

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO NC-AFU-90-16	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	
1 FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management Policy Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5 TELEPHONE EXT. 694-3431	DATE 1/24/90	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 _____ 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 11 JAN 1990	C SIGNATURE OF AGENCY REPRESENTATIVE GRACE T. ROWE <i>Grace T Rowe</i>	D TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt	
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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1	JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL (T177-32) (Applicable Air Force-wide) This is a change to our table 177-32. The purpose of this submission is to: 1. Revise rule 30 to cover the disposition of only the <u>Unit Leave Control Log - Unit Copy</u> (vice all copies), 2. Add rule 30.1 to cover the disposition for the <u>Unit Leave Control Log - MPSMA Copy</u> , and 3. Add rule 30.2 to cover the disposition of the <u>Unit Leave Authorization Numbers--Block Assignments</u> . Specific levels (unit leave clerks, commanders' representatives, and accounting specialists) maintain these documents to control military leave and provide an audit trail for the leave process for up to one after after annual reconciliation. We attach our proposed disposition instructions, a sample of the records, and the General Accounting Office's concurrence.	NC-AFU-75-50	

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

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

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
30	unit leave control log - unit copy	logs used to control leave authorization numbers sign in/out (AF Form 1486)	at units of attachment or assignment	destroy 1 year after accountable fiscal year	MC-AFU-75-50
30.1	unit leave control log - MPSMA copy		at military pay subject matter area (MPSMA)	destroy after accountable fiscal year provided all leaves have been posted	new
30.2	unit leave authorization numbers-- block assignments	certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	destroy 1 year after last accountable fiscal year shown on form	new

LEAVE AUTHORIZATION NUMBERS ASSIGNED THIS BLOCK:				UNIT LEAVE CONTROL LOG			PAGE <u>1</u> OF <u>10</u>				
<u>DE00100</u>		TO <u>DE00199</u>									
LEAVE AUTH NO ASSIGNED	ISSUE DATE	MEMBER'S NAME / RANK & DUTY PHONE (Last, First, Middle Initial)	SSN	CHARGEABLE LV DATES	PART I	PART II					
REMARKS.					ISSUE DATE + 8	DATE PART II NEED					
					SHOWS DATE	CANCEL / CORRECT					
					RETURN DATE + 3	SHOWS / SS DATE					
DE00100	15Oct	JONES, ROBERT A., A1C, X7122	522-66-2372	22-27 Oct	21 Oct	28 Oct					
Emergency Address: 123 Main Street, Denver CO 80123 No Days LV: 6					01/83	23 Oct					
						30 Oct			05/86		
DE00101	15Oct	GRANT, JAMES R., TSgt, X4321	516-45-1287	23-24 Oct	21 Oct	22 Oct					
Emergency Address: 2112 Moline, Aurora CO 80012 No Days LV: 2					01/83	24 Oct					
						27 Oct			05/86	24 Oct	
DE00102	16Oct	OLSON, MITCH C., SSgt, X5321	216-75-4321	22-31 Oct	22 Oct	2 Nov					
Emergency Address: 629 Broadway, Denver CO 80205 No Days LV: 10					01/83	23 Oct					
						3 Nov			05/86	5 Nov	
					01/83						
						05/86					
					01/83						
						05/86					
					01/83						
						05/86					

OF 1

AF Form 1486, OCT 86

PREVIOUS EDITION IS OBSOLETE

Figure 7-2. AF Form 1486, Unit Leave Control Log.



TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	substantiating information	original of record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters	at military pay subject matter areas	send to HQ AFAFC/AJQED by the 6th workday of the calendar month following the processed month being reported (see note 1).
*2		report of travel/leave time		for original, see table 177-5, rule 2, duplicate, see rule 1
*3		copies of records sent to HQ AFAFC/AJQED; e.g., MPOs, pay adjustment authorizations, etc.		destroy after 6 months
4		receipted or retained copy of DD Form 139, Pay Adjustment Authorization		destroy receipted copy 6 months after receipt; destroy retained copy 6 months after original records are sent to HQ AFAFC/AJQED, provided no inquiry is made concerning nonreceipt of originals.
*5		JUMPS pay record accessibility (PRA) roster		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.
6		leave request/authorization		send Part I (and III, if received for processing) to HQ AFAFC/AJQED by the 6th workday of the calendar month following the processed month being reported (see note 1)
*7			at unit of attachment or assignment	destroy Part III after leave block verification unless there is a discrepancy in leave data. If there is a discrepancy in leave data, forward Part III to the AFO. For terminal leaves, destroy Part III 10 days after the last day of leave if the member has not returned from leave.
*8			for internal management purposes	forward Part III to unit.
9			original JUMPS data change transaction register (JTR)	at CBPOs, personnel system management (PSM) area
*10		copies of JUMPS data change transaction		destroy after 6 months
11		original of JUMPS miscellaneous transaction register		destroy after 90 days.
12		acknowledged copies of military pay orders (MPOs)	at preparing activities	destroy after 6 months.
13	data collection listings	all transactions processed, recycled, or rejected during an update	at unit input source	destroy after 2 months (see note 3).
14			at military pay subject matter areas	destroy 6 months after end of month in which created.

