

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-GRS-87-10

DATE RECEIVED

3-4-87

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

Federal Emergency Management Agency

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Alfred E. Warren

5. TELEPHONE EXT.

646-2641

DATE

6-1-87

ARCHIVIST OF THE UNITED STATES

Frank A. Bunker

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE
3/12/87

C. SIGNATURE OF AGENCY REPRESENTATIVE
Alfred E. Warren

D. TITLE
Director Record Appraisal
Chief, Records & Information Systems Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>These records should be considered for incorporation into a General Records Schedule.</p> <p><u>National Defense Executive Reserve Files (NDER)</u></p> <p>The NDER is a program for recruiting and training experienced business executives and other civilian personnel to serve in key government positions during periods of national emergency. Reservists augment the staffs of federal departments and agencies when organizations must rapidly mobilize to respond to national security emergencies.</p> <p>Reservists come from all civilian professions: agriculture, business and industry, education, energy, labor, management, transportation, and others.</p> <p>Federal departments and agencies with major mobilization responsibilities are authorized by the Director of the Federal Emergency Management Agency (FEMA) to establish Reserve units. FEMA is responsible for administering and evaluating the program. It coordinates the activities of thirteen sponsoring departments and agencies with Reserve units, sets recruitment and training standards, and approves Reservist applications. A term of membership in the program is for a period of three years. There is no statutory limit on the number of persons authorized to participate in the NDER, but FEMA sets ceilings for each unit, based on</p>		<p>2 items</p>

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	<p>sponsoring agency requests. The extent of the program depends on the emergency needs and responsibilities of the participating agencies. The NDER currently has about 2,300 designated members.</p> <p>Authority for the NDER program is contained in the following:</p> <p>a. The Defense Production Act of 1950, as amended (section 710(e) and</p> <p>b. Executive Order 11179 of September 22, 1964 as amended by Executive Order 12148 of July 20, 1979.</p> <p>The thirteen departments and agencies of the Federal Government designated in Executive Order 11490 are responsible for applying the provisions of Federal Preparedness Circular #24 in the administration of the NDER program.</p> <p>The files contain FEMA form 85-3 National Defense Executive Reserve Qualifications Statement, which includes such items as name, state of birth, social security number, and other personnel and administrative records, skills inventory, training data, and other related records necessary to coordinate and administer the NDER program.</p> <p>The files are arranged alphabetically by reservists last name.</p> <p><u>Authorized Disposition</u></p> <p>Destroy 5 years after reservists terminates from the NDER program</p> <p>Applications of those individuals who apply for assignment and which are rejected are kept for 5 years and then destroyed.</p> <p><i>See attached</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>National Defense Executive Reserve (NDER) case files.</u></p> <p>(a) Case files on reservists.</p> <p><u>Disposition:</u> Destroy 5 years after termination from NDER program.</p> <p>(b) Case files on individuals whose applications were rejected or withdrawn.</p> <p><u>Disposition:</u> Destroy 5 years after rejection or withdrawal of application.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><u><i>Christopher M. Beam</i></u> <u><i>5/28/87</i></u> NARA appraiser date</p> <p><u><i>Alfred E. Warren</i></u> <u><i>5/28/87</i></u> Agency representative date</p>		