

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-127-09-7	
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED 10-15-2009	
2 MAJOR SUBDIVISION UNITED STATES MARINE CORPS		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION ADMINISTRATION AND RESOURCE MANAGEMENT DIVISION (ARDB)			
4 NAME OF PERSON WITH WHOM TO CONFER JILL GLENEWINKEL	5 TELEPHONE 703-614-2311	DATE 22PM 10	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 1 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

is not required. is attached, or has been requested

DATE 11-2-09	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Department of the Navy Director of Records
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	SSIC 1040.4 MARINE FORCE TOTAL FORCE RETENTION SYSTEM SEE ATTACHMENT	N/A	

SSIC 1040.4

ITEM 1

Marine Corps Total Force Retention System (TFRS)

TFRS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments.

a. Master files include individual Marine personnel identification data such as name, rank, SSN, date and place of birth; unit/billet assignment; date of enlistment; personal contact information; Military Occupational Specialty (MOS) or job description; promotion location and pay; and education and training.

Temporary. Destroy 4 years after separation or discharge.

~~b. System Inputs include but are not limited to approved reenlistment, extension, and/or lateral move requests by individual Marines along with personnel data derived from Marine Corps Total Force System (MCTFS) or manually entered by individual Career Specialists.~~

~~Temporary. Destroy after information has been converted into TFRS and verified. (GRS 20.2a(4))~~

~~(1) MCTF System data.~~

~~Do Not Destroy. Disposition is not authorized.~~

~~c. System Outputs~~

~~(1) Requests and final decisions on reenlistment, extension, and lateral moves. Data is input for Total Force Data Warehouse (TFDW).~~

~~Do Not Destroy. Disposition is not authorized.~~

~~(2) Ad hoc hard copy reports are generated for statistical reporting requirements and manpower planning.~~

~~Temporary. Destroy when no longer needed. (GRS 20.16)~~

SBR
1/14/2010

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1/14/2010