

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-89-30
		DATE RECEIVED	8/1/89
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 MANAGEMENT POLICY SECTION			
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE 3/2/90	ARCHIVIST OF THE UNITED STATES

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 THREE 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. is attached, or is unnecessary.

B. DATE JUL 28 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Sec Directorate of Information Mgt & Admin
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7 ITEM NO	8 DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <small>(NARS USE ONLY)</small>
1	<p style="text-align: center;">HONORS AND AWARDS (TABLE 900-1, RULE 4) (APPLICABLE AIR FORCE-WIDE)</p> <p>Request you approve the addition of a rule to cover the disposition of the checklists for honors other than funeral/memorial services. These checklists (AF Form 1946 - Honor Guard Checklist) (see atch) are designed for use for both funeral/memorial services under Air Force Regulation 143-1, and honor guard services other than funeral/memorial services under a different regulation (AFR 900-37). Part 5 of the form is designed for the latter, but there are no disposition instructions when this portion of the form is used. Upon recommendations from the office responsible for this type of records, we would like to destroy the completed form(s) 1 year after the honors are rendered. On the other hand, we would also like to add a Rule 12 to Table 143-2 (DISPOSITION OF REMAINS OF DECEASED PERSONNEL) to refer the reader to Table 900-1.</p>		

TABLE 900-1

TITLE OF TABLE
HONORS AND AWARDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
4	military honors checklist	completed military honors checklist forms for honors other than funeral/memorial services	at bases that provide military honors	destroy the completed forms 1 year after honors rendered.

INSTRUCTIONS: The Chief of Services (Mortuary Officer) will sign and complete appropriate items on this form each time the Honor Guard is requested to provide its services. If a request is disapproved, indicate the circumstances and justification along with the other data on the form. Prepare this form in duplicate. Retain the original for the official file and forward a copy to your MAJCOM within five work days after completing the ceremony. If Honors are declined, prepare a third copy of this form and forward to HQ AFMPC/MPCCM.

HONORS REQUEST DATA			
1 INDIVIDUAL REQUESTING OR DESIGNATING HONORS (Name and Address)		ORGANIZATION	PHONE
		2 REQUEST MADE	
		DATE	TIME
3 HONORS REQUESTED			
A TYPE (Check appropriate item) <input type="checkbox"/> HONORS AND CEREMONIES FOR DISTINGUISHED PERSONS <input type="checkbox"/> COMMUNITY FUNCTION <input type="checkbox"/> FUNERAL SERVICE <input type="checkbox"/> MEMORIAL SERVICE <input type="checkbox"/> CHANGE OF COMMAND CEREMONY <input type="checkbox"/> OTHER (Specify)			
B LOCATION OF HONORS TO BE FURNISHED (Check appropriate boxes) <input type="checkbox"/> GOVERNMENT CEMETERY <input type="checkbox"/> CHURCH <input type="checkbox"/> FUNERAL SERVICE ESTABLISHMENT <input type="checkbox"/> PRIVATE CEMETERY <input type="checkbox"/> ON BASE <input type="checkbox"/> OTHER (Specify)			
4 IF HONORS ARE FOR FUNERAL OR MEMORIAL SERVICES, COMPLETE THE FOLLOWING			
A NAME OF DECEASED		B GRADE	C SSAN
			D DATE OF DEATH
E BRANCH OF SERVICE AND STATUS OF DECEASED (Check appropriate boxes) <input type="checkbox"/> VETERAN (Specify War)			
<input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> ARMY <input type="checkbox"/> MARINE <input type="checkbox"/> RETIRED <input type="checkbox"/> ACTIVE DUTY			
F. NEXT OF KIN OR REPRESENTATIVE (Name and Address)		PHONE	G. FUNERAL HOME (Name and Address)
			PHONE
H PLACE OF SERVICE		I DATE AND TIME	J PERSON TO REPORT TO
5 IF HONORS ARE FOR AN ACTIVITY OR FUNCTION OTHER THAN FUNERAL OR MEMORIAL SERVICES COMPLETE THE FOLLOWING			
A PLACE OF ACTIVITY OR FUNCTION		B DATE AND TIME	C PERSON TO REPORT TO
D DESCRIPTION OF ACTIVITY OR FUNCTION			
6 REQUESTED HONORS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED BY CHIEF OF SERVICES (Mortuary Officer) DATE: TIME			
II. ACTIONS AND FACTS PERTAINING TO HONORS PROVIDED			
7 PARTICIPATING MILITARY PERSONNEL (Enter number of personnel in each box, as appropriate)			
PALLBEARERS	HONORARY PALLBEARERS	COLOR GUARD	DRILL TEAM
PIRING PARTY	ONE MEMBER REPRESENTING	CHAPLAIN	BUGLER
TROOP ESCORT	AIR FORCE	FLY OVER	MEMBER IN CHARGE
			OTHER (Specify)
8 INSPECTION AND COMMENTS			YES NO
A Participants briefed and inspected prior to release for ceremony			
B All members received training before time of participation in ceremony			
C All members dressed alike in prescribed uniform			
D Honor Guard Commander reported unusual circumstances resulting in unfavorable reflection in Air Force (If yes, explain in remarks)			
9 NAME AND GRADE OF HONOR GUARD COMMANDER		SIGNATURE	
10 RESOURCE EXPENSE DATA			
A TIME SPAN OF ACTIVITY		B LOCATION OF ACTIVITY	
		C MILEAGE (From base to place of activity one way)	
D TYPE OF VEHICLE(S) USED (Check appropriate box)			E TOTAL NO OF MANHOURS SPENT
MODE			DRIVER
			ON TDY
			LOCALLY
<input type="checkbox"/> MIL STAFF CAR <input type="checkbox"/> PRIVATELY OWNED VEH <input type="checkbox"/> OTHER (Specify)			
<input type="checkbox"/> MIL BUS <input type="checkbox"/> COMMERCIAL BUS			
			<input type="checkbox"/> MILITARY
			<input type="checkbox"/> CIVILIAN
F Manpower Cost (Average hourly wage of participating members times the No. of participants See AFR 177-101)			\$
G Travel Cost (Standard operating cost of specific government vehicle times No. of vehicles and round trip miles traveled, or leased or rental cost of vehicles. Obtain per mile cost from the base vehicle maintenance control and analysis office)			\$
H Per Diem/Lodging Cost (Total cost for all participating members)			\$
I Miscellaneous Costs (i.e. hiring of bugler, etc)			\$
J Total cost for this ceremony (Sum of items F, G, H and I above)			\$
REMARKS (Continue on reverse, if necessary)			
TYPED NAME GRADE AND BASE OF CHIEF OF SERVICES (Mortuary Officer)		SIGNATURE OF CHIEF OF SERVICES (Mortuary Officer)	

