

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		DUPLICATE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AF 2-00-11</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>7-7-00</i>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192	DATE <i>July 31 01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>30 Jun 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryle D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i> <i>2</i>	<p>AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS)</p> <p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>Air Force proposes changes to Table 13-10, add Rule <del>5.01</del> and <del>31.01</del> (New).</p> <p>Rule 5.01 (New) provides disposition instructions for AF Form 4031 used by instructors in all aircrew positions to focus training on identified Cockpit/Crew Resource (CRM) skills. Forms collect data on any trends in CRM skills that are not effectively taught during the CRM training; utilized to correct identified deficiencies.</p> <p><del>Rule 31.01 (New) identifies Flight Evaluation Folders (FEFs) for members in inactive flying status as a separate record type incorporated in the member's flight records folder.</del></p> <p>The Privacy Act System of Records F011 AF XO A applies.</p> <p>See attached table format describing the retention of these records.</p> <p><i>cc: Gumaer, NR 5/19/01</i></p>	<p>New</p> <p><del>New</del></p> <p><i>(Handwritten changes per Cheryle Gumaer email to Richard Noble 2/23/01.)</i></p>	

TABLE 13-10  
 AIR FORCE OPERATIONS RESOURCE  
 MANAGEMENT SYSTEMS (AFORMS)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*5.01 (New)	Cockpit/Crew Training	skills training/evaluation Forms, i.e., AF Form 4031	at MAJCOMs	destroy 6 months after semi-annual cutoff AUTH:
<del>*31.01 (New)</del>	<del>Flight Evaluation Folders (FEFs)</del>	<del>documentation of member in inactive flying status</del>	<del>at HOSM office</del>	<del>file with FRF and dispose of accordingly. AUTH.</del>

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Rule 31.01 lined-out per Cheryl Gumaer email  
 to Richard Noble 2/23/01.