

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace ✓

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

LEAVE BLANK	
JOB NO	
NCI-AFU-81-66	
DATE RECEIVED	
July 6, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-27-81	<i>Edward Weldon</i>
Date	Acting 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 JUN 25 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, 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">CAREER MOTIVATION DOCUMENTATION (Table 35-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to clarify the disposition of the career information and counseling documentation, table 35-2, rule 1. The present rule cites table 35-1, rule 1 as the disposition authority. Table 35-1, rule 1 states dispose of per AFR 35-44. AFR 35-44, attachment 1, item 55 for AF Form 173, however, deals only with the Reserve Forces, therefore, one must refer to AFR 35-16, volume 1, figure 2-3 to determine actual disposition the AF Form 173, Record of Career Counseling and Career Intent, for those personnel other than Reserves.</p> <p>To avoid confusion, we are recommending disposition of the Record of Career Counseling and Career Intent form for both the active duty and Reserve personnel in table 35-2, rule 1.</p> <p>The proposed disposition adequately serves the administrative need of the Air Force.</p>	NN 173-216	

*Copy sent to NNIM by RAW, 7/29/81.
Closed Out: 7-29-81: K.T.D. Copy to Agency*

1 item

TABLE 35-2. (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFR 35-16	at unit of assignment	* forward to CBPO upon PCS; to gaining activity upon permanent change of assignment (PCA) without permanent change of station (PCS); or give to individual upon separation or discharge or when airman enters third enlistment. For United States Air Force Reserve (USAFR) personnel, remove when requirement for counseling expires.