INSTRUCTIONS: The Chief of Services (Mortuary Officer) will sign and complete appropriate items on this form each time the Honor Guard is requested to provide its services. If a request is disapproved, indicate the circumstances and justification along with the other data on the form. Prepare this form in duplicate. Retain the original for the official file and forward a copy to your MAJCOM within five work days after completing the ceremony. If Honors are declined, prepare a third copy of this form and forward to HQ AFMPC/MPCCM.

HONORS REQUEST DATA

1 INDIVIDUAL REQUESTING OR DESIGNATING HONORS (Name and Address)	ORGANIZATION	PHONE	2 REQUEST MADE	
			DATE	TIME

3 HONORS REQUESTED

A TYPE (Check appropriate item) HONORS AND CEREMONIES FOR DISTINGUISHED PERSONS COMMUNITY FUNCTION
 FUNERAL SERVICE MEMORIAL SERVICE CHANGE OF COMMAND CEREMONY OTHER (Specify)

B LOCATION OF HONORS TO BE FURNISHED (Check appropriate boxes)
 GOVERNMENT CEMETERY CHURCH FUNERAL SERVICE ESTABLISHMENT
 PRIVATE CEMETERY ON BASE OTHER (Specify)

4 IF HONORS ARE FOR FUNERAL OR MEMORIAL SERVICES, COMPLETE THE FOLLOWING

A NAME OF DECEASED	B. GRADE	C SSAN	D DATE OF DEATH
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E BRANCH OF SERVICE AND STATUS OF DECEASED (Check appropriate boxes) VETERAN (Specify War)
 AIR FORCE NAVY ARMY MARINE RETIRED ACTIVE DUTY

F. NEXT OF KIN OR REPRESENTATIVE (Name and Address)	PHONE	G. FUNERAL HOME (Name and Address)	PHONE
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H PLACE OF SERVICE	I DATE AND TIME	J PERSON TO REPORT TO
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5 IF HONORS ARE FOR AN ACTIVITY OR FUNCTION OTHER THAN FUNERAL OR MEMORIAL SERVICES COMPLETE THE FOLLOWING

A PLACE OF ACTIVITY OR FUNCTION	B DATE AND TIME	C PERSON TO REPORT TO
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D DESCRIPTION OF ACTIVITY OR FUNCTION

