

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number
NI-26-11-3

Date Received
4/11/11

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **11 July 2013** Archivist of the United States *[Signature]*

To **National Archives and Records Administration (NIR)
Washington, DC 20408**

1 From (Agency or establishment)
Department of Homeland Security

2 Major Subdivision
United States Coast Guard

3 Minor Subdivision

4 Name of Person with whom to confer
CWO David A. Schuster

5 Telephone (include area code)
202-475-3671

6 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 on the attached 4 page(s) are not now 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 Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative: *Pamela G Norman* Title: **US Coast Guard Records Officer** Date (mm/dd/yyyy): **31 May 2011**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>Complete and accurate source documentation supports specific items of pay to be posted to the Direct Access (DA) database. DA is the personnel system which directly loads into the pay system, which is the Joint Uniform Pay System (JUMPS).</p> <p>USCG Personnel Processing Checklists. These checklists are used to ensure the proper processing internal to a USCG Servicing Personnel Office (SPO), of an individual or group rather than a specific item of pay.</p> <p><i>Description: SSIC 7430, Item 4 Hem 19 (see email dated 6/7/2013) EAC</i></p> <p>USCG Personnel Processing Checklists. Created at Accession or SPO to document career transition event, such as Individual Accessions (Officer or Enlisted), Recruit Company Accessions, Cadet Class Accessions, Officer Candidate School Accessions, and USCG Service Member Separations (both resignations and retirements)</p> <p>Maintain current checklist in Part 03A of the SPO-PDR. Cutoff when superseded or replaced by new checklist and move to part 03B.</p> <p>Retention Period: Temporary. Part 03B Checklists are destroyed three years after cutoff (the career transition event), or upon completion of the latest USCG Financial Statement Audit, whichever is sooner.</p> <p>2 USCG Personnel Processing Worksheets. The</p>	<p>NC1-26-76-2 items 294 and 99q)</p>	

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2	<p>USCG Personnel Processing Worksheets The worksheets ensure that the information loaded into DA/JUMPS is correct by documenting coordination and review of supporting information by knowledgeable and responsible personnel (including as needed the Service Member, Unit Commander, Servicing Personnel Office (SPO) data entry yeoman, or SPO supervisor</p>	(NC1-26-76-2, items 294 and 99q)

Description SSIC 7430, ~~Item 2~~ *Item 20 (see email dated 6/7/2013) emc*

USCG Payroll Worksheets input to JUMPS through DA, created at unit or SPO
Maintain current worksheet in Part 03A of SPO-PDR Cutoff when superseded or replaced by new worksheet and move to Part 03B

Retention Period Temporary Part 03B
Worksheets are destroyed three years after cutoff (the last pay period which that worksheet supports), or upon completion of the latest USCG Financial Statement Audit, whichever is sooner