

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JO

NI-AFW-88-45

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

DATE RECEIVED

7/25/88

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

7/26/88

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 3 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

JUL 20 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	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>Flight Operations (Table 60-3) (Applicable Air Force-wide)</p> <p>Rule 22 disposition is changed to destroy after 1 year or when no longer needed, whichever is later. The change brings the Air Force disposition in compliance with the DOD Directive 4500.43. The information is for reference and trend analysis.</p>		

TABLE 60-3

TITLE OF TABLE Flight Operations

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
22 *	operational support airlift	operational support letters, messages, reports, computerized records, or mission folders reflecting requeste, supported and nonsupported airlift requirements and messages and letters exchanged between units and commanders to report status, progress, and history of missions	at MAJCOM/SOAs, preparing and intermediate activities	destroy after 1 year, or when no longer needed, whichever is later

POLICY GUIDANCE ON THE USE OF  
OPERATIONAL SUPPORT AIRCRAFT

1. Inventory. The inventory of DoD operational support aircraft shall be based solely on approved wartime readiness requirements. In evaluating types of aircraft for acquisition and/or retention of surplus aircraft, the factors of capacity, range, speed, reliability and maintainability, service life, availability and energy efficiency shall be considered.

2. Assignment. DoD operational support aircraft shall be assigned and managed in peacetime to ensure readiness to meet wartime requirements. The DoD Components possessing operational support aircraft may assign those aircraft as required to maximize efficiency, cost effectiveness and peacetime utilization. Aircraft will not be assigned to any individual on the basis of grade or rank or position.

3. Commercial Aircraft. Commercial aircraft shall not be acquired by lease, contract, charter, or any procurement technique for the purpose of providing OSA transportation except when:

a. A determination has been made by an appropriate authority designated by the DoD Component concerned that such service is essential to the accomplishment of the mission and is the most cost-effective method of satisfying the requirement; and

b. In the case of acquisition by lease or contract (excluding charter flights), the advance approval of the Secretaries of the Military Departments or their designees, or the ASD(A&L)) has been obtained and notification of intent to procure aircraft for such purpose has been given to the ASD(A&L) (reference (j)).

4. Utilization of Resources.

a. Only official cargo and passengers in accordance with DoD Directive 4500.9 (reference (c)) and DoD Directive 4515.13-R (reference (d)) will be transported on DoD operational support aircraft.

b. DoD Components will clearly designate those officials or offices responsible to schedule the use of operational support aircraft. These designees shall be responsible for providing scheduling coordination within their Component and implementing coordination of OSA missions with the other DoD Components, including Reserve and National Guard forces. Schedulers should also consider airlift available under Cooperative Military Airlift Agreements, when applicable, in accordance with reference (d). Scheduling aircraft in peacetime shall fully consider cost effectiveness and utility of allowable readiness training.

c. Advance requests for routine OSA will include a comparison of the costs for travel by military aircraft and commercial modes of transportation to insure cost effectiveness. These advance OSA requests will be signed by the senior traveler and include a full justification for the use of military airlift. These requests will be maintained for a minimum of one year.