passport information, marital status, blood type.
- Physical appearance information, such as photo, height, hair color, eye color, identifying scars, marks, or tattoos.
- Contact information, such as home address, email address, home and mobile telephone numbers, official duty address.
- Education information
- Financial information
- Employment information, including military discharge records, whether employment experience includes stints as a federal employee, political appointee, armed forces), anticipated separation date, and actual separation date from service.
- Foreign language information, including foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, English proficiency levels,
- NLSC-assigned control number.
- Emergency contact(s) and beneficiary information
- Medical information, including blood type, vaccination information, known medical conditions and prescriptions.

**DISPOSITION:** Temporary. Cut off annually. Destroy 4 years cutoff.

**AUTHORITY:** N1-330-09-002, item 2

**PRIVACY ACT:** DHRA 07/ 23 Sep 2020, 85 FR 59754

**FILE NUMBER:** 1805-45

**FILE TITLE:** Defense Readiness Reporting System (DRRS) Master Files

**FILE DESCRIPTION:** DRRS is a network of applications used to collect information related to the capabilities of military forces and the risks associated with them. The system, made up of four major applications (DRRS portal, Group Builder, Force Management Tools, and the Enhanced Status of Resources and Training System (ESCORTS)), displays record/information pertaining to readiness-related decision making. Data measures capability to accomplish assigned missions at all DoW levels, including human resource status information on amount required, authorized, and assigned, as well as limited individual personnel readiness data to include:

- Name
- Social Security Number
- Employer



## OSW Records Disposition Schedules

- Rank/Grade
- Duty Status
- Skill Specialty

**NOTE:** Readiness Resource data related to an individual (rank/grade, duty status, skill specialty, and related reason codes for readiness posture) can be acquired and displayed for an individual.

**DISPOSITION:** Permanent. Cut off annually and pre-accession annual snapshots to NARA in five-year blocks. NARA will have legal custody of each snapshot 20 years after pre-accessioning of the block.

**AUTHORITY:** N1-330-09-006, item 1

**PRIVACY ACT:** DPR 30 DoD/ 10 Apr 2015, 80 FR 19290

**FILE NUMBER:** 1805-46

**FILE TITLE:** Defense Readiness Reporting System (DRRS) Quarterly Report to Congress

**FILE DESCRIPTION:** Quarterly report, submitted to Congress, on DoW military readiness. Information in the report includes the results of the most recent joint readiness review or monthly review, including the current information derived from the readiness reporting system.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 20 years after cutoff.

**AUTHORITY:** N1-330-09-006, item 2

**PRIVACY ACT:** DPR 30 DoD/ 10 Apr 2015, 80 FR 19290

**RECORDS CATEGORY:** 1806

**CATEGORY TITLE:** Program Integration

**CATEGORY DESCRIPTION:** Records related to personnel program integration activities.

**FILE NUMBER:** 1806-01

**FILE TITLE:** Legal and Selected Policies Files

**FILE DESCRIPTION:** This file consists of legislative proposals on military personnel matters with supporting documentation, policy matters on discipline, separations, absenteeism, desertions, conscientious objectors, and other special problems such as POWs; annual reports from the Services on status of problems such as number of deserters, courts-martial and the like.

**DISPOSITION:** Permanent. Cut off legislative proposals and policy when cancelled or superseded or obsolete; cut off reports annually. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 607-05

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1806-02 – RESCINDED

**FILE NUMBER:** 1806-03 – RESCINDED

**FILE NUMBER:** 1806-04 – RESCINDED

**FILE NUMBER:** 1806-05

**FILE TITLE:** Defense Manpower Requirements – Advice and Assistance

**FILE DESCRIPTION:** Advice and assistance files on manpower of an inter-Service or inter-Agency nature, based on manpower research documents on the establishment and policy directives for Defense Manpower Data Center (DMDC) Manpower Data Analysis Centers. Source documents for advice and assistance activities includes the collection and analysis of data, reports by Services on improvements affected on manpower management such as positions abolished, and training research and development



## OSW Records Disposition Schedules

programs designed to enhance utilization. **NOTE:** Use 103-01.1 or 103-01.2 for policy matters pertaining to this subject.

