



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum (AFGM) to AFI 36-2608, *Military Personnel Records System*

1. By order of the Secretary of the Air Force, this guidance memorandum implements changes to AFI 36-2608, *Military Personnel Records System*, dated 26 October 2015. Compliance with this memorandum is mandatory and effective upon the publication date of this AFGM. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.
2. This change removes Attachment 4, Emergency Personnel Actions Record from page 6, removes O-7 requirement from early removal procedures in paragraphs 8.3.15, 8.2.2 and 8.3.8, updates paragraphs 8.1.2 and 8.3.15.1, and deletes page 119, Attachment 4.
3. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command to Air Force Personnel Center, AFPC/DP3AM, 550 C Street West, Joint Base San Antonio - Randolph, TX 78140-4712 (e-mail to afpc.DP3AM.workflow@us.af.mil). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.
4. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Air Force military assignments programs. This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This

guidance memorandum becomes void after 1 year has elapsed from the date of this memorandum, or upon incorporation by interim change to, or rewrite of AFI 36-2608, whichever is earlier.

DANIEL R. SITTERLY
Acting Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

GUIDANCE CHANGES

***(REMOVE)** from page 6: Attachment 4 - Emergency Military Personnel Actions Record, 119

***(REPLACE)** 8.1.2. The wing commander or convening authority authorizes early removal of the UIF.

***(REPLACE)** 8.3.15. Early Removal Procedures. The wing commander or issuing authority may request early removal of the LOR from the OSR. Early removal constitutes removal of the LOR from the OSR prior to an IPZ or APZ consideration. This should be considered in rare instances, as an exception to policy (e.g.: The commander believes the incident was a singular event, the LOR had the desired impact on correcting the behavior, or enough time has passed between administrative action and proposed removal date to prove the infraction was a singular incident, likely not to occur again; and the commander believes he/she is ready for promotion.)

***(REPLACE)** 8.3.15.1. Upon approval, the wing commander or issuing authority forwards the approved early removal decision to the officer's immediate commander via memorandum.

***(REPLACE)** 8.2.2. The wing commander or convening authority authorizes early removal of the UIF.

***(REPLACE)** 8.3.8. LOR retention period. LORs filed in the OSR remain until the officer is afforded one IPZ or APZ consideration unless a request is submitted and approved under the early removal as an exception to policy (see paragraph 8.3.15). The officer may appeal to his or her senior rater for removal after one IPZ or APZ consideration. Airmen cannot request early removal; only the wing commander or issuing authority may request early removal as an exception to policy (paragraph 8.3.15).

***(DELETE)** Page 119, Attachment 4, Emergency Military Personnel Actions Record

**BY ORDER OF THE
OF THE SECRETARY OF THE AIR
FORCE**

AIR FORCE INSTRUCTION 36-2608

26 OCTOBER 2015



Personnel

**MILITARY PERSONNEL RECORDS
SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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2006

This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development* and establishes procedures for the operation of the Military Personnel Records System. This Air Force Instruction (AFI) identifies who is authorized access to Master Personnel Records (MPR) and the Master Personnel File (MPerF), how to request access, where information is kept, and procedures for issuance of certificates in lieu of lost or destroyed certificates of separation. This AFI applies to officers and airmen of the United States Air Force who are on extended active duty (EAD), non EAD, discharged or retired. It applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for military personnel records programs. This AFI may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to the AFPC Publishing Office, 550 C Street West, JBSA-Randolph Texas 78150-4750, or email afpc.publications@us.af.mil.

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publication and Forms Management*, Table 1.1. for a description of the authorities associated with the Tier numbers. Submit requests for waivers to the Publication OPR for non-tiered compliance items. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.),

Section 8013 and Executive Order 9397 (SSN), as amended by Executive Order 13478. The applicable Privacy Act System of Records Notices F036 AF PC C, *Military Personnel Records Systems* and F036 AFPC K, *Enlisted Promotion Testing Record (MTF)* are available. Refer to Attachment 1 for glossary. The Paperwork Reduction Act of 1995 affects this instruction. Process supplements that affect any military personnel function as shown in AFI 33-360, *Publications Management Programs*, with AF/A1P. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*: route AF Form 847s from the field through AF/A1PP, Military Force Policy Division, 1040 Air Force Pentagon, Washington, DC 20330 or usaf.pentagon.af-a1.mbx.af-a1pp-workflow@mail.mil.

See attachment 1 for references and supporting information.

SUMMARY OF CHANGES

This document is revised substantially and should be completely reviewed. Major changes include updating of office symbols throughout this publication. This revision requires the use of the Military Personnel Records System, the Field Record Group (FRGp) has been replaced with Electronic Unit Personnel Record Group (eUPRG), adds paragraph 1.3, Electronic Unit Personnel Record Group (eUPRG) are now located in the Automated Records System (ARMS)/Personnel Records Display Application (PRDA), paragraph 1.7, requires Airmen to review their eUPRG in AFPC secure or the Portal, paragraph 2.4.2, adds the review of the selection record, chapter 3, Handling DD Form 220, *Active Duty Report* and related Accession Documents, is deleted, chapter 4, PIFs are established at the discretion of the commander, paragraph 10.4.3.1, chapter 6, Accessing Air Force MPR and MPerF is now Accessing Air Force MPR, deletes Safeguarding MPerFs, Who is Authorized Access to MPerF, Access to Restricted Data paragraphs, Table A2.1, adds the adopted form, AF Form 100, *Request and Authorization for Separation* and Assignment Incentive Pay (AIP), deletes AF Form 170, *Master Personnel Record (Microfiche Jacket)*, deletes AF Form 652, *Request for Loan of Master Personnel Record*, deletes NGB Form 26, *ANG Active Duty Performance Report*, disallows AF Form 1227, *Authority for Tuition Assistance-Education Services Program in Military Human Resource*

Management System (AFAEMS), adds AF Form 3070A, *Record of Nonjudicial Punishment Proceedings*, AF Form 58, *Casualty Assistance Summary*, 13D Critical Skills Retention Bonus Agreements (CSRB), adds Force Support Squadron (FSS), adds AF Form 4394, *Air Force User Agreement Statement – Notice and Consent Provision*, adds AF Form 4406, *Post 9/11 G.I. Bill Transfer of Educational Benefits Statement of Understanding*, deletes references to the adopted form, AF Form 1048, *Military Spouse Information*, Table A3.2, PAS ID, 28 has changed to 04, 2X has changed to 1P, Table A3.2, the custodian has changed for the following PAS ID's: 05, 08, 0N, 1G, 1P, 1Q, 2A, 2B, 2E, 2F, 2H, 2I, 2K, 2M, 2N, 2R, 2U, 2W, 2Y, 2Z, 3L, 3M, 3O, 3V, 3Y, Table A6.1, section B, eUPRG is available in ARMS/PRDA, HQ ARPC/SG no longer receives health records, health records are now maintained at the Military Treatment Facility (MTF) where member is assigned, Table A7.7, section D, for corrections, member's must complete a DD Form 149, Table A8.2, Rule 6, Item E, phone number is now 1-800- 525-0102", deletes Table A8.3 User Standard Access to MPerFs by Personnel Activities (Note 1), Attachment 1 – added, Title 10, United States Code, Section 8013, DoD Regulation 5400.11-R,

DoD Privacy Program, DoDI 1336.08, Military Human Resource Records Life Cycle Management; AFI 33-321, Authentication of Air Force Records; AFI 33-322, Records Management Programs; AFI 33-364, Records Disposition – Procedures and Responsibilities; AFI 36-2201, Air Force Training Programs; AFI 36-3009, Airman and Family Readiness Centers; AFMAN 33-363, Management of Records, Electronic Unit Personnel Records Group (eUPRG); Force Support Squadron (FSS); Military Personnel Section (MPS) and Personnel Records Display Application (PRDA).

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Chapter 1

MILITARY PERSONNEL RECORDS SYSTEM

1.1. System Description. The military personnel record is the document keeping method used to maintain the military service chronicle of each person. It includes building new records and keeping records at all levels. The records consist of:

- 1.1.1. Master Personnel Record Group (MPerRGp).
- 1.1.2. Electronic Unit Personnel Record Group (eUPRG).
- 1.1.3. Officer Command Selection Record Group (OCSRGP) or Airman Command Record Group (ACRGp).
- 1.1.4. Officer Selection Record (OSR).

1.2. System Objectives. The purpose of the system is to:

- 1.2.1. Maintain personnel documents to protect the legal and financial rights of the government and the individual and to record the history of the person's service.
- 1.2.2. Support personnel managers, commanders, and supervisors as they manage Air Force personnel.
- 1.2.3. Maintain documents to support the Military Personnel Data System (MilPDS).
- 1.2.4. Provide procedures for managing records.
- 1.2.5. These records are pre-archival and will be retained for 62 years after discharge, retirement, or death in service, then transferred to NPRC for permanent storage and servicing.

1.3. Electronic Unit Personnel Record Group (eUPRG):

- 1.3.1. The eUPRG is located in the Automated Records System/Personnel Records Display Application (PRDA). They are no longer maintained in the AF Form 10, *Unit Personnel Record Folder*, which is now obsolete.
- 1.3.2. Personal Clothing and Equipment Record Group. The Base Equipment Management Office (BEMO or EMO) keeps this record.
- 1.3.3. Placement and Custody of the eUPRG. See Table A3.1.

1.4. Creating the Command Record Group (CMRGp) Maintain IAW AFRDS [Table 36-12, Rule 01. 01.](#)

- 1.4.1. Officer Command Selection Record Group (OCSRGP). CMRGp custodians (see table A3.2, note 2) initiate the OCSRGP, utilizing the AF Form 10A, *Personnel Information File, Record of Performance: Officer Command Selection Record Group*, when they receive documents for file. Custodians are required to make the OCSRGP for most line of the Air Force (LAF) officers in grade of captain when they complete 7 years of active commissioned service (based on the EAD), 4 years for Air National Guard (ANG) computed from promotion service date (PSD), and for non-line officers upon promotion to grade of captain. Attachment 2, Column C, by code "OCSR" identifies the documents kept in this record.

1.4.2. Airman Command Record Group (ACRGp). This record has “Statements of Disagreement” (see paragraph 2.20) for enlisted personnel and is made only when the custodian receives a dispute statement processed IAW AFI 33-332, *The Air Force Privacy and Civil Liberties Program*.

1.4.3. CMRGp record custodians, designated by position, will set up and enforce administrative procedures and physical safeguards for the OCSRGP and ACRGP.

1.4.4. See table A3.2 for placement and custody of the CMRGp.

1.5. Creating the MPerRGp. A document in the MPerRGp may be the original or the designated copy, and may be the only existing copy. Clear, distinct, and legible documents must be sent to the Records Imaging Section at AFPC/DPSIRR for processing into the Automated Records Management System (ARMS). Each document must contain a complete **social security number**. Master personnel record documents consist of electronic media. Only one person’s SSN will appear on “group” type documents. Persons other than the subject of the document will have their Personally Identifiable information (PII) redacted, such as their SSN, before placement in official records.

1.5.1. Officer MPerRGp. Air Force Personnel Center (AFPC), or Air Reserve Personnel Center (ARPC) maintains the MPerRGp on all officers that have not separated/retired, while having a military status.

1.5.1.1. Officer, HQ USAF Selection Record (OSR) Group. This record is kept in electronic media. Attachment 2, Column D, by code "OSR" identifies the documents kept in this record.

1.5.1.2. Officer Correspondence and Miscellaneous Record Group (CM). This record is maintained on electronic media. AFPC/DPSIRP determines where to assign authorized documents on the electronic media record. Attachment 2, column D, by code "CM" identifies the documents kept in this record.

1.5.2. Enlisted MPerRGp. AFPC initiates this record, when they receive valid enlistment documents.

1.5.2.1. NSR. AFPC maintains this record copy on electronic media for Regular Air Force master sergeants, senior master sergeants, and chief master sergeants.

1.5.2.2. Enlisted Command Record Group. AFPC or ARPC maintains this record on all enlisted Airmen on electronic media.

1.5.3. General Officer Selection Record. Air Force Senior Leadership Management Office (AF/DPG) creates and maintains this record when a colonel is selected for promotion to brigadier general.

1.5.4. MPerRGp record custodians, designated by position, will set up and enforce administrative procedures and physical safeguards for the MPerRGp. (T-3)

1.5.5. See Table A3.3 for placement and custody of the MPerRGp.

1.6. Records Disposition. “Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS)”.

1.7. Reviewing Electronic eUPRGs.

1.7.1. Airmen may review their eUPRG at any time by going through the AF Portal or AFPC Secure.

1.7.2. Airmen are allowed to make copies of documents in their eUPRG.

1.7.3. A rater, who must be verified through MilPDS or computer roster/listing, may review and make notes regarding any information in a subordinate's eUPRG. Individuals in performance of their official duties may have copies of an individual's records.

1.7.4. An individual in the chain of command or completing an administrative function (i.e. Military Personnel Section (MPS), designated by the commander, Legal, or an investigator, etc) verified by the unit or base administrator and granted access to documents may review and make notes regarding any information in a subordinate's eUPRG. Individuals in performance of their official duties may have copies of an individual's records.

1.7.5. An individual granted the "Agent" role by a senior rater or commander or an individual granted the "Mentor" role by an Airman, may make notes regarding evaluations and decorations in a subordinate's eUPRG.

1.8. Establishing the Health Record Group.

1.8.1. Health Record Group. This record is the AF Form 2100 series, (AF Form 2100A), *Health Record - Outpatient* (AF Form 2100A) and 2100B, *Health Record - Dental* (AF Form 2100B). These are used by the USAF Medical Treatment Facilities ONLY. The STR shall be created by the sponsoring Military Service's Reception/Training Center using the Applicant's Record Packet (with the entrance physical examination) after accession and transferred to member's servicing medical treatment facility (MTF) at his or her permanent duty station. The first medical facility that services the member establishes the Health Record.

Chapter 2

MANAGING AND TRANSFERRING MILITARY PERSONNEL RECORDS

2.1. MPS/FSS Responsibilities:

2.1.1. eUPRG Manager. The Chief, Customer Support Section, manages the eUPRG in accordance with this instruction.

2.1.2. eUPRG Custodian. The person in charge of the MPS/FSS record unit is also the eUPRG custodian. The eUPRG record custodian must have an awarded Primary Air Force Specialty Code (PAFSC) of 3S051 or civilian equivalent. (T-3) The custodian maintains the eUPRG and makes corrections to the records per paragraph 2.6. For Individual Mobilization Augmentee's (IMAs) and other participating individual Reservists, HQ ARPC/DPTARA (ARMS) will manage both the MPerRGp and eUPRG records.

2.1.3. Filing and Disposing of Documents. See attachment 2.

2.1.4. Geographically Separated Unit (GSU) Record Custodian. The eUPRG manager and GSU commander appoint a record custodian when the GSU maintains field record subgroups.

2.1.5. Set up local procedures to review eUPRGs via Air Force Portal or AFPC Secure.

2.2. Classified Individual Military Personnel Documents. Handle, account for, sort, and forward these documents according to AFI 31-401, *Information Security Program Management*. Place an unclassified DD Form 2861, *Cross-Reference*, in the appropriate record group to show classified documents kept in another file.

2.3. Management Controls.

2.3.1. Storage. Record custodians must secure records in a locked area or container when access is not under the direct control of a person (T-3).

2.3.2. Disposal. Dispose of documents as provided in AFI 33-364, *Records Disposition--Procedures and Responsibilities*. Comply with reporting instructions in AFI 33-164 for records destroyed under conditions in Title 44, U.S.C.; Section 3311 (state of war or threatened war).

2.3.3. Maintenance. Record custodians must set up and enforce administrative and physical safeguards for accessing the eUPRGs, IAW AFMAN 33-322, *Records Management Program*. (T-3) Situations differ at each installation and the record custodian should be familiar with local needs in determining what controls are necessary and practical. Written guidelines that have the approval of the Mission Support Commander (equivalent or higher) are encouraged.

2.3.3.1. Military personnel records are "For Official Use Only." DoD Regulation 5400.7-R AFMAN 33-302, *DoD Air Force Freedom of Information Act (FOIA) Program*, and chapter 6 of this instruction govern access to these records.

2.3.3.2. Refer to DoD Regulation 5400.7-R AFMAN 33-302, *DoD Air Force Freedom of Information Act Program* and AFI 33-332 for procedures for disclosing information in unclassified military personnel records.

2.3.3.3. Refer to AFI 31-401 for access to and disclosure of classified military personnel records.

2.3.4. Unauthorized Disposal. Record custodians will ensure personnel who are authorized to use military personnel records are aware that the concealment, removal, mutilation, or destruction of records or documents may be a criminal offense under Title 18, U.S.C., Section 2071, Uniform Code of Military Justice (UCMJ). (T-3)

2.3.5. Penalties. Record custodians will inform users that the Privacy Act of 1974 (Title 5, U.S.C., Section 552a) provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretenses may also be subject to criminal penalties enforceable under Article 134, UCMJ.

2.4. Preparing the Senior Noncommissioned Officer Selection Record (NSR). Promotion Board Support Office (AFPC/PBR) pulls a listing each month of all enlisted personnel who have been selected for promotion to master sergeant. PBR uses the listing to pull all EPRs (that were completed in the last 10-year period) and decorations from ARMS and builds each new master sergeant's selection record.

2.4.1. Required Documents:

2.4.1.1. All Enlisted Performance Reports (EPRs) (10-year period). Reports are placed on the right side of the folder and arranged chronologically with the most recent report on top. An AF Form 77, *Supplemental Evaluation Sheet*, may be placed in the record due to missing EPRs or gaps in dates according to AFI 36-2406.

2.4.1.2. Citations for Decorations. Place citations for all awarded decorations listed in AFI 36-2803 (or equivalent from another service), The Air Force Awards and Decorations Program, on the left side of the folder. Arrange them in order of precedence with the highest-ranking decoration on top. For multiple awards of the same decoration, arrange in chronological sequence with the most recent on top. Only if a citation is missing, use a copy of the special order that awarded the decoration or if citation does not identify the award, file a copy of the special order that awarded the decoration immediately below the citation.

2.4.1.3. Nonjudicial Punishment. Nonjudicial punishments received after promotion to master sergeant may be filed in the NSR (see AFI 36-2608, Chapter 8). Nonjudicial punishments are retained in the selection record for 2 years or one promotion board.

2.4.2. Review of the Selection Record. Individuals can verify contents of the NSR by viewing documents in PRDA. To do an over the phone review contact PBR at DSN 665-2353. To receive a copy of the NSR by email, go to the AFPC internet site under Records Review, fill out the worksheet, and either fax (DSN 665-6242) or email (digitally signed) the worksheet to records.review@randolph.af.mil.

2.4.2.1. AFPC/PBR maintains selection records for master and senior master sergeants and AF/DPE maintains chief master sergeant records.

2.5. Record and Data Review Procedures. Personnel receive an email notification on their birthday advising them to review the Records Review Application in vMPS.

2.5.1. Individual Data Review Listing (IDRL). The CSS or MPS/FSS automatically produces the IDRL on the anniversary of the Airman's date arrived station or at any time upon an Airman's request. A copy of the IDRL is sent to the member for review. If changes are required, member should include a source document to substantiate the change. After verification of information, the CSS or MPS/FSS updates any valid changes to the RIP.

2.5.2. National Guard Bureau (NGB) Form 22, *Worksheet*. MPS (FSS)/Personnel Relocation use NGB Form 22 according to AFCSM 36-699, Vol. 1.

2.5.3. Medical and Dental Record Inventory. Personnel Employment verifies receipt of a AF Form 330, *Records Transmittal Request*, for medical and dental records during in-processing.

2.6. Loss of a Major Record Group or Subgroup. In the event that a major record group or subgroup is lost or destroyed, the custodian, as shown in table A3.1, is responsible for recreating the documents necessary for maintaining the accuracy of the Military Personnel Records System.

2.6.1. OCSRGp Reconstruction. Send requests for command selection record documents to AFPC/PBR1, 550 C Street West, JBSA-Randolph TX 78150-4707. For Reserve and ANG Airmen not on EAD, send requests for command selection documents to HQ ARPC/DPTSC, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.

2.6.2. MPerRGp. The Contingency Operations Plan provides that the MPerRGp be reconstructed due to loss through war or natural disaster.

2.7. Document Requirements. Any questions relating to the filing, removal, or disposition of any documents in the Military Personnel Record System not covered in this instruction should be brought to the attention of the OPR listed in attachment 2, Column A. Documents and forms that become obsolete, re-titled, renumbered, or replaced remain in the record folder until normal disposition as shown in Attachment 2, Column E.

2.8. Documents Maintained by Other Activities. Relocatable documents are identified in Attachment 2, Column B, by the code "UP-R." Do not file these documents in the eUPRG; Column E states where these documents are to be filed.

2.9. Managing Individual Documents. Attachment 2 identifies where to file authorized documents in records. Attachment 1 explains the codes used in columns B, C, and D.

2.9.1. Temporary Documents. Temporary documents will not be removed from the record until the records disposition has been met IAW the AF Records Disposition Schedule in AFRIMS. However, for exceptions check attachment 2, Column E.

2.9.2. Permanent Documents. These documents are retained in the record groups until the records disposition has been met IAW the AF Records Disposition Schedule in AFRIMS.

2.9.3. Lost or Misfiled Documents. When missing documents on Regular Air Force Airmen are located, send them to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723. For documents that are misfiled send an email to AFPC/DPSIR_ARMS_DLlist, provide name, complete SSN, Doc ID and date of document. Forward permanent documents on separated Airmen to AFPC/DPSIRR. In the case of separated Airmen, temporary documents may be destroyed IAW with AF Records Disposition Schedule in AFRIMS.

2.10. Records Screening Procedures. Table A5.2. illustrates how to screen records.

2.11. Procedures Relative to Service Status. When an individual with prior service duty enlists in the Regular Air Force (RegAF), AFPC/ DPSIPV obtains all records pertaining to the prior service and completes an AF Form 1613, *Statement of Service*, showing all creditable service-to-date. AFPC/ DPSIPV will transmit the AF Form 1613, Standard Form (SF) 88, *Report of Medical Examination* (or Department of Defense Form 2808, *Report of Medical Examination*), and SF 93, *Medical Record – Report of Medical History* (or DD Form 2807-1, *Report of Medical History*).

2.11.1. OTS/22TSS/DPM initiates the eUPRG for officers commissioned through Officer Training School (OTS).

2.11.2. When a prior or non-prior service individual enlists in the USAFR or ANG, the servicing MPS/FSS incorporates the individual into the MilPDS strength and forwards the following documents as a package, in the order specified, to HQ AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 for immediate scanning.

2.11.2.1. DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States* (original).

2.11.2.2. Enlistment Order (Reserve only).

2.11.2.3. DD Form 2808 (or Standard Form 88), *Report of Medical Examination* and DD Form 2807-1 (or Standard Form 93), *Report of Medical History* (enlistment or commissioning physical only).

2.11.2.4. Copies of DD Form 214, *Certificate of Release or Discharge from Active Duty* and DD Form 215, *Correction to DD Form 214* (if applicable); and NGB Form 22, *Report of Separation and Record of Service*; and NGB Form 22A, *Correction to NGB Form 22* (if applicable). Obtain these documents from the prior service member.

2.11.2.5. Any applicable waiver documents.

2.12. Transferring the eUPRG. When an event occurs that requires the eUPRG to be transferred, use instructions in Table A6.1 through Table A6.11 and AFI 36-2102, *Base-Level Relocation Procedures*. Use AF Form 330 (for PCS, separation or retirement) to transfer documents. The appropriate MPS/FSS element or CSS responsible for transfer actions accomplishes the following steps.

2.12.1. The losing MPS/FSS or CSS will:

2.12.1.1. Prepare a separate AF Form 330 for documents being transferred. **(T-3)**

2.12.1.2. Annotate any missing documents on the AF Form 330. **(T-3)**

2.12.1.3. Remit the original AF Form 330 with documents being transferred. **(T-3)**

2.12.1.4. Use copies 2 and 3 for suspense purposes or file in the relocation folder. **(T-3)**

2.12.1.5. Prepare a new AF Form 330 when forwarding missing documents located after initial transfer. **(T-3)**

2.12.1.6. Use computer listings in lieu of separate AF Form 330 when transferring large groups of documents (i.e., due to unit move, change in servicing MPS, etc.). **(T-3)**

2.12.1.7. In the event of separation or discharge, send all pertinent separation documents on discharged (item #23 on DD Form 214) to: AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723. (T-3)

2.12.1.8. Prepare and send the original AF Form 330 with the documents being forwarded. (T-3)

2.12.2. The gaining MPS/FSS will:

2.12.2.1. Ensure receipt of all documents identified on the AF Form 330.

2.12.2.2. Request status of missing documents by sending an AF Form 330 with a copy of the PCS order to the losing MPS/FSS. (T-3)

2.12.2.3. Comply with AFI 36-2102 in cases where a processing discrepancy applies.

2.12.2.4. Maintain an AF Form 330 on those unsuccessful attempts to recover missing documents. (T-3)

2.12.2.5. Destroy the AF Form 330 IAW AF Records Disposition Schedule (T36-15, rules 14, 20, 21, 22 and table 36-20, rule 7) in AFRIMS when accountability of all documents have been verified. (T-3)

2.13. Specific Instructions.

2.13.1. Special Orders. Bases that do not use virtual out processing (vOP) must, place a copy in the relocation folder, distribute to other agencies, and provide a copy to the member. Do not forward orders to ARMS if processed through order processing application (OPA); they are automatically forwarded when published. **Exception:** if you are processing a manual AF Form 100, AF Form 899 and/or AF Form 973 outside of OPA, you must distribute these to ARMS, member, base agencies, and the individual's relocation folder.

2.13.2. Records Distribution. See Table A6.1 for forwarding records on Airmen reassigned PCS or TDY.

2.13.3. Mailing Documents. Use registered or certified mail when circumstances warrant it. Prepare and send classified individual military personnel records per AFI 31-401.

2.13.4. Type or stamp on the face of the envelope: "This envelope contains official United States Air Force Personnel Records. If found, drop in the nearest US mailbox. Penalties for willful and unlawful destruction, damage, or alteration of Federal Records are contained in the United States Criminal Code (Title 18, U.S.C., Section 2107). Criminal penalties of up to \$5,000 may be imposed for unauthorized disclosure or access to personnel records under the Privacy Act of 1974, (Public Law 93-579, Title 5, U.S.C., Section 552a, and The Privacy Act Law of 1974)."

2.14. Record Inventory. Custodians will verify and perform an annual eUPRG accountability inventory to assure that only records for those personnel serviced by their MPS have been accepted and are being maintained. (T-3)

2.15. Transferring the Officer Command Selection Record Group (OCSRGp) or Airman Command Record Group (ACRGp). The losing custodian makes sure records are current and sent according to Tables A6.1 through A6.11. Mail the OCSRGp or ACRGp to the gaining

command not earlier than 30 calendar days before and not later than 15 calendar days after the report not later than date (RNLTD):

2.15.1. For EAD colonels selected to brigadier general, send the OCSRGP to AF/DPG, 1215 Jefferson Davis Hwy, Suite 1002, Arlington VA 22202-4343.

2.15.2. For ANG colonels selected to brigadier general, send OCSRGP to NGB-GO/AF, Pentagon, 2E375, Washington, DC 20310-2500.

2.15.3. For USAFR colonels selected to brigadier general, send OCSRGP to HQ USAF/REPS, Pentagon, BF655, Washington DC 20330-5440.

2.16. Transferring the MPerRGp. AFPC and ARPC maintain the MPerRGp in the Automated Record Management System (Electronic Media Format). Transfer the MPerRGp according to Table A6.2 through Table A6.9 or Table A6.11 when a change in custody and management is necessary.

2.17. Review by the Individual. Individuals may review their eUPRG through PRDA. "Other DoD personnel, for appropriate official use purposes, may review the record of an individual. For example, AFOSI and IG for investigative purposes; Judge Advocate for disciplinary purposes, etc."

2.18. Disclosing Information from Military Personnel Records. Account for disclosures according to DoD Regulation 5400.7/Air Force Supplement, AFI 33-332, and AFCSM 36-699, Vol. 1. Record custodians may provide "certified copies" of documents or information from personnel records prescribed by this instruction. Record custodians ensure any certified document or data being furnished is releasable under the provisions of DoD Regulation 5400.7/Air Force Supplement, and AFI 33-332.

2.19. Disclosure Fees. The servicing Freedom of Information Act officer applies any applicable fees under the FOIA.

2.20. Statement of Disagreement. See AFI 33-332 for procedures that allow Airmen to file a statement of dispute in military personnel records.

2.21. Documenting Unrated Periods between Officer Evaluation Reports. Complete an AF Form 77 with the justification for, and inclusive dates of, the unrated period. When an officer enters the Air Force from another Service, prepare an AF Form 77 to cover the period between the closeout date of the officer's last performance report in the other Service and the date of entry into the Air Force. The servicing MPS/FSS prepares the AF Form 77 and forwards a copy to the custodian of the MPerRGp, OCSRGP, and the eUPRG. The servicing MPS/FSS Force Management Element informs the officer of the preparation and filing of the AF Form 77. Responsibility for the preparation of the AF Form 77 is as follows:

2.21.1. ARPC for individuals recalled under Title 10, U.S.C., Sections 10301, 10211, 12301(d), 12310, 10305, 8038 and 12402; US Property and Fiscal Officers recalls under Title 32, U.S.C., Section 708; and recalls to serve with the Selective Service.

2.21.2. The losing ARC MPS, if assigned to nonparticipating status:

2.21.2.1. For Reservists, HQ ARPC/DPTAR documents voids in records for periods of service for officers assigned to a Reserve section (ORS, NARS, ISLRS, and so forth), voids caused by a Guard officer moving from one state to another, and voids caused

when a Airman's federal recognition date is not the day following the close-out of his or her last Officer Performance Report (OPR). **Note:** HQ ARPC/DPTAR may use a computer format instead of AF Form 77.

2.21.2.2. For unit recalls, the servicing MPS/FSS Force Management Element prepares the AF Form 77.

2.21.3. Format for paragraph 2.21 is "No report is available for administrative reasons or no report is required IAW AFI 36-2406".

2.21.4. Temporary Disability Retired List (TDRL) removal and return to AD is prepared by AFPC/DPSIPS in the following format: "No report for the period (date) through (date). Officer not rated due to placement on the Temporary Disability Retired List."

2.21.5. A Release from AD voided by the Board for Correction of Military Records (BCMR) is prepared by AFPC/DPSIDE in the following format: "No report available for the period (date) through (date). Officer restored to active duty by direction of the Secretary of the Air Force."

2.21.6. Board actions taken by AFPC under AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, are in the following format: "Not rated for the above period. Report removed by order of the Chief of Staff, USAF."

2.21.7. Board actions taken by the BCMR under AFI 36-2603, *Air Force Board for Correction of Military Records*, are in the following format: "Report for this period not available for administrative reasons which were not the fault of the member."

2.22. War and Mobilization Military Personnel Records System Procedures. During contingency or emergency conditions, certain procedures are implemented to ensure integrity of the military personnel records system and to streamline procedures to meet mission requirements.

2.22.1. Record custodians will develop local procedures to destroy the Command Records in their custody IAW AF Records Disposition Schedule in AFRIMS if security of the records is jeopardized and it is not feasible to relocate them. **(T-3)** If it becomes necessary to destroy or relocate the records, notify AFPC/DPSIRP as soon as possible.

2.22.2. If eUPRGs are destroyed IAW AF Records Disposition Schedule, in AFRIMS or are otherwise unavailable, and the situation allows for maintenance of eUPRGs to resume, establish an Emergency Personnel Record to record significant personnel actions as follows:

2.22.2.1. On whatever type of folder available, type or print the person's last name, first name, middle initial, and SSN.

2.22.2.2. Place an Emergency Military Personnel Record (figure A4.1) in the folder. This form should contain the Airman's name, grade, SSN, present address, home phone number, PAFSC, date prepared and by whom.

2.22.2.3. Record only personnel actions that do not have source documents available for placement in the Emergency Personnel Record under Personnel Actions.

2.22.2.4. When feasible, prepare and maintain personnel actions on micro or mini computers to make records easier to manage, store, or transfer. Safeguard micro or mini

computers (laptops) used to transfer or store personal data to avoid loss/theft and PII compromise.

2.22.2.5. Maintain until the situation allows for reconstruction of the UPRG and normal maintenance resumes.

2.22.3. Record and data review programs are not considered essential during these conditions. The MPS Chief or ANG Director of Personnel determines when to suspend these programs. Reinstate them when conditions cease.

2.22.4. The Emergency Action Book contains specific guidance on the above procedure.

Chapter 3

HANDLING COMMANDER'S OR SUPERVISOR'S ASSIGNED PERSONNEL

3.1. General Information. These files are maintained and kept under authority of Title 10, U.S.C., Section 8013. The discretion for the PIF is solely up to the unit commander for creation and maintenance. Set up PIF using the AF Form 10A. Keep the PIF current, correct in content, and safeguarded to ensure the PIF is not misused or that unauthorized access occurs.

3.2. Record Content. Effective 1 February 1996, PIFs are mandatory for officers who receive Letters of Admonishment or Letters of Counseling which are not filed in their Unfavorable Information File (UIF). In determining what, if any, changes to make regarding what to file or not to file, such as routine correspondence maintained elsewhere in a PIF, commanders are strongly encouraged to seek the advice of their servicing Staff Judge Advocate (SJA) in order to preserve their critical command options in military justice (disciplinary) and administrative quality force actions. **Enlisted Performance Reports/Officer Performance Reports cannot be maintained in the PIF.**

3.3. Record Storage. Keep records in a locked area or container, except when being used.

3.4. Record Access. The member may gain access to their PIF at any time per AFI 33-332. The PIF contents must be available for commanders, raters, first sergeants, senior raters, OSI, and Staff Judge Advocate personnel as warranted. The release and review of the PIF contents in these instances are for "Official Business" or "routine use" in accordance with AFI 33-332.

3.5. Retaining and Disposing. Guidance provided in IAW AF Records Disposition Schedule in AFRIMS.

Chapter 4

RECORDING AND CHANGING BASIC IDENTIFYING DATA

4.1. General Information. The SSN serves as the numerical identifier for all Air Force military personnel. The Defense Finance Accounting Service (DFAS) also uses it for reporting contributions withheld from Airmen under the Federal Insurance Contributions Act (FICA). Executive Order 9397 and Executive Order 13478, November 22, 1943, and Executive Order 13478, November 20, 2008 requires disclosure of one's SSN to enter the Air Force. Applicants for appointment or enlistment in the Air Force require SSN cards. The SSN is entered on all records requiring a numerical identifier:

4.1.1. For input into the MilPDS, enter it as an eleven character number, with a hyphen after the third and fifth digits; for example, 123-45-6789.

4.2. Replacing the SSN Card. The MPS/FSS Customer Service element assists the member in filling out all items on SS Form 5, *Application for a Social Security Card*.

4.3. Resolving SSN Discrepancies. If the number on an Airman's SSN card is incorrect, the MPS/FSS Customer Service element follows the directions in Table A7.1 to resolve the issue.

4.4. Recording and Changing Name in Official Records. Air Force military personnel records use the name shown on a birth, baptismal, marriage, or naturalization certificate, civil court order, or other legal document.

4.4.1. The name that appears on the appointment memorandum or DD Form 4/1 and DD Form 4/2, is the official name in Air Force files until changed under this instruction.

4.4.2. Record the name in order of last name, first name, middle initial or middle name, and any designation, such as "Junior, Senior" or a numerical designator. Exceptions are documents whose governing directives require the full name.

4.4.2.1. Example: Stephen Maxwell Smith is normally recorded as "Smith, Stephen M." At his request, however, record the name as "Smith, Stephen Maxwell."

