

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-AFU-86-23
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		DATE RECEIVED	1/6/86
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY SECTION		In accordance with the provisions of 44 U.S.C. 3302, the disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J Jost	5 TELEPHONE EXT 694-3527	DATE 4/7/81	ARCHIVIST OF THE UNITED STATES <i>Clarence M. ...</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 14 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 12 Sep 88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Sect Directorate of Information Mgt and Admin
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>TABLE 60-5 (Revised) AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEM (AFORMS) (Formerly: INDIVIDUAL FLIGHT AND AIRCREW EVALUATION RECORDS) (Applicable Air Force-Wide)</p> <p>The purpose of this request is to submit a complete revision of the disposition instructions for the records prescribed in the former table on Individual Flight and Aircrew Evaluation Records and additional documents.</p> <p>JUSTIFICATION: The information furnished by AFORMS pertains to routine daily operations involving flight management and aircrew training. Data is refreshed daily and contains a number of accomplishments of various training events such as landings, take-offs, special types of missions, day versus night data, flying hours, etc. Retainability of data on the magnetic media must be of a duration to ensure accurate system recovery in case of error (processing, data entry, power outage, other system problem, etc.). Retainability of various magnetic media products varies due to use in other systems (HORIS, MMICS, BLMPs, FRDS) and is retained only long enough to guarantee receipt and accuracy of the gaining system's data.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

PAGE

OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2	<p>In regards to Rule 11, the same logic applies here as to the aeronautical orders (Table 10-3, Rule 2.1). The rationale is that if these records are created when a member is 19 years old then in 56 years the member should be 75 and administrative use of the record would have been ended for Air Force use. We believe because of the age and interest in these records, the National Archives may need for permanent retention. Note that they pertain from early flight through the World War II years and the Korean War.</p>		
3	<p>Reference Rule 12, these cover the Vietnam War period. They may also be of interest to the National Archives. We are looking for pilot data in use with MIA and POW records.</p>		
4	<p>As for the HORIS reports mentioned in Rules 45 through 48, they are consolidated by HQ USAF using various computer systems and computer techniques to comply with flight management oversight direction from Congress contained in public laws (The National Security Act of 1947, 37 USC 301, PL 92-204, Section 715, and the Aviation Career Incentive Act of 1974, PL 93-294). This flight management responsibility includes utilization of the HORIS data to meet the needs of Congressional inquiries and requests from various government agencies, to monitor Air Force field operations to ensure compliance with Air Force flight management policies, to provide access for authorized agencies and or organizations to information contained in all or segments of the data base, and to ensure proper training and employment of aircrew resources and applicable personnel who support those resources.</p> <p>Request you approve this revision. We add an information sheet provided by the Office of Primary Responsibility on HORIS.</p>		

Headquarters Operations Resource Information System (HORIS)

AFP 178-5, Index of Headquarters USAF Controlled Reports as of 30 Sep 83, 25 Nov 83; OPR AF/SIPBI; refers to the HORIS Report as follows:

RCS/OMB Number: HAF-XOO(M&AR)7103  
Title: USAF Rated Report  
Directive Preparing Agency: AFM 60-352, AF/XOOFB  
Msg 031828Z Dec 73;  
ALMAJCOM

AFM 60-352 was superceded by AFM 171-190, Vol II when the Air Force Operations Resource Management System (AFORMS) was implemented in 1983. The following HORIS information and instructions are contained in AFM 171-190, Vol IIF, 1 Apr 84; Section 8.3, AFORMS - Headquarters Operations Resource Information System (HORIS) Interface, page 8-3:

"The HORIS interface flows data on rated and nonrated aircrew forces to Headquarters Air Force. This data is compiled and provided to Congress for funding and policy making decisions. Although the HORIS Report comes from the AFORMS data base, some of the primary data comes from the Air Force Personnel Data System (APDS). It gets to the AFORMS data base via interface with BLPS; then BLPS to AFORMS.

8.3.1 INITIATION PROCEDURES. The interface is initiated automatically by EOM programs or by submitting a product request card. If the data base is error free, the RCS: HAF-XOO(M&AR)7103 report will be produced. If there are errors in the data base, the report will be produced when they are corrected. The request card does not need to be reentered."