**DISPOSITION:** Temporary. Cut off annually. Destroy 25 years after cutoff.

**AUTHORITY:** NC1-330-77-010, item 609-03b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1806-05.2

**FILE NUMBER:** 1806-05.1 – RESCINDED

**FILE NUMBER:** 1806-05.2 – Moved to 1806-05

**FILE NUMBER:** 1806-05.3 – RESCINDED

**FILE NUMBER:** 1806-06.1 – RESCINDED

**FILE NUMBER:** 1806-06.2 – RESCINDED

**FILE NUMBER:** 1806-06.3 – Consolidated into 101-01.2

**FILE NUMBER:** 1806-07 – RESCINDED

**FILE NUMBER:** 1806-08 – RESCINDED

**FILE NUMBER:** 1806-09 – RESCINDED

**FILE NUMBER:** 1806-10 – RESCINDED

**FILE NUMBER:** 1806-11 – RESCINDED

**FILE NUMBER:** 1806-12 – Consolidated into 103-04.2

**FILE Number:** 1806-13 – Consolidated into 1208-01

**RECORDS CATEGORY:** 1807

**CATEGORY TITLE:** Family Policy

**CATEGORY DESCRIPTION:** Records related to personnel family policy activities.

**FILE NUMBER:** 1807-01.1 – Consolidated into 103-01.1 or 103-01.2, as applicable.

**FILE NUMBER:** 1807-01.2 – RESCINDED

**FILE NUMBER:** 1807-01.3 – RESCINDED

**FILE NUMBER:** 1807-01.4a – Consolidated into 212-04

**FILE NUMBER:** 1807-01.4b – RESCINDED

**FILE NUMBER:** 1807-01.5 – Consolidated into 103-02.1

**FILE NUMBER:** 1807-01.6 – Consolidated into 103-01.1 or 103-01.2, as applicable.

**FILE NUMBER:** 1807-01.7 – Consolidated into 103-01.1 or 103-01.2, as applicable.

**FILE NUMBER:** 1807-02

**FILE TITLE:** Research Data Files in support of Military Community and Family Policy

**FILE DESCRIPTION:** Research data and all other aspects of mission-related research created in support of Military Community and Family Policy programs such as these files consists of logs, notebooks, cards, forms, electronic files and other media on which observations and data are recorded; records on study participants, interviews, survey questionnaires, images, audios, and videos. Records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, computer output, tabulations, diagrams or drawing, and intermediate compilations or analyses.

**DISPOSITION:** Temporary. Cut off annually on completion of research project. Destroy 5 years after cutoff.



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**AUTHORITY:** DAA-0330-2015-0007-0001

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1808

**CATEGORY TITLE:** Federal Voting

**CATEGORY DESCRIPTION:** Records relating to DoW support of voting and the Federal Voting Assistance Program (FVAP).

**FILE NUMBER:** 1808-01

**FILE TITLE:** Register, Request and Receive Ballot Process (R3) System Master File

**FILE DESCRIPTION:** The R3 system allows uniformed and overseas citizens the ability to complete the voter registration/ballot request form and request/receive a blank ballot electronically; complete the Federal Write-In Absentee Ballot if their requested state ballot is not received in time to vote; and, upload the completed, signed SF 76, Registration and Absentee Ballot Request – Federal Post Card Application (FPCA) and SF 186A, Voter's Declaration/Affirmation – Federal Write-In Absentee Ballot (FWAB) for processing by their election official. Information includes name (last, first, middle), date of birth, voting residence, mailing address, affirmation/signature, dependent on state law requirements sex, full or last 4 digits of social security number (SSN), state driver's license or other identification, witness/notary signature, race, telephone number, fax number, email address, political party choice, candidate's name.

