

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

LEAVE BLANK	
JOB NO <b>NCI-AFV-81-25</b>	
DATE RECEIVED <b>January 8, 1981</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>5-22-81</b> Date	<i>[Signature]</i> 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  
**1947 Administrative Support Group (HQ USAF)**

3. MINOR SUBDIVISION  
**Information Management and Resources Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. D. F. Shuell**

5. TEL EXT  
**694-3527**

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 <b>12 DEC 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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 align="center"><b>Individual Military Personnel Records (Table 35-1) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to request disposition criteria for documentation pertaining to dependent care responsibilities as shown in the attached rules 14 and 15 of Table 35-1.</p> <p>These files are required to ensure single member sponsors and military couples with dependents are aware of their responsibilities regarding dependent care in advance of: permanent change of station (PCS); permanent change of assignment (PCA); temporary tour of duty (TDY); no-notice or short notice deployment; recall; alert; extended duty hours; shift work; or similar military obligations. The documents may be destroyed when superseded or upon PCS of the individual(s) concerned, as applicable.</p>	<del>NOT</del> <del>AFS 78-31</del>	2 Items

*Closed Out: 5/28/81: K.T.D. Copy to Agency  
Copy to NNM on 5/29/81 by FAD*

TABLE 35-1 Individual Military Personnel Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14	dependent care responsibilities	Commander's Memo for Record of Annual Unit Briefing and Statement of Understanding		destroy when superseded or upon PCS, whichever is sooner.
15		automated listing of assigned single member sponsors and military couples with dependents	at CBPO	destroy when superseded.

Abbreviations: PCS, Permanent Change of Station  
 CBPO, Consolidated Base Personnel Office