REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(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, HQ USAF
   Directorate of Administration

2 MAJOR SUBDIVISION
3. MINOR SUBDIVISION
   Documentation Systems Division

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

5. S. TEL EXTN
   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 ___ 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)
Date

Directorate of Administration
(Title)

7. ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

CAREER MOTIVATION DOCUMENTATION (35-2)
(Applicable Air Force-wide)

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 airman, 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.

9. SAMPLE OR JOB NO
   NN-172-208

10. ACTION TAKEN
### Table 35-2

<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>career information and counseling</td>
<td>forms maintained and monitored under AFM 35-16</td>
<td>at the unit of assignment</td>
<td>see table 35–1, rule 1.</td>
</tr>
<tr>
<td>2</td>
<td>selective reenlistment and retention</td>
<td>minutes of selection board meetings and related documents, including annotated eligibility rosters and selection folders</td>
<td>created in selecting first term airmen for career status, selective retention of airmen with 20 or more years’ service, or airmen denied reenlistment</td>
<td>destroy 2 years after date of board minutes.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>duplicates of documents, the originals of which are in the field record group</td>
<td></td>
<td>destroy 6 months after final action.</td>
</tr>
<tr>
<td>4</td>
<td>variable reenlistment bonus (VRB)</td>
<td>documentation pertaining to allocation of VRB line numbers</td>
<td>at MAJCOM office monitoring allocation and at the CBPO career information and counseling unit</td>
<td>destroy after 1 year.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>documents pertaining to approval of lump sum or advanced payment of VRB</td>
<td></td>
<td>destroy after 1 year or when all installments are paid</td>
</tr>
<tr>
<td>6</td>
<td>career irritants or demotivating factors</td>
<td>documents pertaining to identification of such factors and actions taken toward their resolution</td>
<td>at unit or CBPO</td>
<td>destroy after 1 year.</td>
</tr>
<tr>
<td>7</td>
<td>career motivation councils</td>
<td>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</td>
<td>recorders records, CBPO and MAJCOM</td>
<td>destroy after 2 years.</td>
</tr>
</tbody>
</table>