6 REQUESTED HONORS APPROVED DISAPPROVED BY CHIEF OF SERVICES (Mortuary Officer) DATE: TIME

II. ACTIONS AND FACTS PERTAINING TO HONORS PROVIDED

7 PARTICIPATING MILITARY PERSONNEL (Enter number of personnel in each box, as appropriate)

PALLBEARERS	HONORARY PALLBEARERS	COLOR GUARD	DRILL TEAM	OTHER (Specify)
FIRING PARTY	ONE MEMBER REPRESENTING	CHAPLAIN	BUGLER	
TROOP ESCORT	AIR FORCE	FLY OVER	MEMBER IN CHARGE	

8 INSPECTION AND COMMENTS

A Participants briefed and inspected prior to release for ceremony	YES	NO
B All members received training before time of participation in ceremony		
C All members dressed alike in prescribed uniform		
D Honor Guard Commander reported unusual circumstance's resulting in unfavorable reflection in Air Force (If yes, explain in remarks)		

E NAME AND GRADE OF HONOR GUARD COMMANDER	SIGNATURE
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10 RESOURCE EXPENSE DATA

A TIME SPAN OF ACTIVITY	B LOCATION OF ACTIVITY	C. MILEAGE (From base to place of activity one way)
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D TYPE OF VEHICLE(S) USED (Check appropriate box)	E TOTAL NO OF MANHOURS SPENT
MODE DRIVER ON TDY LOCALLY	
<input type="checkbox"/> MIL STAFF CAR <input type="checkbox"/> PRIVATELY OWNED VEH <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN	
<input type="checkbox"/> MIL BUS <input type="checkbox"/> COMMERCIAL BUS	

F Manpower Cost (Average hourly wage of participating members times the No. of participants. See AFR 177-101) \$

G Travel Cost (Standard operating cost of specific government vehicle times No. of vehicles and round trip miles traveled, or leased or rental cost of vehicles (Obtain per mile cost from the base vehicle maintenance control and analysis office) \$

H Per Diem/Lodging Cost (Total cost for all participating members) \$

I Miscellaneous Costs (i.e. hiring of bugler, etc.) \$

J Total cost for this ceremony (Sum of Items F, G, H and I above) \$

REMARKS (Continue on reverse, if necessary)

TYPED NAME GRADE AND BASE OF CHIEF OF SERVICES (Mortuary Officer)	SIGNATURE OF CHIEF OF SERVICES (Mortuary Officer)
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TABLE 800-1. CONTINUED				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
12	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at HQ AFCMD, AFPROs, AFCMOs, program managers, and monitoring organizations	destroy when superseded or on termination of contract administration support of the program.
13	DoD plant cognizance program case files	questionnaires, agreements and related records created under the DoD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DoD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD.
14			at AFPROs and monitoring organizations	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner.
15	defective parts and components control program	government-industry data exchange program forms (ALERT)	at system program offices	destroy on inactivation.

NOTES:

- 1 Destroy materials related to on-going programs when no longer needed.
- 2 Destroy records placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits.

900. Awards, Ceremonies, and Honors. Tables in this series cover records pertaining to decorations, organizational emblems, memorialization program, awards not covered elsewhere in this regulation, and the suggestion program.

TABLE 900-1				
HONORS AND AWARDS (see note 1)				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	special honors, trophies and awards	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the General Curtis E. LeMay Personnel Services Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence	at HQ USAF or HQ AFMPC	retire as permanent.
2			at initiating activities	destroy after 2 years.
3			at intermediate headquarters and all nonselected nominations	destroy after 1 year.
4	(RESERVED)			
5	memorialization program	case files accumulated by AFMPC/MPCASA and each level of command in naming AF bases, streets, buildings, recreational activities, etc., in honor of outstanding individuals	at HQ AFMPC/DPMAJA or initiating activities	retire as permanent.
6			at major and subordinate commands	destroy 1 year after completion of case.
7	organizational emblems	copies of official emblem elements, approvals, records resulting from changes in emblem, and copyright releases	at initiating activities	forward to HQ USAFHRC/RIO on inactivation of activity.
8			at intermediate headquarters	forward to USAFHRC/RIO when no longer needed.
9			at HQ USAFHRC/RIO	retire as permanent (see note 3).

