

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.	NI-AFU-87-35
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	9/1/87
2. MAJOR SUBDIVISION Directorate of Information Management and Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Policy Section		In accordance with the provisions of 44 U.S.C. 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Grace T. Rowe	694-3527	11-2-87	<i>Frank S. Bunk</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 1 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
31 AUG 1987	<i>Grace T Rowe</i>	GRACE T. ROWE, Chief Records Management Policy Section Directorate of Info Mgt and Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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>PROMOTION AND DEMOTION RECORDS (Table 35-8) (Applicable to HQ AFMPC)</p> <p>Please give this request priority handling. We need to receive your concurrence by December 1, 1987.</p> <p>Request a one-time disposition authority to destroy approximately 2,000 officer(Lt Colonel) promotion recommendation reports. These records are described in Privacy Act Systems of Records Notice F)35 AF MP A, AFP12-36, page 34 (copy attached). The report form has not been used since 1981. The records on hand are obsolete and no longer needed for administrative purposes. Despite the fact that these reports are no longer prepared and have no present use, they have continued to be retained at HQ AFMPC at some considerable expense and administrative inconvenience.</p> <p>Although we have published our intent to destroy these records in the referenced Privacy Act system of records notice, we believe it is appropriate to obtain your concurrence before proceeding with this disposition.</p> <p>The reports consist of a one page annual or periodic evaluation which contains the comments and signatures of up to three officers in the member's supervisory chain. The precise number of comments and signatures varies with each individual case. These records are not included in the promotion board files described in Table 35-8, rules 1 files and they are not made a part of the master record (Table 35-1, rule 1).</p>		

035—MILITARY PERSONNEL

Records on military personnel which covers both officers and airmen, military personnel records, both Regular and Reserve who are active or retired. Records unique to Air Reserve Forces personnel are in 045 series.

F035 AF MP A

System name: 035 AF MP A—Effectiveness/Performance Reporting Systems

System location: Headquarters, United States Air Force, Washington DC 20330; Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; headquarters of the major commands and separate operating agencies; consolidated base personnel offices; each State Adjutant General Office; Reserve and Air National Guard units, and the Human Resources Laboratory, Brooks Air Force Base, TX. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63118.

Categories of individuals covered by the system: Military Personnel Only. **Officer:** applies to active duty/Air National Guard/Air Force Reserve Personnel serving in grades Warrant Officer (W-1) through Colonel (O-6). **Airmen:** applies to active duty personnel in grades Airman Basic (E-1) through Chief Master Sergeant (E-9), and to Air Force Reserve personnel in grades Staff Sergeant (E-5) through Chief Master Sergeant (E-9).

Categories of records in the system: Officer Effectiveness Report; Education/Training Report; Lieutenant Colonel Promotion Recommendation Report; Colonel Promotion Recommendation Report; Airman Performance Report; Technical Sergeant (TSGT), Staff Sergeant (SSGT), and Sergeant (SGT) Performance Report; Chief Master Sergeant (CMSGT), Senior Master Sergeant (SMSGT), and Master Sergeant (MSGT) Performance Report; Description of Data Contained Therein: Name; Social Security Number (SSN); Active and Permanent Grades; Specialty Data; Organization location and Personnel Accounting Symbol (PAS); Period of Report; Number of days of supervision; Performance Evaluation Scales; Assessment of Potential; Comments Regarding Ratings;

Authority for maintenance of the system: 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Force Regulation 36-10, Officer Evaluations, and Air Force Regulation 39-62, NonCommissioned Officer and Airman Performance Reports.

Purpose(s): Uses Include: Documentation of effectiveness/duty performance history; Promotion selection; school selection; assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analyses; other appropriate personnel actions.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses: Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in visible file binders/cabinets.

Retrievability: Filed by name or SSN.

