

Out type under 3 items

Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 8-IV-106
115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 16 1973	JOB NO.
DATE APPROVED	173-219
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
4-26-73 DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

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

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Richard J. Norman

5. TEL. EXT.
11-29239

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

11 APR 1973
(Date)

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CLASSIFICATION AND ASSIGNMENT RECORDS (35-4) (Applicable Air Force-Wide)</p> <p>Advanced Academic Degree (AAD) Requirements. The attached additions to AFM 12-50, table 35-4, are to provide disposal standards for AAD documentation generated under the AF Advanced Academic Degree Management System (AADMS).</p> <p>AADMS is a new Air Force program intended to identify, report, and validate line officer positions for which an AAD (a degree at the PhD or Masters level) is required by the incumbent for optimum performance of duties and responsibilities. It also ties together the allied responsibilities for development of education programs, selection of students, and utilization of graduates.</p> <p>The purpose of the documentation on the attached table is to: (1) identify new masters or PhD requirements for authorized AF line officer manning; document positions (except Judge Advocates and general officer positions); (2) request approval to change or delete existing AAD positions validated by HQ USAF functional managers; (3) justify positions requiring advanced degree incumbents to HQ USAF, the DOD, and the Congress; (4) assist in planning and programming the Air Force Institute of Technology advanced degree program; and (5) assist in determining equitable distribution, among and within major commands, of those officers who have advanced degrees.</p>		

TABLE 35-4 (Continued)

CLASSIFICATION AND ASSIGNMENT RECORDS (Note 1)

R U L E	A	B	C	D	Superseded AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of	which are	then	
30 ★	advanced academic degree (AAD) require- ments	requests to establish/change AAD positions, AF education requirements board reports and related correspondence used	retained by supervisors	destroy when super- seded or when AAD requirement is deleted. DISPOSAL APPROVED	
31 ★		to establish, change, or delete an AAD requirement in the man- power data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFM 36-19	retained by HQ USAF or MAJCOM functional mana- gers	destroy after 3 years, or when superseded or deleted, whichever is sooner. DISPOSAL APPROVED	
32 ★			manpower and organiza- tion approved AAD require- ments for changes in the manpower data system	see table 26-1. DISPOSAL APPROVED	