

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

*AFU*

LEAVE BLANK	
DATE RECEIVED <b>OCT 31 1974</b>	JOB NO <b>NC - AFU-75 - 10</b>
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 stamped "disposal not approved" or "with-drawn" in column 10	
<i>11-8-74</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. C. C. Ratcliffe

5. TEL EXT  
11/29219

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

29 OCT 1974

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration  
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">CAREER MOTIVATION DOCUMENTATION (35-2)</p> <p align="center">(Applicable Air Force-wide)</p> <p>The attached proposed change to AFM 12-50, table 35-2, rule 2, is to provide for a more efficient and orderly disposition. Present instructions call for destruction two years after separation of airman. These records pertain to different airmen with different separation dates. If the record is created on a first term airmen, who is selected for career status, and remains in the service, record would be maintained until his separation. A definite retention period, for both first term and career airmen, after board action, is desirable. The proposed disposition of destroying two years after date of board minutes is considered adequate for Air Force needs.</p>	<p>NN-172-208 rule 2</p>	

*Copy to Agency 11/14/74*

TABLE 35-2

## CAREER MOTIVATION DOCUMENTATION (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFM 35-16	at the unit of assignment	see table 35-1, rule 1.
2	selective reenlistment and retention	minutes of selection board meetings and related documents, including annotated eligibility rosters and selection folders	created in selecting first term airmen for career status, selective retention of airmen with 20 or more years' service, or airmen denied reenlistment	<b>*destroy 2 years after date of board minutes.</b>
3		duplicates of documents, the originals of which are in the field record group		destroy 6 months after final action.
4	variable reenlistment bonus (VRB)	documentation pertaining to allocation of VRB line numbers	at MAJCOM office monitoring allocation and at the CBPO career information and counseling unit	destroy after 1 year.
5		documents pertaining to approval of lump sum or advanced payment of VRB		destroy after 1 year or when all installments are paid
6	career irritants or demotivating factors	documents pertaining to identification of such factors and actions taken toward their resolution	at unit or CBPO	destroy after 1 year.
7	career motivation councils	case files of each approved council, including but not limited to charter, appointment orders, and all changes, waivers, agenda, minutes of meetings, studies, evaluation of council effectiveness, surveys, analyses, reports or other data required by AFR 25-7 or AFM 35-16	recorders records, CBPO and MAJCOM	destroy after 2 years.