

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-AFU-88-25*

DATE RECEIVED

*3/21/88*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management and Administration

3. MINOR SUBDIVISION

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3494

DATE

*3/16/88*

ARCHIVIST OF THE UNITED STATES



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 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, 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

MAR 10 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE GRACE T. ROWE

Chief, Records Management Policy Section  
Directorate Information Mgt & Administration

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

RESERVE FORCES TRAINING (Table 45-2)  
(Applicable Air Force-wide)

The purpose of this submission is to add a Rule 14 to Table 45-2 to cover participation records. These records are used to track participation of unit assigned members. The Category A members who have five unexcused absences in a 365-day period are considered unsatisfactory performers. If the Category A member accumulates nine unexcused absences during a 365-day period, he/she must be reassigned to the individual ready reserve (IRR). The records placed in the participation folder/record justify assignment and retention actions.

9. GRS OR SUPERSEDED JOB CITATION

*NCI -  
AFU -  
84-1*

10. ACTION TAKEN (NARS USE ONLY)

*Copy sent to agency*

*6/21/88*

Table 45-2

R U L E	If the records are or pertain to	Consisting of	Which are	Then
14	Participation	AFRES Form 130, copies of AF Form 40, 40a, documents affidavits, or other evidence to support requests for and/or approval/disapproval for excused absences	at CBPO/unit	retain for a minimum of 2 years from the end of the CY in which the record was initiated