4.4.2.2. Abbreviate designations such as "Jr." for "Junior."

4.4.3. When entering the name into MilPDS, do not include hyphens, apostrophes, or spaces between sections of a compound name. The name "David E. O'Brien," for example, is reflected in the MilPDS as OBRIEN, DAVID E." "Teresa M. Santa Ana" is "SANTAANA TERESA M"; "Lee Halsey-Jones" is "HALSEYJONES LEE."

4.4.4. Names typed or written on forms and documents are written to reflect any hyphens, apostrophes, or space in the Airman's name. There is no need to correct a document that reflects the MilPDS spelling, except at Airman's request.

4.4.5. Changing Name. The requesting member submits the evidence required by table A7.2 to the office designated in table A7.3, Column B. Action agencies act as outlined in table A7.3, Columns C and D.

4.5. Correcting Date of Birth, Place of Birth, and Changing Citizenship Status:

4.5.1. Correcting Date and Place of Birth. Airmen present supporting evidence required by table A7.4, Column B. The MPS/FSS and Military Human Resource Record (MHRR) custodians act as outlined in table A7.5 and table A7.6.

4.5.2. Changing Citizenship Status. Airmen submit supporting documentation required in table A7.7, Column B. The MPS/FSS and MHRR custodians act as outlined in table A7.7, columns C and D.

4.6. AF Form 281, Notification of Change in Service Airman's Official Records. AFPC and HQ ARPC prepare this form to document changes in an Airman's official personnel record.

Chapter 5

ISSUING CERTIFICATES IN LIEU (CIL) OF LOST OR DESTROYED CERTIFICATES OF SEPARATION

5.1. Introduction. A Certificate in Lieu (CIL) is issued to replace a lost or destroyed certificate of service. Use this guidance to determine the correct replacement separation certificate to issue and the necessary actions to be taken by both the requester and the issuing organization.

5.2. Rules.

5.2.1. Title 10, U.S.C., Section 1041, authorizes a person who presents proof of an honorable discharge or discharge under honorable conditions to be given a certificate of that discharge, indelibly marked to show that it is a certificate in place of the lost or destroyed original certificate. Replacements, requested by submission of a SF 180, *Request Pertaining to Military Records*, or a memorandum with sufficient identifying data is issued to:

5.2.1.1. A service member or former service member whose character of service was honorable or under honorable conditions.

5.2.1.2. A surviving spouse.

5.2.1.3. A guardian who provides a duly certified or otherwise authenticated copy of the court order of appointment, with the application.

5.2.2. Replacement certificates require a signature from one of the following individuals:

5.2.2.1. A Commissioned officer.

5.2.2.2. A Master Sergeant or above.

5.2.2.3. A GS-7 or above.

5.3. Type of Replacement Certificates. (See table 5.1. below.)

Table 5.1. Replacement Certificate.

When lost or destroyed certificate was from	Then issue a
Discharge from Air Force	DD Form 303AF
Retirement from Air Force	DD Form 363AF
Release from EAD Air Force	AF Form 682

5.4. Who Issues Replacement Certificates. (See table 5.2. below)

Table 5.2. Issue Replacement Certificate.

When member is a(n)	Then certificate is issued by
Regular Air Force officer Regular Air Force airman Retired General	AFPC/DPSOR 550 C St West JBSA-Randolph TX 78150-4713
TDRL Member	AFPC/DPSD 550 C St West JBSA-Randolph TX 78150-4708
Reserve member EAD Guard member	HQ ARPC/DPT 18420 E. Silver Creek Ave., Bldg 390 Buckley AFB CO 80011
Member not identified above with discharge, retirement, or death in service before October 2004, otherwise use Reserve member contact.	NPRC 1 Archives Drive St. Louis MO 63138-1002

Chapter 6

ACCESSING AIR FORCE MHRR

6.1. Using MHRRs. The MHRRs contain personal information and may only be disclosed to authorized persons conducting official Air Force business. Authority to obtain copies of, information from, or possess MHRRs is limited to those persons with an official requirement for the information. Rank, position, or title alone does not authorize access to personal information about others. ARMS is the final approval/disapproval authority for access. Routine access offices are shown in Table A8.1. Other DoD offices may be permitted access as approved by ARMS.

6.1.1. Users have the responsibility to provide adequate justification for receipt of records and should show a valid need to review or obtain information from them in the course of official duties.

6.2. Safeguarding MHRRs. Protect copies of paper and microfiche MHRRs, on line access and hard copy output of MPerF records according to AFI 33-364, *Records Disposition - Procedures and Responsibilities*. Destruction is outlined in AFI 33-364. The ARPC Form 291, *Record Transmittal*, is kept attached to MHRRs returned to AFPC and ARPC, respectively.

6.3. Penalties for Misuse of MHRRs. Under the Privacy Act of 1974, persons who knowingly and willfully disclose personal information from an Air Force record, regardless of media, to a person or agency not entitled to receive it, without the advance consent of the subject of the record, are subject to a fine. Under Title 44, U.S.C., Section 2107, persons who willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy Air Force records are subject to dismissal and disqualification from further Federal service in addition to a fine, imprisonment, or both. Unauthorized disclosure of "For Official Use Only" information may result in disciplinary action.

6.4. How to Establish Routine Access to MHRRs, or predecessor files. All activities or persons, not listed in table A8.1, requiring routine access to the MHRRs maintained at AFPC submit a memorandum request to AFPC/DPSIRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721. Include the following information in the request: justification for access and requester's name, SSN, grade, office symbol and duty phone number.

6.4.1. Requests for access to MHRRs maintained at the National Personnel Records Center (NPRC), St Louis, Missouri, by any activity not listed in table A8.1 require approval by AFPC/DPSIRP. Forward such requests by memorandum to AFPC/DPSIRP, 550 C Street West, JBSA- Randolph TX 78150-4721.

6.4.2. The memorandum request should be signed by:

6.4.2.1. For AFPC offices, the division chief or equivalent level for submission to AFPC/DPSIRP.

6.4.2.2. For offices outside AFPC, a division chief or equivalent level. Limit the number of designees to two in each office.

6.4.3. Submit a revised memorandum request to AFPC/DPSIRP when adding or deleting designees.

6.4.4. Memorandum requests require annual revalidation. **Note:** AFPC offices requesting Regular Air Force MHRRs need only revalidate request when their office symbols change.

6.5. How to Request MHRRs.

6.5.1. AFPC and ARPC users should use the Automated Records Management System (ARMS) on-line request system.

6.5.2. All others see table A8.2.

Chapter 7

ARTICLE 15, RECORD OF NONJUDICIAL PUNISHMENT, PROCEDURES

7.1. Article 15 and Promotion Procedures. A commander imposing nonjudicial punishment (NJP) under Article 15 of the Uniform Code of Military Justice decides whether to file the NJP in the OSR or NSR for officers and applicable enlisted members. NJP, and selection record decision based on the NJP, are recorded on an AF Form 3070B for NCOs meeting a promotion selection board and on AF Form 3070C for officers. The commander's determination regarding the OSR also applies to filing the NJP in the OCSRGP.

7.1.1. Who Makes the NJP Filing Decision.

7.1.1.1. If an NJP for a senior NCO results in a reduction to a grade below master sergeant, the commander makes a filing determination because the NJP was received as a senior NCO.

7.1.1.2. In a joint command, if a commander from a different Service imposes nonjudicial punishment on a member of the Air Force element, the senior Air Force officer or commander of the element decides whether to file an NJP in the selection record, provided that official is senior to the commander imposing the nonjudicial punishment.

7.1.1.2.1. If the senior Air Force officer or commander of the element is unavailable, or is not senior to the commander imposing the nonjudicial punishment, the general court-martial convening authority (GCMCA) of the Air Force host command (see AFI 25-201, Support Agreements Procedures) that is senior to the commander imposing nonjudicial punishment makes the filing decision. If there is not a GCMCA in the Air Force host command senior to the commander imposing punishment, a GCMCA of the host service, who is senior to the commander imposing punishment, makes the filing decision.

7.2. When a Senior Commander's Review is Necessary.

7.2.1. The decision to file the NJP in the appropriate selection record is subject to review by the next senior Air Force commander to the commander imposing the NJP. There are two exceptions to this rule:

7.2.1.1. If the commander imposing NJP punishment exercises GCMCA or is a superior of the officer who exercises GCMCA, the decision to file in the appropriate selection record is not subject to review.

7.2.1.2. In a joint command if an officer other than the senior Air Force officer assigned (host command or service GCMCA as described above) makes the decision, the decision to file is not subject to review.

7.2.2. The review authority may either concur or nonconcur with the commander imposing the NJP and this decision is final. **Note:** References to "commander" or "commander imposing the NJP" include the decision authority described above in joint commands where a commander of a different service imposes the nonjudicial punishment.

7.2.3. If the review authority decides not to file the NJP in the selection record, the review authority completes block 10 and returns the NJP to the commander imposing punishment.

7.2.4. If the review authority agrees to file the NJP in the selection record, the review authority completes block 10 of the NJP (AF Form 3070) and returns it with related correspondence to the commander imposing punishment.

7.3. Who Conducts the Senior Commander Review.

7.3.1. The Deputy Chief of Staff (DCS) or comparable level organizational head performs the review for Airmen assigned to the Air Staff.

7.3.2. The senior Air Force officer assigned performs the review for Airmen assigned to commands, activities, or agencies outside the Department of the Air Force.

7.3.2.1. If the NJP recipient is the only Air Force member assigned (or is the senior Air Force officer assigned), the office of primary responsibility (OPR) in HQ USAF or MAJCOM headquarters appoints an officer, senior to the member imposing the nonjudicial punishment, to complete the review.

7.3.3. For an NJP imposed by the host commander on a TDY or tenant member, conduct the review through the host Air Force commander's chain.

7.3.4. A commander, who is a general officer or exercises general court-martial convening authority (GCMCA), may delegate his or her review authority to a principal assistant (see AFI 51-202, *Nonjudicial Punishment*).

7.4. When a Commander Decides Not to File the Record of NJP in the Selection Record.

7.4.1. The commander imposing NJP records that decision by initialing the appropriate selection record decision block on the AF Form 3070.

7.5. Commander's Process for Selection Record Decision.

7.5.1. The commander imposing NJP punishment notifies the individual in writing of the intent to file by initialing the appropriate block on the AF Form 3070.

7.5.2. The individual acknowledges receipt of the notification and right to submit a statement, if any, of rebuttal, mitigation, or circumstances for consideration on the AF Form 3070.

7.5.3. After reviewing the individual's statement and circumstances, the commander determines whether the NJP is appropriate for filing in the selection record.

7.5.3.1. If the commander decides not to file the NJP in the selection record, the commander annotates the decision on the AF Form 3070, Nonjudicial Punishment Proceedings and returns the AF Form 3070 to the servicing staff judge advocate.

7.5.3.1.1. The servicing staff judge advocate forwards a copy of the AF Form 3070 to MPS/FSS Career Development Element after review according to AFI 51-202.

7.5.3.1.2. The AF Form 3070 is filed in the MPerRGp, but not in the individual's selection record.

7.5.3.2. If the commander decides to file the NJP in the selection record, the commander annotates the AF Form 3070 and:

7.5.3.2.1. Forwards it to the senior commander for review, if a senior commander review is necessary, (refer to paragraphs 7.2 and 7.3) or

7.5.3.2.2. If a senior commander review is not necessary, forwards the NJP and related correspondence to the servicing staff judge advocate, who forwards a copy to Airman's MPS/FSS Career Development Element after review according to AFI 51-202.

7.6. The MPS/FSS Career Development Element suspense's the NJP until final action is complete, then forwards a copy of the review authority's decision memorandum and/or the NJP to the OCSRGp custodian, if the commander's decision is to file the NJP in the selection record, and forwards the decision memorandum and/or NJP to the MPerRGp custodian IAW table 7.1. or table 7.2.

Table 7.1. Decision to File for Regular Air Force Airmen.

If grade is	Then forward original documents to
general officer	AF/DPG 1215 Jefferson Davis Hwy, Ste 1002, Arlington VA 22202-4343
colonel or selectee	AF/DPO 1215 Jefferson Davis Hwy, Ste 1002, Arlington VA 22202-4343
Lt Col or below (See Notes 1 & 2)	AFPC/PBR1 550 C Street West, JBSA-Randolph TX 78150-4707
CMSgt or selectee	AF/DPE 550 C Street West, JBSA-Randolph TX 78150-4732
SMSgt or MSgt	AFPC/PBR2 550 C Street West, JBSA-Randolph TX 78150-4707
TSgt and below (No decision letter required)	AFPC/DPSIRR 550 C Street West, JBSA-Randolph TX 78150-4723
NOTES:	
1. Also forward a copy of the decision to file letter to the MAJCOM.	
2. USAFA Cadets do not have a selection record. Commanders who impose NJP on USAFA Cadets do not make a decision as to whether to file the NJP in the selection record. NJP imposed on USAFA Cadets is processed in accordance with paragraphs 7.5.3.1.1 and 7.5.3.1.2.	

Table 7.2. Decision to File for Non-Regular Air Force Airmen.

If member is	Send original to	Forward copy to
Assigned as a Reservist, IMA or Assigned to ARPC	HQ ARPC/DPTARA 18420 E. Silver Creek Ave, Bldg 390 Buckley AFB CO 80011	N/A
USAFR or ANG member		
USAFR Colonel		HQ USAF/REPS Pentagon BF655 Washington DC 20330-5440
All others		N/A

7.7. OSR and NSR Custodians. Review all NJP actions received and complete the following actions:

7.7.1. If the commander decides to file the NJP in the selection record, the custodian files the NJP in the appropriate selection record.

7.7.2. Provide a copy of the entire NJP action to AFPC/DPSIRR for filing in the Airman's MPerR (Miscellaneous and Correspondence Group).

7.7.3. Custodians will place their office symbol, initials, and date in the upper right hand corner of each NJP sent to DPSIRR. (T-3)

7.8. NJPs are filed in the unfavorable information file of all officers effective 1 Feb 1996. When an NJP is imposed on a colonel or above (including selectees), forward the NJP to AF/DPO and SAF/IG for processing of a determination placing the unfavorable information in a Senior Official Unfavorable Information File (SOUIF). The decision to place an NJP in the selection record need not parallel the decision to place the NJP in a UIF in accordance with AFI 36-2907, Unfavorable Information File (UIF) Program.

7.9. The decision to include or exclude the NJP in a selection record may not be revoked once it is filed in the MPerRGp.

7.10. NJP Retention Period. For lieutenant colonels and below, keep the NJP in the selection record until the officer is afforded one in promotion zone (IPZ) or above promotion zone (APZ) consideration. For colonels, keep the NJP in the selection record for the first or subsequent consideration to brigadier general. Remove NJP from a selection record upon receipt of an approved appeal to have the NJP removed from the selection record. If an officer does not appeal to have the NJP removed from the OSR after an IPZ or APZ consideration, the NJP remains in the OSR until the officer retires, separates from all military service, or dies. For senior NCOs, keep for 2 years after effective date of punishment or after one senior NCO evaluation board.

7.10.1. Lt Colonels and below may request removal of the NJP through an appeal process after one IPZ or APZ consideration (for colonels it is the first or subsequent consideration to brigadier general). The appeal should be submitted to the commander or review authority who originally directed the NJP placement in the OSR, or successor in command. Senior NCOs may request early removal of the NJP through the commanders who originally decided to place the NJP in the selection record, or from successors in command.

7.10.2. Removal of NJP from the OSR has no bearing on the permanent filing of the NJP in the Airman's military human resource record (Correspondence and Miscellaneous Group). All NJPs are permanently retained in the military human resource record (Correspondence and Miscellaneous Group) unless set aside in their entirety in accordance with AFI 51-202.

7.11. When to Remove an Article 15 from an Officer Selection Record or an NSR and a MPerRGp.

7.11.1. Introduction: Use the following information to determine when to remove an Article 15 from appropriate selection record.

7.11.2. Removal procedures for officers.

7.11.2.1. An Article 15 issued to an officer after 1 February 1996 that has been placed in their OSR may not be removed until receipt of an approved request for its removal from the OSR or early removal is approved by the appropriate authority (see paragraph 7.11.3.1). Unless requested under the early removal as an exception to policy (see paragraph 7.11.3), the requests for removal are not processed until the officer is afforded one (1) In the Promotion Zone (IPZ) or Above the Promotion Zone (APZ) consideration (Lt Colonels and below) or the first subsequent consideration to brigadier general for Colonel.

7.11.2.2. If an officer whose Article 15 is placed in the OSR after 1 February 1996 does not appeal to have it removed after an IPZ or APZ consideration, or consideration to brigadier general, the Article 15 remains in the OSR until the officer retires, is discharged (complete severance from military status), or dies.

7.11.2.3. The Article 15 is permanently retained in the MPerRGp (Correspondence and Miscellaneous Group) unless set aside in its entirety IAW AFI 51-202, *Nonjudicial Punishment*, or its removal is directed by the Air Force Board for Correction of Military Records (AFBCMR).

7.11.3. Early removal procedures for officers. Early removal constitutes removal of Article 15 from the OSR prior to an IPZ or APZ consideration. This should be considered in rare instances, as an exception to policy.

7.11.3.1. The wing commander or review authority that has the authority to direct placement of an Article 15 in the OSR, may direct early removal of the Article 15 from the OSR.

7.11.3.2. The wing commander or review authority makes the early removal decision via a memorandum forwarding the approved early removal decision to the officer's immediate commander.

7.11.3.3. The wing commander or review authority provides the officer an information copy of the approved early removal decision and forwards the original to the MPS Career Development Element. The Career Development Element forwards the original approved early removal decision to AFPC/PBR1, AF/DPO (for Colonels and Colonel selects) and a copy to the COM/FOA records custodian. For IMAs and Individual Participating Reservists, forward to HQ ARPC/DPT, 18420 E. Silver Creek Ave., Bldg 390, Buckley CO 80011, with an information copy to the appropriate program/element manager.

