

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace ✓ NWML

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
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK	
JOB NO	NCI-AFU-82-22
DATE RECEIVED	January 18, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-29-82 Date	<i>Mark H. Coon</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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12 JAN 1982	<i>Mark H. Coon</i>	MARK H. COON, Maj, USAF Documentation Mgmt Directorate of Administration

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">INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 3 and establish a disposition authority for mobilization augumentee (MA) folders. An informational folder is maintained on each Mobilization Augumentee (MA) by the unit in which the individual is assigned as MA. When the individual is reassigned, discharged or retired the folder is no longer required by the unit and may be given to the individual.</p>	NCI-AFU-78-31	

No mass data change sheet required. Copy of job sent to NNM by FAW 5/3/82. Closed Out: 5-7-82: K.T.D. Copy to Agency

TABLE 35-1 Individual Military Personnel Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3 *	informational person- nel records	reserve personnel mobili- zation augmentee folders containing documents that are not authorized for inclusion in record group and are not covered else- where in this manual	case filed by names of individuals and are maintained by unit commanders and super- visors	give to individual when re- assigned, discharged or retired.