TABLE 177-32. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
15		all transactions (transactions number only) that processed in an update; inputs by another AFO, AFAFC, AFMPC, or CBPO for a member serviced by that AFO		destroy after 6 months.
*16		all transactions within a cycle that went to the recycle file at AFAFC		destroy after 6 months provided all transactions have <u>dropped from cycle</u> .
*17		all management notices provided by AFAFC		destroy after 6 months provided no AFO action is pending.
*18	rejected transaction listings	rejected transactions		destroy 90 days after end of month in which all rejects on the listing are cleared.
*19		pay-affecting transactions submitted by the CBPO which are rejected at AFAFC	at CBPOs, PSM	
*20		all transactions rejected to the operating directorate at AFAFC	at military pay subject matter areas	destroy after 6 months.
21	leave and earning statements	duplicate copy of monthly statements of member's leave and earnings		if bulk-filed, destroy when no longer needed but not later than 60 days after close of period to which they pertain.
22	LES extracts (NBT 200) products	certified copies of listings created by the various options of NBT 200		destroy 1 year after end of month created or when replaced by a newly certified listing.
23		6-month history printout	filed in member's PCS package upon permanent change of station (PCS)	destroy when purpose has been served, but not later than 6 months after date of last entry.
24		original of leave and earnings data created upon member's separation/reenlistment	filed in member's management case file	destroy per rule 22.
25	daily transactions	detailed record of all transactions received and actions taken by AFAFC	at military pay subject matter areas	destroy after 6 months.
26	collection and disbursement vouchers	copies		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note 2).
27	control logs	logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for AF members and members of other Services		destroy 1 year and 1 month after close of FY in which created.
28		incoming and outgoing AUTODIN transmissions		destroy after 6 months.
*29		data collection log print listings of all messages, commands, and systems activity		destroy after 30 days.
30		logs used to control leave authorization numbers sign in/out (AF Form 1486); certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	destroy 1 year after accountable fiscal year.
*31		MPO document control log (AF Form 1373)		destroy when action is completed.
32	transmittal letters	forms and form letters used to transmit military pay records	at military pay subject matter areas	destroy 60 days after close of pay period to which they pertain.

TABLE 177-32. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
33	nonavailability of government quarters and mess	retained organizational copies of forms and related records	at issuing/approving authorities	destroy 1 year from date of issue.
34	posting media	records (other than source data) such as journal vouchers, posting data transfer forms, similar forms, and specialized posting media used for machine applications, used to provide input data to the accounts control area		destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared.
35	JUMPS transaction cards	EAM cards for JUMPS input transactions	at all preparing activities	destroy after 15 days.
36	PCS package transfer actions	original forms filed in member's PCS package		destroy after gaining AFO verifies inclusion of appropriate records and posting of payments.
37		copies	at losing AFOs	destroy after 6 months or when no longer needed, whichever is sooner.
38	AFO payment authorization (JUMPS)	original forms authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA, used to support payment		send to HQ AFAFC/AJQED by 15th of month following end of month processed (see note 1).
39		second copies of above forms forwarded to paying and collecting as subvoucher to military pay voucher		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note 2).
40		third copies of above forms keypunched for input to daily update		see rule 34.
41	pay authorization balance sheet	computer listings	at military pay subject matter areas	destroy after 6 months.
42	pay service file leave and earning statement mismatch listing			destroy after 3 months.
43	pay service file utility print options			destroy when no longer needed, but no later than 2 months after date of creation.
44	international balance of payments	summary payroll list		destroy after 6 months.
45		quarterly list		
46		summary cards held for production of quarterly report		destroy 2 months after creation of quarterly report.
47	money lists (copies other than AFO retained file of disbursement and collection vouchers)	data concerning regular payrolls		destroy after 3 months.
48	one-time military payroll money list	data concerning one-time pay authorizations from HQ AFAFC		
49	sequence check listing	breaks in check numbers of checks processed		
50	TD Form W-2	listing of mismatches between pay service file and TD Form W-2 tape		
51		listing of data printed on member's TD Form W-2 used to recreate W-2s, if necessary		destroy after 2 years

