

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0015

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Major Subdivision

Major Subdivision OFFICE OF THE ASSISTANT TO THE SECRETARY OF DEFENSE
- PUBLIC AFFAIRS

Minor Subdivision COMMUNITY AND PUBLIC OUTREACH

Schedule Subject Joint Civilian Orientation Conference Program (JCOC)

Internal agency concurrences will be provided No

Background Information

Established by Secretary of Defense James V. Forrestal in 1948, the course would complement separate service civic leader programs in order to "present an integrated picture of the military establishment." It would "deal with national policy, the problems confronting the United States in pursuing its policies, and the economic, political, and military means to carry out that policy." The mission of JCOC is to increase public understanding of national defense by enabling American business and community leaders to directly observe and engage with the U.S. military.

Participants are guests of the Secretary of Defense and attend briefings by senior military and civilian officials at the Pentagon. They also gain firsthand experiences through operations and interactions with troops and military leaders stationed throughout the United States.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2016-0015

Sequence Number	
1	Joint Civilian Orientation Conference Program (JCOC)
1.1	Joint Civilian Orientation Conference Program (JCOC) "Eligibility of Nominators and Candidates" Records Master File. Disposition Authority Number: DAA-0330-2016-0015-0001

Records Schedule Items

Sequence Number													
1	<p>Joint Civilian Orientation Conference Program (JCOC) PURPOSE: To manage the JCOC program; to determine the eligibility of nominators and candidates; to select nominated individuals for participation in the JCOC program; to correspond with nominators, candidates, and participants; and to produce printed materials used in the presentation and conduct of the JCOC program. SYSTEM INTERFACES: N/A INPUTS: JCOC Nomination Form, JCOC Conference Registration Form, JCOC Medical Form OUTPUTS: Reports derived from electronic records or system queries created on an ad hoc, or one-time, basis for reference purposes or that have no business use beyond immediate need. GRS 4.3 Item 30.</p>												
1.1	<p>Joint Civilian Orientation Conference Program (JCOC) "Eligibility of Nominators and Candidates" Records Master File.</p> <p>Disposition Authority Number DAA-0330-2016-0015-0001</p> <p>Master file includes but is not limited to Nominator (DoD/Coast Guard): full name, rank/grade, work email address, work telephone number, point of contact for questions/notifications, nominating authority; Nominator (JCOC alumni): full name, email address, telephone number, point of contact for questions/notifications, JCOC class; Nominee: full name, title, organization, work email address, personal email address, postal address, work phone number, cell phone number, alternate point of contact name/email address/phone number; Participant: full name, title, organization, work email address, personal email address, postal address, work phone number, cell phone number, emergency point of contact name/email address/phone number; Participant's health care provider: full name, phone number.</p> <table border="0"><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table border="0"><tr><td>Retention Period</td><td>Destroy nomination and participant records 10 years after conclusion of associated JCOC program.</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Retention Period	Destroy nomination and participant records 10 years after conclusion of associated JCOC program.
Final Disposition	Temporary												
Item Status	Active												
Is this item media neutral?	Yes												
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes												
Do any of the records covered by this item exist as structured electronic data?	Yes												
Retention Period	Destroy nomination and participant records 10 years after conclusion of associated JCOC program.												

Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/17/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
12/02/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/05/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist