

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK	
JOB NO.	NCI-AFU-83-46
DATE RECEIVED	12/21/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-29-82 Date	<i>Robert H. Mar</i> 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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
16 DEC 1982	<i>James E. Dagwell</i>	JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>CLASSIFICATION AND ASSIGNMENT RECORDS (Table 35-4) (Applicable Air Force-wide)</p> <p>Rule 30 has been enlarged to include rule 31. Rationale for change is that the functional managers are required to monitor the advanced academic degree (AAD) program and validate as required by HQ USAF current AAD requirements. Approved Air Force Form 1779 must be retained until the AAD requirement is deleted from the manpower system. Supervisors at various levels request establishment of AAD requirement; MAJCOM disapproves request or forwards to HQ USAF for approval and monitors program. The disposition for rule 30 remains the same. It satisfies the administrative needs for these records. Rule 31 is reserved.</p> <p><i>No mass data change sheet required.</i></p>	NN-173-219	<i>1 item</i>

*Copy to agency, 1-27-83; 88.*

10-66

TABLE 35-4 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
26	military sponsor program	military sponsor program information forms and any related correspondence	forms at losing activity	forward to gaining CBPO.
27			related correspondence at losing activity	destroy when purpose has been served.
28			at gaining activity	
29	AF Specialty Code (AFSC) Conversion Report	reports which provide estimates of authorizations which will be reflected in AFSCs being affected by conversion actions	used in projecting airman training requirements in AFSCs affected by forthcoming conversion actions	destroy when next conversion action announced in AFR 39-1 is processed.
30	advanced academic degree (AAD) requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFM 36-19	* maintained by supervisors, MAJCOM and HQ USAF functional managers	destroy when superseded or when AAD requirement is deleted.
31			*RESERVED	
32			manpower and organization approved AAD requirements for changes in the manpower data system	see table 26-1.
33	enlisted aide assignments	semiannual report, RCS: HAF-MPX(Q)7401, which identifies personnel actions related to the allocation and assignment of Air Force enlisted aides		destroy when superseded, obsolete or no longer needed for reference, as applicable.

NOTES: 1. Rules apply to those copies not required by other directives to be filed in individual records groups (see table 35-1).  
 2. When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for CBPO administrative section, and return original and all

other copies to the originator.  
 3. These records include copies of DD Form 93, Record of Emergency Data, retained by CBPO or GSU when members are reassigned PCS.

\*4. TDY relocation documentation pertaining to school/training quotas may be filed and destroyed in accordance with table 50-1, rule 1.