

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

Mrs Grace T. Rowe

5. TEL. EXT.

694-3527

Wallasce

LEAVE BLANK

JOB NO

NCI-AFU-84-7

DATE RECEIVED

11/21/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-6-84

Date

Robert M. Vane
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

17 NOV 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

E. TITLE

GRACE T. ROWE
Documentation Management

7. ITEM NO.

1

B. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

CLASSIFICATION AND ASSIGNMENT RECORDS (Table 35-4)
(Applicable to the 3507 Airman Classification Squadron, Lackland Air Force Base, TX)

Rule 34. The purpose of this submission is to request disposition for the airman assessment screening records at the 3507th Airman Classification Squadron, Lackland AFB, Texas. The records consist of biographical data, educational data, legal involvement, employment data, any experience, physical or physiological disparities, credit information, character references and responses on basic training candidates selected for high risk jobs. These records are used to initially screen basic training candidates for sensitive high risk jobs and for reevaluation when personnel fail training or are otherwise unacceptable.

The records must be retained for one year after calendar year cutoff to permit reevaluation of personnel initially accepted for high risk jobs who subsequently are determined to be unacceptable and to evaluate the assessment program. The records will then be forwarded to the Naval Postgraduate School, Monterey, California for research. The Department of Defense has a contract with the Naval Postgraduate School (NPS), Monterey, California to

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1 item

No mass data change sheet required. Copy of job sent to agency and to NAM by RAW on 2-6-84.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>perform studies in psychological prescreening of candidates for high risk jobs. See our letter of 3 November 1983 addressed to Mr Mosley on this subject. As we stated in our letter, there are approximately 300 cubic feet on hand (1982 and 1983) with annual accumulation of approximately 150 cubic feet. The records will not be returned to the Air Force from the Naval Postgraduate School.</p>		

TABLE 35-4 CLASSIFICATION AND ASSIGNMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*34	assessment screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	<p>retain for one year after calendar year cutoff, then send to Naval Postgraduate School, Dept of Administrative Services, Code 54Ea, Monterey CA 93940, where they will be for research</p> <p><i>destroyed when no longer needed</i></p> <p><i>[Amended by R. Wite per G. Rowe, 11-22-83]</i></p>