7.11.3.4. AFPC/PBR1, AF/DPG, AF/DPO, or ARPC/DPBR as appropriate, removes the Article 15 from the OSR with destruction IAW AF Records Disposition Schedule in AFRIMS and forwards the approved early removal decision memorandum to AFPC/DPSIR for file in the Military Human Resource Record.

7.11.3.5. The MAJCOM/FOA records custodian removes the Article 15 from the OSR upon receipt of their copy of the approved early removal decision memorandum and destroys the Article 15 IAW AF Records Disposition Schedule. Note: Early removal of the Article 15 has no bearing on the permanent filing of the Article 15 in the Airman's MHRR. All Article 15s are permanently retained in the MHRR unless set aside in their entirety IAW AFI 51-202.

7.11.4. Removal procedures for Senior NCOs.

7.11.4.1. Remove from NSR 2 years after effective date of punishment or after one senior NCO evaluation board.

7.11.5. Early removal is authorized for senior NCOs only if approved by the current commander.

7.11.6. The Article 15 is permanently retained in the MPerGp (Correspondence and Miscellaneous Group) unless set aside in its entirety IAW AFI 51-202 or its removal is directed by the AFBCMR.

7.12. How to Process a Request to Have an Article 15 Removed from an OSR.

7.12.1. Colonels cannot submit a request to have an Article 15 removed from the OSR until they have been afforded first or subsequent consideration to a brigadier general.

7.12.1.1. Lt Colonels and below cannot submit a request for removal of an Article 15 from the OSR until they have been afforded an IPZ or APZ consideration. Airmen cannot request early removal; only the wing commander or review authority may request early removal as an exception to policy (paragraph 7.11.3).

7.12.2. Procedures: The affected officer requests removal of the Article 15 from the OSR via memorandum to wing commander or review authority.

7.12.2.1. The decision authority reviews the officer's request for removal of the Article 15 from the OSR. If the request for removal of the Article 15 from the OSR is denied, the decision authority notifies the officer's commander via memorandum, who provides the original memorandum to the officer.

7.12.2.2. If the request for removal of the Article 15 from the OSR is approved, the decision authority forwards the approved request for removal of the Article 15 from the selection record via memorandum to the officer's commander, who provides the officer a copy of the approved appeal and forwards the original to MPS Career Development Element.

7.12.2.3. For Lt Colonels and below, the MPS/FSS Career Development Element forwards original approved request for removal of the Article 15 from the selection record to AFPC/PBR1 or ARPC/DPT. For Colonel and Colonel selectees, request for removal of the Article 15 from the OSR is forward to AF/DPO.

7.12.2.4. MPS/FSS Career Development Element also forwards a copy of the approved request for removal of the Article 15 from the OSR to the officers' MAJCOM/FOA OCSRGP custodian. MAJCOM/FOA OCSRGP custodian removes Article 15 from OCSRGP and destroys IAW AF Records Disposition Schedule in AFRIMS.

7.12.2.5. AFPC/PBR1, AFGOMO, AF/DPO, or ARPC/DPTT as appropriate, removes Article 15 and AF FORM 3070C from OSR and forwards with approved request for removal of the Article 15 from the OSR to AFPC/DPSIR.

7.12.2.6. AFPC/DPSIR or ARPC/DPT removes Article 15 and decision to file memorandum from the Selection Record Group and captures approved request for removal of the Article 15 from the selection record to the Correspondence & Miscellaneous Group.

Chapter 8

FILING OTHER ITEMS IN SELECTION RECORDS

8.1. UIFs and Court-Martial filing procedures for Officers.

8.1.1. Mandatory UIF for 4 years or PCS plus 1 year, whichever is later.

8.1.2. The wing commander or convening authority, whichever is higher, authorizes early removal of the UIF.

8.1.3. Mandatory/permanent file of the court-martial in the OSR and OCSRGP.

8.2. UIFs and Court-Martial Filing Procedures for Enlisted.

8.2.1. Mandatory UIF for 2 years.

8.2.2. The wing commander or convening authority, in the grade of 0-7 or higher authorizes early removal of the UIF.

8.2.3. Mandatory/permanent file of the court-martial in the NSR.

8.3. Letter of Reprimand (LOR) Procedures:

8.3.1. An officer who receives a LOR on or after 1 February 1996 is notified by the immediate commander by memorandum that the officer's senior rater decides whether to file the LOR in the OSR. The memorandum provides the officer 3 duty days in which to submit written comments as to why the LOR should not be filed in the OSR. The memorandum also directs the officer to return the written statement to the immediate commander, who, in turn, forwards the memorandum with a recommendation to the senior rater. The decision to place the LOR in the OSR also applies to filing the LOR in the OCSRGP for LAF officers in grade of captain when they complete 7 years of active commissioned service, 4 years for ANG computed from the PSD and for non-line officers upon promotion to rank of captain.

8.3.2. The senior rater reviews the memorandum and any comments the officer submits and renders a final decision. The senior rater's decision is not subject to further review. The senior rater returns the decision memorandum and related correspondence to the officer's immediate commander.

8.3.3. When the decision is to file the LOR in the OSR, the commander provides the officer with an information copy of the decision memorandum and forwards the original to the servicing MPS Career Development Element. The Career Development Element reviews and forwards the original to AFPC/DPSIRR, ARPC/DPT, AF/DPO (for Colonel and Colonel) selects and a copy to the MAJCOM/FOA records custodian (see table A3.2).

8.3.4. The MAJCOM/FOA records custodian files a copy of the LOR and decision memorandum in the OCSRGP.

8.3.5. AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723/ AF/DPO, 1215 Jefferson Davis Hwy, Suite 1002, Arlington VA 22202-4343, for Colonel and Colonel selects and ARPC/DPT, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011, files the LOR and decision memorandum in the OSR and forwards a copy to AFPC/DPSIRR for file in the MPerRGp. (T-3) The LOR may not be removed from the MPerRGp.

8.3.6. When the decision is not to file the LOR in the OSR, the commander provides the officer with a copy of the decision memorandum (LOR is not filed in MPerRGp when decision is not to file in OSR).

8.3.7. If the officer's senior rater is not an Air Force officer (whether in a joint command or otherwise), the officer's senior rater makes the decision to file or not file the LOR in the OSR after review by the Air Force advisor (see AFI 36-2406, paragraph 3.10).

8.3.8. LOR retention period. LORs filed in the OSR remain until the officer is afforded one IPZ or APZ consideration unless a request is submitted and approved under the early removal as an exception to policy (see paragraph 8.3.15). The officer may appeal to his or her senior rater for removal after one IPZ or APZ consideration. Airmen cannot request early removal; only the wing commander or issuing authority, in grade of 0-7 or higher, may request early removal as an exception to policy (paragraph 8.3.15).

8.3.9. LOR Appeal Procedures. The appeal is made via memorandum to the officer's senior rater. If approved, the senior rater forwards the appeal approval decision to the officer's immediate commander.

8.3.10. The immediate commander provides the officer an information copy of the appeal approval letter and forwards the original to the MPS Career Development Element. If disapproved, the commander provides the disapproval letter to the officer.

8.3.11. Career Development Element forwards the original appeal approval to AFPC/DPSIRR (AF/DPO for Colonels and Colonel selects) and a copy to the MAJCOM/FOA records custodian.

8.3.12. AFPC/DPSIRR removes the LOR from the OSR and the appeal approval letter will be file in the MPerRGp.

8.3.13. The MAJCOM/FOA record custodian removes the LOR from the OCSRGP upon receipt of approved appeal letter and destroys it IAW AF Records Disposition Schedule in AFRIMS(T36-1, R1).

8.3.14. If the officer does not appeal removal of the LOR after an IPZ or APZ consideration, the LOR remains in the OSR until the officer is discharged-complete severance from military status, retires, or dies.

8.3.15. Early removal procedures. The wing commander or issuing authority, in the grade of 0-7 or higher, may direct early removal of the LOR from the OSR. Early removal constitutes removal of the LOR from the OSR prior to an IPZ or APZ consideration. This should be considered in rare instances, as an exception to policy, e.g., evidence is obtained demonstrating the officer did not engage in the misconduct.

8.3.15.1. Upon approval, the wing commander or issuing authority, whichever is higher, forwards the approved early removal decision to the officer's immediate commander via memorandum

8.3.15.2. The commander provides the officer an information copy of the approved early removal decision and forwards the original to the MPS Career Development Element.

8.3.15.3. The Career Development Element forwards the original approved early removal decision to AFPC/DPSIRR, ARPC/DPT, AF/DPO (for Colonels and Colonel

selects) and a copy to the MAJCOM/FOA records custodian. HQ AFPC/DPSIRR or HQ USAF/AFSLMO, as appropriate, removes the LOR from the OSR, destroys IAW AF Records Disposition Schedule in AFRIMS and forwards the approved early removal decision memorandum to AFPC/DPSIRR for file in the MHRR. For IMAs and individual participating Reservists, forward to HQ ARPC/DPT, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO, 80011 with an information copy to the appropriate program/element manager.

8.3.15.4. The MAJCOM/FOA records custodian removes the LOR from the OSCR upon receipt of their copy of the approved early removal decision memorandum and destroys the LOR IAW AF Records Disposition Schedule in AFRIMS.

8.3.15.5. Early removal of the LOR has no bearing on the permanent filing of theory in the Airman's MHRR. AFPC/PBR1 forwards the LOR filed in the OSR for file in the MHRR. LORs filed in the OSR are permanently retained in the MHRR.

Chapter 9

REQUESTING DEROGATORY DATA FROM THE MHRR

9.1. Introduction. Use the steps below to request derogatory data from the MHRR.

9.2. Rules.

9.2.1. Requests for derogatory data from the MHRR must be requested in writing due to the sensitive nature of the data and individual privacy concerns.

9.2.2. The requester provides subject Airman's name, social security number, and the purpose for the derogatory data request (i.e., Staff Judge Advocate, or Commander, to initiate non-judicial punishment or involuntary separation action, etc.).

9.3. Procedures. Submit written requests for derogatory data to AFPC/DPSIRP, 550 C Street West, JBSA-Randolph TX 78150, FAX: DSN 665-4021 or commercial(210) 565-4021.

9.3.1. Requesters include their official mailing address, voice and facsimile telephone numbers, point of contact (POC), justification for document/information and signature. Documents/information is forwarded to the requestor within 10 workdays.

9.3.2. Short-notice requests should be the **Exception** not the standard. SJAs, Commanders and personnel managers requiring derogatory data from the MHRR should submit these requests as early as possible.

9.4. Old Forms: AF Form 7, Airmen Military Record (old form) and AF Form 11, Officer Military Record (old form) are noted in this publication.

DANIEL R. SITTERLY, SES,
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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- AFI 24-101, *Passenger Movement*, 19 October 2012
- AFI 24-301, *Vehicle Operations*, 1 November 2008
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- AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 April 1999
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AFI 36-2226, *Combat Arms Program*, 24 February 2009

AFI 36-2301, *Developmental Education*, 16 July 2010

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AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008

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AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2907, *Unfavorable Information File (UIF) Program*, 26 Nov 2014

AFI 36-2910, *Line of Duty (Misconduct) Determination*, 4 October 2002

AFI 36-2911, *Desertion and Unauthorized Absence*, 15 October 2009

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Title 18, United States Code, Section 2071, *Concealment, Removal, or Mutilation Generally*, 8 January 2008

Title 32, United States Code, Section 708, *Property and Fiscal Officers*, 8 January 2008

Title 44, United States Code, Section 2107, *Acceptance of Records for Historical Preservation*, 8 January 2008

Title 44, United States Code, Section 3101, *Records Management by Agency Heads; General Duties*, 8 January 2008

Prescribed Forms

AF Form 10A, *Personnel Information File, Record of Performance*: Officer Command Selection Record Group, AF Form 281, *Notification of Change in Service Airman's Official Records*, and AF Form 330, *Records Transmittal/Request*.

Adopted Forms: AETC Form 125, *Record of Faculty Board Action*, AF Form 24, *Application for Appointment as Reserves of the Air Force or USAF Without Component*,

AF Form 31, *Airman's Request for Early Separation/Separation Based on Change in Service Obligation*, AF Form 56, *Application and Evaluation for Training Leading to a Commission in the United States Air Force*, AF Form 58, *Casualty Assistance Summary*, AF Form 63, *Active Duty Service Commitment Acknowledgement Statement*, AF Form 77, *Company Grade Officers Effectiveness Report (old form)*, AF Form 77, *Supplemental Evaluation Sheet*, AF Form 78, *Air Force General Officer Promotion Recommendation*, AF Form 100, *Request and Authorization for Separation*, AF Form 104, *Service Medal Award Verification*, AF Form 118, *Refund of Tuition Assistance-Education Services Program*, AF Form 125, *Application for Extended Active Duty with the USAF*, AF Form 131, *Application for the Transfer to the Retired Reserve*,

AF Form 133, *Oath of Office (Military Personnel)*, AF Form 161, *Airman Active Duty Service Commitment (ADSC) Counseling Statement*, AF Form 186, *Individual Record-Education Services Program*, AF Form 204, *Educational Leave of Absence Request*, AF Form 233, *Specified Period of Time Contract*, AF Form 286, *Personnel Reliability Program Certificate (or Statement in Lieu of)*, AF Form 286a, *Notification of Personnel Reliability Program Permanent Decertification Action*, AF Form 348, *Line of Duty Determination*, AF Form 356, *Findings and Recommended Disposition of USAF Physical Evaluation Board*, AF Form 366, *Record of Proceedings of Vacation of Suspended Nonjudicial Punishment*, AF Form 405, *Officer Evaluation Policy Advisory (old form)*, AF Form 418, *Selective Reenlistment Program Consideration*, AF Form 475, *Education/Training Report*, AF Form 496, *Health Professions Scholarship Contract*, AF Form 519, *Engineering and Scientific Career Continuation Pay Agreement*, AF Form 522, *USAF Ground Weapons Training Data*, AF Form 526, *ANG/USAFR Point Credit Summary (obsolete)*, AF Form 538, *Personal Clothing and Equipment Record*, AF Form 590, *Withdrawal/Reinstatement of Authority to Bear Firearms*, AF Form 623, *On-the-Job Training Record*, AF Form 623a, *On-the-Job Training Record-Continuation Sheet*, AF Form 659, *Personal Clothing Claim*, AF Form 699, *Clothing Certificate for Overseas Processing*, AF Form 707, *Field Grade Officer Effectiveness Report (old form)*, AF Form 707A, *Special Additional Endorsement and Field Grade Officer Performance Evaluation Report*, AF Form

707B, *Company Grade Officer Performance Evaluation Report*, AF Form 709, *Promotion Recommendation*, AF Form 766, *Extended Active Duty Order*, AF Form 771, *Accounting of Disclosures*, AF Form 777, *Air Force Reserve Promotion Recommendation*, AF Form 780, *Officer Separation Actions (obsolete)*, AF Form 847, *Recommendation for Change of Publication*, AF Form 899, *Request and Authorization for Permanent Change of Station-Military*, AF Form 901, *Reenlistment Eligibility Annex to DD Form 4*, AF Form 910, *Enlisted Performance Report (AB-TSgt)*, AF Form 911, *Senior Enlisted Performance Report (MSgt-CMSgt)*, AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, AF Form 944, *Medical Certificate for CRS and Regular Appointment*, AF Form 964, *PCS, TDY, or Training Declination Statement*, AF Form 965, *Overseas Tour Election Statement*, AF Form 973, *Request and Authorization for Change of Administrative Orders*, AF Form 1034, *Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve*, AF Form 1048, *Military Spouse Information*, AF Form 1056, *Air Force Reserve Officer Training Corps Contract*, AF Form 1160, *Military Retirement Actions*, AF Form 1172, *Certificate of Medical Officer*, AF Form 1180, *Action on Physical Evaluation Board Findings and Recommended Disposition (Informal Hearing)*, AF Form 1185, *Statement of Record Data*, AF Form 1227, *Authority for Tuition Assistance-Education Services Program*, AF Form 1229, *Application for Conditional Reserve Status (obsolete)*, AF Form 1288, *Application for Ready Reserve Assignment*, AF Form 1299, *Officer's Certificate of Statement of Service*, AF Form 1371, *Statement of Declination of Regular Air Force Appointment (obsolete)*, AF Form 1411, *Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve*, AF Form 1466, *Request for Family Airman's Medical and Education Clearance for Travel*, AF Form 1566, *WAPS Test Verification*, AF Form 1613, *Statement of Service*, AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, AF Form 2036, *Survivor Benefit Plan (SBP) Spouse Concurrence Statement*, AF Form 2037, *Request for Waiver of Spouse Concurrence in Survivor Benefit Plan (SBP) Election*, AF Form 2096, *Classification/On-the-Job Training Action*, AF Form 2098, *Duty Status Change*, AF Form 2587, *Security Termination Statement*, AF Form 2630, *PALACE CHASE IRR, Selected Reserve Service Contract*, AF Form 2631, *PALACE CHASE Statement of Understanding/Contract*, AF Form 3005, *Guaranteed Aptitude Area Enlistment-Agreement Non-Prior Service-United States Air Force*, AF Form 3006, *Enlistment Agreement-Prior Service, Active USAFR, ANG-United States Air Force*, AF Form 3007, *Guaranteed Training Enlistment Agreement-Non-Prior Service-United States Air Force*, AF Form 3008, *Supplement to Enlistment Agreement-United States Air Force*, AF Form 3009, *Change to Enlistment Agreement-United States Air Force*, AF Form 3010, *Statement of Understanding, Dependent Care Responsibilities*, AF Form 3027, *PALACE CHASE Mobilization Augumentee Selected Reserve Service Contract*, AF Form 3028, *PALACE CHASE "Category A" Unit Selected Reserve Service Contract*, AF Form 3070, *Record of Nonjudicial Punishment Proceedings*, AF Form 3070A, *Record of Nonjudicial Punishment Proceedings (AB thru TSgt)*, AF Form 3070B, *Record of Nonjudicial Punishment Proceedings (MSgt thru CMSgt)*, AF Form 3070C, *Record of Nonjudicial Punishment Proceedings (Officer)*, AF Form 3212, *Record of Supplementary Action Under Article 15, UCMJ*, AF Form 3538, *Retention Recommendation*, AF Form 4394, *Air Force User Agreement Statement – Notice and Consent Provision*, AFHQ Form 0-2077, *Review of Discharge or Separation*, AFPC Form 215, *Service Creditable Under Sec 1405, 10 U.S.C.*, AFPC Form 282, *Service Date Computation Worksheet*, ARPC Form 0-235, *Statement of Review*, ARPC Form 0-273, *Request for Verification of Military Service Paid from Federal Funds*, ARPC Form 11, *Request/Authorization for Discharge/Enlistment/Reenlistment of*

