

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AFW-03-6</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>1-2-03</i>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION CENTER		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 COMMUNICATIONS AND OPERATIONS DIRECTORATE			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM <i>Air Force Records Officer</i>	5. TELEPHONE (703) 588-6194	DATE <i>1-2-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 2 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,

is not required; is attached; or has been requested.

DATE <i>18 Dec 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i> OLTHEA S. CROOM	TITLE AIR FORCE RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
<i>(2)</i>	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p style="text-align: center;">MANPOWER AND ORGANIZATION (TABLE 38-3) (Applicable Air Force-Wide)</p> <p>Manpower and Organization functions must accurately define contract manpower equivalent (CME) requirements for service-type contracts. CME computation and documentation provide the Air Force with an estimate of the size of the contractor workforce, as part of the total Air Force manpower requirements documented in the Manpower Data System (MDS) supporting the Air Force mission.</p> <p style="margin-top: 20px;"><i>cc: Agency NA NWML</i></p>		

TABLE 38-3				
MANPOWER AND ORGANIZATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
① *35	Contract Manpower Equivalent (CME)	All documents used to calculate, validate, create or support contract manpower equivalents	Maintained at all levels below HQ USAF	Destroy when superseded ^{or} obsolete or no longer needed, ^{when} whichever is later. AUTH:

Above change in disposition agreed to by
Olthea Croom 1/6/03. -R. Noble