REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

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

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 the 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
3 APR 1991

C. SIGNATURE OF AGENCY REPRESENTATIVE
GRACE T. ROWE, Chief, Records Mgt Policy Branch
Directorate of Information Mgt

REENLISTMENT AND RETENTION
(TABLE 35-2, RULE 1)
(APPLICABLE AIR FORCE-WIDE)

1
We want to change the disposition instructions of the Career Information and Counseling records, and make a distinction between the records maintained at the unit of assignment and those kept by the Central Base Personnel Office (CBPO) Career Advisor's office. Even though worded in a different manner, the disposition in Rule 1 is essentially the same. Rule 1.1 is new and gives the Base Career Advisor instructions for disposing of the record. Note 1 at the bottom of the table is the same as the original version and is only shown because it is mentioned in the title of the table.

Request you approve this request for inclusion in our regulation.

Copies sent to agency, 8/21/91
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1</td>
<td>If the records are or pertain to career information and counseling</td>
<td>consisting of forms maintained and monitored under AFR 35-16</td>
<td>which are at units of assignment</td>
<td>then send to gaining unit upon PCA without PCS; or send to Base Career Advisor when the airman is scheduled for PCS, separation, or is selected for reenlistment. For AF Reserve personnel, destroy 1 year after loss of member.</td>
</tr>
<tr>
<td>*1.1</td>
<td></td>
<td></td>
<td>at CBPO Base Career Advisor's office</td>
<td>forward for inclusion in the UPRG when the airman is scheduled for PCS; give to the member upon separation or reenlistment; return to unit assignment when the airman becomes ineligible to reenlist. For AF Reserve personnel, destroy 1 year after loss of member.</td>
</tr>
</tbody>
</table>

**NOTE 1:** Rules apply to those copies not required by current directives to be filed in individual military personnel record groups (see table 35-1).