AFRES Airmen, ARPC Form 64, Reserve Component Survivor Benefit Plan Election Change, ARPC Form 77, Request and Authorization for Reserve Order (obsolete), ARPC Form 92, Appointment Order, ARPC Form 160, Request for Statement of Service, ARPC Form 168, Computation of AF Form 526 (obsolete), ARPC Form 271, Retirement Order (obsolete), ARPC FL 52, Tender of Resignation, ARPC FL 492A, Notification of Eligibility for Retired Pay at Age 60 and for Participation in the Reserve Component Survivor Benefit Plan (obsolete), DA Form 3180, Personnel Screening and Evaluation Record, DD Form 4-1-2, Enlistment or Reenlistment Document-Armed Forces of United States, DD Form 4-3, Enlistment or Reenlistment Document (Continuation Sheet), DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215, Correction to DD Form 214, DD Form 220, Active Duty Report, DD Form 261, Report of Investigation Line of Duty and Misconduct Status, DD Form 293, Application for the Review of Discharge or Dismissal from the Armed Forces of the United States, DD Form 303AF, Certificate in Lieu of Lost or Destroyed Discharge, DD Form 458, Charge Sheet, DD Form 553, Deserter/Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee, DD Form 785, Record of Disenrollment from Officer Candidate-Type Training, DD Form 803, Certification of Termination, DD Form 1351-2, Travel Voucher or Subvoucher, DD Form 1435, COMSEC Maintenance Training and Experience Record, DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel and CED Orders, DD Form 1966, Record of Military Processing-Armed Forces of the United States, DD Form 2057, Contributory Educational Assistance Program-Statement of Understanding, DD Form 2057-1, Educational Assistance Program-Statement of Understanding, DD Form 2057-2, Loan Forgiveness-Statement of Understanding, DD Form 2057-3, Non-Contributory Educational Assistance Program, DD Form 2057-4, Loan Repayment-Statement of Understanding, DD Form 2057-5, Federal Student Loan Confirmation, DD Form 2329, Record of Trail by Summary Court Martial, DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB), DD Form 2366-1, Montgomery GI Bill Act of 1984, Increased Contribution Program, DD Form 2366-2, Montgomery GI Bill Act of 1984, Transferability Program, DD Form 2384-1, Notice of Basic Eligibility (NOBE), DD Form 2648, Preseparation Counseling Checklist, DD Form 2656, Data for Payment of Retired Personnel, DD Form 2760, Qualification to Possess Firearms or Ammunition, DD Form 2791, Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements, ECI Form 9, Certificate of Course Completion, NGB Form 22, Report of Separation and Record of Service in the Air National Guard, NGB Form 26, ANG Active Duty Performance Report (obsolete), NGB 36-11, Statement of Understanding-excess/Overgrade Condition, NGB Form 66, Extension of Enlistment in the ANG and as a Reserve of the AF (obsolete), NGB Form 89, Proceedings of a Federal Recognition Examining Board, NGB Form 124, NGB Consolidated Retirement Record (old form), NGB Form 337, Oath of Office, NGB Form 337b, Oath of Temporary Federal Recognition in ANG (obsolete), NGB Form 348, Line of Duty Determination, PS Form 3811, Return Receipt, Registered, Insured, and Certified Mail, PS Form 3811a, Request for Return Receipt (after mailing), SGLVA 29-Form 8285, Request for Insurance Servicemen's Group Life Insurance, SGLV Form 8286/8286a, ServiceAirman's Group Life Insurance Election and Certificate/Family Coverage Election, SF 86, Questionnaire for National Security Positions, SF 88, Report of Medical Examination, SF 93, Report of Medical History, SF 189, Classified Information Nondisclosure Agreement (obsolete), SF 312, Classified Information Nondisclosure

Agreement, SF 1402, Certificate of Appointment or Cancellation Memorandum, SS Form 5, Application for a Social Security Card, SF Form 180, Request Pertaining to Military Records, USAFA Form 0-205, Cadet Acceptance Record, and USSTRATCOM Form 36, Personnel Reliability Program Certifications.

Abbreviation and Acronyms

ACP—Airman Commissioning Program
ACRGp—Airman Command Record Group
AD—Active Duty
ADSC—Active Duty Service Commitment
ADT—Active Duty for Training
AETC—Air Education and Training Command
AFAEMS—Air Force Automated Education Management System
AFBCMR—Air Force Board for Correction of Military Records
AFCMO—Air Force Colonel Matters Office
AFIT—Air Force Institute of Technology
AFPC—Air Force Personnel Center
AFOUA—Air Force Outstanding Unit Award
AFRIMS—Air Force Records Information Management System
AFRC—Air Force Reserve Command
AFOSI—Air Force Office of Special Investigations
AFROTC—Air Force Reserve Officer Training Corps
AFSC—Air Force Specialty Code
AGR—Active Guard/Reserve
ANG—Air National Guard
ANGUS—Air National Guard of the United States
APZ—Above the Promotion Zone
ARC—Air Reserve Component
ARMS—Automated Records Management System
ARPC—Air Reserve Personnel Center
BCMR—Board for Correction of Military Records
BEMO—Base Equipment Management Office
BMT—Basic Military Training
CE—Personal Clothing and Equipment Record Group

CIL—Certificate In Lieu

CM—Correspondence and Miscellaneous

CMRGp—Command Record Group

COM—Computer Output Microfiche

COR—Chief of Office of Record

CONUS—Continental Unit States

CRS—Conditional Reserve Status

CSEP—College Senior Engineering Program

CSS—Commander's Support Staff

DAS—Date Arrived Station

DFAS—Defense Finance and Accounting Service

DJMS—Defense Joint Military System

DODPM—Department of Defense Military Pay and Allowances Entitlements Manual

DOS—Date of Separation

DSN—Defense Switched Network

EAD—Extend Active Duty

EDCSA—Effective Date of Change of Strength Accountability

EPR—Enlisted Performance Report

ETS—Expiration Term of Service

E-UPRG—Electronic Unit Personnel Record Group

FARM—Functional Area Records Manager

FBI—Federal Bureau of Investigation

FICA—Federal Insurance Contributions Act

FOA—Field Operating Agency

FSS—Force Support Squadron

FSO—Financial Services Office

FRGp—Field Record Group

GCMCA—General Court Martial Convening Authority

GSA—General Services Administration

GSU—Geographically Separated Unit

HQ—Headquarters

IADT—Initial Active Duty for Training

IDA—Initial Duty Assignment
IDRL—Individual Data Review Listing
IMA—Individual Mobilization Augmentee
IPZ—In the Primary Promotion Zone
IRR—Individual Ready Reserve
ISLRS—Inactive Status List Reserve Section
LOE—Letter of Evaluation
LOR—Letter of Reprimand
MA—Mobilization Augmentee
MAJCOM—Major Command
MHRR—Military Human Resource Record
MGIB—Montgomery GI Bill
MIA—Missing in Action
MILPDS—Military Personnel Data System
MPerF—Master Personnel File
MPerRGp—Master Personnel Record Group
MPS—Military Personnel Section
MSO—Military Service Obligation
MTF—Medical Treatment Facility
NARS—Nonaffiliated Reserve Section
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer in Charge
NGB—National Guard Bureau
NNRPS—Nonobligated Nonparticipating Ready Personnel Section
NPRC—National Personnel Records Center
NPS—Nonprior Service
NSR—Senior NCO Selection Record
O—Officer
OCSRGp—Officer Command Selection Record Group
OCSR—Officer Command Selection Record
ODSD—Overseas Duty Selection Date
OPR—Officer Performance Report

ORS—Obligated Reserve Section
OSGLI—Office of Service Airman’s Group Life Insurance
OSR—Officer Selection Record Group
OSCR—2-Section 2 of AF Form 527
OSCR—3-Section 3 of AF Form 527
OSCR—4-Section 4 of AF Form 527
OSCR—4A-File folder containing officer performance data (optional)
OTS—Officer Training School
P—Permanent form or document
PAFSC—Primary Air force Specialty Code
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDS—Personnel Data System
PEB—Physical Evaluation Board
PIF—Personnel Information File
PME—Professional Military Education
POC—Point of Contact
PRDA—Personnel Records Display Application
PRP—Personnel Reliability Program
PSM—Personnel System Management
PUC—Presidential Unit Citation
RCMU—Reserve Component Medical Unit
RegAF—Regular Air Force
RIP—Report on Individual Personnel
RNLTD—Report Not Later Than Date
ROP—Record of Performance
ROTC—Reserve Officer Training Corps
RRev—Record Review
RRL—Record Review Listing
SAF—Secretary of the Air Force
SEA—South East Asia

SGLI—Servicemembers’ Group Life Insurance
SRP—Selective Reenlistment Program
SSA—Social Security Account
SSN—Social Security Number
SURF—Single Unit Retrieval Format
T—Temporary form or document
TAFMSD—Total Active Federal Military Service Date
TDRL—Temporary Disability Retired List
TDY—Temporary Duty
TP—Training Period
UCMJ—Uniform Code of Military Justice
UHT—Undergraduate Helicopter Training
UIF—Unfavorable Information File
UNT—Undergraduate Navigator Training
UPRG (U)—Unit Personnel Record Group
UP—R-Unit Personnel Record Group – Relocated
UPT—Undergraduate Pilot Training
USAF—United States Air Force
USAFA—United States Air Force Academy
USAFR—United States Air Force Reserve
USERID—User Identification
U.S.C. —United States Code
UTA—Unit Training Assembly
VA—Department of Veterans Affairs
VARO—Veterans Affairs Regional Office
VEAP—Veterans Education Assistance Program
v MPS—virtual Military Personnel Section

Terms

Automated Records Management System— A process to digitize paper documents for storage on optical disk, which is considered a part of the MPerRGp.

Article 15— For the purpose of this regulation, the term Article 15 refers to the record of nonjudicial punishment administered under the UCMJ, Article 15, as reflected on AF Form 3070, **Record of Nonjudicial Punishment Proceedings (obsolete)**, AF Form 3070A, **Record of**

Nonjudicial Punishment Proceedings (AB thru TSgt), AF Form 3070B, **Record of Nonjudicial Punishment Proceedings (MSgt thru CMSgt)** and AF Form 3070C, **Record of Nonjudicial Punishment Proceedings (Officer)**. .

Command Record Group— This file is the Officer Command Selection Record Group (OCSRGP) or the Airman Command Record Group (ACRGP).

Designee— A person who is authorized access to information in MHRRs and is authorized to request MHRRs.

Discoverer— An inquiry and report generation capability for MilPDS users.

Discharge— Severance from all military status. **EXCEPTION:** For a member of the ANG, this may mean discharge from the ANG only, with concurrent transfer to the USAFR for the remainder of a military service obligation or enlistment. It does not include dismissal as a result of trial by court-martial or dropped from the rolls of the Air Force under Title 10, U.S.C., Sections 1161(b) or 1163(b).

Electronic Unit Personnel Record Group— Electronic documents that are maintained within the MPerRGp. These documents are considered to be the member's UPRG.

Extended Active Duty— A tour of active military service (usually for more than 90 active duty days) performed by a member of the Air Reserve Components when strength accountability changes from the ARC to the active Air Force.

Military Personnel Data System— A collective term encompassing the total vertical computerized MilPDS. It is used when a specific subsystem is not being referenced. The system is designed to provide capability for equitable, responsive, uniformly administered, and cost effective management and administration of active duty military, ANG, USAFR, retired, and civilian personnel.

Military Personnel Section— Is the strategic advisor for military personnel policies and programs. The mission of the MPS is to provide quality personnel support in both peacetime and wartime to commanders, Air Force members and their families.

Officer Command Selection Record— A file containing documents on each officer, except generals, maintained by the MAJCOM in managing assigned officers.

Participating Individual Ready Reserve— That portion of the Ready Reserve not assigned to the Selected Reserve. Consists of Airmen assigned to a "points only" non-pay program.

Password— A code of eight characters, which is assigned to each user identification code (USERID). The USERID and password combination provides the vehicle for identifying system users, and restricting disk file operations by securing the files against access by users other than owners of the file.

Permanent Document— A document that has legal, historical, or management value, and is kept in the Military Personnel Records System after a person separates.

Personnel Records Display Application(PRDA)— is an electronic viewer for the Automated Records Management System (ARMS) and contains role-based access (RBA). The RBA portion of PRDA allows commanders, supervisors, first sergeants and many more access in the performance of their official duties and within their jurisdiction to view both enlisted and officer Military Human Resource Record (MHRR).

Record Custodian— They are responsible for ensuring records that are created by their organizations in the course of business maintain and dispose of them in accordance with record disposition rules.

Release— Separation from a void enlistment or induction not involving a regular discharge.

Release From Active Duty— End of active duty status and transfer or reversion to the USAFR or ANG not on active duty, including the Individual Ready Reserve.

Relocated (Relocatable) Record— A document or record that is part of a record group that may be kept separately from its parent record group to manage the program or programs it supports.

Reserve of the Air Force— The federal status possessed by Airmen of the ANG and the USAFR.

Separated— A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to Reserve component.

Source Document— The letter, order, form, lists, and so on, that records an event or supports a data system entry.

Single Unit Retrieval and Format (SURF)— An on-line function designed to provide single record retrieval capability from selected MPSs (i.e., airman, and officer).

Temporary Document— A document that has no legal, historical or management value to keep it in the MHRR System after the Airman's separation.

Transitory Documents— Documents unique to a MAJCOM or MPS for local management

USERID— A code which identifies a user or groups of users to the system. Each USERID has a password and point of contact associated with it.

Attachment 2

MANAGING AND PLACING RECORD DOCUMENTS

A2.1. Management and disposition instructions for documents and forms listed in this attachment are applicable to personnel on EAD and those assigned to USAFR and ANG forces. Documents and forms that become obsolete through discontinuance, retitling, renumbering, or replacement, remain in record folders until normal disposition according to this attachment. If a document contains more than one action, and the final disposition or filing instructions or both differ for each action, the longer disposition period takes precedence. Contact AFPC/DPSIRP, DSN 665-2450/2451 for resolution of questionable cases. See the Abbreviations and Acronyms portion of Attachment 1 for definition of codes appearing in columns B, C, D, and E.

Table A2.1. Management of Record Documents.

I T E M	A	B	C	D	E
		File and Retain as Indicated Below			
	Document or Form, Governing Directive, and OPR	eUPRG	OCSRGp	MPerRGp	Management and Disposition Instructions
SECTION I - NUMERICAL FORMS/FORMS					
1	USAFA Form 0-205, <i>Cadet Acceptance Record</i> (USAFAI 36- 170, HQ USAFA/A1PT)			CM(P)	File USAFA Form 0- 205 on individuals disenrolled from the USAFA and ordered to EAD.
2	ARPC Form 0-235, <i>Statement of Review</i> (ARPCR 11-4/ HQ ARPC/DPT)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
3	ARPC Form 0-273, <i>Request for Verification of Military Service Paid from Federal Funds</i> (HQ ARPC/DPT)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
4	AFHQ Form 0-2077, <i>Review of Discharge or Separation</i> (SAF/MIPC)			CM(P)	
5	DD Form 4-1-2, <i>Enlistment or Reenlistment Document-Armed</i>	UP(T/P)		CM(P)	UP(P): Retain the initial 4-1 to use as a source document for the Home of

	<i>Forces of United States</i> (AFI 36-2002, and AFI 36-2606, AFPC/DPSOA)				Record/Place on Entry. UP(T): Retain subsequent contracts until superseded. Retain when released from Regular Air Force and member has a concurrent assignment to Category A or B USAFR unit. If required, attach the College Senior Engineer Program (CSEP) agreement or the Educational Assistance Test Program (EATP) form letter and statement of understanding, and the GI Bill Veterans Education Assistance Program (VEAP) waiver statement to the DD Form 4-1-2 IAW AF Records Disposition Schedule (T36-12, R01.01 and T36-14, R7) in AFRIMS. See Table A5.2, rule 4.
6	DD Form 4-3, <i>Enlistment or Reenlistment Document (Continuation Sheet)</i> (AFI 36-2002, and AFI 36-2606, AFPC/DPSOA)	UP(T)		CM(P)	
7	AF Form 7 (old form), <i>Airman Military Record</i> (AFI 36-2608, AFPC/DPSIRP)			CM(P)	Form and governing directive are obsolete. Document has legal, historical, or management value.
8	ECI Form 9, <i>Certificate of Course Completion</i>	UP-R(T)			File in AF Form 623.