TABLE 900-1. CONTINUED				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*10	decorations to individuals (military and civilian)	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved U.S. military decorations (Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Airman's Medal) for war and peacetime; all other approved U.S. military, U.S. nonmilitary, and foreign decorations relating to wartime and/or combat activities, at awarding/approving authority	retire as permanent (see note 2).
*11			approved peacetime U.S. military, U.S. non-military and foreign decorations at awarding/approving authority	destroy after 25 years.
*11.1			disapproved U.S. military, U.S. nonmilitary, and foreign decorations at disapproving authority	destroy after 35 years (see note 5).
*11.2			approved/disapproved Air Force achievement and unit/campaign awards at awarding/disapproving authority	destroy after 1 year.
*11.3			approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters	destroy after decoration is awarded or 1 year after disapproval.
*11.4			copies of records relating to refused decorations	at awarding authority
12	decorations to foreign nationals and US citizens not employed by US Government	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents		retire as permanent 2 years after completion of case.
13	decorations to units		approved and disapproved recommendations	destroy 2 years after completion of case.
14	decoration recommendations forwarded to lower headquarters	Records generated when a higher headquarters disapproved recommendation and forwards it to a lower headquarters for consideration of a lesser award		destroy 2 years after completion of action.
15	favorable communications	records not required for processing under AFR 900-48		destroy after 1 year.
*16	outstanding personnel programs, e.g., outstanding NCO/Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative	personal data, letters of nomination, photographs, and related papers	selected nominees, non-selected nominees and minutes of board meetings	
*17	RESERVED			
*18	RESERVED			

TABLE 900-1. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
19	miscellaneous AF activity-sponsored programs	announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs	programs designed to promote esprit de corps, recognition, such as beauty contests, dining hall of the month, or operator of the month	destroy after 2 years or when no longer needed, whichever is sooner.
20	safety awards	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	approved awards (record copy)	destroy after 2 years.
21			disapproved awards (record copy)	destroy after 1 year or when no longer needed, whichever is sooner.
22			other than rules 20 and 21	
23	Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservation and Environmental Awards	reports, photos, maps and correspondence relating to award nominations	approved awards at HQ USAF/LEE	destroy after 3 years or when no longer needed, whichever is later (see note 4).
24			approved awards at installations receiving award	destroy on submission of next annual entry or when no longer needed, whichever is later (see note 4).
25			disapproved awards	
26	AF maintenance awards	applications and background material, and related records	approved recommendations at HQ USAF	destroy after 2 years.
27			disapproved recommendations at HQ USAF	
28			approved and disapproved recommendations at intermediate headquarters	destroy after 1 year.
29			approved recommendations at initiating activities	destroy after 2 years.
30			disapproved recommendations at initiating activities	destroy after 1 year.
31	civil engineering awards program	case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence, and comparable programs	approved awards	destroy after 2 years or when no longer needed, whichever is later.
32			disapproved awards	destroy on submission of next FY competition or when no longer needed, whichever is later.
33	transportation awards	supporting documentation relating to annual transportation awards		destroy after 1 year.
34	(RESERVED)			
35	air traffic control annual awards	records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related data	documentation of selected individual/facility, board documentation, and related correspondence at HQ AFCC	destroy after 2 years.
36			documentation of nonselected individuals/facilities and all records other than in rule 35	destroy after 1 year.

TABLE 900-1. CONTINUED

R U L E	A	B	C	D	
	If the records are or pertain to	consisting of	which are	then	
37	aircraft "save" awards	exemplary service reports, certificates, review board documentation, and related data	approved awards at HQ AFCC	destroy after 2 years.	
38			disapproved awards at HQ AFCC	destroy after 1 year.	
39			certificates at units to which issued	destroy on inactivation of unit, or when obsolete, whichever is sooner.	
40			all others not covered by rules 37, 38, and 39	destroy after 1 year	
41	air weapons controller badge	applications and related records for award of air weapons controller badge, senior air weapons controller badge, or master air weapons controller badge	at approving/disapproving or intermediate levels	destroy after 1 year	
42	air traffic controller badge	applications and related records for award of air traffic controller badge	at approving/disapproving or intermediate levels	destroy after 1 year.	
43	AF Administration Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AFR 900-35	at HQ USAF	destroy after 3 years or when no longer needed, whichever is later.	
44			approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years.
45				at initiating activities	destroy after 1 year.
*46	aircraft and munitions maintenance badge	applications and related records for award of aircraft and munitions maintenance badge	approved awards	see AFR 35-44.	
*47			disapproved awards at disapproving authority	destroy after 1 year.	

NOTES:

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 35-1).
- *2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.
3. Offer to the National Archives when no longer needed by HQ USAFHRC/RIO for on-site reference.
4. Not authorized for retirement to federal records centers.
- *5. Disapproval authority will forward a copy of the document announcing decision, and a copy of the proposed citation annotated "Disapproved" for each individual, for filing in the member's Master Personnel Record Group.
- *6. Approval authority will forward a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, for filing in the member's Unit Personnel Record Group.

TABLE 900-2

SUGGESTION PROGRAM

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	suggestions, inventions and scientific achievements	forms and other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	at suggestion program offices at all levels	destroy 1 year after final action (see notes 1 and 3).
2			at evaluating offices	destroy 1 year after final action (see notes 2 and 3) (EXCEPTION: suggestion that becomes part of another file—for example, on changes to a directive—becomes part of the directive background file).