Detailed instructions which generate the HORIS Report through AFORMS computer control continue for the remainder of Section 8.3.

HORIS Report data is consolidated at HQ USAF/XOOTW in the Pentagon using various computer systems and computer techniques to comply with flight management oversight direction from Congress contained in public laws (The National Security Act of 1947, 37 USC 301, PL 92-204, Section 715 and the Aviation Career Incentive Act of 1974, PL 93-294). This flight management responsibility includes utilization of the HORIS data to meet the needs of Congressional inquiries and requests from various government agencies, to monitor Air Force field operations to ensure compliance with our flight management policies as contained in AFRs 60-1 and 60-13, to provide access for authorized agencies and organizations to information contained in all or segments of the data base, and to ensure proper training and employment of our aircrew resources and applicable personnel who support those resources.

TABLE 60-5

N U I D	A	B	C	D
	If documents are pertinent to	consisting of	which are	then
1 *	AFORMS data base	magnetic tapes, disks, cards that store the data that passes the computer edits and produces reports and management products, and interface with FRDS, BLMPS, MMICS and HORIS (see note 6)	at base data processing installation (DPI)	destroy upon expiration of retention specified in AFM 171-190, Vol I.
2 *	source documents for input to AFORMS	AFIO Form 781, AFORMS Aircrew/Mission Flight Data Document		destroy after 1 year.
3 *		file of AF Forms 1887, Request and Authorization for Aeronautical Orders		(see table 10-3: rule 2.1 if record copy, and rule 5 for other copies maintained as a separate file).
4 *		AF Form 1522, AFORMS Additional Training Accomplishment Input, Used for recording accomplishments of training events		dispose of after 2 update cycles.
5 *		computer-generated (on request) Mission Accomplishment Report (MAR) listing training events which remain to be accomplished by individual or crew; events accomplished on mission are logged on MAR and used to update AFORMS		

TABLE 60-5

R U I T	A  If documents are or pertain to	B  consisting of	C  which are	D  then
6 *		AF Form 1521, AFORMS Individual Scheduled Event Input; AF Form 1520, AFORMS Mission/Multi-crewmember Scheduled Event Input		dispose of after 1 update cycle.
7 *	AFORMS input media	floppy diskettes, 5 1/4"; punch cards, magnetic tapes		destroy after 90 days.
8 *	certificates of aircrew qualification	AF Forms 8 that relate to individuals not in a disqualified or excused status	copies at unit level for evaluation program management	return to the individual all except 2 most recent qualification evaluations and instrument evaluations (if applicable) (see note 5).
9 *		AF Forms 8 that relate to disqualified or excused individuals		
10 *	Flight Records Data System	Individual Flight Record Master Tape File of flight records of rated individuals that is updated monthly	at AFISC/SCF, Norton AFB, CA	<del>destroy after 3 update cycles.</del> <i>when no longer needed</i>
11 *		1911--1967 set of microfilm reels of individual flight records: 1911--1945--War Department Army Air Force Form 5, Individual Flight Record; War Department Army Air Force Forms 5, Individual Flight Record--Student; and allied records; 1945--1967--AF Form 5, Individual Flight Record--Pilot; and AF Form 5a, Individual Flight Record--Aircraft Observer		retain for 56 years then offer to NARA for continued retention. OR UNTIL NO LONGER NEEDED whichever IS LATER

TABLE 60-5

R I I I	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12 *		microfilm reels of card products: AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document and changes thereto, containing individual flight data that documents member's events and flying hours logged on each flight		destroy after 56 years.
13 *		microfiche file "individual Flight Records," produced semiannually and date from 1973 (reflect all 781 Detail Cards and 781 Detail Correction Cards received during 6 months; mission/design/series summary records and career totals)		
14 *		reports from AFORMS, AFMPC and ARPC, used to update the FRDS Individual Flight Record Master Tape File		destroy after 45 days.
15 *		FRDS products:  List of Base Input Transactions Processed by AFISC/SCF, Base Input Error Listing, Master Update Reconciliation Error Listing, Individual Flight Record Reconciliation Error Counts Tabulation, Extract of Flying Experience, SCF Flight Record Master File List, transcript records, and flight record inquiries		destroy when no longer needed.