	(ECI Catalog, HQ AETC/ DP AE)				
9	AF Form 10, <i>Unit Personnel Record Group</i> (AFI 36-2608, AFPC/DPSIRP)	Folder(T)			Rescinded
10	AF Form 10A, <i>Personnel Information File, & Officer Command Selection Record Group</i> (AFI 36-2608, AFPC/DPSIM)	UP(T) Folder	Folder (T)		OCSRGP. EAD Officer: If officer has concurrent assignment to a Category A or B ANG/USAFR unit, distribute according to Table A3.5, otherwise give to officer. Non-EAD Officer: Transfer to applicable agency when transferred from ANG to USAFR or vice versa. Give to officers separating from Category A or B unit.
11	AF Form 11 (old form reproduced copy), <i>Officer Military Record</i> (AFI 36-2608, AFPC/DPSIRP)			OSR/CM(P)	Form and governing directive are obsolete. Document has legal, historical, or management value. OSR: Does not pertain to Reserve and ANG Selection Records maintained at ARPC.
12	ARPC Form 11, <i>Req/Auth for Discharge/Enlistment /Reenlistment of AFRES Airmen</i> (AFI 36-2606 and AFI 36-3209, HQ ARPC/DPT)	UP(T)		CM(P)	Form is obsolete. Document has legal, historical, or management value.
13	NGB Form 22, <i>Report of Separation and Record of Service in the Air National Guard</i> or NGB Form 22A, <i>Correction to NGB</i>	UP(T/P)		CM(P)	UP(P): On reenlistment forward to the Adjutant General of the appropriate State, Puerto Rico, Virgin

	Form 22(AFI 36-3209, NGB/A1P)				Islands, Guam, or the District of Columbia, as applicable (see Table A5.2, rule 4). UP (T): File in UPRG when used to serve as source document for prior service Airmen.
14	AF Form 24, <i>Application for Appointment as Reserves of the Air Force or USAF Without Component</i> , and supporting documents (AFI 36-2005, AFPC/ DPSOA)			CM(P)	
15	NGB Form 26, <i>ANG Active Duty Performance Rating</i> (NGB/ A1P)	UP(P)		CM(P)	Form is obsolete. Document has legal, historical, or management value.
16	AF Form 31, <i>Airman's Request for Early Separation/Separation Based on Change in Service Obligation</i> (AFI 36-3208, AFPC/DPSOS)	UP(P)		CM(P)	For disapproved requests, maintain for 90 days then destroy IAW AF Records Disposition Schedule in AFRIMS.
17	USSTRATCOM Form 36, <i>Personnel Reliability Program Certifications</i> , (DoD 5210.42R AFMAN 10-3092)	UP(P)			Maintain all USSTRATCOM Forms 36 that permanently decertify Air Force personnel from PRP. Remove only when advised to do so by USAF/A3SN.
18	NGB 36-11, <i>Statement of Understanding-Excess/Overgrade Condition</i> , (ANGI 36-2101, NGB/A1PP)	UP(T)			Remove upon expiration.
19	ARPC FL 52, <i>Tender of Resignation</i> (AFI 36-3209, HQ ARPC/DPTTS)			CM(P)	
20	AF Form 56,	UP(T)		CM(P)	UP(T): Remove 1 year

	<i>Application and Evaluation for Training Leading to a Commission in the United States Air Force, and supporting documents (AFI 36-2013, AFPC/DPSIP)</i>				after nonselection IAW AF Records Disposition Schedule (T36-39, R8 and T36-47, R1) in AFRIMS.
21	AF Form 58, <i>Casualty Assistance Summary</i> (AFI 36-3002, AFPC/DPFCS)			CM(P)	
22	AF Form 63, <i>Active Duty Service Commitment (ADSC) Acknowledgement Statement</i> (AFI 36-2107, AFPC/DPSOTES)	UP(T)		CM(P)	UP(T): File all ADSCs and remove only when fulfilled.
23	ARPC Form 64, <i>Reserve Component Survivor Benefit Plan Election Change</i> (AFR 211-2, HQ ARPC/DPTTR)			CM(P)	Form is obsolete. Document has legal, historical, or management value
24	NGB Form 66, <i>Extension of Enlistment in the ANG and as a Reserve of the AF</i> (ANGI 36-2002, NGB/A1P)	UP(T)		CM(P)	Form is obsolete. Document has legal, historical, or management value.
25	AF Form 77 (old form), <i>Company Grade Officers Effectiveness Report</i> (AFI 36-2406, AFPC/DPSIDE)	UP(T)	OCSR-2 or 4A(T) (see note 1)	OSR/CM (P)	See column E for AF Form 707. Form is obsolete. Document has legal, historical, or management value.
26	AF Form 77, <i>Supplemental Evaluation Sheet</i> (AFI 36-2406, AFPC/DPSIDE)	UP-A(O) (T) UP (A)(P)	OCSR-2 or 2A(T) (see note 1)	NSR(P) OSR/CM (T/P)	UP-A (O)/OCSR/OSR: AF Form 77 used as a continuation sheet for referral comments to AF Forms 707's and AF Forms 910 and 911 (AFI 36-2406); substitute for missing reports or voids in the

					record of performance for officers deployed in support of contingency operations who fill squadron, group and wing commander requirements and for individuals in the wounded warriors.
27	ARPC Form 77, <i>Request and Authorization for Reserve Order</i> (AFI 33-328, HQ ARPC/FMFA)				Determine placement and retention by the type of action announced on the order. See administrative orders section of this table. Form is obsolete. Document has legal, historical, or management value.
28	AF Form 78, <i>Air Force General Officer promotion Recommendation</i> (AFI 36-2406, AFPC/DPSOO)			OSR/CM(P)	IAW AF Records Disposition Schedule (T36-19, R6) in AFRIMS.
29	SF 86, <i>Questionnaire for National Security Positions</i> (AFI 31-501, HQ USAF/XOFI)	UP(T)			If investigation was completed in the past and is not on file, reaccomplishment is NOT required. Remove when replaced by a more current complete form IAW AF Records Disposition Schedule (T31-8, R11 - 12) in AFRIMS. EXCEPTION: Retain for personnel released from regular Air Force.
30	SF 88, <i>Report of Medical Examination</i> (AFI 48-123, AFMSC/			CM(P)	Form is obsolete. Document has legal, historical, or

	SGPA) or DD Form 2351, <i>DOD Medical Examination Review Board Report of Medical Examination</i>				management value.
31	NGB Form 89, <i>Proceedings of a Federal Recognition Examining Board</i> (ANGI 36-2002, NGB/AIP)			CM(P)	
32	ARPC Form 92, <i>Appointment Order</i> (AFI 33-328, and ARPC Sup 1, HQ ARPC/DPAR)	UP(T)		CM(P)	Form is obsolete. Document has legal, historical, or management value.
33	SF 93, <i>Report of Medical History</i> (AFI 48-123, AFMSC/SGPA), or DD Form 2492, <i>DOD Medical Examination Review Board Report of Medical History</i>			CM(P)	Form is obsolete. Document has legal, historical, or management value.
34	DD Form 93, <i>Record of Emergency Data</i> (AFI 36-3002, AFPC/DPWCS)	UP(P)			
35	AF Form 100, (AFI 36-3202, AFI 36-3207, AFI 36-3208, and AFI 36-3209, AFPC/DPSOY and HQ ARPC/DPTTS)	UP(P)		CM(P)	UP(P): Separation without reenlistment. Maintain permanently.
36	AF Form 104, <i>Service Medal Award Verification</i> (AFI 36-2803, AFPC/DPSIDR)	UP(P)		CM(P)	
37	AF Form 118, <i>Refund of Tuition Assistance-Education Services Program</i> (AFI 36-2306, HQ USAF/AIDL)	UP-R(T)			IAW AF Records Disposition Schedule (T36-50, R2) in AFRIMS.

38	NGB Form 124 (old form), <i>NGB Consolidated Retirement Record</i> (see AF Form 526) (NGB/A1P)			CM(P)	Form and governing directive are obsolete. Document has legal, historical, or management value.
39	AF Form 125, <i>Application for Extended Active Duty with the USAF</i> (AFI 36-2008)			CM(P)	
40	AETC Form 125, <i>Record of Faculty Board Action</i> , when action results in elimination (AETCI 36-2215, HQ AETC/DOVP)			CM(P)	On reinstatement of member, remove the file and return to HQ AETC/DOVP, Randolph AFB TX 78150-6000 (for flying training) and to the Technical Training Center indicated on the form for technical training.
41	AF Form 131, <i>Application for Transfer to the Retired Reserve</i> (AFI 36-3203, AFPC/ DPPR and HQ ARPC/DPTTR)			CM(P)	UP(P): File and retain when directed by AFPC/DPSOR.
42	AF Form 133, <i>Oath of Office (Military Personnel)</i> (AFI 36-2006, AFPC/ DPSIP)			CM(P)	
43	ARPC Form 160, <i>Request for Statement of Service</i> (ARPCR 31-5) (ARPC/DPAMR)			CM(P)	
44	AF Form 161, <i>Airman Active Duty Service Commitment (ADSC) Counseling Statement</i> (AFI 36-2107, AFPC/DPSIM)	UP(T)		CM(P)	UP(T): File all ADSCs and remove only when ADSC is fulfilled. CM: File all ADSCs over 12 months in length. Form is obsolete. Document has legal, historical, or

					management value.
45	ARPC Form 168, <i>Computation for AF Form 526</i> (AFCSM 36-699, Vol. 1, HQ ARPC/DPPRK)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
46	AF Form 170, <i>Master Personnel Record (Microfiche Jacket)</i> (AFI 36-2608, AFPC/DPSIRP)			Record Jacket(T)	Form is obsolete. Document has legal, historical, or management value. (rescinded)
47	AF Form 186, <i>Individual Record - Education Services Program</i> (AFI 36-2306, HQ USAF/A1DLV)	UP-R(T)			Form is obsolete. The AF Automated Education Management System (AFAEMS) is in place.
48	SF Form 189 (obsolete), <i>Classified Information Nondisclosure Agreement</i> (AFI 31-401, HQ AFOSP/SPIB)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
49	AF Form 204, <i>Educational Leave of Absence (ELA) Request</i> (AFI 36-2306, AF/A1DL and AFPC/DPSIMC, AFI 36-3003,)	UP-R(T)			Destroy IAW AF Records Disposition Schedule (T36-40, R8) in AFRIMS when document has no legal, historical, or management value.
50	DD Form 214, <i>Certificate of Release or Discharge From Active Duty</i> , Narrative Reason for Separation or Retirement and Airman's reply. (AFI 36-3202, AFPC/DPSOS)	UP(P)		CM(P)	
51	DD Form 215, <i>Correction to DD Form 214, Certificate of Release or Discharge From Active Duty</i> (AFI 36-3202,	UP(P)		CM(P)	

	AFPC/DPSOS)				
52	AFPC Form 215, <i>Service Creditable Under Sec 1405, 10 U.S.C.</i> (AFI 36-3203, AFPC/DPSIPV)			CM(P)	
53	DD Form 220, <i>Active Duty Report</i> (AFI 36-2608, AFPC/DPSIRP)			CM(P)	Destroy IAW the AF Records Disposition Schedule in AFRIMS when document has no legal, historical, or management value. Used as a source document for active duty service time.
54	AF Form 233, <i>Specified Period of Time Contract</i> (AFI 36-2133, AFPC/DPSOS)	UP(T)		CM(P)	UP(T): Remove SPTC upon promotion to captain or acceptance of regular appointment (CRS).
55	DD Form 261, <i>Report of Investigation Line of Duty and Misconduct Status</i> (AFI 36-2910, AFPC/JA)			CM(P)	File complete case in Airman's MPerRGp.
56	ARPC Form 271, <i>Retirement Order</i> (AFI 36-3203, HQ ARPC/DPTTR)			CM(P)	Form is obsolete. Document has legal, historical, or management value
57	AF Form 281, <i>Notification of Change in Service Airman's Official Records</i> , includes changes by DD Form 1343, RIPs, correspondence and special orders (AFI 36-2608, AFPC/DPSIRP)	UP(T)		CM(P)	UP(T): Remove upon discharge; retain for personnel released from active duty. CM: File original.
58	AFPC Form 282, <i>Service Date Computation Worksheet</i> (AFPCR 35-6, AFPC/DPSOA)			CM(P)	
59	AF Form 286, <i>Personnel Reliability Program Certificate</i> (or	UP(P)		CM(P)	Maintain all AF Forms 286 and 286a IAW AF Records Disposition

	statement in lieu of) or AF Form 286a, <i>Notification of Personnel Reliability Program Permanent Decertification Action</i> (AFMAN 10-3902, HQ AF/A10-O)				Schedule (T36-16, R14.01) in AFRIMS. Remove only when advised to do so by HQ AF/A10-O.
60	DD Form 293, <i>Application for the Review of Discharge or Dismissal From the Armed Forces of the United States</i> (AFI 36-3201, SAF/MIPC)			CM(P)	IAW AF Records Disposition Schedule (T36-12, R1.02) in AFRIMS.
61	SF Form 312, <i>Classified Information Nondisclosure Agreement</i> (AFI 31-401, HQ AFOSI/SPIB)			CM(P)	IAW AF Records Disposition Schedule (T14-1, R8) in AFRIMS.
62	AF Form 330, <i>Records Transmittal/Request</i> (AFI 36-2608, AFPC/DPSIR) or comparable form or document used to request missing documents from the appropriate records group	UP(T/P)	OCSR-1(P)	OSR/NSR/CM(P)	UP(P), OCSR, OSR, NSR: Permanent for unsuccessful attempts to recover missing records.
63	NGB Form 337, <i>Oath of Office</i> , (ANGR 36-02, NGB/DP)	UP(T)		CM(P)	UP: File when officer elects to restate the oath of office on promotion.
64	NGB Form 337b, <i>Oath of Temporary Federal Recognition in ANG</i> (ANGI 36-2005, NGB/A1P)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
65	AF Form 348, <i>Line of Duty Determination</i> (AFI 36-2910, AFPC/JA)			CM(P)	File complete case IAW AF Records Disposition Schedule (T36-16, R7) in AFRIMS.
66	AF Form 356, <i>Findings and Recommended</i>			CM(P)	

	<i>Disposition of USAF Physical Evaluation Board (AFI 36-3212, AFPC/DPSD)</i>				
67	AF Form 366, <i>Record of Proceedings of Vacation of Suspended Nonjudicial Punishment</i> (AFI 51-202, AFLOA/JAJM)	UP(T)	OCSR-1(T)	OSR/CM (T/P) NSR(T)	See AF Forms 3070 or 3212.
68	AF Form 405 (old form), <i>Officer Evaluation Policy Advisory</i> (AFI 36-2406, AFPC/DPSIDE)	UP(T)	OCSR-2 or 4A(T) (see note 5)	OSR/CM(P)	File on top of latest AF Form 707, 475, or 77 closing earlier than 1 Apr 85. Form is obsolete. Document has legal, historical, or management value.
69	AF Form 418, <i>Selective Reenlistment Program Consideration</i> (AFI 36-2606, AFPC/DPSOAE)	UP(T)		CM(P)	Completed for the purpose of Selective Reenlistment Program actions. Remove and give to individual on date of reenlistment. Forward non-select with permanent documents on separation.
70	DD Form 458, <i>Charge Sheet</i> (AFI 51-201, AFLOA/JAJM)	UP(P)			Remove only by direction of base JA.
71	AF Form 475, <i>Education/Training Report</i> (AFI 36-2406, AFPC/DPSIDE)	UP(T)	OCSR-2 or 4A(T)	OSR/CM (P)	Instructions for AF Forms 77 (old) and 707 apply IAW AF Records Disposition Schedule (T32-43, R6) in AFRIMS.
72	ARPC FL 492A, <i>Notification of Eligibility for Retired Pay at Age 60 and for Participation in the Reserve Component Survivor Benefit Plan</i> (AFI 36-3203, HQ ARPC/DPTTR)			CM(P)	Form is obsolete. Document has legal, historical, or management value.

73	AF Form 496, <i>Health Professions Scholarship Contract</i> (AFI 41-110, HQ AF/SGC)	UP(T)		CM(P)	UP(T): Remove on expiration of active duty service commitment. Form is obsolete. Document has legal, historical, or management value.
74	AF Form 519, <i>Engineering and Scientific Career Continuation Pay Agreement</i> , (AFPC/DPASA)	UP(T)		CM(P)	Form and governing directive are obsolete. Document has legal, historical, or management value.
75	AF Form 522, <i>USAF Ground Weapons Training Data</i> (AFI 36-2226, HQ AFOSI/SPOT)	UP-R(T)			Maintained at individual's unit IAW AF Records Disposition Schedule (T21-20, R5.03) in AFRIMS.
76	AF Form 526, <i>ANG/USAFR Point Credit Summary</i> (AFCSM 36-699, Vol. 1, HQ ARPC/DPTSP)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
77	AF Form 538, <i>Personal Clothing and Equipment Record</i> (AFMAN 23-110, HQ USAF/LEYPs)	CE(T)			When individual has concurrent assignment to ANG/USAFR under PALACE CHASE, transfer with FRGp.
78	DD Form 553, <i>Deserter/Absentee Wanted by the Armed Forces</i> (AFI 36-2911, AFPC/DPWCM)	UP(T)		CM(P) OSR(T)	OSR: Remove from OSR when officer returned to military control IAW AF Records Disposition Schedule (T36-12, R10) in AFRIMS.
79	ARPC FL 589, <i>Application for Discharge in Lieu of Further Action</i> (AFI 36-3209, HQ ARPC/DPTTS)			CM(P)	Form is obsolete. Document has legal, historical, or management value
80	AF Form 590, <i>Withdrawal/ Reinstatement of Authority to Bear</i>	UP(P)			UP(P): File only when form pertains to permanent disqualification.

	<i>Firearms</i> (AFI 31-207, HQ AFOSI/SPOT)				Remove and destroy IAW AF Records Disposition Schedule (T31-1, R18) in AFRIMS when reinstatement to bear firearms is approved.
81	ARPC FL 602, <i>Tender of Resignation in Lieu of Discharge Action</i> (AFI 36-3206, HQ ARPC/DPTTS)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
82	DD Form 616, <i>Report of Return of Absentee</i> (AFI 36-2911, AFPC/DPWCM)			CM(P)	IAW AF Records Disposition Schedule (T36-12, R10) in AFRIMS.
83	AF Form 623, <i>Individual Training Record</i> , and AF FORM 623A, <i>Individual Training Record - Continuation Sheet</i> (AFI 36-2201, AFPC/DPSIT)	UP-R(T)			Maintained by immediate supervisor. Give to individual concerned when promoted to master sergeant, unless otherwise directed. Give to member upon completion of active duty.
84	AF Form 659, <i>Personal Clothing Claim</i> (AFMAN 23-110, HQ AFLC/DEH)	UP(T)			
85	AF Form 669, <i>Clothing Certificate for Overseas Processing</i> (AFMAN 23-110, HQ AFLC/DEH)	UP(T)			Destroy upon next record review after the 90-day period IAW AF Records Disposition Schedule (T23-11, R33) in AFRIMS.

