

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-AFU-91-27
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	4-26-91
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE 8/15/91	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 8 APR 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 GRS OR SUPERSEDED JOB CITATION	10.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>(INARS USE ONLY)</i>
1	<p>REENLISTMENT AND RETENTION (TABLE 35-2, RULE 1) (APPLICABLE AIR FORCE-WIDE)</p> <p>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.</p> <p>Request you approve this request for inclusion in our regulation.</p>		

Copies sent to agency, 8/21/91

TABLE 35-2

TITLE OF TABLE
REENLISTMENT AND RETENTION (SEE NOTE 1)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*1	career information and counseling	forms maintained and moni- tored under AFR 35-16	at units of assignment	send to gaining unit upon PCA without PCS; or send to Base Career Advisor when the airman is scheduled for PCS, separa- tion, or is selected for reenlistment. For AF Reserve personnel, destroy 1 year after loss of member.
*1.1			at CBPO Base Career Advisor's office	forward for inclu- sion in the UPRG when the airman is scheduled for PCS. give to the member upon separation or reenlistment; return to unit of assignment when the airman becomes ineligible to re- enlist. For AF Reserve personnel, destroy 1 year after loss of member.

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).