TABLE 60-5

N U I I	A  If documents are in pertain to	B  consisting of	C  which are	D  then
16 *	AFORMS output	Aircraft Accident Investiga- tion List		destroy after 2 years.
17 *		Individual Currency Summary, Unit Currency Summary Report, Graduated Combat Capability Report, Unit Training Status Summary, Training Period Activity Summary, Aircrew Experience Report, Training Event Master Table List, Training Table Assignment List, Crew Resource Report		destroy after 2 cycles.
18 *		Flying Pay Control Document, No Pay Listing, Aviation Service Period Suspense List, Aviation Service Code (ASC) Conditional Entitlement Flying Hours List, Ops System Management Suspense List, Aeronautical Rated Upgrade List, Transfer Deck (Card) for Outbound Personnel		destroy after 90 days.

TABLE 60-5

N U I I	A	B	C	D
	If documents are in pertain to	consisting of	which are	then
19 *		AFORMS: Processing Schedule Processing Report, Transaction Audit Report, System Control File Report, Additional Flying Training Period (AFTP) Transmittal List, BLMPS/AFORMS HOSM Information List, BLMPS to AFORMS Update List, Sonic Boom Transmittal List, AFORMS to BLMPS Interface Summary, AFORMS Record Deletion Summary (AAQM4L), AFORMS Record Deletion Summary (AAQM4P), Flying Time Update Summary, Transfer Deck (Card) for Inbound Personnel, AFORMS to MMICS Interface (List)		destroy after 30 days.
20 *		AFORMS Individual Data Summary, Flying History Report		destroy after 30 days (EXCEPTION: destroy annually when reviewed as part of the Individual Flight Record).
21 *		Deployment Transfer Tape Listing, Deployment File Status Listing, Deployed Flying Transaction Listing, Deployed Training Transmittal Listing		destroy after deployment completed.



TABLE 60-5

N I I I	A	B	C	D
	If documents are important to	consisting of	which are	then
22 *		Selective Training Report, Aircrew Roster, Training Remaining/Accomplished Report, Training Report, Mission Report, Weekly Scheduled Activities (List), Training Plan Audit Report, Training Plan Deletion Summary, AFORMS Resource Validation List, Training Event Change List		destroy when superseded.
23 *		Mission Accomplishment Reports (AAQT4P and AAQT7P)		maintain current report; destroy prior report except when used as an input document --in which instance, destroy at end of cycle.
24 *		Other AFORMS computer- generated output products		destroy when no longer needed.

TABLE 60-5

N U I I	A  If documents are or pertain to	B  consisting of	C  which are	D  then
25 *	Flight Record Folders (FRFs) on rated and nonrated members engaged in flying duties (see notes 1, 2)	individual flight record and other documents produced from member's Master Record in the AFORMS Master File and extracted from the AFORMS Month-to-Date Transaction File for the Master Record, and copies of aeronautical orders; records in the FRF reflect history of member's flying experience; support flying resource management requirements relating to accountability, utilization, and incentive pay entitlements; provide legal justification and authority for flight management actions related to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents requested under Privacy Act	at Host Operations Systems Management Office (HOSM Office)	when member changes station, give member his/her file to hand-carry to gaining HOSM office; forward any subsequently received related documents to gaining HOSM office (see note 3).
26 *				when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification EXCEPTION: release FRF to an operational support member immediately after his/her disqualification (see note 2).

TABLE 60-5

N U I I	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
27 *				when member is separated from service, release member's file to him/her (when a nonrated member cannot be located after separation, mail his/her file to member's home of record; if file is returned, hold for 3 years, then destroy (see note 2).
28 *				when member is reported as missing in action, captured or interned, send file on rated member to AF Inspection and Safety Center/SCF, Norton AFB, CA, pending final disposition from AFMPC (when member returns to duty, send his/her file to gaining activity) (see note 2).
29 *				when member is reported as deceased, his/her file becomes personal effects; dispose of per AFR 143-6 (see note 2).
30 *		Flight Record Folders on members who enter an Air Training Command formal flying course leading to basic pilot or navigator training	at Undergraduate Pilot Training and Undergraduate Navigator Training base	when member changes station, give member his/her file to hand-carry to gaining HOSM office (see note 3).

