

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-AFU-81-50</i>	
DATE RECEIVED <i>May 22, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-17-81</i> Date	<i>Edward Ullmer</i> Acting Archivist of the United States

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, 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
---	------------------------

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 11 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 14 MAY 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	STAFFING DOCUMENTATION (Table 40-2) (Applicable Air Force-wide) Revision to table 40-2 is necessary to update the table, implement the Civil Service Reform Act and include the delegations made by Office of Personnel Management. Column D of rule 1 is changed and is a deviation to GRS1, item 15. We find it necessary to observe the Federal Personnel Manual and Office of Personnel Management (OPM) agreements in disposing of the applicant supply file. Rule 1.1 is added to cover types of action, processing time, name of person who authorized final action, date of decision and brief statement of rationale, etc., for Civil Service Reform Act delegated authorities. We may destroy after audit by OPM or AF evaluators. Rule 2 is reserved. It has been incorporated into new rule 21.1. Column C of rule 2.1 is moved to column A in the proposed rule. Retention remains the same. Column D of rule 3 is changed to comply with GRS1, item 5. Rules 4 - 6 remain the same. Only column D is changed in rule 7. Rules 8 and 9 remain the same. Columns B, C and D of rule 10 are changed to clarify the documents and use	NCI-AFU-77-36	

43 items

*Copies sent to ANTR & NNM by R.A.W. 9/18/81
Closed Out: 9-22-81: K.T.*

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF *if*

2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>GRS1, item 33 retention for the disposition authority. Rules 10.1 and 10.2 are new rules to cover Promotion Evaluation Patterns (PEP) for use in the centrally managed AF career program (rule 10.1) and specific job analysis documentation used in validation of career program referrals (rule 10.2). The retention periods satisfy the reference use of the documentation. Column B of rule 11 is revised to clarify the files. Rule D is self explanatory. Rule 11.1 is added to cover the managerial potential assessments. These documents are needed for reference purposes until superseded by a new appraisal or upon employee's withdrawal from the career program. Rule 12, column B, is changed to update the descriptions of the documents and includes the old rules 13 and 14. New rule 13 is added for the Federal Equal Opportunity Recruitment files. New rule 14 covers the Federal Equal Opportunity Recruitment Plan. Both rules are disposed of per FPM guidance and OPM agreements. Column C of rule 15 is changed to show where the files are maintained.</p> <p>Rule 16 is reserved. Documentation covered by rule 15. Rule 17 remains the same. Rule 18 is the same except for editorial changes in column A. Rule 18.1 is added to cover the files of employees selected for assignment overseas and granted return rights to the US. We find we need the files for administrative reference for 1 year after return of employee or 1 year after return rights are terminated. Rule 19 covers committee minutes, sexual harrassment records, reports and supporting documents pertaining to affirmative actions for minorities, women and the handicapped. Retention period complies with GRS1, item 26g. The Affirmative Action Plan is covered in rule 19.1, disposition is per GRS1, item 26h(1). Rules 19.2 - 19.4 are added to cover several items relating to the Uniform Guidance on Employee Selection procedures. Documents governed by rule 19.2 can be destroyed when obsolete, superseded, or no longer needed for managerial or reference purposes. We need the annual impact determinations and analyses of alternate methods for at least 2 years after most recent compliance reviews for analysis and tracking purposes. Documents described by rule 19.4 should be kept until no longer needed for information after the individual's placement and promotion records have been destroyed. Rule 20 remains the same.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 1:

3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Columns B, C and D of rule 21 update description of documents and show where documents are retained. The retention period has been expanded to destroy 2 years after registrant is removed from the program in order to satisfy managerial requirements. Rule 21.1 is a new rule to cover documents pertaining to the Civilian Career Enhancement Program and central skills bank, which are maintained at the CCPO and in the Personnel Data System - Civilian (PDS-C). The disposition is self explanatory. The retention period (column D) of rule 22 has been modified to give us more flexibility in use of the files i.e., to destroy 2 years after registrant is removed from the program. Column B of rule 22.1 is expanded to include the DOD Priority Placement Program. Rule 22.2 remains the same. Rule 23 and 24 have been deleted since there are no draft and deferment actions necessary at present. A new rule 23 now covers the part-time employment program. We need for 2 years for trend analysis purposes. Rules 24 and 24.2 are new rules that cover the DOD Automated Career Management System. The retention periods noted adequately serve our administrative needs. Rules 25 and 26 remain the same. Rule 27 is new and covers the Career Program Cadre. Rules 28 - 30 are new and cover the Defense Intelligence Special Career Automated System documentation. The retention periods for rules 27 - 30 will adequately serve the reference needs of the Air Force.</p>		