**DISPOSITION:** Temporary. Cut off and destroy upon printing and verification of absentee ballot.

**AUTHORITY:** N1-330-11-004, item 1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1808-02

**FILE TITLE:** Federal Voting - DoW Voting Support/Policy

**FILE DESCRIPTION:** Document prescribing the DoW policy in support of voting and establishing procedures.

**DISPOSITION:** Permanent. Cut off upon completion of policy case file. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 705-02a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 216-01

**FILE NUMBER:** 1808-03

**FILE TITLE:** Federal Voting – Promotional Material

**FILE DESCRIPTION:** Promotional material, posters, newscasts, press releases.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 705-02b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 216-01

**FILE NUMBER:** 1808-04

**FILE TITLE:** Federal Voting - Evaluation or Procedures

**FILE DESCRIPTION:** Participation support reports from Military Departments.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 705-02c



## OSW Records Disposition Schedules

**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 216-02

**RECORDS CATEGORY:** 1809

**CATEGORY TITLE:** Sexual Assault Prevention and Response Records

**CATEGORY DESCRIPTION:** Records associated with the OUSW(P&R)/Sexual Assault Prevention and Response Office (SAPRO). **NOTE:** See 1805 for automated systems pertaining to SAPRO.

**FILE NUMBER:** 1809-01

**FILE TITLE:** Sexual Assault Victim Reporting Preference Statement

**FILE DESCRIPTION:** Information collected and processed concerning reports of sexual assault involving a member of the Armed Forces or adult military dependents identified in the "Victim Reporting Preference Statement" form. Reporting statements collect information on the victim, including full name, Social Security Number, and DoW Identification Number, as well as the name of the signing Sexual Assault Response Coordinator or SAPR Victim Advocate. These reports may be Restricted or Unrestricted. The form includes information regarding the Restricted and Unrestricted reporting options, including exceptions to Restricted reporting, and information regarding victim services.

**DISPOSITION:** Temporary. Cut off annually at the end of the Fiscal Year. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0006-0001

**PRIVACY ACT:** DHRA 06/ 20 Dec 2024, 89 FR 104112

**FILE NUMBER:** 1809-02

**FILE TITLE:** DoW Sexual Assault Forensic Examination Report

**FILE DESCRIPTION:** Information collected and processed concerning a sexual assault forensic examination (SAFE) performed on a victim in the "DoW Sexual Assault Forensic Examination Report" form. SAFE reports collect information on the victim, including full name, contact information, age, pertinent medical history, assault history, and reporting preference; the nature of the incident (e.g., incident date and location, type of assault); and the result of the examination and other forensic and medical tests performed. The form also includes the name, agency, and contact information of personnel involved in collecting and receiving evidence, taking information required by the form, and receiving the report from the victim. These reports may be marked as Restricted or Unrestricted.

**DISPOSITION:** Temporary. Cut off annually at the end of the Fiscal Year. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0006-0002

**PRIVACY ACT:** DHRA 06/ 20 Dec 2024, 89 FR 104112

**FILE NUMBER:** 1809-03

**FILE TITLE:** DoW Annual Report on Sexual Assault in the Military

**FILE DESCRIPTION:** Executive summary of sexual assault data collected annually from the Military Services. Report includes status on the Sexual Assault Prevention and Response Program (SAPR), highlights and accomplishments, way ahead, and summary of data, to include:

- Number of reports during the specific time period (restricted and unrestricted)
- Aggregate demographic data in subjects (gender, age, rank)
- Aggregate data on incidents
  - On/off post
  - Length of time between occurrence and reporting of incident



## OSW Records Disposition Schedules

- Number of completed investigations.
- Aggregate data on disposition of subjects
- Action/no action taken)
- If action taken, what type of action, such as court-martial, non-judicial punishment, etc. and
- Specific data regarding the disposition in a sexual assault case, including:
  - Rank and gender of offender
  - Rank and gender of victim
  - Type of action taken against offender
  - Results of the action taken (discharge, reduction in rank, or confinement)

**DISPOSITION:** Permanent. Cut off at the end of the calendar year in which report is finalized. Transfer to NARA in 5-year blocks after cutoff.

