

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 2/11/80 ✓

**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
1947 Administrative Support Group (HQ USAF)**

**3 MINOR SUBDIVISION
Information Management and Resources Division**

4 NAME OF PERSON WITH WHOM TO CONFER

Mrs Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK
JOB NO NC1-AFU-80-10
DATE RECEIVED 2-11-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
3-26-80 <i>Jane E. O'Neil</i> Date <i>Archivist</i> Archivist of the United States

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

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 8 FEB 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Ceizer</i>	E TITLE HERBERT G. CEIZER, Chief Information Mgt and Resource Div
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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">NONCOMMISSIONED OFFICER STATUS (Table 35-10, Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new table for noncommissioned officer status documentation. These records are used by Special Action offices and units to effectively manage documentation regarding the processing of senior airmen to noncommissioned officer status.</p> <p>The retention periods requested will satisfy our administrative use of the records and assure uniform disposition actions throughout the Air Force.</p>	NN-170-33	

7 items

*copy to Agency
closed 4-2-80*

TABLE* 35-10 Noncommissioned Officer Status

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	monthly appointment	eligible and ineligible listings	at CBPO	destroy after 6 months
2			at units	destroy after 3 months
3	vacation of appointment	copies of letters	at Special Actions Office	destroy after 1 year
4			at units	destroy when member is reappointed to NCO status or when member separates, transfers, or dies
5	reappointment	original letters	at CBPO	destroy after 1 year
6			at units	destroy after 90 days
7	appointment, reappointment orders			see tables 35-1, rule 1 and 35-4, rule 3

Explanation of abbreviations:
 CBPO Consolidated Base Personnel Office
 NCO Noncommissioned Officer