

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-AFU-75-050

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Items 177/XX/2 and 7 were superseded by NC1-AFU-85-039 / 177/32/2 and 7.

Item 177/XX/8 was superseded by NC1-AFU-76-12 / 177/32/8.

Item 177/XX/30 was superseded by N1-AFU-90-016 / 177/32/30, 30.1.

Items 177/32/54 - 55 were superseded by NC1-AFU-76-84 / 177/32/54 - 55.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The remaining items on this schedule were temporary items. It is assumed that the remaining items on this schedule were therefore superseded by N1-AFU-90-003.

**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

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MR. C. J. PHILLIPS

5. TEL. EXT.
692-9232

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED FEB 11 1975	JOB NO. NC - AFU-75-50
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.	
3-21-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

6 FEB 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>JOINT UNIFORM MILITARY PAY (JUMPS) DOCUMENTATION AT BASE LEVEL</p> <p>Table 177-XX</p> <p>(Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a separate decision logic table for JUMPS documentation maintained at base level. JUMPS MOD I procedures implemented on 1 Dec 74 significantly changed the products used at base level.</p> <p>Present Table 177-30 covers documentation accumulated at both field level and the Air Force Accounting and Finance Center (AFAFC). A separate table is being prepared to cover documentation maintained at AFAFC and will be submitted in the near future.</p> <p>Request priority handling of this SF-115 to enable us to make certain that disposition criteria for documentation not presently covered in AFM 12-50 is available and to preclude possible illegal or premature destruction of records.</p> <p>(Copy being forwarded to GAO for review under provisions of 44 U.S.C. 3309.)</p> <p><i>Copy to Agency + Denver + Ft. Worth 3/27/75</i></p>	<p>NN 172-182 174-059</p>	

Table 177-XX

pay

JOINT UNIFORM MILITARY SYSTEM (JUMPS)		DOCUMENTATION AT BASE LEVEL		
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	substantiating documents	original of document transmittal listing with supporting documents such as report leave transactions, MPOs, allotment authorizations, Servicemen's Group Life Insurance elections or declinations, leave certifications, etc. (AFO transaction listings for B-263 bases.)	at military pay subject matter areas	forward to AFAFC/SUADA by 15th of month following end of month processed (note 1).
2		copies of document transmittal listings		destroy after 6 months.
3		originals and copies of documents not required for submission to AFAFC, e.g., MPOs, pay adjustment authorizations, etc.	filed with Daily Register of Transactions	destroy with Daily Register of Transactions (See rules 8 & 9 below).
4			filed with Personal Financial Record (PFR)	destroy when superseded, obsolete or cancelled.
5		leave request/authorization	at military pay subject matter areas	destroy copies 2 and 3 three months after final action is completed. Attach copy 4 to original document transmittal listing (see rule 1 above).

Table 177-XX

R U L E	A	B	C-	D
	If documents are or pertain to	consisting of	which are	then
6		report of travel/leave time		attach original to retained travel voucher (see table 177-20, rule 7). Attach duplicate to original document transmittal listing (see rule 1 above).
7		leave certification		attach original to copy 4 of leave request/ authorization for monthly submission to AFAFC (see rule 5 above).
8		daily register of transactions (DROT)		all transactions processed/rejected during update; includes management notices, pay adjustment authorizations, AFAFC and AFO rejects, inquiry replies, leave suspenses
9			at unit input source	destroy after 2 months.
10	leave and earning statements	duplicate copy of monthly statement of member's leave and earnings	filed in member's PFR for students in Technical Training at ATC bases & at B-263 bases	destroy after 6 months.

Table 177-XX

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11			at other military pay subject matter areas	destroy when purpose has been served but not later than 60 days after close of pay period to which they pertain.
12		6-month history printout	filed in member's PFR upon pay inquiry, PCS, or separation	destroy 6 months after date of last entry.
13		original copy of leave and earnings data created upon member's separation/reenlistment	filed in member's PFR	destroy in accordance with rules 11 or 14 as appropriate.
14	personal financial record (PFR)	financial information on individual members	maintained at base level per AFM 177-373, Vol II	forward to AFAFC/SUADA per AFM 177-373, Vol II.
15	daily transaction record	detailed record of all transactions received and actions taken by AFAFC	at military pay subject matter areas	destroy after 6 months.
16	collection and disbursement vouchers	copies		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by AFAFC (note 2).

