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
DIRECTORATE OF ADMINISTRATION
DOCUMENTATION SYSTEMS DIVISION

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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

5. TEL. EXT. 756-2383

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 pages are not now needed for the business of this agency or will not be needed after the retention periods specified.

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

7. ITEM NO.

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

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS)
DOCUMENTATION AT BASE LEVEL
(Table 177-32)

Proposed revision updates rule 54 to reflect current procedures and processing of leave certifications.

Rule 55 is amended to reflect disposition of Servicemen's Group Life Insurance elections or declinations to show that copies are maintained by the Central Base Personnel Office (CBPO) under current procedures.

8. SAMPLE OR JOB NO. 10. ACTION TAKEN
NC-
AFU-
75-50

(Being Submitted Concurrently to GAO)

Copy to Agency
NC 10-24-76 00

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
TABLE 177-32 JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) DOCUMENTATION AT BASE LEVEL

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>leave certifications</td>
<td>copies of statements concerning leave taken</td>
<td>*which are filed with Daily Registers of Transactions</td>
<td>*destroy with Daily Register of Transactions (see rules 8 and 9).</td>
</tr>
<tr>
<td>55</td>
<td>Servicemen's Group Life Insurance elections or declinations</td>
<td>copies of forms</td>
<td>*at CBPO</td>
<td>destroy when superseded by newly executed election.</td>
</tr>
</tbody>
</table>

(*denotes change from current table 177-32)