TABLE 40-2

STAFFING

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1 GRS 1/15 (deviation)	applicant supply file	*employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data		*dispose of according to FPM guidance and OPM agreements. (Exception: Destroy Applicant flow data when obsolete, superseded, or no longer needed for managerial purposes.)
1.1 *	Civil Service Reform Act (CSRA) delegated authorities	records on the type of action, processing time, name of person who authorized final action, date of decision and brief statement setting forth the rationale for the decision		destroy after audit by OPM and AF evaluators.
* 2	(RESERVED)			
2.1 *	job element qualifications questionnaires			destroy 2 years after supersession.
3 GRS 1/15 (same)	OPM certificates	each Request for Certificate submitted to OPM, each Certificate of Eligibles issued by OPM, and related papers	correspondence regarding objections to eligibles, reasons for passing over veterans, etc.	*destroy when 2 years old.
4	appointee availability inquiry records	correspondence, telegrams, and related papers concerning availability of appointees	accepted appointments	destroy when individual enters on duty.

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
5			declined appointments, when names are received from certificate of eligibles	return to OPM with replies and applications.
6			declined appointments, when offers were made from applicant supply file of the installation	file with application, and dispose of according to FPM.
7	examinations	OPM examination records		*see FPM.
8		AF test booklets in which answers have been recorded, and completed test answer sheets	tests, results of which have been posted to prescribed individual records	destroy after 90 days.
9		test records for individual employee showing all cur- rent authorized AF test scores attained by the employee and maintained in his/her OPF (see table 40-1, rule 8) or in a separate file	maintained as separate file	forward with OPF when employee is reassigned within the AF; destroy 1 year after employee trans- fers or separates from Air Force.
10	promotion	*records of individual pro- motion actions, including work records, job analysis, Promotion Evaluation Pat- terns (PEPs), and files showing how candidates were rated and ranked	*sufficient to allow recon- struction for purpose of determining compliance with local, AF and Federal Merit Promotion Plans	*destroy 2 years after personnel action or audit by OPM, whichever is sooner.

GRS 1/33
(Same as
restored
GRS 1/33)

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
10.1 *		Promotion Evaluation Patterns (PEPs) for use in centrally managed Air Force career programs	maintained by appropriate career program branch, OCPO, for screening career program inventories	delete from data system when superseded or revised by new PEP. Destroy hard copy after 2 years.
10.2 *		records of specific job analysis documentation used in validation of PEPs and other documents (i.e., SFs 52, certificates, etc.) used for career program referrals	maintained by appropriate career program branch, OCPO	destroy when superseded or 2 years after staffing action is completed, whichever is later.
11	supervisory appraisal	*current appraisal of employee performance	maintained by CCPO	*file on left side of OPF when superseded by a newer revised appraisal.
11.1 *	Managerial Potential Assessment	current appraisal of employee potential for career program development and progression	maintained by CCPO, for use by selection panels	destroy when superseded by new appraisal or upon employee's withdrawal from the career program.
12	reduction in force	*retention registers, notice to employees, and work cards	lists prepared before reduction in force for each competitive level affected, and related documents. <i>Amended by SAV per G. Rowe's request, 6/15/81 to 8/12/81.</i>	destroy after 2 years, or if ^{no} appeal ^{is filed} or court case is pending, destroy after such case is resolved, if appeal whichever is later, ^{is filed} . <i>See T 40-4, R 1.</i>
13 *	Federal Equal Opportunity Recruitment Files	job interest sheets/cards of women and protected minority groups for occupations that are listed as underrepresented in installation Federal Equal Opportunity Recruitment Plans (FEORPs)	maintained in secure file in CPO's office	dispose of in accordance with FPM guidance and OPM agreements.

GRS
1/17b(1)
(deviation)

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
14 *	Federal Equal Opportunity Recruitment Plan (FEORP)	determinations of under- for eliminating under- representation and prior- ities for accomplishment		dispose of in accordance with FPM guidance and OPM agreements.
15	reemployment priority list	list of names supported by supervisor's record of employee (AF Form 971)	*maintained by CCPO	destroy after expiration or loss of employee's reemploy- ment rights, or after final decision on a pending appeal, whichever is later.
*16	(RESERVED)			
17	oversea recruitment requests	master copies of oversea civilian personnel requests, with position description attached	at the oversea CCPO servicing the position	destroy 1 year after position is filled.
18	*individual recruitment case files	documents pertaining to recruitment and selection for oversea employment		destroy 1 year after expira- tion of employee's transpor- tation agreement.
18.1 *	employees selected for assignment overseas granted return rights to US	copies of processing docu- ments (SF 50), transporta- tion agreements, position descriptions, employment agreements, etc.	maintained by CCPO	destroy after return of employee or 1 year after return rights are term- inated.
19	*affirmative actions for minorities and women and handicapped	*committee minutes, program activities, records of com- munity contacts, sexual harassment records, reports and supporting papers regarding status of employ- ment	MAJCOMS and below	*destroy after 3 years, or when superseded or obsolete, whichever is applicable.
19.1 *		Affirmative Action Plan		destroy 5 years from date of Plan or when adminis- trative purposes have been served whichever is sooner.

