

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 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	5. TELEPHONE
PIERRE J. JOST	(703) 614-3527

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-APU-92-16	
DATE RECEIVED 12-2-91	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 4/13/92	ARCHIVIST OF THE UNITED STATES <i>Claudia Fleeter</i>

6. AGENCY CERTIFICATION

I hereby certify that I am authorize to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attache ; or has been requested.

DATE 22 NOV 1991	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE : GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	RESERVE FORCES TRAINING (TABLE 45-2, RULE 15) (APPLICABLE AIR FORCE-WIDE) The Air Training Command (ATC) wants to add a new rule to cover the disposition of the applications for Air Force Junior Reserve Officer Training Corps (AFJROTC) instructor positions maintained at HQ AFROTC. While AFJROTC instructors are retired military personnel and are required to meet uniform and weight standards, they are employed and paid by the civilian school districts and are civilian employees. HQ AFROTC does not keep any financial information on the instructors. The information used to hire instructors (application, photograph, interview records, etc.) does not impact the Master Personnel Record or retiree and has no legal or financial value to the individual or the Government. ATC recommends that records to hire AFJROTC instructors be destroyed 30 days after withdrawal or termination of eligibility.		

TABLE 45-2

TITLE OF TABLE
RESERVE FORCES TRAINING

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*15	Air Force Junior Reserve Officer Training Corps (AFJROTC)	applications for AF Junior ROTC instructor duty	at HQ AFROTC	destroy 30 days after withdrawal or termination of eligibility.