

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

39 items

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

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. J. E. Dagwell

5. TEL. EXT.
767-5401

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JAN 10 1977	JOB NO. NC 1-AFU-77-67
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.	
2-28-77 (Date)	<i>James B. Blodgett</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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3 JAN 1977

Herbert G. Geiger

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

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) (35-8.1)</p> <p align="center">(Applicable Air Force-wide)</p> <p>The attached revised table 35-8.1 of Air Force Manual 12-50, is submitted as a result of some promotion products/documents being eliminated or combined with other documentation or creation of new products/documentation as a result of the Automated Personnel Data System (APDS).</p> <p>The revised retention standards will adequately meet Air Force requirements.</p>	<p>NN-170-33, NN-173-204, and NC-AFU-75-5</p>	

*Sent to agency, 3/2/77 SD
NICW and NIPRC*

TABLE 35-8.1

WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS)

R, U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	airman test control rosters	lists of individuals meeting basic promotion eligibility criteria required to take promotion test(s)	record copy (original)	destroy after 1 year.
2	airman ineligible for promotion testing rosters	lists of personnel not eligible for promotion testing		
3	airman promotion testing purge roster	lists of personnel by AFSC and grade overdue for completion of required promotion test		
4	airman promotion eligibility listings	lists of personnel in grades E-1 through E-8 eligible for promotion consideration		destroy after 6 months from processing month for grades E-1 through E-3. Destroy after 1 year from end of cycle for grades E-4 and above.
	airman promotion ineligibility listings	lists of personnel in grades E-1 through E-8 ineligible for promotion consideration		
6	airman promotion selectee listings	lists of personnel grades E-1 through E-8 who were selected for promotion to next higher grade		destroy unit lists after 6 months. Destroy CBPO lists after 1 year from end of cycle.
7	airman promotion nonselectee listings	lists of personnel in grades E-1 through E-8 who were not selected for promotion to next higher grade		

TABLE 35-8.1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	airman promotion selection monthly increment list	list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month		destroy after 1 year from end of cycle.
9	airman promotion data verification record	lists data to be reviewed by those personnel eligible for promotion	individual copy	destroy when purpose has been served.
10	promotion test requirements	listing containing test requirements for personnel eligible for promotion	record copy (original)	destroy after 1 year.
11	rosters and listings covered by rules 1 through 10	nonrecord copies		destroy after 90 days or when purpose has been served, whichever is sooner.
12	Weighted Airman Promotion Score notice	listing containing data that was used for promotion	individual copy	destroy when purpose has been served.
13	promotion cutoff/select analysis list	a listing reflecting eligible personnel, quota selected, nonweighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC	Air Force Military Personnel Center (AFMPC) record copy	destroy after 10 years.
14			copies other than rule 13	destroy after 1 year.
15	post select control list	listing of record status changes to the WAPS file	AFMPC record copy	destroy after cycle is purged.

TABLE 35-8.1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
16	TICS 309 input by CBPO/ HAF errors	a reject listing which identifies TICS 309 input by CBPO or HAF		
17	unprojected promotions and CBPO/HAF promotion withholds/cancellations	listing of personnel who were selected for promotion but grade changes were effected and subsequent cycle was activated if member eligible for promotion		
18	special category SKT exempt personnel	listing of personnel who are SKT exempt because of COMSEC AFSC or assigned to an SKT exempt PAS		
19	nonreconcilable tests received	listing of test(s) received that were not compatible with AFSC data		destroy after 1 cycle.
20	SSAN change list	listing of personnel who have had a corrected SSAN and indicates if WAPS file has been corrected		destroy after 1 year.
21	world wide master promotion name list	listing of personnel selected, nonselected, ineligible or nonweighable for promotion		destroy after 10 years.
22			other	destroy after 2 cycles.
23	master selectee pro- motion sequence number list	listing of promotion selec- tees by sequence number assigned	AFMPC record copy	destroy after 10 years.

TABLE 35-8.1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
24	initial/supplemental master promotion select/nonselect list	listing of selectees and nonselectees by promotion AFSC considered for promotion		
25	promotion withhold list	listing of personnel whose promotion has been withheld		destroy after 6 months.
	batch transaction validate	listing of transactions checked for validity that process to the master personnel file .		
27	staff input transaction register	listing of transactions that update the master personnel file		destroy after 90 days.
28	HAF reject transaction register	listing of transactions that have rejected from the master personnel file		
29	promotion history files (Cycle 71A/after)	microfiche copies		destroy after 10 years.
	senior NCO master file update list	listing of transaction in- put to the IEF		destroy 6 months after board adjourns.
31	senior NCO inquiry listing	listing of personnel eligible/ineligible for promotion		destroy 90 days after board adjourns.
32	senior NCO initial eligible file	lists of every E-7 and E-8 in the Air Force		destroy 1 year after board adjourns.
33	senior NCO initial eligible reconcilable list	list of mismatch data, missing records or duplicate records		destroy 90 days after board adjourns.

TABLE 35-8.1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then																														
34	master promotion ineligible list	list of personnel ineligible for promotion consideration		destroy after 1 year.																														
35	master manual select/nonselect list	list of personnel considered for promotion manually		destroy after 10 years.																														
36	out-of-system supplemental promotion cases	documentation of manual supplemental cases		destroy after 1 year.																														
37	nonweighable listings	list of personnel eligible for promotion in nonweighable status		destroy after 6 months.																														
38			copies other than rule 37.	destroy when purpose has been served.																														
39	promotion correspondence	letters of recommendations/nonrecommendations, control roster action, withhold/reinstatement action, etc.	CBPO copies	destroy after 1 year.																														
<p>EXPLANATION OF ABBREVIATIONS USED:</p> <table> <tr> <td>AFSC</td> <td>-</td> <td>Air Force Specialty Code</td> </tr> <tr> <td>TICS 309</td> <td>-</td> <td>Computer Program Code</td> </tr> <tr> <td>CBPO</td> <td>-</td> <td>Consolidated Base Personnel Office</td> </tr> <tr> <td>HAF</td> <td>-</td> <td>Headquarters Air Force</td> </tr> <tr> <td>SKT</td> <td>-</td> <td>Specialty Knowledge Test</td> </tr> <tr> <td>COMSEC</td> <td>-</td> <td>Communications Security</td> </tr> <tr> <td>PAS</td> <td>-</td> <td>Personnel Accounting System</td> </tr> <tr> <td>SSAN</td> <td>-</td> <td>Social Security Account Number</td> </tr> <tr> <td>NCO</td> <td>-</td> <td>Noncommissioned Officer</td> </tr> <tr> <td>IEF</td> <td>-</td> <td>Interim Eligibility File</td> </tr> </table>					AFSC	-	Air Force Specialty Code	TICS 309	-	Computer Program Code	CBPO	-	Consolidated Base Personnel Office	HAF	-	Headquarters Air Force	SKT	-	Specialty Knowledge Test	COMSEC	-	Communications Security	PAS	-	Personnel Accounting System	SSAN	-	Social Security Account Number	NCO	-	Noncommissioned Officer	IEF	-	Interim Eligibility File
AFSC	-	Air Force Specialty Code																																
TICS 309	-	Computer Program Code																																
CBPO	-	Consolidated Base Personnel Office																																
HAF	-	Headquarters Air Force																																
SKT	-	Specialty Knowledge Test																																
COMSEC	-	Communications Security																																
PAS	-	Personnel Accounting System																																
SSAN	-	Social Security Account Number																																
NCO	-	Noncommissioned Officer																																
IEF	-	Interim Eligibility File																																