

Rec'd NCO 8 Jun 78

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS  
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 8 JUN 1978 NC1 AFU 78 39	JOB NO.
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 "with-drawn" in column 10.	
6-15-78 James E. O'Neil (Date) acting 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
- 3. MINOR SUBDIVISION  
Documentation Systems Division
- 4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. K. J. Bilek
- 5. TEL. EXT.  
767-4496
- 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.

JAMES E. DAGWELL, Chief  
Documentation Management Br  
Directorate of Administration

1 JUN 1978

*James E. Dagwell*  
(Signature of Agency Representative)

Date (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>JOINT UNIFORM MILITARY PAY (JUMPS) DOCUMENTATION AT BASE LEVEL</p> <p>Table 177-32 (Applicable Air Force-Wide)</p> <p>This submission establishes disposition criteria for copies of basic allowance for quarters (BAQ) adjustment document suspense file and DD Form 139 pay adjustment authorization maintained by the accounting and finance officer. The retention period will adequately serve all Air Force requirements. The recommended disposition criteria has been coordinated with the Air Force Accounting and Finance Center. The GAO has approved the retention periods.</p>	NC-AFU-78-13	

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*115-106  
Sent to agency 6/14/78*

TABLE 177--32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) DOCUMENTATION AT BASE LEVEL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2.3 ★		acknowledged copies of military pay orders (MPOs)	maintained by the preparing activity	destroy after 6 months.
2.4 ★		received copy or retained copy of DD Form 139, pay adjustment authorization	at military pay subject matter areas	upon receiving receipted copy indicating action has been taken, destroy the suspended copy. The receipted copy may be destroyed 6 months after receipt. Retains 1 copy which can be destroyed 6 months after original documents are forwarded to AFAFC/RMADA, provided no inquiry is made concerning non-receipt of original documents.

10-570.7