

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AFW-03-11</i>	DATE RECEIVED <i>2-7-2003</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION DIRECTORATE OF COMMUNICATIONS OPERATIONS			
3. MINOR SUBDIVISION FORCE AND INFORMATION MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM Air Force Records Officer	5. TELEPHONE (703) 588-6194	DATE <i>7/10/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alison Weir</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 6 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 4 Feb 03	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<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>AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS) (TABLE 13-10) (Applicable Air Force-Wide)</p> <p>This submission is a substantive change to the entire table.</p> <p>The current rules, 3, 4, 12, 16, 17, 36, 41, and 42 disposition will remain the same with description updates in Columns A and B.</p>	<p>GRS 20, items 13 and 14</p>	

SA 7/10/07 copies sent to Agency, NAWM, NR

Table 13-10

AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS)

OLD RULE	NEW RULE	A	B	C	D
		If the records are or pertain to	consisting of	which are	then
	1	ARMS Database	daily and weekly ARMS Data backup	at Standard Systems Group	destroy after 30 days. AUTH:
1	1.01	ARMS Database	Data Warehouse Flying hours Archives (Operational ARMS data warehouse)	at Standard Systems Group	destroy after 30 years. AUTH:
12 (partial)	2	AFTO 781, Arms Aircrew/Mission Flight Data, AF Form 3520, Aircrew/Mission Flight Data Extract	Original AFTO Form 781, ARMS Aircrew/Mission Flight Data Document, and AF Form 3520, Aircrew/Mission Flight Data Extract	at the Host Aviation Resource Management (HARM) Office	Destroy after 56 years AUTH:
	3	Source Documents for AFTO Form 781, Arms Aircrew/Mission Flight Data	NASA Flying Hour Logs, Foreign or other military service flight activity documents, or any other flying hour documents used to log time on AFTO Form 781 and flight authorizations	at the Squadron Aviation Resource Management (SARM) or HARM Offices	destroy after 25 months. AUTH:
3	4	AF Form 1887 ARMS Aeronautical Order (AO) or Computerized Aeronautical Order Master Record Set (Original)	Aircrew, parachutist, operational support and non-interference members authorization to participate in flight/jump activity, entitlement to incentive pay, and wear of aeronautical rating and badges.	at the HARM office	destroy after 56 years. AUTH: N1-AFU-86-23
	5	AF Form 1887, ARMS Aeronautical Order or Computerized Aeronautical Order (Copy)		individual flight/jump records copy at the HARM office	File in the Flight Record Folder (FRF) or Jump Record Folder (JRF). AUTH:
	6	AF Form 1887, ARMS Aeronautical Order or computerized Aeronautical Order (HQ AFPC)	microfiche or electronic copies of AOs	At HQ AFPC	Destroy after 56 years. AUTH:
	7	Source Docs for AOs	consisting of badge applications, TDY/PCS orders, in-processing sheets, interface data,	at the HARM office	destroy after 2 years. AUTH:
11	8	AF Form 5, Individual Flight Records	AF Form 5, Individual Flight Records-Pilot; AF Form 5a, Individual Flight Record-Aircraft Observer	at the HARM office	File in the FRF. (See Note 6.) AUTH:
6 (partial)	9	AF Forms 1520, arms flight pay entitlement worksheet	Individual FRF tracking of all conditional flight time for entire aviation career and application of conditional flying hours for HDIP, conditional ACIP/CEFIP entitlement	at the HARM office	File in the FRF/JRF AUTH:

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OLD RULE	NEW RULE				
	10	Source documents for AF Form 1520	AETO Form 781 and AF Form 3520 entries	at the HARM office	Destroy after 52 years.
6 (partial)	11	AF Form 1521, arms jump pay entitlement worksheet	Individual JRF tracking of all jump accomplishments and application of jumps for pay entitlement	at the HARM office	File in the JRF. AUTH:
	12	Source Documents for AF Form 1521	AF Form 922, ARMS Individual Jump Record	at HARM Office	File in the JRF. AUTH:
4	13	AF Form 1522, ARMS Additional Training Accomplishment	Recording of training accomplishment	at SARM	Destroy after 2 years. AUTH:
	14	Source Documents for AF Form 1522	Accomplishment forms from outside agencies, certificates of training, and instructor logs of student class roster used to record attendance	at SARM	Destroy when no longer needed. AUTH:
	15	AF Form 196, Parachutist Badge Application	AF Form 196 Parachutist Badge Application used to submit for award of parachutist badges	at HARM office	Destroy after 2 years AUTH:
	16	AF Form 142, Aviation Service Worksheet	AF Form 142, Aviation Service Audit Worksheet manual audit FRF copy and pre-ACI 1999 historical Air Battle Manager and Career Enlisted Aviator Historical copies	at HARM office	File in the FRF/JRF. AUTH:
	17	Military pay orders	FRF or JRF file copies of the military pay order DD Form 114 or AO used to initiate or terminate Aviation Career Incentive Pay (ACIP), Career Enlisted Flying Incentive Pay (CEFIP), flying Hazardous Duty Incentive Pay (HDIP), or jump HDIP	at HARM office	File in the FRF/JRF. AUTH:
43	18	Military pay records	Suspense file copies of AF Form 1373, MPO Document Control Log - Transmittal and copy of the MPO	at the HARM office and/or at member's duty station	Destroy after 2 years. AUTH:
44	19	Daily Register of Transactions	Daily Register of Transactions (DROT) or financial equivalent that shows each transaction forwarded to DFAS-DE-JUMPS	at the HARM office or at member's duty station	Destroy after 2 years. AUTH:
	20	Source documents for ARMS, flying and parachutist training update forms	Mission/Training Accomplishment Forms listing training events where crew members log their mission training accomplishments for entry in ARMS	at SARM	Destroy after 2 years. AUTH:
16 (partial)	21	Arms Output (HARM Office)	Aircraft Investigation Products to include IDS, Fly History, and IFR for investigation	at HARM Office	Destroy after 2 years. AUTH:

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OLD RULE	NEW RULE				
	22	ARMS Output Operations Systems Management, etc.	Operations systems management; Aviation Service Period Suspense Listing; Headquarters Operations Resource Information Management Audit List; HQ Operations Resource Information Systems Report; HQ Allocation Recap listings; MILPDS interface listings	at HARM office	Destroy after 3 months. AUTH:
18 (partial)	23	ARMS output, fly pay control, etc.	Flight pay entitlement verification (or browser equivalent) listings, Fly pay control document; ASC Conditional entitlement flying hours; Acknowledge report and PCS products (IDS, FHR, and IFR)	at HARM Office	Destroy after 2 years. AUTH:
	24	ARMS output, flying activity update summary, etc.	Flight time and jump update summaries; HQ Allocation Recap	at SARM or HARM Office	Destroy after 2 months. AUTH:
20 (partial)	25	ARMS output, individual data summary, etc.	Annual and PCS, SEP, and RET copy of individual data summary (IDS), flying history records (FHR)(and jump equivalent), Individual flight record (IFR) (and jump equivalent); entitlement status verification; and 120 day notification letter	at HARM Office	File in FRF/JRF. (See Note 6.) AUTH:
	25.01	IDS/FHR Inquiries			Destroy when no longer needed. AUTH:
	26	ARMS Output, individual flight data, etc.	Individual flight time summaries; or other ADHOC ORACLE discover developed reports	at SARM Office	Destroy when superseded, obsolete or no longer needed. AUTH:
	27	ARMS Output, training summaries, mission accomplishment reports, etc.	Individual mission or training accomplishment reports, end of month copies of the individual training summaries, flying time maximum reports, training profile master listing, training profile assignment listing, and Unit Currency Summary or ADHOC equivalent	at SARM office	Destroy after 2 years. AUTH:
17 (partial)	28	ARMS Output, Unit Training Status Summary; etc.	Unit Training Status Report, Aircrew Experience Report, and all other training reports not covered elsewhere in this Table	at SARM office	Destroy when superseded, obsolete or no longer needed. AUTH:
	29	ARMS output, training update audit list	Training update audit listing of daily training transactions to ARMS	at SARM office	Destroy after 2 months. AUTH:
	30	AF Form 922, Quarterly Jump Record	AF Form 922, Quarterly Jump Record as pertains to actual jumps logged	at HARM Office	File in the JRF. AUTH:
	31	Certificates of jump training, etc.	As pertains to completion of airborne and military free fall and jump masters schools	at HARM office	file in the JRF. AUTH:

OLD RULE	NEW RULE				
	32	Record of Sonic Boom Activity	AF Form 121 that relates to specific sonic boom activity logged by aircrew at time of occurrence	at HARM Office	Destroy after 2 years. AUTH:
	33	ARMS Sonic Boom Transmittal Log	Log of Sonic Booms	at HARM Office	Destroy after 2 years. AUTH:
8, 9	34	Certificates of Aircrew Qualification	AF Form 8 that relate to individuals qualification	copies at unit level Standard Evaluation Office	File in the FEF. AUTH:
	35	Record of Evaluation	AF Form 942, Record of Evaluations to track specific aircrew qualification history	copies at unit level Standard Evaluation Office	File in member's FEF. AUTH:
25, 30, 31, 36	36	Flight, Jump or Flight Evaluation Record Folders (FRF/JRF/FEF) on rated career enlisted aviators, non-rated aircrew members engaged in flying duties or parachutist members on valid aeronautical orders (See Notes 1 and 2)	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARM, except the FEF when an aircrew member is on active status it is maintained in the SARM, otherwise it is maintained in HARM	When member changes station, give member his/her file to hand-carry to gaining HARM office; forward any subsequently received related documents to the gaining HARM office. AUTH: N1-AFU-86-23 (See Notes 3 and 4.)
26, 32, 37	37	Flight, Jump, or Flight Evaluation Record Folders when member is disqualified for flying duties or detached from jump duty	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act.	at HARM office	When a member is disqualified or jump duty terminated, release member's record to him/her 5 years after disqualification or termination of jump duties. Exception: Release FRF to an operational support member when member has not been active for one year. AUTH: (See Notes 2 and 4.

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OLD RULE	NEW RULE				
27, 33, 38	38	Flight, Jump, or Flight Evaluation Record Folders when member is separated or retired from service	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARM office	When a member is separated or retired from service, release member's file to him/her. When a member cannot be located, mail the record to member's home of record; if file is returned, hold for 3 years and then destroy. AUTH: (See Notes 2, 4, and 6.),
28, 34, 39	39	Flight, Jump, or Flight Evaluation Record Folders when member is missing in action	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARM Office	When member is reported as missing in action, captured, or interned, send file on rated member to MPF for inclusion in member's master personnel records group, pending final disposition from AFPC. When member returns to duty, send record to member's gaining HARM. AUTH: (See Notes 2 and 4.)
29, 35, 40	40	Flight, Jump, or Flight Evaluation Record Folders when member is reported as deceased	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARM Office	When member is deceased, his/her file becomes personal effects; dispose of per AFI 34-244. AUTH: N1-AFU-86-23 (See Notes 2 and 4.)

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OLD RULE	NEW RULE				
41	41	Aircrew Waivers	Waiver requests (approvals or denials) to flying requirements or procedures prescribed in AFIs 11-202, 11-401, 11-402 for aircrew or parachutist and their flight/and or jump duties	at HARM or SARM office (when applicable)	File in FRF/JRF. AUTH:
42	42	Approval of Contractor Operating Procedures and Flight Crews	Contractor crew member flight and crew member qualification record, and related documentation	at HARM or SARM office (when applicable)	Destroy 90 days after contract terminated or sooner if requirement to fly is canceled. AUTH: N1-AFU-86-23
49	43	Flying Evaluation, Faculty, Aircrew Evaluation, or Aeronautical Rating Boards	Board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending aircrew member from returning him/her to flying status	MAJCOM Aviation Management office	Destroy case files after 5 years. AUTH:
44	44	Other aviation or parachutist service actions	Flying activity waivers, or other waivers/messages pertaining to an individual's aviation or parachutist service	at HARM office	File in the member's FRF/JRF. AUTH:
50	45	Flying status reports	Reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non-crew requirements		Destroy after 1 year. AUTH:

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["OLD RULE" = current (approved) rule, as presented in AFMAN 37-139.

"NEW RULE" = proposed rule in N1-AFU-03-11.]

NOTES:

- 1: Members review their FRF, JRF, and FEFs at certain intervals and certify on completeness and accuracy of those records.
- 2: Before permanently releasing an FRF, JRF, or FEF to a member in Rules 37 through 40, remove all documents that account for disclosures of records requested under Privacy Act. Destroy the disclosure records 5 years after the date of disclosure (see table 33-30, rule 8).
- 3: When changing to another duty station, member is given a flight record package that contains the FRF, FEF, or JRF, to hand-carry to gaining station.
- 4: See AFIs 11-401 and 11-421 for custodial, procedure, and action requirements for members and HARM and SARM offices concerning entries in ARMS, and maintenance, review, station to station transfer requirements of FRF, FEF, and JRFs, and their disposition.
- 5: RESERVED.
- 6: Under Table 13-10, Rule 8, retire one copy of the member's final Individual Flight Record – Pilot (AF Form 5) to the member's Official Military Personnel File (OMPF) upon his or her separation or retirement from service.