

**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. K. J. Bilek**

5. TEL. EXT.  
**767-4496**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>21 NOV 1977</b>	JOB NO. <b>78 13</b>
<b>NC1 AFU</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.	
<b>11-29-77</b> (Date)	<i>James P. O'Neil</i> acting 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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**15 NOV 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
	<p align="center"><b>JOINT UNIFORM MILITARY PAY (JUMPS) DOCUMENTATION AT BASE LEVEL</b></p> <p align="center">Table 177-32</p> <p align="center">(Applicable Air Force-Wide)</p> <p>The purpose of this submission is to establish new series of JUMPS documentation omitted from the table submitted February 1975 and to revise certain disposition criteria as noted on the listing of changes.</p> <p>Request priority handling of this SF-115. These new/revised disposition instructions will alleviate a storage problem throughout the Air Force, and provide administrative procedures for disposing of JUMPS documentation.</p> <p>(Copy of this SF-115 being submitted concurrently to GAO for review under 44 U.S.C. 3309)</p> <p>AFO = Accounting and Finance Officer</p>	<p><b>NC-AFU- 75-50 76-1</b></p>	

*66 i items*

*sent to agency. 7NC-8NC-12/1/77*

TABLE 177-32

## JOINT UNIFORM MILITARY PAY 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, pay adjustment authorizations, pay record accessibility roster, etc., (AFO transaction listing for B-263 bases)	at military pay subject matter areas	* forward to AFAFC/RMADA by 15th of month following end of month processed (note 1).
1.1 ★		original of JUMPS data change transaction register (JTR)	at consolidated base personnel office (CBPO) personnel systems management (PSM) area	
2		copies of document transmittal listings	at military pay subject matter areas	destroy after 6 months.
2.1 ★		copies of JUMPS data change transaction	at CBPO PSM	
2.2 ★		original of JUMPS miscellaneous transaction register	at CBPO work center or PSM	destroy after 90 days.
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	attach original to document transmittal listing forwarded to AFAFC (see rule 1). Destroy copy 3 with Daily Register of Transactions (see rules 8 and 8.1).
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).		

TABLE 177-32 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	★ [RESERVED]			
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		★ destroy 6 months after end of month in which created.
8 1 ★			at unit input source	destroy after 2 months.
9 ★	daily register of rejects (DROR)	all transactions rejected during update; includes AFAFC and AFO rejects	at military pay subject matter area	destroy 1 year after the end of month in which created provided there are no unclear rejects.
9 1 ★	JUMPS reject transaction register	pay-affecting transactions submitted by the CBPO which rejected at AFAFC	at CBPO PSM	
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 and at B-263 bases	destroy after 6 months.
11			at other military pay subject matter areas	★ if bulk-filed, destroy when purpose has been served but not later than 60 days after close of pay period to which they pertain; if filed in PFR, destroy when PFR is purged IAW AFM 177-373, Vol II.
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 of leave and earnings data created upon member's separation/reenlistment	filed in member's PFR	destroy in accordance with rule 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/RMADA 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).

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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	★ [RESERVED]			
20	★ [RESERVED]			
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	destroy after 3 months. (Exception: When discrepancies are involved, destroy 3 months after discrepancies are cleared.)
22	JUMPS transactions cards	EAM cards for JUMPS input transactions	prepared at AFATC	destroy after 15 days.
23			prepared locally	
24	emergency payment authorization	forms records	filed in member's PFR	destroy when superseded, obsolete, or cancelled.
24.1 ★	personal financial record (PFR) transfer actions	original form		destroy after gaining AFO verifies inclusion of appropriate documents and posting of payments.
24.2 ★		copy of form	retained by losing AFO	destroy after 6 months or when purpose is served, whichever is sooner.
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 AFATC/RMADA by 15th of month following end of month processed (see note 1).
26			second copies of forms forwarded to paying and collecting as subvoucher 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 AFATC (see note 2).
27			third copies of forms keypunched for input to daily update	(see rule 21).
28 ★	JUMPS pay record accessibility (PRA) roster	a record of military members, dependents or relatives who have pay record accessibility	at military pay subject matter area	include copy showing changes and verification of audit with monthly submission of substantiating documents (see rule 1); include original with substantiating documents for Mar and Sep.