Safeguards: Records are accessed by custodian of the record system and by person(s) who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal: Copies of performance reports are retained until separation or retirement. At separation or retirement, data subject is presented with field and command record copies of his or her reports. The Headquarters Air Force (HAF) copy is a permanent record that is forwarded to the National Personnel Records Center, Saint Louis, MO. In the event the member has a Reserve commitment, the HAF copy is sent to the Air Reserve Personnel Center (ARPC), York Street, Denver, CO. However, the following exceptions apply: **Officers Field Record:** Remove and give to individual when promoted to Colonel, when separated or retired. Destroy when

voided by action of the Officer Personnel Records Review Board. When voided by action of the Air Force (AF) Board for Correction of Military Records, forward all copies of report to Headquarters United States Air Force (HQ USAF) when directed. **Command Record:** The command custodian will destroy the reports when voided by action of Officer Personnel Records Review Board. When voided by action of the AF Board for Correction of Military Records, forward all copies of report to HQ USAF when directed. **HAF Record:** Remove reports voided by action of the Officer Personnel Records Review Board from the selection folder and file in the board recorder's office until destroyed by tearing into pieces, shredding, pulping, macerating or burning. Remove reports voided by action of the AF Board for Correction of Military Records from selection folder and submit to Board's Secretariat with duplicate and triplicate copies, for custody and disposition. Lt Colonel and Colonel Promotion Recommendation Reports are temporary documents maintained only at HQ Air Force level and are destroyed after their purpose has been served. **Active duty airmen:** Grades E-3 through E-6: On separation or retirement, Airman Performance Reports (APRs) are forwarded to the National Personnel Records Center, Saint Louis, MO unless data subject holds a reserve obligation, in which case they are forwarded to ARPC. Grades E-7 through E-9: On separation or retirement, original copies, those retained in Senior NCO selection folders and those in field record closing before 1 January 1967, are forwarded to the National Personnel Records Center or to ARPC if data subject holds a reserve obligation. Duplicate copies closing 1 January 1967 or later (field record) are returned to the member at separation or retirement. **Non-EAD USAFR airmen:** Air Force Reserve Forces Non-commissioned Officers Performance Report; upon separation, retirement or assignment to a non-participating reserve status, they are forwarded to ARPC for file in the master personnel record and disposed of as a part of that record.

System manager(s) and address: Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington DC 20330, and Chief of Air Force Reserve, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure: Requests from individuals should be addressed to the System Manager.

Record access procedures: Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting records procedures: The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories: The basis of the ratings is observed on-the-job or education/training performance progression of the individual. Further, evaluation reports may have as an additional source of information: Letters of Evaluation.

Systems exempted from certain provisions of the act: Parts of this system may be exempt under 5 USC 552a (k) (7), as applicable. For additional information, contact the System Manager.

F035 AF MP B

System name: 035 AF MP B—Geographically Separated Unit Copy Officer Effectiveness & Airman Performance Report

System location: Headquarters of major subordinate commands and numbered Air Forces.

Categories of individuals covered by the system: Officers (Lt Colonel and below) and Airmen.

Categories of records in the system: Officer Effectiveness Report; Education/Training Report; Airman Performance Report; Technical Sergeant (TSgt), Staff Sergeant (SSgt), and Sergeant (Sgt) Performance Report; and Chief Master Sergeant (CMSgt), Senior Master Sergeant (SMSgt), and Master Sergeant (MSGt) Performance Report.

Authority for maintenance of the system: 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by AFR 36-10, Officer Evaluations, and Air Force Regulation 39-62,

Noncommissioned Officer and Airman Performance Reports.

Purpose(s): Used as a record of individual's past job performance.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses: Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: Filed by name.

Safeguards: Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal: Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address: At Headquarters of Major Subordinate Commands and numbered Air Force official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notices.

Notification procedure: Requests from individuals should be addressed to the System Manager.

Record access procedures: Individual can obtain assistance in gaining access from the System Manager.

Contesting records procedures: The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories: Officer and airman evaluation report data.

Systems exempted from certain provisions of the act: None.

F035 AF MP C

System name: 035 AF MP C—Military Personnel Records System

System location: Headquarters United States Air Force, Washington DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Air Reserve Personnel Center, Denver, CO 80280. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Headquarters of the major commands and separate operating agencies. At consolidated base personnel offices and other installation units. At State Adjutant General Office of each respective State, District of Columbia or Commonwealth of Puerto Rico. At Air Force Reserve and Air National Guard units. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's Systems Notices.

Categories of individuals covered by the system: Air Force active duty military personnel.

