

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	NI-AFU-91-17
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	2-19-91
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 disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER  Pierre J. Jost	5. TELEPHONE EXT.  694-3527	DATE	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 two 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
13 FEB 1991	<i>Grace T Rowe</i>	GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt

7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	REENLISTMENT AND RETENTION (TABLE 35-2, RULE 1) (APPLICABLE AIR FORCE-WIDE)  The Air Force Reserve wants to change the portion of the disposition instructions pertaining to their personnel to read from: " <u>For Air Reserve personnel, destroy when requirement for counseling expires</u> " to " <u>For Air Reserve personnel, destroy 1 year after loss of member.</u> " This change to our regulation will be in conformity with the prescribing Air Force directive for these records which stipulates that "the wing or group career advisor must keep the retention effort folder for 1 year after the loss of the member." The top portion of the disposition instructions in Rule 1 concerning regular Air Force personnel will not change.  Request you approve this request for inclusion in our regulation.		

TABLE 35-1. CONTINUED				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/DFMDOA)	retire as permanent (see note 7).
18			at other than AFMPC/DFMDOA	destroy 2 years after service credit determination is made.
19	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (see note 6).

## NOTES:

1. If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction.
2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments.
3. Operational instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.
4. Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC. National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.
5. Reaccomplish card(s) are attached to current card.
6. This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.
7. Offer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

TABLE 35-2  
REENLISTMENT AND RETENTION (see note 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFR 35-16	at units of assignment	send to CBPO upon PCS; to gaining activity upon PCA without PCS; or give to individual upon separation or discharge or when airman enters third enlistment. For AF Reserve personnel, destroy when requirement for counseling expires.
2	selective reenlistment and retention	selection records, including annotated eligibility routers created in selecting or nonselecting FTA airmen for career status and the selective retention of airmen with 20 years or more service		destroy after 1 year.
3		duplicates of records, the original of which are in the field record group		destroy 6 months after final action.
4	ANG Incentive Program	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at CBPOs (Base Career Advisor)	destroy when no longer needed or 1 year after final action, whichever is later (see note 2).
5	selective reenlistment bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at base career advisors' offices	destroy after 1 year.
6	special retention initiative or suggestions	records pertaining to identification of such factors and actions taken for selection or disapproval	at CBPOs or units	destroy after 1 year.

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2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		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.	
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4. NAME OF PERSON WITH WHOM TO CONFER  Pierre J. Jost	5. TELEPHONE EXT.  694-3527	DATE	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 two 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 13 FEB 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>REENLISTMENT AND RETENTION (TABLE 35-2, RULE 1) (APPLICABLE AIR FORCE-WIDE)</p> <p>The Air Force Reserve wants to change the portion of the disposition instructions pertaining to their personnel to read from: "For Air Reserve personnel, <u>destroy when requirement for counseling expires</u>" to "<u>For Air Reserve personnel, destroy 1 year after loss of member.</u>" This change to our regulation will be in conformity with the prescribing Air Force directive for these records which stipulates that "the wing or group career advisor must keep the retention effort folder for 1 year after the loss of the member." The top portion of the disposition instructions in Rule 1 concerning regular Air Force personnel will not change.</p> <p>Request you approve this request for inclusion in our regulation.</p>		

TABLE 35-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/DFMDOA)	retire as permanent (see note 7).
18			at other than AFMPC/DFMDOA	destroy 2 years after service credit determination is made.
19	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (see note 6).

## NOTES:

1. If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction.
2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments.
3. Operational instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.
4. Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC. National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.
5. Res accomplish card(s) are attached to current card.
6. This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.
7. Offer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

TABLE 35-2

## REENLISTMENT AND RETENTION (see note 1)

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2	selective reenlistment and retention	selection records, including associated eligibility rosters created in selecting or unselecting FTA airmen for career status and the selective retention of airmen with 20 years or more service		destroy after 1 year.
3		duplicates of records, the original of which are in the field record group		destroy 6 months after final action.
4	ANG Incentive Program	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at CBPOs (Base Career Advisor)	destroy when no longer needed or 1 year after final action, whichever is later (see note 2).
5	selective reenlistment bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at base career advisors' offices	destroy after 1 year.
6	special retention initiative or suspensions	records pertaining to identification of such factors and actions taken for adoption or disapproval	at CBPOs or units	destroy after 1 year.



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