

705 – Department of Military Affairs File Plan

This file plan was developed to be a guide for Department of Military Affairs employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Department of Military Affairs. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

705-001 SPECIAL MILITARY ORDERS:

Division/unit: Air national guard division

Maintenance system: Chrononumeric by federal fiscal year, and series number.

Record series content: Records concerning personnel actions, travel, active duty, schedule of inactive duties. Record may show individuals name, address, social security number, special order number, series number, assignment, general instructions, reporting instructions, date, duty period, demobilization authority, fund cities, authentication and certification, etc. Orders may contain a numerical log by name and date.

Classification: 1.21.2.232 NMAC, Military Files

File closure: Close of federal fiscal year in which action completed

Confidentiality: Confidential

[New - 03/31/2021]

705-002 to 705-010

705-011 OFFICIAL MILITARY PERSONNEL FOLDER (OMPF) FILES:

Division/unit: Army national guard division

Maintenance system: Chronological by federal fiscal year, then alphabetical by surname

Record series content: Records documenting the entire service record for army and air national guard members. Files may include transfer orders, separation orders, discharges, travel orders, active duty orders, investigations on accidents, litigations, etc.

Classification: 1.21.2.232 NMAC, Military Files

File closure: Close of federal fiscal year in which member action completed or retirement

Confidentiality: Portions of this record may contain confidential information pursuant, but not limited to, 5 USC Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., medical information), Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (1996) (i.e., health information).

[New - 03/31/2021]

705-012 ORDERS LOG:

Division/unit: Army national guard division

Maintenance system: Alphanumeric by individuals name and order number

Record series content: Log books used for tracking of all orders for Army National Guard members individual personnel action orders. (e.g., travel, transfers, etc.). Log may show order number, date cut, name of guard member, social security number, effective date, amend/revoke section, etc.

Classification: 1.21.2.232 NMAC, Military Files

File closure: Close of federal fiscal year in which action completed

[New - 03/31/2021]

705-013 MILITARY PERSONNEL ORDERS FILES:

Division/unit: Army national guard division

Maintenance system: Numerical by order number

Record series content: Records concerning travel, promotions, courts-martial, training, personnel actions, separations, additional duty appointments issued by headquarters department of the army (HQDA) or by any other element of the army (e.g., national guard). Files may contain memorandums on special appointments, logs, indexes, or other control documents used to ensure continuity of order numbers.

Classification: 1.21.2.232 NMAC, Military Files

File closure: Close of federal fiscal year in which action completed
[New - 03/31/2021]

705-014 PERMANENT ORDERS RECORD SET FILES: (MARKS FN: 310-10c)

Division/unit: Army national guard division

Maintenance system: Chronoalphabetical by order date and individuals name

Record series content: Record set of permanent orders pertaining to organizational actions, awards, decorations issued by any element of the army (i.e., national guard, department of the army general order/DAGO, headquarters, department of the army/HQDA).

Classification: 1.21.2.232 NMAC, Military Files

File closure: Close of federal fiscal year in which action completed
[New - 03/31/2021]

705-015 to 705-020

705-021 STATE ACTIVE DUTY EVENT FILES:

Division/unit: State programs

Maintenance system: Chronological by date, then alphabetical by mission name

Record series content: Records documenting the events concerning the executive order issued by the governor initiating the active duty of the national guard to a state emergency. Files may include executive order, state duty pay roll register, state duty orders, copy of the *emergency management assistance compact*, project worksheet, copy of the sub grantee agreement, situation reports, request for procurement for state duty, copy of purchase orders, copy of invoices, copy of payment vouchers, work orders, copies of warrants, correspondence, etc.

