

## Request for Records Disposition Authority

Records Schedule Number DAA-0361-2014-0014  
Schedule Status Approved  
  
Agency or Establishment Defense Logistics Agency  
Record Group / Scheduling Group Records of the Defense Logistics Agency  
Records Schedule applies to Agency-wide  
Schedule Subject 240.28 - Defense Information System for Security (DISS)  
Internal agency concurrences will be provided No

Background Information

The Defense Information System for Security (DISS) is a family of systems solution that will replace JPAS and specifically addresses the security clearance and suitability determinations requirements of Section 3001 of Public Law 108-458, the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA). The records within these applications are used for personnel security, suitability, fitness, access management, continuous evaluation of the subject, and National Security by providing a common, comprehensive medium to record, document, and store investigation and adjudicative documentation and adjudicative actions within the Department, federal agencies, non-DOD, and DOD contractors. These applications will provide an evaluation status, outcome, and updates of investigative and adjudicative actions and decisions from trusted information providers, requestors; provides the ability for visit requests; subjects to self-report required information; and/or provides the ability for the subjects to be continuously evaluated for the subject's security clearance. It will also be used to compile statistical data used for analyses and studies. Decentralized access is authorized at the adjudication facilities, personnel security interfaces, services, DOD Component, approved Non-DoD agencies, and Industry security offices with a DD254 and Industry who is directly supporting continuous evaluation.

As a secure, end-to-end IT system, the DISS will be the authoritative source for the management, storage, and timely dissemination of and access to personnel security information. The DISS family of systems is comprised of two components: the Case Adjudication Tracking System (CATS) and the Joint Verification System (JVS). Once fully deployed, the DISS family of systems will replace the Joint Personnel Adjudication System.

The DISS has also been designated as the repository for adjudicative results for Suitability and HSPD-12 determinations by the 13 July

2011 USD(I) memo "Storage of Adjudicative Results in the Defense Information System for Security." The DISS (CATS) has been designated as the DoD non-Intelligence Community IT system for case management and adjudications by the 10 April 2009 USD(I) memo "Designation of the DoD Case Management and Adjudication Systems."

System Interfaces are: Scattered Castles, Industrial Security Facility Database (ISFD), Joint Personnel Adjudication System (JPAS), Joint Access Data System (JADS), SPADE Air Force Database System (AFADS), Full Service Directory (FSD), Defense Civilian Personnel Data System (DCPDS), Defense Industrial Security Office (DISCO), Contractor Verification System (CVS), Trusted Associate Sponsorship System (TASS)

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2                                 | 0                                     | 2                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0361-2014-0014

| Sequence Number |   |
|-----------------|---|
| 1               | <b>Defense Information System for Security (DISS)</b>   |
| 1.1             | Defense Information System for Security, Personnel Security Clearance, Suitability, and HSPD-12 Case Files.   |
| 1.1.1           | Personnel Security Clearance, Suitability, and HSPD-12 Case Files - Investigative Files, Closed.<br>Disposition Authority Number: DAA-0361-2014-0014-0001               |
| 1.1.2           | Personnel Security Clearance, Suitability and HSPD-12 Case Files. Investigative Files, Potentially Actionable.<br>Disposition Authority Number: DAA-0361-2014-0014-0002 |

## Records Schedule Items

| Sequence Number |   |                 |              |  |  |
|-----------------|---|-----------------|--------------|--|--|
| 1               | <p><b>Defense Information System for Security (DISS)</b><br/>Records are used to render decisions for personnel security, suitability, fitness, access management, continuous evaluation and to record, document, and store investigation and adjudicative documentation and adjudicative actions. Records provide an evaluation status, outcome, and updates of investigative and adjudicative actions. System Interfaces are: • Scattered Castles • Industrial Security Facility Database (ISFD) • Joint Personnel Adjudication System (JPAS) • Joint Access Data System (JADS) • SPADE Air Force Database System (AFADS) • Full Service Directory (FSD) • Defense Civilian Personnel Data System (DCPDS) • Defense Industrial Security Office (DISCO) • Contractor Verification System (CVS) • Trusted Associate Sponsorship System (TASS)</p> |                 |              |  |  |
| 1.1             | <p><b>Defense Information System for Security, Personnel Security Clearance, Suitability, and HSPD-12 Case Files.</b><br/>Files created under Office of Personnel Management procedures and regulations and related indexes. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance/access is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires and investigative reports, prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the case.</p>   |                 |              |  |  |
| 1.1.1           | <p><b>Personnel Security Clearance, Suitability, and HSPD-12 Case Files - Investigative Files, Closed.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2014-0014-0001</b></p> <p><b>Investigative files and the computerized databases which shows the scheduling or completion of an investigation</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                          <b>Yes</b></p>  |                 |              |  |  |
|                 | <table border="1"> <thead> <tr> <th data-bbox="381 1883 950 1915">Manual Citation</th> <th data-bbox="958 1883 1523 1915">Manual Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>   | Manual Citation | Manual Title |  |  |
| Manual Citation | Manual Title  |                 |              |  |  |
|                 |   |                 |              |  |  |

|           |                                  |
|-----------|----------------------------------|
| 8120.9.01 | DLA Records Disposition Schedule |
|-----------|----------------------------------|

Disposition Instruction

Cutoff Instruction                      Cutoff after closing date or the date of the most recent investigative activity

Retention Period                         Destroy 16 years from the date of closing or the date of the most recent investigative activity, whichever is later.

Additional Information

GAO Approval                                Not Required

Personnel Security Clearance, Suitability and HSPD-12 Case Files. Investigative Files, Potentially Actionable.

Disposition Authority Number         DAA-0361-2014-0014-0002

Investigative files and the computerized databases that contain investigations involving potentially actionable issue(s).

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

1.1.2

| Manual Citation | Manual Title         |
|-----------------|----------------------|
| 8120.9.02       | DLA Records Schedule |

Disposition Instruction

Cutoff Instruction                         Cutoff is after investigative closing or date of the most recent investigative activity.

Retention Period                         Destroy after 25 years from the date of closing or the date of the most recent investigative activity, whichever is later.

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  |
|------------|--------------------------|------------------|--|---|
| 09/22/2014 | Certify                  | Cecilia Wiker    | Records Manager                                  | Information Operations<br>- Document Services   |
| 12/08/2014 | Return for Revision      | David Weber      | for  | National Archives and<br>Records Administration<br>- Records Management<br>Services         |
| 01/08/2015 | Submit For Certification | Cecilia Wiker    | Records Manager                                  | Information Operations<br>- Document Services   |
| 01/08/2015 | Certify                  | Cecilia Wiker    | Records Manager                                  | Information Operations<br>- Document Services   |
| 04/23/2015 | Submit for Concurrence   | David Weber      | for  | National Archives and<br>Records Administration<br>- Records Management<br>Services         |
| 04/29/2015 | Concur                   | Margaret Hawkins | Director of Records<br>Management Services       | National Records<br>Management Program<br>- ACNR Records<br>Management Services             |
| 04/30/2015 | Concur                   | Laurence Brewer  | Director, National Records<br>Management Program | National Archives and<br>Records Administration<br>- National Records<br>Management Program |
| 05/04/2015 | Approve                  | David Ferriero   | Archivist of the United States                   | Office of the Archivist -<br>Office of the Archivist  |