



SERIES 1800 – USD(PERSONNEL & READINESS)

SERIES TITLE: UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (OUSD(P&R))

SERIES DESCRIPTION: Records described in this series pertain to the functional files on personnel and readiness with specific responsibilities for developing DoD personnel policies and legislative proposals.

NOTE: This series does not include the custody or control of personnel records of individuals assigned to the OSD.

SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS: File Numbers within the 1800 Series reflect the mission of the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) and the DoD agencies / components under its purview, including the Defense Human Resources Activity (DHRA).

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FILE NUMBER: 1802-01.1 – RESCINDED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 Defense for Personnel (OUSD(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 Cut off when superseded or obsolete.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

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 Cut off when superseded or obsolete.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



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FILE NUMBER: 1802-01.4

FILE TITLE: Personnel Management – Safety and Accident Protection

FILE DESCRIPTION: Policy and guidance with DoD 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 Cut off when superseded or obsolete.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 DoD components which are reviewed at the DoD 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.

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



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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 OSD 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 DoD 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 DoD 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

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



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personnel and standards that ensure effective use of such spaces. Documents approving salaries, wages, fringe benefits, and such pay policies as appropriate for DoD 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 DoD 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 DoD 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

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

FILE TITLE: Technical Staff - DoD Wage Fixing Authority

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

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



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

PRIVACY ACT: Not Applicable

FILE NUMBER: 1802-07

FILE TITLE: Technical Staff-DoD 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 Defense 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 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.



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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 DoD-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 DoD 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

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 DoD employees employed by the Department of Navy (DON) and Departments of Army and Air Force (including National Guard) and the 4th Estate (OSD, 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 DoD containing a break out 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

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 DoD employees employed by the Department of Navy (DON) and Departments of Army and Air Force (including National Guard) and the 4th Estate (OSD, 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.

AUTHORITY: DAA-0330-2015-0004-0003

PRIVACY ACT: DOL/GOVT-1



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FILE NUMBER: 1802-13

FILE TITLE: Unidentified Unemployment Compensation Claims

FILE DESCRIPTION: Compensation claims submitted by the States to DoD 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, DoD 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

RECORDS CATEGORY: 1803

CATEGORY TITLE: Military Manpower and Personnel Policy

CATEGORY DESCRIPTION: Records pertaining to military manpower, strength reports, or other personnel policies for the 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 – Consolidated into 103-06.1

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.
- 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).



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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
- 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



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- 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

FILE NUMBER: 1803-08

FILE TITLE: Compensation Studies



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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

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



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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

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.



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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 Defense and the amount contracted for from non-DoD activities.

DISPOSITION: Temporary. Cut off and destroy master file tapes and hardcopy output when no longer needed for reference.

AUTHORITY: NC1-330-78-011, item 1

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 OSD.

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

AUTHORITY: NC1-330-78-001, item 1

PRIVACY ACT: DMDC 01

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 DoD 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

FILE NUMBER: 1805-05

FILE TITLE: Defense Outreach Referral System (DORS)



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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

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 DoD 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

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: TBD

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 DoD benefits. Information in this database are used for policy planning purposes, manpower 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.



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DISPOSITION: Permanent. Cutoff on completion of the report for the DoD 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: DMDC 08

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, DoD and non-DoD 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: DMDC 08

FILE NUMBER: 1805-11

FILE TITLE: Defense Manpower Data Center Database

FILE DESCRIPTION: Information used to provide a centralized system within the DoD 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 DoD 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

FILE NUMBER: 1805-12

FILE TITLE: Defense Incident-Based Reporting System (DIBRS)

FILE DESCRIPTION: Information used to satisfy statutory and regulatory requirements on active duty military (including Coast Guard) and civilian personnel apprehended or detained for criminal and specified non-criminal incidents. Included are: Defense Manpower Data Center database master file, codebooks, record layouts, and other technical information required to use the database.

DISPOSITION: Permanent. Cut off (take a snapshot of) at the end of the FY. Transfer to NARA in accordance with 36 CFR 1228.270 and 36 CFR 1234.

AUTHORITY: N1-330-03-001, item 6b

PRIVACY ACT: DMDC 07

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; DoD job experience, education,



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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: DPR 34

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

FILE NUMBER: 1805-15

FILE TITLE: Assignment Eligibility Screening System

FILE DESCRIPTION: Database designed to screen DoD 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 DoD 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 DoD Assignment Eligibility Screening consent form.

