

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
Mr. R. P. Dwyer

5. TEL. EXT.
694-3494

LEAVE BLANK

JOB NO.
NCI-AFU-84-12

DATE RECEIVED
12/15/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Feb 11, 85 *[Signature]*
Date 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 7 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 DEC 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE
Grace T Rowe

E. TITLE
Grace T. Rowe
Documentation Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>MANAGEMENT ENGINEERING RECORDS (Table 25-1) (Applicable Air Force-wide)</p> <p>Table 25-1 is revised to reflect revised AFR 25-5 documentation requirements relating to general policies and procedures governing the conduct of productivity enhancements studies (PESs) and work measurement programs. Except for Rules 1-7, some column B descriptions are changed slightly, but are basically the same documents as current rules documents. In Column C location of documents, Air Force Management Engineering Agency (AFMEA) replaces Air Force Manpower and Personnel Center (AFMPC), as AFMPC is the parent command of AFMEA, but AFMEA is the office responsible for the management engineering program (MEP). Column D dispositions remain the same, except for Rules 1, 21 and 38.</p> <p>Rules 1-7. This series of documents is expanded, in that current management advisory study records are now included as a portion of PES records. Also now included in this series are feasibility studies. A PES is the employment of work simplification and methods improvement techniques to increase productivity through cost reduction or increased production capability. It is also used to support the MEP objectives of developing and maintain-</p>	NCI-AFU-78-52	29 items

Copies to NC, NNI, NNM, ^{NNB} and agency, 2-12-85, RAW

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ing Air Force manpower standards. A management advisory study (MAS) is similar to PES requirements, techniques and procedures, except that the study memorandum is signed at base level by the functional supervisor and Management Engineering Team chief/commander. Certain activities required for a PES are optional for a MAS, and since a MAS is applicable to a single location, the results are released to other organizations only with permission of the functional office of responsibility. A feasibility study forms the framework for the conduct of standards development and PESs. It determines the potential for success of a procedural system or a proposed study, and the time when it would be practical to install a system or perform a proposed study.</p> <p>Rules 1, 21 and 38. Rule 1 disposition is changed, as current rule has two dispositions. As such, we added Rule 1.1 to break up the Rule 1 dual disposition. Rule 21 disposition is changed to same as Rule 18 disposition, as it is necessary to keep these documents longer after publication of the manpower standard. Rule 38 disposition is changed to destroy schedules when superseded rather than when purpose has been served.</p> <p>Rule 1.1. Added, as explained in Item 2.</p> <p>Rule 27.1. Added, to cover disposition of Rules 22, 24, 25 and 27 data in computers. These computers are located at the Air Force Design and Service Center, for AFMEA computer data; and at Data Automation offices, for MAJCOMs and bases computer data. As this computer data has flexible and often lengthy dispositions, it is reported eventually in "hard copy", which we believe precludes the requirement for a magnetic tape record inventory.</p> <p>Note. Added, to assure that these documents will not be retired to federal records centers.</p> <p>Current Rules 5 and 6. Deleted, as management advisory study abstracts are now included in Rule 3.</p> <p>Current Rules 8-12. Deleted, as these documents are no longer required.</p> <p>Current Rules 14, 19, 23 and 26. Deleted, as these rules documents are now included in Rules 13, 18, 22 and 25.</p>		

TABLE 25-1

MANAGEMENT ENGINEERING RECORDS

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
Item 1 1	*productivity enhancement study records (includes management advisory studies) (note) (note 1) [Amended by Air Force's 3-30-84 letter]	*associated feasibility studies, study proposals, requests, and memoranda with related documents	*approved proposals/requests, held at AFMEA, MAJCOMs or Command Management Engineering Team (CMET)	*destroy 3 years after implementation action is taken on the final study report.	
Item 2 1.1 *			approved proposals/requests later rejected, held at AFMEA, MAJCOMs or CMET	destroy 2 years after rejection of the report.	
Item 3 2			*disapproved proposals/requests, held at AFMEA, MAJCOMs or CMET	destroy 1 year after disapproval action.	
Item 4 3		*study plans and reports with related documents for submission of management advisory study reports	*approved for implementation, held at AFMEA, MAJCOMs or CMET	destroy 3 years after implementation of the study recommendations.	
Item 5 4			*rejected by the approving authority, held at AFMEA, MAJCOMs or CMET	destroy 2 years after study rejection.	
5			(RESERVED)		
6			(RESERVED)		
Item 7 7	*study indexes	*at AFMEA and MAJCOMs	destroy when superseded.		