Table 177-XX

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17	voucher control log	record of disbursement and collection voucher numbers		destroy 1 year and 1 month after close of FY in which created.
18	transmittal letters	forms and form letters used to transmit military pay documents, personal financial record, etc.		destroy 60 days after close of pay period to which they pertain.
19	statement of charges for Government property lost, damaged, or destroyed	statements used to prepare military pay order		destroy after 2 years.
20	nonavailability of Government quarters and mess	retained organizational copies of forms and related documents		destroy 1 year from date of issue.
21	posting media	documents (other than source data) such as journal vouchers, posting data transfer forms, similar forms, and specialized posting media used for machine applications		used to provide input data to the accounts control area
22	JUMPS transaction cards	EAM cards for JUMPS input transactions	*prepared at AFAFC	destroy after 15 days.
*23			prepared locally	

Table 177-XX				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
24	emergency payment authorization	forms records	filed in member's PFR	destroy when superseded, obsolete, or cancelled.
25	AFO payment authorization (JUMPS)	forms authorizing local payment by AFOs and other military services, including messages or letters advising paying AFO that payment has been entered on MMPA	original forms used to support payment	forwarded to AFAFC/SUADA by 15th of month following end of month processed (see note 1).
26			second copies of forms forwarded to paying and collecting as sub-voucher to military pay voucher	destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by AFAFC (see note 2).
27			third copies of forms key punched for input to daily update.	(see rule 21).
28	transfer of pay and allotment	form worksheets or comparable forms at military pay SMA areas	used as authority for processing appropriation adjustments through AFO accounts and to determine whether appropriations were paid from Army or AF funds	destroy after 2 years.

Table 177-XX

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
29	pay authorization balance sheet	computer listings	at military pay subject matter areas	destroy after 6 months.
30	one-time pay authorization cancellation list (for B-263 bases)			
31	inquiry replies (for B-263 bases)			
32	pay service file-leave and earnings statement mismatch listing			
*33	pay service file utility print options			
34	international balance of payments	summary payroll list	destroy after 6 months.	
35		quarterly list		
36		summary cards held for production of quarterly report		destroy 2 months after creation of quarterly report.
37	money lists (copies other than AFO retained file of disbursement and collection vouchers)	data concerning regular payrolls	destroy after 3 months.	

Table 177-XX					
R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
38	one-time military payroll money list	data concerning one-time pay authorizations from AFAFC			
39	input transaction listings	AFO transactions assigned a document number			
40	sequence check listing	breaks in check numbers of checks processed			
41	TD form W-2	listing of mismatches between pay service file and TD form W-2 tape			
42		listing of data printed on member's TD form W-2 used to recreate W-2s if necessary			destroy after 1 year.
43	edit error list	error conditions created when 9B product control cards fail B-3500 edits			destroy upon correction of error.
44	check issue listing	every computer-produced military payroll check issued by the AFO			at paying and collecting subject matter areas
45			at subject matter areas other than paying and collecting	destroy after 3 months.	

Table 177-XX

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
46	pay service file print	current pay and leave information and summary of last 27 transactions	filed in member's PFR upon pay inquiry, PCS, separation or entry of 28th transaction	destroy after 6 months.
47	error records	cards used to correct errors or reject transactions	at military pay subject matter areas	destroy upon correction of error or upon determination that transaction was erroneous & will not be resubmitted.
*48	JUMPS - GRAMS	computer printouts transmitted via AUTODIN containing special instructions from AFAFC to AFOs re military pay processing		destroy when obsolete or rescinded.
49	unit leave authorization logs	logs used to control leave authorization numbers sign in/out	at unit of attachment or assignment	destroy 1 year after accountable FY.
50	leave orders (emergency and special)	copies of leave orders authorizing emergency or special leave for oversea personnel to CONUS		destroy after approval of leave request/ authorization form.

Table 177-XX

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
51	physician's recommendations for sick or convalescent leave	originals		attach to copy 4 of approved leave request/authorization form (see rule 5 above).
52		copies		destroy after 1 year.
53	leave certifications	copies of statements concerning leave taken		destroy 1 year after member returns from leave.
54	Servicemen's Group Life Insurance elections or declinations	copies of forms		destroy when superseded by newly executed election.
55	reconciliation lists	summaries of JUMPS payment/collection transactions		used to reconcile payment/collection postings with Master Military Pay Accounts or with cash accountability reports (MAFR)
56	reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, listings of amounts paid centrally to financial organizations, and other similar products	used for reference or inquiry purposes	destroy after 6 months.

Table 177-XX

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	<p>NOTES: 1. AFAFC/SUADA retires to Denver Federal Archives and Records Center with original accounts per table 177-5.</p> <p>2. AFAFC/SUAD advises AFOs of outstanding discrepancies within specified retention period. In absence of such advice, AFOs may destroy the records.</p>			