

Portion Mark	Item	Description	Disposition	Previously-Approved NARA Disposition Authority
(U)	1	Incentive, Achievement and Certification Program Files.		
(U)		Records on Agency certification and incentive programs which establish the requirements whereby employees meet specific requirements through training, education and professional experience that qualify them to receive awards and/or eligibility for specific positions requiring evidence of achievement for a position of higher responsibility or salary. Examples of such programs include, but are not limited to, language maintenance and use incentive; project manager and Contracting Officer Technical Representative (COTR) certification; intelligence educator certification.		
(U)	1a	Participant files for incentive, achievement and certification awards. Includes documentation about the participant in said program including training history; education; nominating packages; professional and work experience.	Disposition Instructions: TEMPORARY - DESTROY 3 YEARS after separation. Close activity or cut off records, maintain records in an accessible format or medium for three years after employee separation, then destroy.	NC1-263-84-5 Item 32c