**AUTHORITY:** N1-330-08-007, item 2

**PRIVACY ACT:** Not Applicable

### **RECORDS CATEGORY:** 1810

**CATEGORY TITLE:** National Guard Youth Challenge Program

**CATEGORY DESCRIPTION:** Records pertaining to the National Guard Youth Challenge program, which was created to address the dropout crisis by improving education, life skills, and employment potential of participants. This is accomplished by providing military-based training, supervised work experience, and by advancing the program's core components: Life Coping Skills, Leadership/Followership, Service to Community, Job Skills, Academic Excellence, Responsible Citizenship, Health/Hygiene and Physical Education. Academic Excellence focuses on helping the candidates obtain a high school diploma, an equivalency diploma, or valid credits to facilitate their return to finish high school. Job Skills training is expanded upon in the optional Job Challenge phase where cadets continue, after graduating Youth Challenge, in order to obtain a job certification, credential or apprenticeship.

**FILE NUMBER:** 1810-01

**FILE TITLE:** National Guard Youth Challenge Programs (Participant Records)

**FILE DESCRIPTION:** Policy records pertaining to the National Guard Youth Challenge Program. Records include, but are not limited to, issuances memoranda, letters, or other correspondence that announce, modify or change, rescind, or explain any process, procedure, or function that prescribe program goals, the responsibilities of the implementing officials, and the relationships between the Department of War (DoW), the National Guard, Bureau (NGB), and the Governors of the States or the Commanding General of the District of Columbia National Guard implementing the National Guard Challenge Program.

**DISPOSITION:** Permanent. Cut off when policy becomes superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** DAA-0330-2022-0005-0001

**PRIVACY ACT:** DPR 32/ 23 Sep 2023, 88 FR 66826

**FILE NUMBER:** 1810-02

**FILE TITLE:** National Guard Youth Challenge Programs (Policy Records)

**FILE DESCRIPTION:** Records pertaining to participants of the National Guard Youth Challenge Program, implemented by state and District of Columbia National Guard commands and units. Records include, but are not limited to, criteria for acceptance, rejection, and withdrawal, development of participants, goals, objectives and relevant personal civil and medical histories and equipment and facilities issued to the National Guard used in carrying out the program. Participant records include proof of meeting graduation.



## OSW Records Disposition Schedules

criteria and all educational, residential and post residential contact and placement records.

**DISPOSITION:** Temporary. Cut off annually upon completion of course, or after removal/withdrawal from course. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2022-0005-0002

**PRIVACY ACT:** DPR 32/ 23 Sep 2023, 88 FR 66826

**FILE NUMBER:** 1810-03

**FILE TITLE:** National Guard Youth Challenge Programs (Program Records)

**FILE DESCRIPTION:** Program records pertaining to the National Guard Youth Challenge Program, maintained by OUSW(P&R) and the National Guard Bureau. Records include, but are not limited to, Residential Reports, Post-Residential Reports, correspondence, drafts and working papers, and routine directives.

**DISPOSITION:** Temporary. Cut off upon report completion. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2022-0005-0003

**PRIVACY ACT:** DPR 32/ 23 Sep 2023, 88 FR 66826

**RECORDS CATEGORY:** 1811

**CATEGORY TITLE:** Defense POW/MIA Personnel Accounting Agency (DPAA) Program Records

**CATEGORY DESCRIPTION:** Records related to accounting for prisoners of war (POWs) and missing in action (MIA) Department of War. DPAA's mission is to provide the fullest possible accounting for missing personnel to their families and the nation.

**FILE NUMBER:** 1811-01

**FILE TITLE:** Prisoner of War and/or Missing in Action Affairs

**FILE DESCRIPTION:** Policy on the overall program and coordinating documents of all DoW and/or MIA activities. Directives on procedures on Prisoners of War (POW) and detainee programs.

**DISPOSITION:** Permanent. Cut off upon completion. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-001, item 808-03

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 808-03, 813-01

**FILE NUMBER:** 1811-02

**FILE TITLE:** Defense Prisoner of War/Missing in Action Accounting Agency (DPAA) Joint Commission Support Directorate Foreign Records

**FILE DESCRIPTION:** Records consists of copies of foreign documents acquired from various foreign sources related to U.S. Prisoners of War or Missing Personnel from World War II, The Korean War, The Vietnam War, or the Cold War. Files include foreign military records detailing combat operations, police records, eyewitness statements, foreign newspaper articles, burial records and other documents acquired through archival research, or through eyewitness interviews of missing U.S. personnel in foreign countries. Documents may be either photocopies provided by the originating nation, originals of eyewitness statements, or electronic scanned images of foreign documents.