Categories of records in the system: Officer Correspondence and Miscellaneous Document Group (C&M) at Air Force Military Personnel Center (AFMPC); Headquarters United States Air Force (HQ USAF) Selection Record Group (SR) at HQ USAF Assistant for General Officer Matters; Retired Air Force general officers. Master Personnel Record Group (MPeRGp) at AFMPC; active duty colonels at HQ USAF, Assistant for Senior Officer Management, C&M at AFMPC Air Force active duty officer personnel. MPeRGp at AFMPC Officer Command Selection Record Group (OCSR) at the respective major command or separate operating agency, Field Record Group (FRGp) at the respective Air Force base of assignment/servicing Consolidated Base Personnel Office (CBPO); Air Force active duty enlisted personnel. MPeRGp at AFMPC, FRGp at respective servicing CBPO, Senior Noncommissioned Officer (NCO) Selection Folder at the respective servicing CBPO; personnel in Temporary Disability Retired List (TDRL) status, Missing in Action (MIA), Prisoner of War (POW), Dropped From Rolls (DFR), MPeRGp at AFMPC; Reserve officers MPeRGp at Air Reserve Personnel Center (ARPC), OCSR at the respective Air Force (AF) major command (MAJCOM) when applicable, FRGp at the respective unit of assignment or servicing CBPO or Consolidated Reserve Personnel Office (CRPO); Reserve airmen MPeRGp at ARPC, FRGp at the

respective unit of assignment or servicing CBPO/CRPO; Air National Guard (ANGUS) officers MPeRGp at ARPC, OCSR at the respective State Adjutant General Office, FRGp at the respective unit of assignment, ANGUS airmen MPeRGp at the respective State Adjutant General Office FRGp at the respective unit of assignment; Retired Air Force military personnel; Discharged personnel MPeRGp at National Personnel Records Center (NPRC); Air Force Academy cadets MPeRGp at unit of assignment CBPO. System contains substantiating documentation such as forms, certificates, administrative orders and correspondence pertaining to appointment as a commissioned officer, warrant officer, Regular AF, AF Reserve or ANGUS; enlistment/re-enlistment/extension of enlistment; assignment Permanent Change of Station (PCS)/Temporary Duty (TDY); promotion/demotion; identification card requests; casualty; duty status changes—Absent Without Leave (AWOL)/MIA/POW/Missing/Deserter; military test administration/results; service dates; separation; discharge; retirement; security; training, Precision Measurement Equipment (PME), On-The-Job Training (OJT), Technical, General Military Training (GMT), commissioning, driver; academic education; performance/effectiveness reports; records corrections—formal/informal; medical or dental treatment/examination; flying/rated status administration; extended active duty; emergency data; line of duty determinations; human/personnel reliability; career counseling; records transmittal; AF reserve administration; Air National Guard administration; board proceedings; personnel history statements; Veterans Administration compensations; disciplinary actions; record extracts; locator information; personal clothing/equipment items; passport; classification; grade data; Career Reserve applications/cancellations; traffic safety; Unit Military Training; travel voucher for TDY to Republic of Vietnam; dependent data; professional achievements; Geneva Convention cards; drug abuse; Federal Insurance; travel and duty restrictions; Conscientious Objector status; decorations and awards; badges; Favorable Communications (colonels only); Inter-Service transfers; pay and allowances; combat duty; leave; photographs; Personnel Data System products.

Authority for maintenance of the system: 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by Air Force Regulation 35-55, Military Personnel Records System.

Purpose(s): Military Personnel Records are used at all levels of Air Force personnel management within the agency for actions/processes related to procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, sustenance, separation and retirement.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses: Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Compensation claims submitted to Veterans Administration Regional Offices; dependents and survivors requesting issuance or determination of eligibility for identification card privileges; Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) eligibility and benefits requests—copies are provided to CHAMPUS, Denver, CO; Immigration and Naturalization—copies are provided to respective local Immigration Office; Unemployment Compensation Requests—verification of service related information provided to State Unemployment Compensation (UCX) Office; Vietnam State Bonus—information provided to respective local State offices; Civil Service requests for verification of military service for benefits; leave or Reduction in Force (RIF) purposes—Worldwide locator inquiries; Dual compensation cases involving former officers—provided to establish Civil Service employee tenure and leave accrual rate; Social Security Retirement Credit Verification—verification of service data provided to substantiate applicant's credit for Social Security compensation; Soldiers and Sailors Civil Relief Act requests—verification of service—Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home address may be provided.