Rcd NCD 8 Jun 78

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 8 JUN 1978	JOB NO. NC1 AFU 78 39
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-15-78 James E. O'Neill
(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.

1 JUN 1978 James E. Dagwell
Date (Signature of Agency Representative)

JAMES E. DAGWELL, Chief
Documentation Management Br
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
	JOINT UNIFORM MILITARY PAY (JUMPS) DOCUMENTATION AT BASE LEVEL Table 177-32 (Applicable Air Force-Wide	NC-AFU-78-13	
1	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.		
	2 items		

115-106

Sent to agency 6/16/78

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 177--32

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

RULE	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 ★		receipted 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.