**DISPOSITION:** Permanent. Cutoff annually. Transfer to NARA 1 year after cutoff in a format/media acceptable to NARA.

**AUTHORITY:** N1-330-09-001, item 1

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 808-06, 813-02



## OSW Records Disposition Schedules

**FILE NUMBER:** 1811-03

**FILE TITLE:** POW/MIA Casualty Files

**FILE DESCRIPTION:** Case files of unaccounted-for and missing service members and select civilians throughout the conflicts involving the United States government maintained by the Defense POW/MIA Accounting Agency (DPAA).

Casualty Files include, but are not limited to the following types of material:

- Intelligence collection requirements/requests for information (RFIs)
- Source/witness reporting related to the loss incident and associated analyses
- Further pursuit options
- Hand-written analyst notes
- Circle searches
- Sketches
- Maps, charts, aerial/satellite imagery and related analyses
- Newspaper clippings
- Reports of investigation/survey/excavation/ recovery,
- Analyses of wreckage e, and if available, a report of remains identification,
- Photo-static/scanned copies
- Analog/digital recordings and sometimes actual case-related artifacts
- Correspondence between the DPAA and external organizations such as Service Casualty Offices, Life Sciences Equipment Laboratory (LSEL), families, elected officials, and interested parties.

**DISPOSITION:** Permanent. Cut off (and convert to electronic format as necessary) once missing service members are accounted for, or upon case closure. Pre-accession to NARA 5 years after cutoff and transfer ownership to NARA 25 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0020-0001

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 813-03

**FILE NUMBER:** 1811-04

**FILE TITLE:** POW/MIA Source Witness Files

**FILE DESCRIPTION:** Case files on all individuals claiming or suspected to have information on American POW/MIAs. Material consists of original documents, photo-static/scanned copies, and analog/digital recordings, books/manuscripts. These files are usually broken out by conflict and include but not limited to information containing one or more source data sheets, a log sheet that serves as an index and basic biographic data and contact, information on the source/witness. Files also may contain the following types of material:

- Intelligence collection requirements/requests for information (RFIs)
- Source/witness reporting and associated analyses
- Further pursuit options
- Handwritten analyst notes
- Circle searches
- Sketches
- Maps, charts, aerial/satellite imagery and related analyses,
- Newspaper clippings, and if available, a report of remains identification.

**DISPOSITION:** Permanent. Cut off (and convert to electronic format as necessary) once missing service members are accounted for, or upon case closure. Pre-accession to NARA 5 years after cutoff and transfer ownership to NARA 25 years after pre-accessioning.



## OSW Records Disposition Schedules

**AUTHORITY:** DAA-0330-2014-0020-0002

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FILE NUMBER:** 1811-05

**FILE TITLE:** POW/MIA Thematic Files

**FILE DESCRIPTION:** Ad hoc files based on a single POW/MIA-related theme or focus that are established to consolidate related material in an organized manner. Material consists of both original documents and photo-static/scanned copies. These individual files, which are based on themes, i.e., Cuban program, Smith & McIntire lawsuit, Glomar Java Sea, Bobby Garwood, and Five Alive, serve as a repository for all material associated with the specified theme. The files contain both DPMO/DIA-originated documents/analyses and information crafted/published by other organizations. Files contain, but are not limited to the following types of material:

- Intelligence collection requirements/requests for information (RFIs)
- Source/witness reporting and associated analyses
- Hand-written analyst notes
- Newspaper clippings
- Legal proceedings
- Sketches
- Maps, charts, overlays, aerial/satellite imagery and related analyses.

**DISPOSITION:** Permanent. Cut off once properly organized and converted to electronic media. Pre-accession to NARA 5 years after cutoff. Transfer to NARA 25 years after pre-accessioning.