86	<p>AF Form 707, <i>Officer Performance</i>, AF Form 707A, <i>Special Additional Endorsement</i> (obsolete) to AF Form 707 (AFI 36-2406, AFPC/DPSIDE) (In addition to forms listed above, this item is applicable to past and future editions of comparable forms); AF Form 77. <i>Supplemental Sheet</i> (old form) to AF Forms 77, 707, 910, 911, and 475; AF Form 77, <i>Supplemental Evaluation Sheet</i>; (Efficiency Reports and other comparable forms, of the Uniformed Services to the AF Form 77 (old form) and 707)</p>	UP(T) (see note 1)	OCSR-2 or 4 A(T)	OSR/CM (P)	<p>UP(T): WO through Lt Col only (initial establishment effective June 1968) consist of copies of last five reports before that date, including AF Form 475, <i>Education/Training Report</i>. Thereafter, one copy of each report rendered is to be filed. Remove when promoted to Colonel or when separated and give to the individual. On unit assigned officers promoted to Colonel, remove and forward to HQ AFRC/A1.</p> <p>EXCEPTION: Retain for officers released from active duty. Remove and destroy IAW AF Records Disposition Schedule (T36-12, R1) in AFRIMS when voided by action of the Evaluation Reports Appeal Board (AFI 36-2406, <i>Correcting Officer and Enlisted Evaluation Reports</i>). When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MRBR when directed. On none of the above-ART unit assigned officers promoted to Colonel,</p>
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					<p>remove and forward to HQ AFRC/DPO.</p> <p>OCSR: On officer's promotion to general officer grade, forward retained reports to AF/DPG, 1215 Jefferson Davis Hwy, Suite 1002, Arlington VA 22202-4343, for final disposition.</p> <p>When reports are voided by action of the Evaluation Reports Appeal Board, the Command custodian will destroy IAW AF Records Disposition Schedule (T36-12, R4-7) in AFRIMS. When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MRBR when directed. On non-ART unit assigned officers promoted to Colonel, remove and forward to HQ AFRC/A1L.</p> <p>OSR/CM: Remove reports voided by action of the Evaluation Reports Appeal Board from the selection folder and file in the board recorder's office until destroyed according to AFI 37-133, Vol. 2 and IAW AF Records Disposition Schedule. Remove reports voided by action of the</p>
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				<p>Air Force Board for Correction of Military Records from the selection folder and submit to the Board Secretariat, with the duplicate and triplicate copies for custody and disposition. Form is obsolete. Document has legal, historical, or management value. forward all copies to SAF/MRBR when directed. On none of the above-ART unit assigned officers promoted to Colonel, remove and forward to HQ AFRC/DPO.</p> <p>OCSR: On officer's promotion to general officer grade, forward retained reports to AF/DPG, 1215 Jefferson Davis Hwy, Suite 1002, Arlington VA 22202-4343, for final disposition. When reports are voided by action of the Evaluation Reports Appeal Board, the Command custodian will destroy IAW AF Records Disposition Schedule (T36-12, R4-7) in AFRIMS. When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MRBR when directed. On non-ART unit</p>
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					<p>assigned officers promoted to Colonel, remove and forward to HQ AFRC/A1L. OSR/CM: Remove reports voided by action of the Evaluation Reports Appeal Board from the selection folder and file in the board recorder's office until destroyed according to AFI 37-133, Vol. 2 and IAW AF Records Disposition Schedule. Remove reports voided by action of the Air Force Board for Correction of Military Records from the selection folder and submit to the Board Secretariat, with the duplicate and triplicate copies for custody and disposition. Form is obsolete. Document has legal, historical, or management value.</p>
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87	<p>AF Form 707A, <i>Field Grade Officer Performance Evaluation Report</i>, (obsolete), AF Form 707B, <i>Company Grade Officer Performance Evaluation Report</i> (obsolete) (AFI 36-2406, AFPC/DPSIDE). (In addition to forms listed above, AF Form 77, <i>Supplemental Evaluation Sheet</i>, is applicable when used as a continuation sheet for a referral report; or an LOE directed to be attached to an evaluation by AFI 36-2406 or by an Air Force advisory).</p>	UP(T) (see note 1)	OCSR-2 or 4A(T)	OSR/CM (P)	<p>UP(T): WO through Lt Col only. Remove when promoted to Colonel or when separated and give to the individual. EXCEPTION: Retain for officers released from active duty. On unit assigned officers promoted to Colonel, remove and forward to HQ AFRC/DPMO. Remove and destroy IAW AF Records Disposition Schedule, when voided by action of the AFI 36- 2401. When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MRBR when directed. On non-ART unit assigned officers promoted to Colonel, remove and forward to HQ AFRC/DPO. OCSR: On officer's promotion to general officer grade, forward retained reports to AF/DPG, 1215 Jefferson Davis Hwy, Ste 1002, Arlington VA 22202-4343, for final disposition. When reports are voided by action of the Evaluation Reports Appeal Board, the Command custodian will destroy IAW AF Records Disposition</p>
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					<p>Schedule. When voided by action of the Air Force Board for Correction of Military Records (AFI 36-2603), forward all copies to SAF/MRBR when directed. On non-ART unit assigned officers promoted to Colonel, remove and forward to HQ AFRC/A1L. OSR/CM: Remove reports voided by action of the Evaluation Reports Appeal Board from the selection folder and file in the board recorder's office until destroyed according to AFI 37-133, Vol. 2 and IAW AF Records Disposition Schedule in AFRIMS. Remove reports voided by action of the Air Force Board for Correction of Military Records from the selection folder and submit to the Board's Secretariat, with the duplicate and triplicate copies for custody and disposition.</p>
88	AF Form 709, <i>Promotion Recommendation</i> (AFI 36-2406, AFPC/DPSIDE)		OCSR-2 or 4A(T)	OSR/CM (T/P)	
89	AF Form 766, <i>Extended Active Duty Order</i> (AFPC/DPSIP)	UP(P)		CM(P)	

90	AF Form 771, Accounting of Disclosures, or correspondence in lieu of. Records nature of disclosure, name, and address AFI 33-332, AFCIO/P and AFI 36-2608, AFPC/DPSIRP)	UP(P)		CM(P)	UP(P): Before 30 May 1980 CM: Disclosures after discharge or permanent retirement.
91	AF Form 777, Air Force Reserve Promotion Recommendation (AFI 36-2406, AFPC/DPSIDE) (obsolete)			OSR/CM (T/P)	Form is obsolete. Document has legal, historical, or management value.
92	AF Form 780, <i>Officer Separation Actions</i> (AFI 36-3206, AFPC/DPSOS)	UP(P)		CM(P)	Form is obsolete. Document has legal, historical, or management value.
93	DD Form 785, <i>Record of Disenrollment From Officer Candidate - Type Training</i> (AFI 36-2012, AFPC/DPSOAE)	UP(P)			Remove only on successful completion of USAF-sponsored program, which results in appointment as a commissioned officer.
94	DD Form 803, <i>Certification of Termination</i> (AFI 36-3005, AFPC/DPSIM)	UP(T)			Remove on receipt and filing of a second or subsequent DD Form 802 approved by DFAS. Retain in relocation folder upon separation.
95	AF Form 899, <i>Request and Authorization for Permanent Change of Station - Military</i> (AFI 33-328, AFPC/DPSSMF)	UP(T)			Retain subsequent copy until superseded.
96	AF Form 901, <i>Reenlistment Eligibility Annex to DD Form 4</i> (AFI 36-2606, AFPC/DPSOAE)	UP(T)		CM(P)	UP(T): EXCEPTION: Retain when released from regular Air Force and member has a concurrent

					assignment to a category A or B USAFR unit.
97	AF Form 910, <i>Enlisted Performance Report (AB - TSgt)</i> , and AF Form 911, <i>Senior Enlisted Performance Report (MSgt - CMSgt)</i> (AFI 36-2406, AFPC/DPSIDE) (In addition to forms listed above, this item is applicable to obsolete AF Form 909 and previous editions of AF Forms 910 and 911)	UP(P)		CM/NSR (P)	On complete separation from EAD and USAFR, forward a copy (or original when available) of each EPR for inclusion in the MPerRGp. However, if member separates from EAD and remains as a Reserve of the Air Force, then the EPRs remain on file in the eUPRG as permanent documents. CM: Officers with former enlisted service. NSR: (EAD only) Originals for grades of master sergeant, senior master sergeant, and chief master sergeant Remove reports voided by action of the Air Force Board for Correction of Military Records with the duplicate and triplicate copies for custody and disposition.
98	AF Form 938, <i>Request and Authorization for Active Duty Training/Active Tour</i> (AFI 33-328, AFI 65-109, SAF/AADQ)			CM(P)	Retain only those documents which provide evidence of TDY to Southeast Asia (SEA) or Southwest Asia during Operation DESERT STORM or SHIELD, or if travel was outside CONUS.
99	AF Form 944, <i>Medical Certificate for CRS and Regular Appointment</i>			CM(P)	

	(AFI 36-2610, AFPC/DPSOO)				
100	AF Form 964, <i>PCS, TDY or Training Declination Statement</i> (AFI 36-2110, AFI 36-2626, AFPC/DPAPP)	UP(T)			Remove on reenlistment for first-term airmen. Remove upon separation or retirement.
101	AF Form 965, <i>Overseas Tour Election Statement</i> (AFI 36-2110, AFI 36-2102, AFPC/DPAPP)	UP(T)			Remove upon completion of overseas tour.
102	AF Form 973, <i>Request and Authorization for Change of Administrative Orders</i> (AFI 33-328, SAF/AADQ)	UP(T/P)		CM(P)	UP(T): File and dispose of according to the document being amended. CM: Only changes to documents indicated (P) in column D of this table.
103	AF Form 1034, <i>Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve</i> (AFI 36-2002, AFPC/DPSOA)	UP(T)		CM(P)	UP(T): Remove upon completion of first enlistment.
104	AF Form 1048, <i>Military Spouse Information</i> , (AFI 36-2110, AFPC/DPAPP)	UP(T)			Form is obsolete. Document has legal, historical, or management value.
105	AF Form 1056, <i>Air Force Reserve Officer Training Corps Contract</i> (AFI 36-2011, HQ USAF/DPSIP)	UP(T)		CM(P)	UP(T): Remove on completion of initial active duty service commitment.
106	AF Form 1160, <i>Military Retirement Actions</i> (AFI 36-3203, AFPC/DPSOR)	UP(P)		CM(P)	UP(P): When used as an application for voluntary retirement, or to show intent to retire on mandatory date. When used as a request for waiver of

					restriction, withdrawal of application, change of retirement month, or consideration for 10 percent increase for extraordinary heroism. Remove on effective date of retirement or notification of disapproval.
107	AF Form 1172, <i>Certificate of Medical Officer</i> (AFI 41-201, HQ USAF/SGHM)			CM(P)	Document has legal, historical, or management value.
108	AF Form 1180, <i>Action on Physical Evaluation Board Findings and Recommended Disposition (Informal Hearing)</i> (AFI 36-3212, AFPC/DPSD)			CM(P)	
109	AF Form 1185, <i>Statement of Record Data</i> (AFI 36-3212, AFPC/DPSD)			CM(P)	
110	AF Form 1227, <i>Authority for Tuition Assistance-Education Services Program</i> (AFI 36-2305, HQ USAF/A1DL)			CM(P)	Document is being maintained in the Air Force Automated Education Management System (AFAEMS)
111	AF Form 1229, <i>Application for Conditional Reserve Status</i> (AFI 36-2610, AFPC/DPSOO)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
112	AF Form 1288, <i>Application for Ready Reserve Assignment</i> (AFI 36-3205, AFPC/DPSOS and AFI 36-2115, AFPC/XP)	UP(T)			Maintained as long as the member is assigned to an approved position. For PALACE CHASE applicants removed at first RRev after disapproval. For

					ANG: Remove after first RRev or when purpose has been served.
113	AF Form 1299, <i>Officer's Certificate of Statement of Service</i> (AFCSM 36-699, Vol. 1, AFPC/DPSFC and AFI 36-2608, AFPC/DPSFC)	UP(T)		CM(P)	UP(T): Remove when replaced by AF Form 1613.
114	DD Form 1351-2, <i>Travel Voucher or Subvoucher</i> (AFI 36-2604, AFPC/DPSIPV and AFM 177-103, DFAS-DE/PGA)	UP(P)		CM(P)	UP(P): Retain only those documents that provide evidence of travel outside CONUS. CM: When travel voucher serves to determine EAD date file copy in the MPerRGp.
115	AF Form 1371, <i>Statement of Declination of Regular Air Force Appointment</i> (AFI 36-2610, AFPC/DPSOO)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
116	SF 1402, <i>Certificate of Appointment</i> (AF FAR Sup 1.603-3, AFPC/DPSO)	UP(P)			
117	AF Form 1411, <i>Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve</i> (AFI 36-2606, AFPC/DPSOAE)	UP(T)		CM(P)	UP(T): Remove upon reenlistment.
118	DD Form 1435, <i>COMSEC Maintenance Training and Experience Record</i> (AFI 21-109)	UP-R(T)			Maintained as part of the AF Form 623.

119	AF Form 1466, <i>Request for Family Airman's Medical and Education Clearance for Travel</i> (AFI 24-101, AFMOA/SG300 and AFI 40-701, AFPC/DPAPP)	UP(T/P)			UP(T): Remove when sponsor returns to CONUS on PCS. EFMP- should remain until subsequent assignment UP(P): Retain copies used to support pay matters (overseas incentive extension bonus program or special compensation pay).
120	AF Form 1566, <i>WAPS Test Verification</i> (AFI 36-2605, AFPC/DPSOE)	UP(T)			File only if an Airman declines testing, is SKT exempt, but elects to take the test or is a no-show. All other copies should be maintained at base level until answer sheets are processed by AFPC and reflect in WAPS.
121	DD Form 1610, <i>Request and Authorization for TDY Travel of DoD Personnel, and CED orders</i> (AFI 36-3802, AFPC/DPW)	UP(P)			File only TDY/CED orders in support of any contingency exercises or operations (Example of Contingency Operations: DESERT SHIELD/STORM, NOBLE EAGLE, etc). Forward with permanent documents upon separation or retirement.
122	AF Form 1613, <i>Statement of Service and comparable departmental forms</i> , AFI 36-2604 (AFPC/DPSI)	UP(T)		CM(P)	UP(T): Remove when superseded.

123	DD Form 1966, <i>Record of Military Processing-Armed Forces of the United States</i> , (AFI 36-2002, AFPC/DPSOA)	UP(P)			Remove on discharge or retirement. Retain for personnel released from regular Air Force and transferred to the Reserves.
124	AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> , (AFI 36-2002, AFPC/DPSOA)	UP(P)			Retain for personnel released from regular Air Force and transferred to the Guard/Reserves.
125	AF Form 2036, <i>Survivor Benefit Plan (SBP) Spouse Concurrence Statement</i> (AFI 36-3006) (AFPC/DPSIAR)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
126	AF Form 2037, <i>Request for Waiver of Spouse Concurrence in Survivor Benefit Plan (SBP) Election</i> , (AFI 36-3006, AFPC/DPSIAR)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
127	DD Form 2057, <i>Contributory Educational Assistance Program - Statement of Understanding</i> , (AFI 36-2306, HQ USAF/DPPE)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
128	DD Form 2057-1, <i>Educational Assistance Program - Statement of Understanding</i> (AFI 36-2306, HQ USAF/DPPE)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
129	DD Form 2057-2, <i>Loan Forgiveness - Statement of Understanding</i> (AFI 36-2306, HQ USAF/DPPE)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
130	DD Form 2057-3, <i>Non-Contributory Educational Assistance</i>	UP(P)			Form is obsolete. Document has legal, historical, or

	<i>Program</i> (AFI 36-2306, HQ USAF/DPPE)				management value.
131	DD Form 2057-4, <i>Loan Repayment - Statement of Understanding</i> (used by USAFR only) (AFI 36-2306, HQ USAF/DPPE)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
132	DD Form 2057-5, <i>Federal Student Loan Confirmation</i> (AFI 36-2306, HQ USAF/DPPE)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
133	AF FORM 2096, <i>Classification/On-The-Job Training Action</i> , or RIPs in Lieu of (AFCSM 36-699, Vol. 1, AFPC/DPSIT)	UP(T/P)		CM(P)	UP(P) Retain to support pay matters (proficiency pay, promotion, incentive pay, special duty assignment pay, or enlistment order). UP(T): For all actions other than those above. Remove when all actions included thereon have been superseded or expired. Note: Use PCS RIP as a source document for Permanent Change of Assignment actions in lieu of AF FORM 2096 for enlisted Airmen only, as long as the PCA does not also award the individual a new AFSC. EXCEPTION: Retain form directing retraining until member attains a skill level in the new AFSC commensurate with current grade. Remove when member

					is removed from retraining status. Retain for personnel released from regular Air Force. Retain form as proof of current skill level and Training Status code awarded CM: When used as promotion order.
134	AF Form 2098, <i>Duty Status Change</i> , or RIPs in Lieu of (AFCSM 36-699, Vol. 1)	UP(T)		CM(P)	UP(T): Retain copy until reenlistment or separation. CM: Forward original AF FORM 2098 to AFPC/DPSIRR, HQ ARPC/DPTARA, or Adjutant General of the State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia.
135	DD Form 2329, <i>Record of Trial by Summary Court Martial</i> (AFI 51-201, AFLOA/JAJM)	UP(T)		CM(P)	UP(T): Remove 6 years after date of the action of the convening authority (Block 13, DD Form 2329, Aug 84).
136	DD Form 2366, <i>Montgomery GI Bill Act of 1984 (MGIB)</i> (AFI 36-2306, AFPC/DPSIT)	UP(T)		CM(P)	UP(T): Remove and give to member upon retirement or discharge.
137	DD Form 2366-1, <i>Montgomery GI Bill Act of 1984, Increased Contribution Program</i> , (AFI 36-2306, AFPC/DPSIT)	UP(T)		CM(P)	UP(T): Remove and give to member upon retirement or discharge.
138	DD Form 2366-2, <i>Montgomery GI Bill Act of 1984, Transferability Program</i> , (AFI 36-2306, AFPC/DPSIT)	UP(T)		CM(P)	UP(T): Remove and give to member upon retirement or discharge.

