

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-AFU-85-39	DATE RECEIVED 8-29-85
1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 USC 3303e the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr Neil Vandergraaf	5. TELEPHONE EXT. 694-3494	DATE 3-31-86	ARCHIVIST OF THE UNITED STATES <i>Frank Bunde</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 13 AUG 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL (T177-32) (Applicable Air Force-wide)</p> <p>The attached submission is to change Table 177-32.</p>		

15 items

TABLE 177-32, JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	substantiating information	report of travel/leave time	at military pay subject matter areas	for original, see T177-5, R2; duplicate, see rule 1.
3	substantiating information	copies of documents forwarded to AFAFC/AJQED; e.g., MPOs, pay adjustment authorizations, etc	at military pay subject matter areas	destroy after 6 months.
5	substantiating information	JUMPS pay record accessibility (PRA)	at military pay subject matter areas	include original semiannually with the submission of substantiating documents (May-November). (See Rule 1). Destroy retained copy after 6 months or when a new roster is created.
7	substantiating information	leave request/authorization	at unit of attachment or assignment	destroy Part III after leave block verification unless discrepancy in leave data. Then forward to AFO.
8	substantiating information	leave request/authorization	for internal management purposes	forward Part III to unit. Destroy Part IV when no longer needed.
10	substantiating information	copies of JUMPS data change transaction	at CBPOs, personnel system management (PSM) area	destroy after 6 months.
16	data collection listings	all transactions within a cycle that went to the recycle file at AFAFC	at military pay subject matter areas	destroy after 6 months provided all transactions have dropped from recycle.

TABLE 177-32 CONT'D

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
17	data collection listings	all management notices provided by AFAFC	at military pay subject matter areas	destroy after 6 months provided no AFO action is pending.
20	rejected transaction listings	all transactions rejected to the operating directorate at AFAFC	at military pay subject matter areas	destroy after 6 months.
29	control logs	data collection log print listings of all messages, commands, and systems activity	at military pay subject matter areas	destroy after 30 days.
31	control logs	MPO document control log (AF Form 1373)	at unit of attachment or assignment	destroy when action is completed.
66	temporary lodging allowance (TLA) entitlements	requests for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	case file copies at TLA initiating office used for authorization and payment	destroy 1 year after termination of TLA (Exception: when discrepancies are involved, destroy 6 months after they are cleared.)
74	quality assurance batch print	all transactions input into a data collection batch (to verify keyed data)	at military pay subject matter areas	destroy after cycle has been successfully transmitted to AFAFC.
75	data collection input transmittal listings	all transactions transmitted to AFAFC via data collection in a cycle(s)	at military pay subject matter areas	destroy after receipt and printing of AFAFC update results.
76	password control rosters (AF Form (199))	password and operator authorized access to the minicomputer	maintained by the AFO	destroy 1 year after the roster is replaced by a new roster.

Table 177-32 is being revised and completely being renumbered to reflect numerous operational changes that have been made over the past couple of years. We have put identical records together instead of having them scattered throughout this large table. We have also changed the disposition on some of these records to more accurately reflect the operational needs of the various Accounting and Finance Offices at base level. Following is a summary of changed dispositions by new rule numbers:

- | | | |
|----|---|-----------------------|
| 2 | Column D reflects in shorter language what happens to the original and what happens to the duplicates. Actually, no change in disposition is made to these records. | <i>NC-AFU-75-50</i> |
| 3 | The disposition of these records is changes from 9 months to a new disposition of 6 months. | <i>NCI-AFU-83-103</i> |
| 5 | We need to change the disposition of these records from 90 days to 6 months or when a new roster is created. | <i>NCI-AFU-78-13</i> |
| 7 | This form is now a four-part form. Part II is sent to the AFO if there is a discrepancy. | <i>NC-AFU-75-50</i> |
| 8 | Part IV is to be kept by the supervisor and destroyed when no longer needed. This is a new rule, because Part IV is an added copy. | — |
| 10 | We want to change the disposition from 9 months to 6 months. | <i>NCI-AFU-83-103</i> |
| 16 | These are new items not previously covered. | — |
| 17 | These are also new items not previously covered. | — |
| 20 | These are also new items not previously covered. | — |
| 29 | This log print was not previously covered and only needs to be kept for 30 days. | — |
| 31 | This is also a new item, not previously covered. | — |
| 66 | The disposition was accidentally left off the last printing of AFR 12-50. We are re-entering the previously approved disposition in column D to correct this error. | <i>NCI-AFU-79-15</i> |
| 74 | This is a new item, not previously covered. | — |
| 75 | This is also a new item, not previously covered. | — |
| 76 | This is also a new item, not previously covered. | — |

All the records created at the base level AFOs pertaining to the JUMPS system are purely short term operational records. The records are not covered by the General Records Schedule and this change need not be coordinated or approved by GAO.

Attached is a comparison table to reflect the new rule numbers.

NEW TABLE	OLD TABLE	NEW TABLE	OLD TABLE
1	1	40	27
2	6	41	29
3	2	42	32
4	2.4	43	33
5	28	44	34
6	5	45	35
7	5	46	36
8	-	47	37
9	1.1	48	38
10	2.1	49	40
11	2.2	50	41
12	2.3	51	42
13	8.1	52	43
14	8	53	44
15	8	54	45
16	-	55	46
17	-	56	47
18	9	57	48
19	9.1	58	51
20	-	59	55
21	10	60	56
22	11	61	57
23	12	62	59
24	13	63	60
25	15	64	61
26	16	65	62
27	17	66	63
28	58	67	64
29	-	68	65
30	49	69	66
31	-	70	67
32	18	71	68
33	20	72	69
34	21	73	70
35	22	74	-
36	24.1	75	-
37	24.2	76	-
38	25	77	39
39	26		