**AUTHORITY:** DAA-0330-2014-0020-0004

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 813-05

**FILE NUMBER:** 1811-06

**FILE TITLE:** POW/MIA Audiovisual Files

**FILE DESCRIPTION:** Collections of hardcopy and electronic material capturing the images or voices of American POWs/MIAs. They are usually arranged by conflict and include, but are not limited to:

- Hardcopy photographs/ negatives
- Both aerial and satellite imagery
- Motion picture film
- Videotapes
- Compact discs
- Digital video discs
- Audio recordings

Subject matter in files depicts/covers

- Both live and deceased POW/MIA personnel
- Their equipment/aircraft/ vehicle
- Personal effects/rings/letters
- Actual or staged capture location and associated enemy personnel
- Detention sites and associated enemy personnel
- Propaganda opportunities/news conferences
- Negotiation/release photos
- Post-release debriefings
- POW/MIA-related news stories



## OSW Records Disposition Schedules

- Congressional hearings.

**DISPOSITION:** Permanent. Cut off present holdings, for organizing and digital copying, upon approval of this schedule and transfer analog and digital holdings to NARA, along with digital copies of analog materials and any related databases, by the end of 2021. Cut off future analog and digital-born holdings in 10-year blocks. Pre-accession 5 years after cutoff to NARA, and transfer to NARA (along with digital copies of analog materials and any related databases), five years after the end of the respective 10-year block.

**AUTHORITY:** DAA-0330-2014-0020-0005

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 813-06

**FILE NUMBER:** 1811-07

**FILE TITLE:** POW/MIA Data Files

**FILE DESCRIPTION:** DPAA-generated reference files that are/were developed to assist analysts / historians develop leads for further pursuit by POW/MIA investigators in the field. Files consist of unclassified databases in various formats, i.e., Excel, Access, and ARCG is, on DPAA servers. These databases capture historical data elements collected during and after World War II associated with loss incidents (including both accounted-for and unaccounted-for individuals), Search and Recovery (SAR) efforts, identification, and interment of remains/memorialization of

those not yet recovered. Files include, but are not limited to copies of the following types of material:

- Intelligence collection requirements/requests for information (RFIs)
- All source/witness reporting and associated analyses
- Further pursuit options
- Hand-written analyst notes
- Circle searches
- Sketches
- Maps, charts, aerial/satellite imagery and related analyses
- Newspaper clippings
- Reports of investigation/survey/excavation/recovery
- Analyses of wreckage
- Reports of remains identification (if available)

**DISPOSITION:** Temporary. Cut off and destroy when no longer needed.

**AUTHORITY:** DAA-0330-2014-0020-0006

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 813-07

**FILE NUMBER:** 1811-08

**FILE TITLE:** Prisoner of War Camp Files

**FILE DESCRIPTION:** Case files on all suspected or confirmed detention facilities/camps where American POWs/MIAs are known/suspected to be or could possibly be held prior to repatriation. Files, most of which contain classified information, serve as a repository for all material associated with known or suspected POW camps/detention facilities/processing facilities. Individual files contain information associated with a specific POW-related facility. General files contain material associated with a particular subset that either could not be correlated to a specific facility or contains information associated with more than one facility. Files contain, but are not limited to, the following types of material:

- Intelligence collection requirements/requests for information (RFIs)



## OSW Records Disposition Schedules

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- Source/witness reporting and associated analyses
- Handwritten analyst notes
- Sketches, maps, charts, overlays, aerial/satellite imagery and related analyses
- Names of U.S. personnel believed to have been held/processed through the camp/facility

Material consists of both original documents and photo-static/scanned copies.

**DISPOSITION:** Permanent. Cut off once missing service member is accounted for and convert to electronic media/incorporate into the associated case files. Pre-accession to NARA 5 years after cutoff and transfer to NARA 25 years after pre-accession (30 years after cutoff).

**AUTHORITY:** DAA-0330-2014-0020-0003

**PRIVACY ACT:** DUSDP 11/ 7 Oct 2016, 81 FR 69795

**FORMER FILE NUMBER:** 813-08