DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MAR 26 2015

MEMORANDUM FOR DIRECTORATE OF MATERIAL MANAGEMENT
ATTN: HAWTHORNE, NV DEPOT OPERATIONS

SUBJECT: Appointment of Records Coordinator (RC)

In accordance with DLAI5015.01, Records Management, Mr. Gary Amunson is appointed as an RC for the DLA Strategic Materials' Directorate of Material Management, Hawthorne, NV Depot Operations.

The RC will serve as point-of-contact for RM between the Directorate of Material Management, Hawthorne, NV Depot Operations office and the DLA Strategic Materials Component Records Officer for records management issues.

The Records Coordinator will handle RM issues within the Directorate of Material Management, Hawthorne, NV Depot Operations office to include, but not limited to:

- Liaison to Component Records Manager (RM)
- Ensures the Business Unit records are identified and filed properly (both paper and electronic)
- Prepares office file plans
- Performs office RM evaluations
- Prepares records for FRC Storage
    - Prepares SF-135s and box lists
    - Packs boxes and/or verifies they are packed correctly
    - Coordinates with Component RM for shipping to FRC
- Ensures Temporary business unit records are destroyed IAW DLA Records Disposition Schedule
    - Notifies Component RM when records are destroyed
- Reports Unscheduled records to CRO
    - Collaborates with Component RM to get records scheduled

Point of contact for this action is Ms. Wanda Fleming, Office of the Administrator, (703) 767-6529, DSN 427-6529 or email: wanda.fleming@dla.mil

Gary Porter
Director
Directorate of Material Management

I understand and acknowledge the duties and responsibilities of the RC outlined in DLAI 5015.01, Records Management.

GARY AMUNSON