SERIES 600

ASSISTANT SECRETARY OF DEFENSE (RESERVE AFFAIRS) (ASD(RA))

600. RESERVE AFFAIRS

This organization is responsible for National Guard and Reserve Affairs of the Department of Defense as provided by 10 U.S.C. to include manpower, personnel, force structure, programming, funding, procurement, facilities and construction, equipment and logistics, legislation, training, management, mobilization readiness, and other aspects of Reserve Affairs. Permanent documents in this series, unless otherwise note, shall be transferred to the NARA when 30 years old. (The 600-series numbers are reserved for ASD(RA)-unique files; those descriptions that follow are covered by dispositions listed elsewhere in this Instruction and are presented here for ease of reference only.)

602-02. Reserve Component (RC) Military Readiness Briefing. This file contains the viewgraph presentation on RC force readiness for presentation to the Secretary of Defense. Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

602-46. Reserve Affairs Personnel Files

602-46.1. Individual Mobilization Augmentee Personnel (IMA) File. This file consists of papers on individual members of RA; IMA detachment, or weekend-drilling Reservists assigned to support OASD(RA) during times of crisis.

602-46.2. RA Attrition File. This file contains information on Directors of R&T, RA.

Disposition: Review annually and destroy superseded or obsolete documents or destroy 1 year after separation or transfer of the individual concerned.

603-01. Reserve Affairs Policy Files. These files contain policy matters that pertain to all aspects of the ASD(RA)'s mission.

603-01.1. Materiel and Facilities. Documents that pertain to and involve facilities management and construction and all aspects of materiel for the Reserve components; record files for the annual National Guard and Reserve Equipment Report; Military Construction Programs, and Operations and Maintenance Program; congressional hearing statements, transcripts, and correspondence; audit and inspection reports; special programs, initiatives, studies, and reports pertinent to RCs.

603-01.2. Readiness, Training, and Mobilization. Documents that pertain to the readiness and training posture of Reserve forces, mobilization policy, and processes whereby the Reserve

forces respond to assigned missions, and those initiatives related to interallied RC matters including meetings of the Interallied Confederation of Reserve Offices (CIOR) and National Reserve Forces Committee (NRFC). Studies and reports conducted by this office and Services that examine or recommend upon readiness, training, and mobilization. Studies that consider restructuring to improve readiness and training posture.

603-01.3. Mobilization Policy and Plans. Documents governing the mobilization of the National Guard and Reserve forces. Studies and reports conducted by this office and by Component forces that examine the ability to mobilize the Guard and Reserve forces. Documents that review, develop, or amend DoD Directives and Instructions on policy affecting mobilization of the Guard and Reserve forces. Review studies conducted by the Service education institutions, the DoD Agencies, and other Government Departments and Agencies on Reserve mobilization issues; reviews and analyses of allied Reserve forces.

603-01.4. Reserve Affairs Emergency Action Packages. Crisis management instruction sets for use as guidelines by OSD decision makers.

603-01.5. Manpower and Personnel. Documents that pertain to and involve Reserve force manpower and personnel policies and procedures, personnel utilization and standards, full-time support programs, accession plans and programs, manpower and personnel data systems, legislation, pre-trained individual requirements and programs, and RC compensation, entitlement, and quality of life programs.

603-01.5.1. Manpower Programs and Requirements. Documents dealing with policy on RC categories and reports that reflect Reserve manpower requirements or the use of Reserve forces. Preparation of the Reserve portions of the Military Manpower Training Report and Military Manpower Requirements for Congress.

603-01.5.2. Equal Opportunity Policy. Documents on Reserve and examination of program effectiveness. Reports from the Components on implementation of the program. Statistics on the ratios of minorities used as a yardstick to measure success. Also includes Defense Advisory Committee on Women in the Services (DACOWITS) documentation.

603-01.5.3. Manpower Mobilization. Documents on studies, policies, requirements and exercises that pertain to the mobilization of Reserve forces. Included are studies and policies on civilian mobilization, casualty estimation, and the Wartime Planning System (WARMAPS).

603-01.5.4. Screening Policy. Documents on matters prescribing uniformity in the screening and separation of Ready Reserves.

603-01.5.5. Compensation Policy. Documents on application of uniform rates of compensation, methods of attainment, per diem on active duty, travel, and transportation for Reservists.

603-01.5.6. Legislative Policy. Documents on matters prepared to implement the need for changes affecting the Reserve and National Guard such as uniform promotions and retirements for all Components.

603-01.5.7. Personnel Data Systems. Documents on policy matters that establish a management information system for Reserve personnel, identify data elements, inputs, and outputs of the system. Does not include the IT documentation and retention separately or copies of users manuals described in the applicable 1600-series.

603-01.5.8. Accession and Training. Documents on issues, including GAO/IG reviews, on enlistment programs, policies for interservice transfer, retention studies, recruiting, initial entry, and refresher training.

603-01.5.9. Incentive Policy. Documents on issues and policy on special and incentive pays, bonus programs, educational benefit programs, including the Montgomery GI Bill, STIPENDS, and loan repayment.

603-01.5.10. Education. Documents on issues, information papers, and studies on educational opportunities within the military other than the Montgomery GI Bill.

603-01.5.11. Personnel. Documents on matters such as promotion of both officer and enlisted personnel, drugs and alcohol, HIV, Veterans' Reemployment Rights, and Family Policy.

603-01.5.12. Medical. Documents governing structure, utilization, training, equipping, and modernization of RC medical forces.