TABLE 177-32. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
52	edit error list	error conditions created when 9B product control cards fail B-3500 edits		destroy upon correction of error.
53	check issue listing	every computer-produced military payroll check issued by the AFO	at paying and collecting subject matter areas	see table 177-19.
54			at subject matter areas other than paying and collecting	destroy after 3 months.
55	pay service file print	current pay and leave information and summary of last 32 transactions	filed in member's PCS package upon PCS	destroy when purpose has been served, but not later than 6 months after creation.
56	error cards	cards used to correct errors or reject transactions	at military pay subject matter areas	destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted.
57	JUMPS-grams	computer printouts transmitted via AUTODIN containing special instructions from HQ AFAFC to AFOs re military pay processing		destroy when obsolete or rescinded.
58	leave orders (emergency and special)	copies of leave orders authorizing emergency or special leave for oversea personnel to CONUS	at units of attachment or assignment	destroy after approval of leave request/authorization form.
59	servicemen's group life insurance elections or declinations	copies of forms	at CBPOs	destroy when superseded by newly executed election.
60	reconciliation lists	summaries of JUMPS payment/collection transactions, used to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR)		destroy 1 year after year/month comes in balance.
61	reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations, and other similar products		destroy after 6 months.
62	pay adjustment authorization	copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ AFAFC	at initiating military pay subject matter areas	destroy suspense copy upon return of receipted copy; destroy receipted copy after 6 months.
63			at receiving military pay subject matter areas	include original in substantiating records (see rule 1); destroy retained copy with DROTs (see rules 13 and 14).
64	temporary lodging allowance (TLA) entitlements	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	original forms used to compute and support payment	send to HQ AFAFC/AJQED per AFM 177-373, volume I.
65			copies at military pay subject matter areas used to provide data for payment	see rule 26.
*66			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).
*67	management case files	indebtedness records, including bankruptcy	at military pay subject areas	include in PCS package upon PCS; if separating or retiring, include in separation/retirement paperwork (see rule 71).
68		basic allowance for quarters (BAQ) recertification		destroy 2 years after member departs PCS or when superseded by new recertification.

TABLE 177-32. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
69		authorization/designation for emergency pay and allowances		destroy upon PCS or when superseded by new authorization.
*70		discretionary files based on local needs		destroy upon PCS, when superseded, obsolete, or no longer needed, whichever is sooner.
*71		separation/retirement paperwork		destroy 6 months after member separates.
*72		Article 15/court martial order (CMO)		destroy after 6 months.
*73		state income tax withholding (SITW) recertification		destroy after 1 year
*74	permanent change of station (PCS) package	pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records, and similar records		destroy when purpose has been served, but not later than 6 months after date of creation.
*75	quality assurance batch print	all transactions input into a data collection batch (to verify keyed data)		destroy after cycle has been successfully transmitted to AFAFC.
*76	data collection input transmittal listing	all transactions transmitted to AFAFC via data collection in a cycle(s)		destroy after receipt and printing of AFAFC update results.
*77	password control rosters (AF Form 199)	password and operator IDs for personnel authorized access to the minicomputer	maintained by the AFO	destroy 1 year after the roster is replaced by a new roster
*78	input transaction listings	AFO transactions assigned a document number	at military pay subject matter area	destroy after 3 months.

NOTES:

1. HQ AFAFC/DAD retires to Denver FARC with original accounts per table 177-5.
2. AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.
3. Authorizations for members who turn in a meal card upon becoming eligible for basic allowance for subsistence (BAS) are verified to the daily register of transactions (DROT), then filed with the meal card control register, and destroyed per table 146-1, rules 14 and/or 15.

TABLE 177-34

RETIREE AND ANNUITANT PAY SYSTEM (RAPS) RECORDS AT AFAFC

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	retired pay folders	source records used to establish and continue the pay of retiree and to establish entitlement of unpaid pay and allowances and death gratuity to the survivors, to include retirement orders, data for payment of retired armed forces personnel, survivor benefits elections, emergency information, statement of employment, withholding certificates, Veterans Administration and Office of Personnel Management waivers, correction of information, etc., and records such as medical reports, court-appointed fiduciary and other related papers pertaining to mentally incompetent individuals	terminated due to death or removal from temporary disability retired list	retire to Denver FARC after 1 year where they will be destroyed 6 years after calendar year in which terminated.