

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 AIR FORCE

2 MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION

Documentation Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Mr Neil Vandergraaf

694-3494

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 3 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 1 AUG 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE GRACE T. ROWE Documentation Management Directorate of Administration
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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>JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) AT BASE LEVEL (Table 177-32) (Applicable Air Force-wide)</p> <p>Attached submission is for your review and approval.</p> <p>Due to operational and procedural changes issued by the Accounting and Finance Center, the Personal Financial Records (PFRs) are no longer created. Table 177-32 therefore needs bringing up-to-date to reflect these changes. Records covered by rule 2 need to be kept for 9 months instead of 6 months to meet operational requirements. Rule 14 is now reserved because the PFRs no longer exist. Rules 64 through 70 have been added to cover documentation not now covered in AFM 12-50, because of the establishment of a management case file and PCS transfer package. Other minor administrative changes are self-explanatory.</p> <p>Attached disposition criteria adequately meet Air Force requirements.</p> <p><i>No mass data change sheet required. Copy of job sent to agency and NNM by RALW, 10-4-83.</i></p>	NC1-AFU-80-46	13 items

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JOB NO
NC1-AFU-83-103

DATE RECEIVED
8/10/83

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

29 SEP 1983
Date

[Signature]
Archivist of the United States

TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) DOCUMENTATION AT BASE LEVEL

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
2	no change	no change	no change	*destroy after 9 months.
4	*RESERVED			
10	no change	no change	no change	*if bulk-filed, destroy when no longer needed but not later than 60 days after close of period to which they pertain.
12	no change	no change	no change	*destroy when purpose has been served, but not later than 6 months after date of last entry.
13	no change	no change	no change	*destroy per rule 11.
14	*RESERVED			
24	*RESERVED			
24.1	*PCS Package Transfer Actions	*original forms filed in member's PCS package	no change	no change
24.2		no change	no change	no change
46	no change	*current pay and leave information and summary of last 32 transactions	*filed in member's PCS Package upon PCS	*destroy when purpose has been served, but not later than 6 months after creation.

TABLE 177-32 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
*64	Management case files	indebtedness documents, including bankruptcy	at military pay subject areas	include in PCS Package upon PCS; if separating or retiring, include in separation/retirement paperwork (see rule 67).
*65		basic allowance for quarters (BAQ) recertification		destroy 2 years after member departs PCS or when superseded by new recertification.
*66		authorization/designation for emergency pay and allowances		destroy upon PCS or when superseded by new authorization.
*67		separation/retirement paperwork		destroy 6 months after member separates.
*68		Article 15/Court Martial Order (CMO)		destroy after 6 months.
*69		State income tax withholding (SITW) recertification		destroy after 1 year.
*70	permanent change of station (PCS) package	pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness documentation, and similar records		destroy when purpose has been served, but not later than 6 months after date of creation.