TABLE 177-32 (Continued)				
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 matters 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 earning 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		
37	money lists (copies other than AFO retained file of disbursement and collection vouchers)	data concerning regular payrolls		destroy 2 months after creation of quarterly report.
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 2 years.	
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 pay-roll check issued by the AFO	at paying and collecting subject matter areas	see T177-19.
45			at subject matter areas other than paying and collecting	destroy after 3 months.
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 and will not be resubmitted.
48	JUMPS-GRAMS	computer printouts transmitted via AUTODIN containing special instructions from AFAPC 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		logs used to control leave authorization documents	at military pay subject matter areas	destroy after 6 months.
51	leave orders (emergency and special)	copies of leave orders authorizing emergency or special leave for oversea personnel to CONUS	★ at unit of attachment or assignment	destroy after approval of leave request/authorization form.
52	physician's recommendations for sick or convalescent leave	originals	at military pay subject matter areas	★ attach to original of approved leave request/authorization form (see rule 5).
53		copies		destroy after 1 year.
54	★ [RESERVED]			
55	Servicemen's Group Life Insurance elections or declinations	copies of forms	★ at CBPO	destroy when superseded by newly executed election.
56	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)	★ destroy 1 year after year/month comes in balance.

★TABLE 177-32 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
57	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.
58 ★	AUTODIN transmission control log	a record of incoming and outgoing AUTO DIN transmissions	at military pay subject matter area	
59 ★	pay adjustment authorization	original or copies of pay adjustment authorizations initiated by AFO or received from other AFOs or AFAFC	at initiating military pay subject matter area	destroy suspense copy upon return of receipted copy; destroy receipted copy after 6 months.
60 ★			at receiving military pay subject matter area	include original in substantiating documents (see rule 1); destroy retained copy with Daily Register of Transactions (see rules 8 and 8.1).

NOTES: 1. AFAFC/SUADA retires to Denver Federal Archives and Records Center with original accounts per table 177-5.  
 2. AFOs are notified of discrepancies or out-of-balance conditions by RMAD or directorate of military pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancy or out-of-balance condition is corrected.

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PROPOSED RULES - NEW/CHANGES

<u>RULE</u>	<u>CHANGE/ NEW</u>	<u>JUSTIFICATION</u>
1.1	) New	Additional record series maintained within the main rules 1 and 2.
2.1	) New	
2.2	)	
8 Col D	) Change	Change and additions are the result of system changes. Rejected transactions are consolidated into the DROR which is used in controlling and correcting the rejects. Since this product is to be retained for one year, the retention of the DROT, which contains both processed and rejected transactions, can be reduced to six months. This will somewhat alleviate the storage burden in the field.
9	) New	
9.1	) New	
11 Col D	) Change	The AFO files the leave and earnings statements in one of two ways, i.e., bulk-filed or in PFR. This disposition covers both methods.
24.1	) New	There is currently no disposition for AF Form 2067, Personal Financial Record (PFR) Transfer Actions.
24.2	) New	
28	) New	Documentation previously omitted from the table.
42 Col D	) 2 years	This increased retention will enable bases to answer W-2 inquiries which would otherwise be sent to AFAFC.
52 Col D	) Change	This change provides for original in lieu of copy 4.
56 Col D	) Change	Longer retention at base level will improve efficiency by having information readily available without contacting AFAFC.
58	) New	Documentation previously omitted from the table. Provides clarification of the disposition of pay adjustment authorizations at initiating and receiving military pay subject matter areas.
59	) New	
60	) New	

AUTODIN=Automatic Digital Network  
MPO=Military Pay Order  
EAM=Electrical Accounting Machine  
TD=Treasury Department  
PCS=Permanent Change of Station  
JUMPS-GRAMS=Emergency Manual Change  
CONUS=Continental United States  
JTR=Joint Travel Regulation  
MAFR=Merged Accountability and Fund Reporting

*Atch 2*