

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		(IVE BLANK (NARA use only))	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-AR-03-11</i>	
1 FROM (Agency or establishment) U S Army		DATE RECEIVED <i>2-5-2003</i>	
2 MAJOR SUBDIVISION U S Army Records Management and Declassification Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Sandy Mc Intosh</i> <i>Kandy Light</i>	5. TELEPHONE (703) 806- 3445 <i>3556</i>	DATE <i>7-14-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>5 Nov 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N GREENHALGH		TITLE Director, Records Management Division
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Background A recommendation was made and approved by the HQDA proponent that the DA Form 759, Individual Flight Record and Flight Certificate, be pulled from the soldier's Individual Flight Record (IFR) Folder at the Transition Center and sent to the Official Military Personnel File (OMPF) custodian for inclusion in the OMPF All information in the IFR Folder appropriate for inclusion in the OMPF is annotated on the DA Form 759 The remainder of the contents of the IFR Folder will be given to the soldier at time of separation The OMPF has been declared a permanent record by the Archivist of the U S Current instructions in AR 600-8-104 are to pull the DA 759 and include it in the separation package created at the Transition Center. It does not, however, include it in the documents contained in the OMPF This action, along with the requested changes to AR 600-8-104, AR 95-1, and FM 1-300 should amend the business process the get the DA 759 made part of the OMPF The current disposition says to: "Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of the individual " This file follows the aviator throughout their Army career and then is retired to ARPERSCOM for further processing If the aviator has a recall commitment after initial separation, ARPERSCOM holds the file until the recall commitment period ends. As it stands right now, ARPERSCOM is holding the entire file indefinitely since the DA 759 is not PERMed and included in the OMPF This action formalizes the current business process for the IFR Folder <i>cc. Agency, NR, NWMW</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	FN: 95-1a(1) Title: Individual Flight Records and Flight Certificate-Army (DA Form 759) Privacy Act: A0095-1aTRADOC Description: Information providing a record of the experience of individuals piloting Army Aircraft that are included on the DA Form 759. Disposition: Code TEP. Event is upon separation. The Transition Center will pull the most current DA Form 759, Individual Flight Record and Flight Certificate-Army, from the Individual Flight Record Folder (IFRF) and forward it to the Official Military Personnel File (OMPF) Custodian for inclusion in the soldier's OMPF. The remainder of the IFRF will be given to the soldier upon separation processing at the Transition Center.	NCI-AU-82-15 NC-AU-75-4	4/6/03
2	FN: 95-1a(2) Title: Individual Flight Records Folder (IFRF) (DA Form 3513) Privacy Act: A0095-1aTRADOC Description: Information providing a record of the experience of individuals piloting Army Aircraft. Included are the individual flight records, aeronautical rating orders, flying status orders, suspension from flying status orders, qualification records, reports of annual physical examinations, and related records. Disposition: Code KE0. Event is upon separation. The Transition Center, after pulling the most current DA Form 759, Individual Flight Record and Flight Certificate-Army from the IFRF, will give the remainder of the IFRF to the soldier upon separation processing at the Transition Center.	NCI-AU-82-15 NC-AU-75-4	4/6/03
3	The electronic version of all records on this Schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating; whichever is later.		per e-mail dated 4/1/03 from Handy Light.