Classification:

(A) **Event records:** 1.21.2.919 NMAC, Response - National Guard

(B) **Event financial records:** 1.21.2.301 NMAC, Accounts Payable

File closure:

(A) **Event records:** Date of mission completion

(B) **Event financial records:** Close of federal fiscal year in which created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

705-022 to 705-030

705-031 NEW MEXICO YOUTH CHALLENGE CADET FILES:

Division/unit: Youth challenge

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and participation history an individual approved to participate in the New Mexico youth challenge program. Files may include cadet folders (e.g., application, copy of physical examination, letters of recommendation, *official power of attorney*

form, applicants juvenile probation report, copy of identification (e.g., birth certificate, social security card, driver's license, etc.), copy of parent or legal guardian driver's license, letter of interest, copy of money order, copy of bank statements, withdrawal slips, receipts, letters requesting closure of bank account, etc.), mentor folders (e.g., application, copy driver's license, letters of recommendation, background check and results, fingerprint cards, correspondence, etc.), case manager folders (e.g., copy of cadet application, copy of mentor application, mentor reports, case manager reports, etc.), cadet disciplinary folders (e.g., spot reports, incident reports, investigation documentation (e.g., interviews, statements, etc.), final decisions, appeals, disciplinary review board recommendation report, etc.), cadet medical folders (e.g., immunization records, copy of drug test, copy of medical discharge papers, allergic reaction form, copy of insurance cards, copy of power of attorney form, etc.), correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.805 NMAC, Juvenile Records

(B) **Withdrawn or denied files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure:

(A) **Approved files:** Date of program completion or revocation

(B) **Withdrawn or denied files:** Date withdrawn or denied

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

705-032 NEW MEXICO YOUTH CHALLENGE PROGRAM GRADUATE REPORTS:

Division/unit: Youth challenge

Maintenance system: Chronological by date

Record series content: Records documenting the completion rates by participants in the program.

Reports may show participation number, program completion rate, high school equivalency completion, age, gender, county, etc.

Classification: 1.21.2.413 NMAC, Federal Compliance and Reporting

File closure: Date of report

[New - 03/31/2021]

705-033 NEW MEXICO YOUTH CHALLENGE PROGRAM DIRECTOR'S BIENNIAL SELF ASSESSMENT REPORTS:

Division/unit: Youth challenge

Maintenance system: Chronological by date

Record series content: Records documenting the functional and resource management monitoring to ensure federal guidelines and requirements are being met by the program. Reports may show functional area (e.g., operational, resources management, etc.), director's information (e.g., name, e-mail, phone, etc.), assessment tool evaluation checklists, justification explanation and course of action for correction statements, etc.

Classification: 1.21.2.413 NMAC, Federal Compliance and Reporting

File closure: Date of report

[New - 03/31/2021]

705-034 NEW MEXICO YOUTH CHALLENGE CADET GENERAL EQUIVALENCY DIPLOMA COMPLETION REPORTS:

Division/unit: Youth challenge

Maintenance system: Chronological by date

Record series content: Records documenting completion of general equivalency diploma courses by participants. Reports may show name, test dates, subjects, score, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date of report

[New - 03/31/2021]

705-035 FEDERAL CHALLENGE OPERATIONAL AND RESOURCE AUDIT FILES:

Division/unit: Youth challenge

Maintenance system: Chronological by fiscal year

Record series content: Records documenting the federal performance evaluation of the program. Files may include staff training worksheet, financial performance checklist, operation performance checklist, operation readiness compliance checklist, resource management operation checklist, federal evaluation report, memoranda addressing findings, goal notes, spectrum group final report, correspondence, etc.

Classification: 1.21.2.413 NMAC, Federal Compliance and Reporting

File closure: Close of fiscal year from date of audit

[New - 03/31/2021]

705-036 NEW MEXICO YOUTH CHALLENGE DATABASE:

Division/unit: Youth challenge

Maintenance system: Chronological by primary key

Record series content: Database tracks and maintains program information pertaining to cadet progress and completion of the program. Data may include cadet data (e.g., application, reference letters, contact information, etc.), mentor data (e.g., application, background check results, references, etc.), case manager data (e.g., case manager report, mentor report, correspondence, etc.), disciplinary data (e.g., spot reports, incident reports, investigation documentation (e.g., statements, etc.), final decision, appeals, disciplinary review board recommendations report, etc.

Classification: 1.21.2.413 NMAC, Federal Compliance and Reporting

File closure: Close of fiscal year from date of cadet program completion or participation revocation

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]