

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-83-030

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 33/1/7 was superseded by NC1-AFU-85-007 / 33/1/7.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the remaining items on this schedule were therefore superseded by N1-AFU-90-003.

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|---|
| LEAVE BLANK | |
| JOB NO | NCI-AFU-83-30 |
| DATE RECEIVED | 11/10/82 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 1-17-83 Date | <i>Robert M. Mary</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 5 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 11/17/83 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i> | 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 |
|-----------|---|--------------------|-----------------|
| 1 | <p>USAF RECRUITING SERVICE RECORDS (Table 33-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new table to cover disposition of USAF Recruiting Service records. The documentation covered by this table includes National Lead Fulfillment Listings of prospects responding to advertisement, Center of Influence, mailback information card, Personnel Interview Records (PIRs), enlistment case files, school program folders, Armed Services Vocational Aptitude Battery listings (ASVAB) activity and visitors logs.</p> <p>Listings and data feedback are used daily until all recruitment prospects are contacted and determined to be ineligible/not interested or a Personal Interview Record is completed. School program folders record visits, mailings, ASVAB testing, and other data affecting production efforts during a school year. After an applicant is determined to be tentatively qualified, the PIR prior to service, testing, status change, drug abuse, and follow-up appointments is completed/terminated. Enlistment case files contain forms used to process/enlist personnel.</p> <p><i>No mass data change sheet required. Copy of job sent to NAIM by BAW on 1/18/83.</i></p> | | <i>16 items</i> |

on 1/18/83.

Copy to agency, 1-27-83; *AS*

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF 5 2 |
|--|--|--------------------------|--------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>USAF Recruiting activities process 125,000 applicants each year. Of this total the Air Force actually enlist/commission approximately 88,000 applicants.</p> <p>All of the recruiting service records are of short term retention. The retention periods specified will adequately serve the administrative needs of the Air Force.</p> | | |

33. Recruiting. This table covers documentation unique to recruiting activities including enlistment case files, interview records and school programs. Not applicable to Consolidated Base Personnel Offices.

TABLE 33-1, USAF Recruiting Service Records

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|------------------|--|---|--|--|
| 1 | National Lead Fulfillment | listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement | used by flight supervisors and recruiters | cut off at end of FY in which all actions are completed, then destroy after 2 years. |
| 2 | Center of Influence (COI) leads | ATC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event | at the Recruiting Office which held the event and at the flight supervisor office | |
| 3 | data feedback | separate or detachable mail-back information card | used to obtain pertinent information from individuals who indicate their interest in finding out about the United States Air Force | destroy after 2 years, or when purpose has been served, whichever is sooner. |
| 4 | visitor log | log to record visits by distinguished civilians and all military personnel | at recruiting offices | destroy after 1 year. |
| 5 | Personal Interview Records (PIRs) | documents prepared after interview to determine enlistment eligibility | at the preparing activity | cut off at end of FY, in which all actions are completed, hold for 2 years, then destroy. |
| 6 | enlistment case files | forms and related documentation used to process and enlist individuals into the military service (note 1) | at recruiting office | forward to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility. |

TABLE 33-1

| R U L E | A | B | C | D |
|------------------|--|---|---|--|
| | If documents are or pertain to | consisting of | which are | then |
| 7 | | | at Air Force Liaison (MEPS) Office | distribute case file forms per AFR 33-3 and Military Enlistment Processing Command (MEPCOM) directives. Cut off remaining forms at the end of the month in which applicant enlisted, hold for additional 12 months, then destroy (note 2). |
| 8 | enlistment case files | case files on applicants separated from the Delayed Enlistment Program (DEP) | forwarded to squadron operations | cut off at the end of month in which the applicant was discharged, hold for 12 months, then destroy. |
| 9 | | case file on applicants processed and disqualified because they failed to meet mental or physical standards or failed to enlist in the DEP or regular AF or accept assignment reservation or no further enlistment action is contemplated | returned to the recruiter | cut off at the end of the month case was received by the recruiter, hold for 90 days, then destroy. |
| 10 | school program folders | individual data pertaining to type of school, visits scheduled, direct mail program mailouts and other appropriate data | prepared by the recruiter | cut off at end of FY, hold for 2 additional years, then destroy. |
| 11 | Armed Services Vocational Aptitude Battery (ASVAB) Listing | listing of names and addresses in a roster format of individuals tested | at recruiting offices with school program folders | destroy the list 2 years after date of test. |

TABLE 33-1

| R U L E | A | B | C | D |
|--|--|--|-----------------------------------|--|
| | If documents are or pertain to | consisting of | which are | then |
| 12 | Recruiter Daily Activity Log | form used to log daily expectation, literature mailed, replies, received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were re-contacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc. | prepared by the recruiter | destroy after 3 months. |
| 13 | Supervisor's Recruiter Activity Log | evaluation and analysis of flight recruiters | prepared by the flight supervisor | destroy when no longer needed or upon transfer to Consolidated Recruiter Activity Log. |
| 14 | Consolidated Recruiting Activity Log | data consolidated from Supervisor's Recruiter Activity Log | | cut off log at end of FY, hold for 1 additional year, then destroy. |
| 15 | Squadron Operations Daily Activity Log | data on daily recruiting operations | at Squadron Operations Section | destroy after 3 months. |
| 16 | Squadron Operations Monthly Activity Log | data consolidated from Operations Daily Activity Log | | cut off log at end of FY, hold for 1 additional year, then destroy. |
| <p>NOTES 1: Refer to ATCR 33-2 for listing of applicable forms. 2: Refer to ATCR 33-2 for appropriate forms not forwarded per AFR 33-3.</p> | | | | |