

## ROLES AND RESPONSIBILITIES

### 1. DON EIS and RMA Program Managers:

- Ensure their EISs and/or RMAs comply with the guidance contained in this memorandum.
- Document the RM-related requirements of their EISs in DITPR-DON and RMAs in DADMS. Enclosures (2) and (3) provide additional guidance.
- Collaborate with RM subject matter experts to assess the records related determinations cited in this memorandum and to ensure correct information is entered in DITPR-DON. Available RM experts include U. S. Navy (USN) and U. S. Marine Corps (USMC) Record Managers, command records managers/officers, and Echelon II/USMC Command Designated Records Managers.

2. The USN and USMC Records Managers may prescribe Service specific processes for DITPR-DON documentation. Currently, the USMC Records Manager is completing DITPR-DON "RM" tabs for USMC EISs, and USN Echelon II Record Officers are completing the "RM" tabs for systems within their chains of command.

3. As part of the annual EA reviews, the DON CIO RM Team will review each system registered in DITPR-DON to ascertain the system's compliance with the RM functional requirements outlined in enclosure (2).