TABLE 60-5

N U I I	A	B	C	D
	If documents are in pertain to	consisting of	which are	then
31 *	Flight Evaluation Folders (FEFs) (see notes 1, 2)	current flying qualifications of individuals; includes AF Form 942, Record of Evalua- tion; AF Form 8, Certificate of Aircrew Qualification, and related documents; and flight instrument evaluations for pilots	at HOSM office and/or member's duty station	when member changes station, give member his/her file to hand-carry to gaining HOSM office, forward any subsequently received related documents to gaining HOSM office (see note 3)
32 *				when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification (see note 2).
33 *				when member is separated from service, release member's file to him/her (see note 2).
34 *				when member is reported as missing in action, captured or interned, send file on rated member to AFISC/SCF, Norton AFB, CA, pending final disposition from AFMPC (when member returns to duty, send his/her file to gaining activity) (see note 2).
35 *				when member is reported as deceased, his/her file becomes personal effects; dispose of per AFR 143-6 (see note 2).

TABLE 60-5

R N I I	A  If documents are or pertain to	B  consisting of	C  which are	D  then
36 *	Jump Record Folders (JRFs) (see notes 1, 2)	certified records of parachutist's jump qualification and experience (AF Form 922); aeronautical orders (AF Forms 1887) that initiate, modify, terminate jump status or award parachutist's ratings; training record (AF Form 702); medical qualification certification (AF Form 1042); and other source documents affecting parachutist's jump status or associated qualifications	at HOSM office	when member changes station, give member his/her file to hand-carry to gaining HOSM office; forward any subsequently received related documents to gaining HOSM office (see note 3).
37 *				when member is detached from jump duty, give file to him/her for retention pending subsequent jump duty (see note 2).
38 *				when member is separated from service, release member's file to him/her (see note 2).
39 *				when member is reported as missing in action, captured or interned, forward his/her file for inclusion in Master Personnel Records Group (see note 2).
40 *				when member is reported as deceased his/her file becomes personal effects; dispose of per AFR 143-6 (see note 2).

TABLE 60-5

N U I I	A	B	C	D
	If documents are in pertain to	consisting of	which are	then
41 *	aircrew waivers	waiver requests/approvals/ denials to flying require- ments/procedures prescribed in AFR 60-1 for aircrew members and parachutists and for their flight and/or jump duties		return to the individual all except 2 most recent years.
42 *	approval of contractor operating procedures and flight crews	contractor crew member flight and crew member qualification record, and related documen- tation		destroy 90 days after contract terminated or sooner if requirement to fly is canceled.
43 *	military pay order (MPO) records	suspense file of copies of AF Form 1373, MPO Document Control Log--Transmittal, and military pay orders sent to Accounting and Finance Office	at HOSM office and/or at member's duty station	destroy after 1 year.
44 *		Daily Register of Transac- tions (DROT) that shows each transaction forwarded to AFAFC-JUMPS		destroy after 90 days.

TABLE 60-5

N U I I	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
45 *	Headquarters Operations Resource Information System (HORIS) Report	HORIS report that provides key aviation service data to HQ USAF, prepared through interface with AFORMS, and supporting data	at HQ USAF	destroy when no longer needed.
46 *			below HQ USAF	destroy after 6 months.
47 *		card decks and worksheets used in preparing HORIS report		destroy after 3 months or when no longer needed, whichever is sooner.
48 *		HORIS Report Audit List		destroy after 90 days.