Item 1
Item 2
Item 3
Item 4
Item 5
ATCH
Item 7

TABLE 25-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	(RESERVED)			
9	(RESERVED)			
10	(RESERVED)			
11	(RESERVED)			
12	(RESERVED)			
Item 7 13	manpower standards study records (note) (note 1) [Amended by Air Force's 3-30-84 letter]	*associated feasibility studies, memoranda, and measurement plan (MEAS-PLAN) with related documents	*for AF standards at Functional Management Engineering Team (FMET) or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply.
14			(RESERVED)	
Item 8 15			for command standards at command lead team	
Item 9 16			*for AF standards at MAJCOMs, SOAs, and input teams	destroy after publication of the manpower standard.
Item 10 17			for command standards at MAJCOMs, SOAs, and input teams	

TABLE 25-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 11 18		measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP, including standard data input computation, measured manhour records, workload factor records, work unit production records, OPR concurrences and comments	*for AF standards at FMET or designated lead team	*destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner. [Amended by R. Wire per R. Dwyer, 1-11-85]
X 19			(RESERVED)	
Item 12 20			for command standards at command lead team	
Item 13 21			for AF and command standards at MAJCOMs or participating input teams	
Item 14 22		*final report (FIN-REP) and proposals with related documents, including supporting computations, computerized output products, program management data, and impact application reports	*for AF standards at FMET or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply. [Amended by Air Force's 3-30-84 letter]
X 23			(RESERVED)	
Item 15 24			for command standards developed by a command lead team	
Item 16 25		computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses, and regression analyses products	*for AF standards at FMET or designated lead team	destroy 1 year after implementation of standard or after the input data serves no useful purpose in any specific data collection or analyses project, whichever is longer.
X 26			(RESERVED)	

TABLE 25-1 (Continued)	
R U L E	A
	If documents are or pertain to
Item 17 27	
Item 18 27.1 *	computer entries of rules 22, 24, 25 and 27 computerized output products
Item 19 28	*standards maintenance documentation including review process, partial remeasurement, data analyses, revised equations and manpower tables, as appropriate, for AF and command standards
Item 20 29	documented manpower guides defining manpower allowances with supporting documentation
Item 21 30	
Item 22 31	*disapproved manpower standard studies coordinated through the FMET or AFMEA study staffing process

B	C	D
consisting of	which are	then
	for command standards developed by command lead team	
at AF Design and Service Center and MAJCOMs/bases data automation offices		Dispose of in accordance with destroy (obsolete) when standard is superseded or no longer needed. Rules 22, 24, 25, and 27. [Amended by R. White per R. Dwyer, 1-11-85]
		destroy on the same basis as the original FIN-REP to which they pertain.
at the preparing activity		destroy 1 year after guide is superseded or obsolete.
at the using activity		destroy when superseded or obsolete.
		destroy 2 years after disapproval as a standard or, if it is determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply.

TABLE 25-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 23	32	*existing reports and supporting documentation for standard studies that have been cancelled during development for AF or command standards		destroy 2 years after cancellation.
Item 24	33	Air Force Manpower Standard (AFMS)	record set of each publication, which includes a printed copy of each issuance; edited manuscript; document showing signature of approving authority; document showing latest review by approving authority and related background, such as documents relating to developing, coordinating and issuing each publication	at issuing activity retire as permanent (see note 1, table 8-1) (note 2). [Amended by Air Force's 3-30-84 letter]
Item 25	34		at preparing activities	destroy 1 year after AFMS is superseded, obsolete or rescinded (note) (note 1). [Amended by Air Force's 3-30-84 letter]
Item 26	35	management engineering program status and schedule report (RCS: HAF-MPM(Q)(7121) (note))	AF Form 29, Management Engineering Program Quarterly Status Report; and AF Form 501, Management Engineering Program Study Schedule	at MAJCOMs and SOAs destroy 3 years after date of report.
Item 27	36	(note 1)	*at AFMEA	destroy when no longer needed.
Item 28	37	Air Force MEP master schedule (note) (note 1)	schedule with related documentation	at MAJCOMs and SOAs destroy 1 year after ^{supersession} schedule has been superseded or when no longer needed. [Amended by R. Wise per R. Dwyer, 1-11-85]
Item 29	38		*at AFMEA or using activity	*destroy when superseded.

[Amended by Air Force's 3-30-84 letter] NOTE: * 1. These documents are not authorized for retirement to federal records centers. * 2. Offer to the National Archives in 5 year blocks when latest document is 25 years old.