

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-83-30	
DATE RECEIVED 11/10/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-17-83 Date	<i>Robert M. King</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs Grace T Rowe

5 TEL EXT
694-3527

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 5/10/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration /
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>USAF RECRUITING SERVICE RECORDS (Table 33-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new table to cover disposition of USAF Recruiting Service records. The documentation covered by this table includes National Lead Fulfillment Listings of prospects responding to advertisement, Center of Influence, mailback information card, Personnel Interview Records (PIRs), enlistment case files, school program folders, Armed Services Vocational Aptitude Battery listings (ASVAB) activity and visitors logs.</p> <p>Listings and data feedback are used daily until all recruitment prospects are contacted and determined to be ineligible/not interested or a Personal Interview Record is completed. School program folders record visits, mailings, ASVAB testing, and other data affecting production efforts during a school year. After an applicant is determined to be tentatively qualified, the PIR prior to service, testing, status change, drug abuse, and follow-up appointments is completed/terminated. Enlistment case files contain forms used to process/enlist personnel.</p> <p><i>No mass data change sheet required. Copy of job sent to NAMM by BAW on 1/18/83.</i></p>		16 items

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 5 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>USAF Recruiting activities process 125,000 applicants each year. Of this total the Air Force actually enlist/commission approximately 88,000 applicants.</p> <p>All of the recruiting service records are of short term retention. The retention periods specified will adequately serve the administrative needs of the Air Force.</p>		

33. Recruiting. This table covers documentation unique to recruiting activities including enlistment case files, interview records and school programs. Not applicable to Consolidated Base Personnel Offices.

TABLE 33-1, USAF Recruiting Service Records

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	National Lead Fulfillment	listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement	used by flight supervisors and recruiters	cut off at end of FY in which all actions are completed, then destroy after 2 years.
2	Center of Influence (COI) leads	ATC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event	at the Recruiting Office which held the event and at the flight supervisor office	
3	data feedback	separate or detachable mail-back information card	used to obtain pertinent information from individuals who indicate their interest in finding out about the United States Air Force	destroy after 2 years, or when purpose has been served, whichever is sooner.
4	visitor log	log to record visits by distinguished civilians and all military personnel	at recruiting offices	destroy after 1 year.
5	Personal Interview Records (PIRs)	documents prepared after interview to determine enlistment eligibility	at the preparing activity	cut off at end of FY, in which all actions are completed, hold for 2 years, then destroy.
6	enlistment case files	forms and related documentation used to process and enlist individuals into the military service (note 1)	at recruiting office	forward to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility.

TABLE 33-1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7			at Air Force Liaison (MEPS) Office	distribute case file forms per AFR 33-3 and Military Enlistment Processing Command (MEPCOM) directives. Cut off remaining forms at the end of the month in which applicant enlisted, hold for additional 12 months, then destroy (note 2).
8	enlistment case files	case files on applicants separated from the Delayed Enlistment Program (DEP)	forwarded to squadron operations	cut off at the end of month in which the applicant was discharged, hold for 12 months, then destroy.
9		case file on applicants processed and disqualified because they failed to meet mental or physical standards or failed to enlist in the DEP or regular AF or accept assignment reservation or no further enlistment action is contemplated	returned to the recruiter	cut off at the end of the month case was received by the recruiter, hold for 90 days, then destroy.
10	school program folders	individual data pertaining to type of school, visits scheduled, direct mail program mailouts and other appropriate data	prepared by the recruiter	cut off at end of FY, hold for 2 additional years, then destroy.
11	Armed Services Vocational Aptitude Battery (ASVAB) Listing	listing of names and addresses in a roster format of individuals tested	at recruiting offices with school program folders	destroy the list 2 years after date of test.

TABLE 33-1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	Recruiter Daily Activity Log	form used to log daily expectation, literature mailed, replies, received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were re-contacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc.	prepared by the recruiter	destroy after 3 months.
13	Supervisor's Recruiter Activity Log	evaluation and analysis of flight recruiters	prepared by the flight supervisor	destroy when no longer needed or upon transfer to Consolidated Recruiter Activity Log.
14	Consolidated Recruiting Activity Log	data consolidated from Supervisor's Recruiter Activity Log		cut off log at end of FY, hold for 1 additional year, then destroy.
15	Squadron Operations Daily Activity Log	data on daily recruiting operations	at Squadron Operations Section	destroy after 3 months.
16	Squadron Operations Monthly Activity Log	data consolidated from Operations Daily Activity Log		cut off log at end of FY, hold for 1 additional year, then destroy.
NOTES 1: Refer to ATCR 33-2 for listing of applicable forms. 2: Refer to ATCR 33-2 for appropriate forms not forwarded per AFR 33-3.				