Table 60-5

NOTES:

1. Members review their FRFs, FEFs and JRFs at certain intervals and certify on completeness and accuracy of the records.
2. Before releasing a FRF, FEF or JRF to a member when indicated in rules 25, 26, 27, 28, 30, 31, 32, 33, 34, 36, 37, 38, 39, remove all documents that account for disclosures of records requested under Privacy Act. Destroy the disclosure records 5 years after date of disclosure (see table 12-2, rule 7).
3. When changing to another station, member is given a Flight Record Package (an Individual Flight Record Envelope, AF Form 455) that contains the FRF, a Master Card Deck (or equivalent) and Master Record List, and, if applicable, also the FEF and JRF, to hand-carry to gaining station. Gaining station uses the Master Card Deck (or equivalent) to create new computer record.
4. See AFM 171-190, Vol II, tables 14-1, 14-2, for custodial, procedure and action requirements for members and Host Operations System Management Office concerning entries into the AFORMS, and the maintenance, review, station-to-station transfers of FRFs, FEFs, JRFs, and their disposition when closed out.
5. See table 51-1, rule 6, for disposition of copies of AF Form 8 used in flying training.
6. BLMPS--Base Level Military Personnel System; FRDS--Flight Records Data System; MMICS--Maintenance Management Information and Control System.



Sep 27 1988

Proposed Rule 10:

Individual Flight Record Master Tape File receives flying time data from the AFORMS data base and personnel data from the Personnel Data System (PDS). It is refreshed monthly from AFORMS and PDS inputs. Data consists of individual air crewmember flight information (date of flight, type of aircraft flown, total and categorized flying time IAW AFR 60-1, etc.) from AFORMS and personnel data (duty AF Specialty Code, Rated Position Identifier, etc.) from PDS. Data must be retained indefinitely for trend analysis as required by the Safety Center and various DOD agencies.

AFORMS data that feeds the Flight Record Data System (at base level) is retained according to rule 1.

Proposed Rules 11-13:

Machine-read data fields consist of individual air crewmember flight information: individual identification (name and/or SSAN), date of flight, type of aircraft flown, total and categorized flying time per flight IAW AFR 60-1, total cumulative flying time for individual and total cumulative flying time by aircraft mission design series.

Proposed Rule 14:

Reports consist of electronic data in tape form plus any paper records for transmittal of such magnetic tapes. Data is the same as identified in rule 10 above. Flight management information source is AFORMS. Personnel data source is AFMPC for active duty personnel and ARPC for reserve personnel. Tapes are returned as scratch tapes to originating location: base level Data Processing Centers, AFMPC or ARPC as appropriate. Paper records of transmittal are destroyed after 45 days.

Proposed Rule 15:

Hardcopy paper products containing information for administrative purposes; i.e., tracking data transfers, file and data base management, etc.

*HAND OUT FOR MEETING WITH AF  
RECORDS MANAGEMENT & CFR 9/27/88*

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8 *	certificates of aircrew qualification	AF Forms 8 that relate to individuals not in a disqual- ified or excused status	copies at unit level for evaluation program management	return to the individual all except 2 most recent qualifica- tion evaluations and instrument evaluations (if applicable) (see note 5).
9 *		AF Forms 8 that relate to disqualified or excused individuals		
10 *	Flight Records Data System	Individual Flight Record Master Tape File of flight records of rated individ- uals that is updated monthly	at AFISC/SCF, Norton AFB, CA	destroy after 3 update cycles. <i>when no longer needed</i>
11		1911--1967 set of microfilm reels of individual flight records: 1911--1945--War Department Army Air Force Form 5, Individual Flight Record; War Department Army Air Force Forms 5, Individual Flight Record-- Student; and allied records; 1945--1967--AF Form 5, Indi- vidual Flight Record--Pilot; and AF Form 5a, Individual Flight Record--Aircraft Observer		retain for 56 years then offer to NARA for continued retention.

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13 *		microfiche file "individual Flight Records," produced semiannually and date from 1973 (reflect all 781 Detail Cards and 781 Detail Correction Cards received during 6 months; mission/design/series summary records and career totals)		
14 *		reports from AFORMS, AFMPC and ARPC, used to update the FRDS Individual Flight Record Master Tape File		destroy after 45 days.
15 *		FRDS products:  List of Base Input Transactions Processed by AFISC/SCF, Base Input Error Listing, Master Update Reconciliation Error Listing, Individual Flight Record Reconciliation Error Counts Tabulation, Extract of Flying Experience, SCF Flight Record Master File List, transcript records, and flight record inquiries		destroy when no longer needed.