

FILE FOR DIFFERENTIATED ITEMS

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 12 1973	JOB NO. 173-216
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 "with-drawn" in column 10	
Date 4-26-73	Archivist of the United States <i>James B. Rhoads</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MR. R. J. NORMAN

5. TEL. EXT.
11-29239

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

10 APR 1973

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">CAREER MOTIVATION DOCUMENTATION (35-2)</p> <p style="text-align: center;">(Applicable Air Force-wide)</p> <p>The attached revision of AFM 12-50, table 35-2 is a revision of NARS Job NN-170-33 (35-2-1, -3, &-4). The expanded coverage is to provide more realistic and definitive disposal standards for Career Motivation Program documentation Prescribed by AFM 35-16, "USAF Career Motivation Program for Officers and Airmen Motivational Concepts and Directives." The current title of the table is too restrictive and applies only to those documents actually used in career counseling, which is only a minor part of the overall AF Career Motivation Program. The new title is less restrictive.</p> <p>Rule 2 on the attached table had been previously approved under NARS Job NN-172-208.</p> <p>Policy planning and procedural development documentation for the Career Motivation Program is preserved permanently under AFM 12-50, table 10-1, rule 1; and table 5-1, rules 1 and 2, as applicable.</p>	<p>NN-170-33 (35-2-1, -3, -4) and NN-172-208</p>	

New or revised material is indicated by a star ★

TABLE 35-2

CAREER MOTIVATION DOCUMENTATION (see note)

R L E	A	B	C	D	
1	career information and counseling	forms maintained and monitored under AFM 35-16	★ at the unit of assignment	see table 35-1, rule 1	Supersedes AFM 181-5 1 Dec 66 paragraph
2	selective reenlistment and retention	★ minutes of selection board meetings and related documents, including annotated eligibility rosters and selection folders	★ created in selecting first term airmen for career status, selective retention of airmen with 20 or more years' ^{SEAVIC} service, or airmen denied reenlistment	★ destroy 2 years after separation of airman.	NN-172-208 Approved
3		duplicates of documents, the originals of which are in the field record group		destroy 6 months after final action.	
4	★ variable reenlistment bonus (VRB)	★ documentation pertaining to allocation of VRB line numbers	★ at MAJCOM office monitoring allocation and at the CBPO career information and counseling unit	destroy after 1 year.	
5		★ documents pertaining to approval of lump sum or advanced payment of VRB		★ destroy after 1 year or when all installments are paid.	
6	★ career irritants or demotivating factors	documents pertaining to identification of such factors and actions taken toward their resolution	at unit or CBPO	destroy after 1 year.	

TABLE 35-2 (Continued)

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of	which are	then	
7 ★	career motivation councils	case files of each approved council, including but not limited to charter, appointment orders, and all changes, waivers, agenda, minutes of meetings, studies, evaluation of council effectiveness, surveys, analyses, reports or other data required by AFR 25-7 or AFM 35-16	recorders records, CBPO and MAJCOM	destroy after 2 years.	
8 ★	reenlistment/retention statistics and officer loss rates	tabulations, summaries or feeder reports which are needed for record purposes	at preparing, monitoring or requiring activities		
9 ★	orientation trips by career motivation council members	documents maintained under AFM 35-16 and AFR 35-26	at the unit and CBPO	destroy 6 months after completion of trip.	
10 ★	reports, controlled and uncontrolled	retention assistance evaluation checklists, reports of visits, and progress reports required by major commands	as a result of individual AF or command-directed Career Motivation Program	destroy after 1 year.	
11 ★	Career Motivation Program	documentation required by AFM 35-16 which is not covered elsewhere in this manual			
	Note: Rules apply to those copies not required by current directives to be filed in individual record groups (see table 35-1).				