

Wallace

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 NC1-AFU-83-79
DATE RECEIVED 3/16/83
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
May 16 83 [Signature] 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 3 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 4 MAR 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt 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>CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE (Table 30-3) (Applicable Air Force-wide)</p> <p>Rule 1. When a casualty report on a retired AF military member is received, the master record is withdrawn from NPRC and retained until the casualty case file is closed. Then casualty case file is incorporated into the master military record and retired to NPRC. If the individual is on active duty, the master record is retired to NPRC after the case is closed. We are, therefore, changing column D to rule 1 to read "incorporate into the master military personnel record after the casualty assistance case is closed and ^{then} send to NPRC. under ^{Rule 1.} see Table 35-1, for disposition of master record."</p> <p>Rule 12. Reword column D to read "if after retain for 10 years status is still missing, incorporate in the master military personnel record and ^{then} send to NPRC, ^{under table 35-1, rule 1} (Note 4)." If the master record has been retired to NPRC, it is withdrawn and the missing person report is incorporated into the master record and returned to NPRC for retention under table 35-1, rule 1. When the reports covers multiple crew members, the missing persons report is retained at AFMPC for 10 years after the last crew</p>	NC1-AFU-77-26	

3 items

115-107 No mass data change sheet required.

Agency sent by DMWM 6/1/83

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>member's status is resolved, then the report is filed with the master record of the pilot in command of the aircraft or the senior ranking member in a command incident. Note 4 gives explanation.</p> <p>Note 4 In line 2 of the note delete "then forward to NPRC, for permanent retention." Substitute therefor: "will be incorporated into the master ^{military} personnel record and ^{then} sent to NPRC under T 35-1, R 1." ^</p>		

TABLE 30-3 CASUALTY REPORTING, NOTIFICATION AND ASSISTANCE

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	active duty and re- tired deceased person- nel, active duty killed in action, and Air Force Academy Cadets	casualty reports, supple- mental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of ca- sualty, report of facts and circumstances, acknowledg- ment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see rules 12 and 13 for missing person(s) supplementary report)	at AFMPC/MPCC	*incorporate into the master military personnel record after the casualty assistance case is closed and ^{then} send to NPRC under table 35-1, ^{then} for disposition of master record rule 1.
12	missing persons supple- mentary report	report with attachments and all related information	at AFMPC/MPCC	If after *retain for 10 years status is still missing, incorporate in- to the master military personnel record and ^{then} send to NPRC under table 35-1, ^{then} for disposition of master record rule 1 (note 4).
12.1			Job Amended by R. Wire per G. Rowe, 4/29/83	If status is no longer missing before 10 years have elapsed, see rule 3 (note 4).

*4. Missing persons supplementary reports (SMR) covering multiple crew members will be retained by AFMPC/MPCC for 10 years after the last crew member's status is resolved, ^{which be} incorporated into the master ^{military} personnel record and ^{then} sent to NPRC ^{under T} 35-1, R1. SMR will be filed with master record ^{of the pilot in command of the aircraft or the senior ranking member in a command incident.} (~~See rule 3 if status is determined before 10 years.~~)