

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIRFORCE

2 MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER

MR. NEIL VANDERGRAAF

5 TEL EXT

694-3494

LEAVE BLANK

JOB NO

NCI-
AFU-82-73

DATE RECEIVED

9-16-82

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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

16-8-82 Date
Robert W. Voss 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 02 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
9 SEP 1982

D SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E JAMES E. DAGWELL

Chief, Documentation Management
Directorate of Administration

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10 ACTION TAKEN

NONAPPROPRIATED PERSONNEL DOCUMENTATION (T176-2)
(Applicable Air Force-wide)

1 Attached submission is for your review and approval. Subchapter 31 of the Federal Personnel Manual directs that a file be set up for discharged personnel with no appeal rights. We want to set up identical files for nonappropriated fund personnel using the same retention period. For your ease of reference we have included some background material of previous correspondence.

NN-172-212

Disposal criteria adequately satisfies Air Force requirements.

No mass data change sheet required. Copy of job sent to

NNM by RAW, 12/15/82

Closed out: 12-17-82:cm
Copy to Agency

1 item

TABLE 176-2

*NONAPPROPRIATED FUND PERSONNEL DOCUMENTATION

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
*19.1	involuntary separation or resignation actions of employees without appeal rights	supervisor's explanation of the reasons for separation of the employee; job-related circumstances, or record of oral notice given to the employee that adversely affected his/her resignation	filed subjectively according to nature of action separately from employee's OPF	destroy 2 years from effective date of action. (see note 5)

NOTE 5: Supervisor's explanation, related documentation of circumstances or oral notice of proposed action affecting resignation will not be forwarded with the employee's official personnel folder either to another federal agency or the NPRC.

[Amended to read "Note 5" by R. Wire per M. Vandergraaf, 1/4/83]