603-01.5.13. Separation and/or Transition. Issues, documents, studies, and policies on the separation and/or transition of Service members to, from, or between RCs. Included are items on benefits associated with separation/transition actions.

603-01.5.14. Corporate Information Management (CIM). Documents and policy on the CIM concept. Included are issues which increase the DoD functional management efficiency, and standardization of business processes and data, reduction of duplication in systems, and standardization of functional requirements.

Disposition: Permanent. Cut off and transfer to the WNRC when superseded or obsolete.

603-03.3. Reserve Affairs Administrative - Program and Budget - Files. This file contains documents required to prepare and defend the Reserve forces on planning, programming, and budgeting, and includes quantitative and qualitative input to the FYPD defining the requirements to support the Reserve program, and reviews, analyses, and plans from which the budget figures are generated.

603-03.3.1. Planning Phase. Reviews and analyses documenting participation in Defense Guidance process.

603-03.3.2. Program Phase. Reviews and analyses documenting the overall management of RA's participation in the POM and Program Decision Memorandum process.

603-03.3.3. Budget Phase. Reviews and analyses for the overall management of RA's participation in the OSD budget review process.

603-03.3.4. Audits and Inspections. Documents on GAO and OIG audits and reviews.

Disposition: Destroy after 5 years or discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward into the current file.

603-06.1. Reserve Affairs Committees Files. Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, inter-Department, international committees. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; Directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings and related documents. These are documents pertaining to those committees that OASD(RA) designates the chairman or secretariat or is the office of record. Reserve Forces Policy Board (RFPB). Charter, correspondence, membership roster, minutes, studies of policy issues of a multi-service nature resulting in recommendations for policy.

603-06.1.1. RFPB Annual Report. Annual report to Congress forwarded by the SECDEF and all correspondence leading up to and including the final report.

603-06.1.2. RFPB Membership/Alumni/Liaison Officer. Listing of members. Members are on the Board for a 3-year term. Term dates are all difference, so list is under constant revision. Alumni listing contains names of members who have left the Board; alumni are invited to quarterly meetings. Liaison officers points of contact between the Board and the Military Services.

603-06.1.3. RFPB Quarterly Meeting. Invitation letters, requests for active duty orders, thank-you letters, agendas, handouts used at meetings, executive summaries with recommendations, information regarding setting up meetings, and meeting books.

603-06.1.4. RFPB Field Studies. Correspondence regarding field studies made by the Board.

603-06.1.5. RFPB Issues Files. Issues the Board has discussed in its meetings and on which it has made recommendations. Also includes documentation on issues which affect the RCs.

Disposition: Permanent. Cut off when no longer needed for current operations and retire to the WNRC 5 years after cut off or when the committee is abolished. NOTE: Where committee minutes are transcribed from sound recordings, they may be erased when reduced to print.

603-06.2. Reserve Affairs Committee Files. These files contain documentation pertaining to committees that OASD(RA) does not appoint the chairman or secretariat.

603-06.2.1. RFPB General Information File. This file contains items of interest on a one-time basis such as letters from Reservists asking questions not really issues for the Board and information in general about RCs.

603-06.2.2. NCESGR General Information Files. This file contains correspondence with employees and commitments from employers to participate in the program; correspondence with industry and commitments from individuals concerned referrals and related papers.

603-06.2.3. Advisory Committee Activity. Documentation on general management and decision process concerning RCs within the Department of Defense.

603-06.2.4. Mobilization Steering Group. Documents concerning such mobilization issues as 200K call-up, civilian planning, casualty estimation, recruiting success, IRR screening, and attrition.

603-06.2.5. Medical Capability Evaluation Steering Group. Documentation on medical personnel requirements generation, DoD medical mobilization planning/execution process, and inspections of medical mobilization.

603-06.2.6. OSD Training Subcommittee. Documentation focused on the design of training strategies and technologies to the unique training needs of the RCs.

603-06.2.7. The National Reserve Forces Committee (NRFC) and the Confederation of Interallied Reserve Officers (CIOR). These meetings are hosted on a rotating basis and do not generate reports or advice or other documents of a permanent nature. These files consist of letters, memoranda, schedules, budgets, POCs one semiannual meetings, planning and budgeting documents for the U.S. hosting of the NRFC/CIOR Congress.

Disposition: Destroy when no longer needed for current operations.

603-07. Staff Visit Files. This file contains letters, rosters, POC lists on visits by foreign delegations to OASD(RA).

Disposition: Destroy when 5 years old, except files on recurring visits shall be destroyed on completion of the next visit.

603-08.3. Reference Paper Files. These files consist of technical and similar reproduced documents.

603-08.3.1. Defense Science Board. Documentation addressing several new research and development technological programs to keep a technological advantage.

603-08.3.2. Force Closure Files. Documentation on background information on the base realignment and closure commission establishment, DoD facility review process, and report approval and/or implementation steps.

603-08.3.3. Drug Program. Documentation on Guard and Reserve plans to support drug interdiction.

603-08.3.4. Force Mix. Documentation concerning potential force mix options and Total Force Policy notes on force mix issues.

603-08.3.5. Crisis Deterrence and Warfighting Capabilities. Contains Federal Emergency Management Agency (FEMA) Major Emergency Action Guidelist on interface with Reserve Affairs in fulfilling mutual national emergency preparedness responsibilities. Also, list of action officers for these emergency responsibilities.

603-08.3.6. Reserve Unit Priority System. Briefing information on a training and readiness model derived from existing databases and used to track status of resources.

Disposition: Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.