

*Wallace*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AFU-82-56</b>	
DATE RECEIVED <b>June 2, 1982</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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>12-9-82</b>	<i>[Signature]</i> 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  
**Documentation Management**

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 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 <b>28 MAY 1982</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div</b>
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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><b>INDIVIDUAL MILITARY RECORDS (Table 35-1) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to establish a new rule 16, to provide for disposition of the Individual Mobilization Augumentee (IMA) annual status report. These reports are required to monitor readiness posture within the IMA community. Air Staff review will be accomplished through the annual IMA status report. The report will match wartime manpower authorizations against assigned personnel. The report is needed to help Air Staff planners insure that sufficient quality and quantities of personnel are available to augument the active force should wartime mobilization occur. The status report will be maintained three years and then destroyed. This will insure data is available during the annual budget cycle.</p>		

*Mass data change sheet not required. Copy of job sent to NNM by RAW, 12/14/82. Closed out: 12-15-82: CM 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
16 *	Individual Mobilization Augmentee (IMA) Annual Status Report	Reports pertaining to authorized and assigned IMA levels and force readiness	At HQ USAF/MPXX and AF/RE, MAJCOMs, AFMPC and ARPC	Destroy after 3 years

Explanation of Abbreviations: HQ USAF/MPXX = HQ USAF, Directorate of Personnel Plans, Plans Division  
 AF/RE = HQ USAF, Office of Air Force Reserve -- MAJCOM = Major Air Commands  
 AFMPC = Air Force Manpower and Personnel Center -- ARPC = Air Reserve Personnel Center