The master files include but are not limited to responses from Department of Defense Assignment Eligibility Screening Form such as name, former names, and aliases; date and place of birth; social security number; DoD 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 DoD 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



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FILE NUMBER: 1805-16

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

FILE DESCRIPTION: DoD-funded program providing information, referral, nonmedical counseling, website, specialty consultations, educational materials, and many other services. Military OneSource services are provided through the call center and website without regard 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 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

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 DoD Safe Helpline, phone, or mail. Once received, inquiries are referred to the appropriate agency POC and/or to the DoD 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

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 DoD Sexual Assault Prevention Program. This information will be captured in the case files used to develop new DoD Wide policies and procedures for the DoD Sexual Assault Prevention Program. Includes, but is not limited to:

- First and Last Name
- Work mail address
- User name 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



OSD Records Disposition Schedules

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

- Name
- User's duty status (Active duty, Dependent, Transitioning Service Member, DoD Civilian, DoD 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

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 DoD civilian workforce based on near and long-term organizational goals and to support analytical reporting to Congress. Includes, but is not limited to, DOD 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

FILE NUMBER: 1805-21

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

FILE DESCRIPTION: Master files from IRCMS, the Department of Defense'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



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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

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:

- 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

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, DoD Civilian or contractor)
 - For victims only, information will also include the victim case number (a system generated unique control number)



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- 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-DoD

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

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

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 Defense (DoD) 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 consists of aggregated DoDSER data for the overall DoD 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)



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

- Identity and credentials of non-DoD persons
- DoD 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

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

FILE NUMBER: 1805-28

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

FILE DESCRIPTION: Online tool that automates the Comprehensive Recovery Plan (CRP), work flow 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 Defense Identification Number (DODID)/ 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).



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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

FILE NUMBER: 1805-29

FILE TITLE: Continuous Information Management Engine (CIME)

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

- Individual data on personnel, including:
 - Identity data (name, SSN, DoB) which is required in order to match against DoD copies of federal databases
 - DoD 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 DoD 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 DoD registration centers
- Security alerts 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 DoD 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 DoD Installations becomes inactive and Security Alerts when no longer needed.

AUTHORITY: DAA-0330-2013-0018-0001

PRIVACY ACT: DMDC 17-DoD

FILE NUMBER: 1805-30

FILE TITLE: DoD 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)
 - DoD Identifier Number (DoD ID)



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- Name (current, former and/or alternate)
- Date and place of birth
- Country affiliation
- Type of DoD affiliation
- Employment activity, including current employment status
- Position sensitivity
- Personnel security investigation basis
- Status of current adjudicative action
- 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: DMDC 24-DoD

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 DoD 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 recruitment 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

FILE NUMBER: 1805-32

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



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FILE DESCRIPTION: Files created as a centralized repository of contacts acquired by the DoD 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 recruitment 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.

AUTHORITY: DAA-0330-2014-0008-0002

PRIVACY ACT: DHRA 04

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

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

FILE NUMBER: 1805-35

FILE TITLE: Secure Web Fingerprint Transmission System (SWFT)

FILE DESCRIPTION: Secure web-based system that allows DoD 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: DMDC 19-DoD



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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,
- 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-DoD

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-DoD

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-DoD



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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 DoD 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 DoD 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
- DoD 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

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, DoD and non-DoD 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:

- Finger prints, 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

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.



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- 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

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 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



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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.

AUTHORITY: DAA-0330-2015-0007-0001

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 1808

CATEGORY TITLE: Federal Voting

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



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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 - DoD Voting Support/Policy

FILE DESCRIPTION: Document prescribing the DoD 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

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 216-02



OSD Records Disposition Schedules

RECORDS CATEGORY: 1809

CATEGORY TITLE: Sexual Assault Prevention and Response Records

CATEGORY DESCRIPTION: Records associated with the OUSD(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 DoD 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: TBD

FILE NUMBER: 1809-02

FILE TITLE: DoD Sexual Assault Forensic Examination Report

FILE DESCRIPTION: Information collected and processed concerning a sexual assault forensic examination (SAFE) performed on a victim in the "DoD 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: TBD

FILE NUMBER: 1809-03

FILE TITLE: DoD 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
 - Number of completed investigations
- Aggregate data on disposition of subjects
- Action/no action taken)



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- 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