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
19.2 *	Uniform Guidelines on Employee Selection Procedures	EEO Analysis Worksheets, and statistics dealing with applicant and candidate flow by race, sex, and ethnic group	maintained in the EEO office	destroy when obsolete, super- seded, or no longer needed for managerial or reference purposes.
19.3 *		annual adverse impact deter- minations and analysis of alternate methods	conducted at least annually	destroy 2 years after most recent compliance review.
19.4 *		results of validity studies to include documentation of job analysis, PEP valida- tion referral rosters, Pro- motion and Placement Refer- al System statistics (PPRS)	maintained as part of the placement and promotion records	destroy when no longer needed for managerial purposes after individual's placement and promotion records have been destroyed.
20	retired members of the uniformed services	records of appointments and proposed appointments which were disapproved		destroy 5 years after close of year in which employee was appointed or appointment was disapproved.
21	employee placement assistance	*individual case files of employees registered in career programs	*maintained at OCPO for indi- vidual career progression reference, referral and counselling	*destroy 2 years after registrant is removed from the program.

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
21.1 *		Civilian Career Enhancement Program (Registration and Geographic Availability Form), for career programs, central skills bank, or both	maintained at CCPO and in the Personnel Data System-Civilian (PDS-C)	delete from data system and destroy hard copy when superseded by new geographic availability forms or upon employee's withdrawal from the system.
22		"stopper lists" received and records of any positions in the pay category series and grades on the "stopper list" during the time lists are in force		*destroy 2 years after registrant is removed from the program.
22.1		*individual case files of employees registered in the DOD Priority Placement program and the Automated Overseas Employment Referral Program		destroy 2 years after registrant is removed from the program.
22.2		documents related to DOD-announced base closure, transfer of function or reduction, such as: programming plans, phase-out plans, inactivation orders, correspondence pertaining to servicing remaining personnel after base closure, and related reports	accumulated at MAJCOM level for information and monitoring purposes and not covered elsewhere in this manual	destroy 2 years after final action taken on base closure or transfer.

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
23 *	Part-Time Employment Program	special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment	developed at CCPO level and consolidated at MAJCOMs and HQ USAF	destroy when 2 years old.
24 *	DOD Automated Career Management System (ACMS) records and reports	Individual employee registration in DOD career programs, resumes, and file maintenance updates	completed by employees, verified and maintained at CCPOs and forwarded to the DOD Central Referral Activity (DODCRA)	destroy when updated record is received, or employee is withdrawn from the program.
24.1 *		Employee Career Appraisal	completed by supervisors, maintained by the CCPO and forwarded to the DODCRA	destroy when replaced by a more recent appraisal
24.2 *		requisition and referral requests for filling positions from the ACMS inventory	initiated by supervisors, and copies forwarded to the DODCRA for a roster of eligibles	retain as supporting merit promotion documents when selection is made from roster. Destroy 2 years after selection is made.
25	separation clearance	forms used to ensure that a separating employee clears with various installation activities prior to departure	filed in the CCPO	destroy after 3 months if maintained as a separate file; or maintain and dispose of under table 10- rule 4 (transitory material)
26	general staffing documentation	documents pertaining to actions such as approved requests to hire retired military, employment of veterans, employment of civilians overseas, and requests for employment information	accumulated at MAJCOM level for information and monitoring purposes and not covered elsewhere in this manual	destroy when purpose has been served, or after 2 years, whichever is sooner.

TABLE 40-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
27 *	Career Program Cadre	forms, interview questions, validation documentation, etc.	maintained at OCPO/MAJCOMs	destroy 2 years after cadre selections are made.
28 *	Defense Intelligence Special Career Automated System, records, and reports	individual employee registration in Defense Civilian Intelligence Career Development Program, annual updates, and resumes	completed by employees in the DOD-wide Civilian Intelligence Career Development Program, copy maintained by the CCPO and copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS)	destroy when record is updated or employee is withdrawn from program.
29 *		Employee Career Appraisal forms	initiated by supervisors and copies maintained in CCPOs with copy forwarded to the DISCAS	destroy when replaced by a more recent appraisal.
30 *		requisition and referral requests for filling positions covered by the DOD-wide Civilian Intelligence Career Development Program	initiated by supervisors copy maintained by CCPO and copy forwarded to DISCAS for a roster of eligibles	destroy 2 years after selection is made from roster.