139	DD Form 2384-1, <i>Notice of Basic Eligibility (NOBE)</i> (AFI 36-2306, HQ USAF/DPPE)	UP(P)			
140	AF Form 2587, <i>Security Termination Statement</i> (AFI 31-401, HQ USAF/XOS-FI)	UP(P)			Manage as prescribed by AFI 31-401.
141	AF Form 2630, <i>PALACE CHASE IRR, Selected Reserve Service Contract</i> (AFI 36-3205, AFPC/DPSOS)	UP(T)		CM(P)	UP(T): Form is obsolete. Document has legal, historical, or management value.
142	AF Form 2631, <i>PALACE CHASE Statement of Understanding/Contract</i> (AFI 36-3205, AFPC/DPSOS)	UP(T)		CM(P)	UP(T): Remove upon expiration of contract.
143	DD Form 2648, <i>Preseparation Counseling Checklist</i> (AFI 36-3009, AFPC/DPSIAF)	UP(P)			Forward with permanent documents upon separation.
144	DD Form 2656, <i>Data for Payment of Retired Personnel</i> and DD Form 2656-1, <i>SBP Election Statement for Former Spouse Coverage</i> (AFI 36-3006, AFPC/DPSIAR)	UP(P)			Document has legal, historical, or management value.
145	DD Form 2760, <i>Qualification to Possess Firearms or Ammunition</i> (18 U.S.C. 922(D) & [G] [9])			CM(P)	
146	DD Form 2791, <i>Notice of Release/Acknowledgment of Convicted Sex Offender Registration</i>	UP(P)			

	<i>Requirements (AFI 31-205, HQ AFSFC/SFCV)</i>				
147	DD Form 2807-1, <i>Report of Medical History (AFI 48-123, AFMSA/SGPA), or DD Form 2492, DOD Medical Examination Review Board Report of Medical History</i>			CM(P)	
148	DD Form 2808, <i>Report of Medical Examination (AFI 48-123, AFMSA/ SGPA) or DD Form 2351, DOD Medical Examination Review Board Report of Medical Examination</i>			CM(P)	
149	DD Form 2839, <i>Career Status Bonus (CSB) Election (PSD Handbook), AFPC/DPSOR</i>	UP(T)		CM(P)	UP(T): Maintain for 5 years from the election effective date IAW AF Records Disposition Schedule (T36-13, R2) in AFRIMS.
150	DD Form 2863, <i>National Call to Service (NCS) Election of Options (AFI 36-2002, AFPC/DPSO)</i>	UP(T)		CM(P)	UP(T): Remove upon reenlistment
151	AF Form 3005, <i>Guaranteed Aptitude Area Enlistment-Agreement Non-Prior Service -United States Air Force (AFI 36-2002, AFPC/DPSOAA)</i>	UP(T)		CM(P)	UP(T): Remove upon reenlistment.
152	AF Form 3006, <i>Enlistment Agreement-Prior Service, Active USAFR, ANG - United States Air Force (AFI 36-2002, AFPC/ DPSOAA)</i>	UP(T)		CM(P)	UP(T): Remove upon reenlistment.

153	AF Form 3007, <i>Guaranteed Training Enlistment Agreement - Non-Prior Service - United States Air Force</i> (AFI 36-2002, AFPC/ DPSOAA)	UP(T)		CM(P)	UP(T): Remove upon reenlistment.
154	AF Form 3008, <i>Supplement to Enlistment Agreement - United States Air Force</i> (AFI 36-2002, AFPC/ DPSOAA)	UP(T)		CM(P)	UP(T): Remove upon reenlistment.
155	AF Form 3009, <i>Change to Enlistment Agreement - United States Air Force</i> (AFI 36-2002, AFPC/ DPSOAA)	UP(T)		CM(P)	UP(T): Remove upon reenlistment.
156	AF Form 3010, <i>Statement of Understanding, Dependent Care Responsibilities</i> (AFI 36-2002, AFPC/DPSOAA)	UP(T)			For enlisted personnel, remove the form upon reenlistment. For officer personnel, remove on completion of ADSC.
157	AF Form 3027, <i>PALACE CHASE Mobilization Augmentee Selected Reserve Service Contract</i> (AFI 36-3205, AFPC/DPSOS)	UP(T)		CM(P)	UP(T): Remove upon expiration of contract. Form is obsolete. Document has legal, historical, or management value.
158	AF Form 3028, <i>PALACE CHASE "Category A" Unit Selected Reserve Service Contract</i> (AFI 36-3205, AFPC/ DPSOS)	UP(T)		CM(P)	UP(T): Remove upon expiration of contract. Form is obsolete. Document has legal, historical, or management value.
159	AF Form 3070, <i>Record of Nonjudicial</i>			OSR (P) CM(P)	Form is obsolete. Document has legal, historical, or

	<i>Punishment Proceedings</i> , or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of sentence (AFI 51-202, AFLOA/JAJM)				management value.
	AF Form 3070A, <i>Record of Nonjudicial Punishment Proceedings</i> , (AB thru TSgt) or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of sentence (AFI 51-202, AFLOA/JAJM)	UP(T)		CM(P)	UP(T): File only AF Form 3070 reflecting a demotion in grade. MPS Customer Service must mask or block out the nature of offense shown in Section 1 of AF Form 3070 before filing in the eUPRG. Remove on next promotion, or separation.
	AF Form 3070B, <i>Record of Nonjudicial Punishment Proceedings</i> (MSgt thru CMSgt), or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of sentence (AFI 51-202, AFLOA/JAJM)	UP(T)		NSR(T) CM(P)	UP(T): File only AF FORM 3070 reflecting a demotion in grade. MPS Customer Service must mask or block out the nature of offense shown in Section 1 of AF Form 3070 before filing in the eUPRG. Remove on next promotion, or separation. NSR: Remove and destroy 2 years after effective date of punishment or after one senior NCO evaluation board and IAW AF Records Disposition Schedule (T51-03R 5) in AFRIMS.

	AF Form 3070C, <i>Record of Nonjudicial Punishment Proceedings (Officer)</i> , or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of sentence (AFI 51-202, AFLOA/JAJM)	UP(T)	OCSR-1 (T)	OSR(T/P) CM(P)	UP(T): File only AF FORM 3070 reflecting a demotion in grade. MPS Customer Service must mask or block out the nature of offense shown in Section 1 of AF Form 3070 before filing in the eUPRG. Remove on next promotion, or separation. OSR/OCSR: File only after the commander or review authority's determination (AFI 36-2608, Chapter 7). Retain until one IPZ or APZ promotion consideration has been afforded and upon receipt of an approved request for its removal. Remove when member retires, separates (without immediate return or continuation on active duty), or dies; or punishment is set aside under UCMJ, Article 15(d) or (e). IAW AF Records Disposition Schedule (T51-03R 5) in AFRIMS
160	(VA) Form 21-3101, <i>Veterans Administration Request for Information</i> (SAF/AAD)			CM(P)	
161	DA Form 3180, <i>Personnel Screening and Evaluation Record</i> (AFI 36-2104,	UP(P)			Remove only when advised to do so by AFPC/DPSIM.

	AFPC/DPFFC)				
162	AF Form 3212, <i>Record of Supplementary Action Under Article 15, UCMJ</i> (AFI 51-202, AFLOA/JAJM)	UP(T)	OCSR-1 (T)	NSR(T) OSR (T/P) CM(P)	UP(T): File as an attachment to AF Form 3070. Remove upon next promotion, demotion or separation. OSR/OCSR: File as an attachment to AF Form 3070 if the commander or review authority's determination under AFI 36-2608, chapter 8, results in decision to file this document in these record groups. Retain until one IPZ or APZ consideration has been afforded and upon receipt of an approved appeal authorizing its removal. Remove when member retires, separates (without immediate return or continuation on active duty), or dies; or punishment is set aside under UCMJ, Article 15(d) or (e). NSR: Remove and destroy 2 years after effective date of punishment or after one senior NCO evaluation board and IAW AF Records Disposition Schedule (T36-16, R5) in AFRIMS.
163	AF Form 3538, <i>Retention Recommendation</i> (AFI 36-3203, HQ)			OSR(T) CM(P)	Temporarily included in the OSR and removed within 30 days after board;

	AFPC/DPSOS)				forwarded to AFPC/DPSSMI for archiving.
164	AF Form 4394, <i>AF User Agreement Statement-Notice and Consent Provision</i> , (AFI 33-100, SAF/XCPP)	UP(T)		CM(P)	
165	AF Form 4406, <i>Post 9/11 G.I. Bill Transfer of Educational Benefits Statement of Understanding</i> , (AFI 36-2107, AFPC/DPSOTES)	UP(T)		CM(P)	
166	VA Form 22-1990, <i>Application for VA Education Benefits</i> (AFI 36-2306, HQ AETC/DPAE)	UP-R(T)			
167	PS Form 3811, <i>Return Receipt, Registered, Insured, and Certified Mail</i> , and PS Form 3811a, <i>Request for Return Receipt (after mailing)</i> (HQ ARPC/DPTTR)			CM(P)	Retain forms that document receipt of Reserve Components Survivor Benefit Plan mailing.
168	PS Form 3817, <i>Certificate of Mailing</i> , (HQ ARPC/DPTTR)			CM(P)	Retain forms that document mailing of Reserve Components Survivor Benefits Plan notification.
169	AFRC Form 4021, <i>Application for Incentive Participation</i> (AFRCR 39-1, HQ AFRC/DPV)	UP(T)			UP(T): Remove when enlistment/reenlistment for bonus payment expires.
170	SGLV 8285/8285A, <i>Request for Insurance (ServiceAirmen' Group Life Insurance)</i> , (AFPC/DPWCS)	UP(P)			Form is obsolete. Document has legal, historical, or management value.
171	SGLV 8286/8286A <i>ServiceAirmen' Group</i>	UP(P)			Manage according to AFI 36-3002.

	<i>Life Insurance Election & Certificate/Family Coverage Election</i> , or interim form containing an SGLI election (AFI 36-3002, AFPC/DPWCS)				
SECTION II - CORRESPONDENCE PERTAINING TO BOARDS AND PROCEEDINGS					
172	Air Force Discharge Review Board (final action) (AFI 36-3201, SAF/MRBR)			CM(P)	DD Form 293, <i>Discharge Review Board Findings</i> and DRB minority reports will be incorporate into the MPerRGp. Store all other records separate from the MPerRGp and destroy after 75 years and IAW AF Records Disposition Schedule (T36-12, R1.02) in AFRIMS.
173	Secretary of the Air Force Directive issued under <i>AFI 36-2603</i> , or letter announcing administrative correction of records (staff action not referred to board) under AFI 36-2603, (SAF/MRBR)			CM(P)	
174	Aviation Service and Parachutist Action. (Final action) (AFI 36-2214, AF/A30-ATF)			CM(P)	File all documents pertaining to (1) qualification (aeronautical reevaluation boards only), disqualification (including suspension), and requalification for aviation service to include flying evaluation boards, fear of flying, voluntary

					requests, drug abuse; (2) authorization for or removal from parachute jump status. EXCEPTION: Disqualification (including suspension) and requalification (other than flying evaluation boards) for aviation service and removal from parachute jump status for medical reasons.
175	Physical Evaluation Board (PEB) (AFI 36-3212, AFPC/DPSD)			CM(P)	
176	Administrative Discharge Case Finalized by SAF resulting in discharge (AFIs 36-3206, and 36-3208, AFPC/DPPRP and AFI 36-3209, HQ USAF/REPX)			CM(P)	
177	AF Disability Review Board (final action) (AFI 36-3212, SAF/MRBC and AFPC/DPSD)			CM(P)	
178	Approved separation under AFI 36-3208, or one of the regulations superseded by AFRs 35-66, 39-3, 39-15, 39-16, 39-17, 39-18, 39-21, 39-22, and 39-23. (AFI 36-3208, AFPC/DPSOS)			CM(P)	Retain all proceedings that result in discharge and others containing information indicating the possible existence of a physical or mental defect.
179	A discharge suspended for probation and rehabilitation and subsequently vacated and member discharged (AFI 36-	UP(P)			

	3208, AFPC/DPSOS)				
180	A discharge suspended for probation and rehabilitation and approval for discharge is subsequently cancelled (AFI 36-3208, AFPC/DPSOS)	UP(T)			Retain a copy of the terms and a copy of the discharge authority's approval letter of the probation and rehabilitation until completion of probation and rehabilitation. Remove when the suspended involuntary separation is permanently canceled.
181	Disposition Board (final action) (AFI 36-3207, AFPC/ DPSOS)			CM(P)	
182	Administrative Demotion Case File (final action) (AFI 36-2503, AFPC/DPSOE)	UP(T)		CM(P)	UP(T): Retain correspondence pertaining to demotion action which finally resulted in an airman's retention in the present grade until the end of current enlistment, then destroy IAW AF Records Disposition Schedule (T36-19, R7 and R12) in AFRIMS.
183	Faculty Board when final action results in elimination (AETCI 52-3, HQ AETC/TTPS)			CM(P)	On reinstatement of the member remove the entire file and return to HQ AETC/TTPS, for flying training, and to the Technical Training Center indicated on the AETC Form 125a for technical training.
184	Final approval of Secretary of the Air Force Clemency and Parole Board (AFI 36-3201, SAF/MRBR)			CM(P)	
185	Board of Officers (final action) (AFI 51-602,			CM(P)	

	AFLSA/JACM)				
186	Medical Board (AFI 41-201, HQ USAF/SGHA)			CM(P)	
SECTION III - CORRESPONDENCE PERTAINING TO:					
A. Assignments					
187	Approved application for follow-on, home-basing assignment (AFI 36-2110, AFPC/DPAPP)	UP(T)			Application is archived via CMS.
188	Correspondence relative to reassignment, curtailment, restriction from certain overseas areas and international or administrative hold (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove when separated by initiating authority. Items without specific controls will be retained for 12 to 18 months and monitored by AFPC/DPAPP. EXCEPTION: Retain for personnel released from regular Air Force when not previously released by the initiating authority.
189	Active Duty Service Commitment (ADSC) counseling statement (AFI 36-2107, AFPC/DPSFC)	UP(T)		CM(P)	UP(T): Remove when ADSC is fulfilled.
190	Statement by obligated Reservist required when reassignment is caused by change of residence. [obsolete] (AFI 36-2115, HQ ARPC/DPX)	UP(T)			Remove upon satisfaction of obligation, or reassignment to Category A or B program, or termination of military status. No longer required by AFI 36-2115.
191	Sole Surviving Son, Daughter Assignment Limitation Application, Approval (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove upon first reenlistment or voluntary extension of enlistment.

192	Correspondence approving Humanitarian, EFMP Reassignment and or Deferment (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove 18 months after final action for Humanitarian, EFMP reassignment or deferment.
193	Command Sponsorship and or Change of Tour Election (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove upon first duty assignment after overseas tour.
194	Assignment Limitation Statement (Unauthorized Launch Study) (AFI 91-106, HQ AFSA/SENA)	UP(P)			
195	Home-Base and Follow-On Programs Declination Memorandum (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove memorandum upon arrival at first duty station after overseas tour.
B. Decorations/Awards/Badges					
196	Approval/Disapproval by SAF concerning extraordinary heroism (AFIs 36-3203, 36-2803, AFPC/DPPAR and DPSIDR)			CM(P)	
197	Citations for approved decorations (AFI 36-2803, AFPC/DPSIDR)	UP(T/P)		CM(P) OSR(P) NSR(P)	NSR: 1 Jan 67 and after for MSgt, SMSgt, and CMSgt. UP: Temporary for MSgt - CMSgt and officers. Permanent AB - TSgt. Permanent for ANG personnel not on EAD (all grades). File immediately below the order to which it pertains (refer to item 310).
198	Notification memorandum to recipients of special trophies and awards	UP(P)			

	(AFI 36-2805, AFPC/DPSIDR)				
199	Denial of Good Conduct Medal (AFI 36-2803, AFPC/DPSIDR)	UP(P)			
200	Memorandum of certification authorizing wear of Combat Readiness Medal (AFI 36-2803, AFPC/DPSIDR)	UP(P)			
201	Memorandum Revoking or Prohibiting Wear of a Specialty Badge (Appropriate Directive, AFPC/DPSIM and DPSSRP)	UP(P)			
202	Confirmation memorandum from commander of cited unit for award of the PUC, AFOUA, AFOEA to personnel in an attached status (AFI 36-2803, AFPC/DPSIDR)	UP(T)			Destroy IAW AF Records Disposition Schedule (T36-33, R3) in AFRIMS when award is included on AF Form 104.
203	Memorandum for Presidential Service Certificate & Badge (Executive Order 12793)	UP(P)			
204	AFPC letter of approval for foreign decorations with translated citation (AFI 36-2803, AFPC/DPSIDR)	UP(P)			
C. Education And Testing					
205	Memorandum, non attendance of service schools due to operational requirements and		OCSR-1 (T)	OSR(P) CM(P)	

	humanitarian deferment in Airman's last year of eligibility (AFI 36-2301, HQ USAF/DPPE)				
206	Any document substantiating declination of offered Professional Military Education without prejudice (SOS only) (AFI 36-2301, HQ USAF/DPPE)		OCSR-1 (T)		Remove when officer's TAFCS exceeds 7 years or officer has greater than 4 years time in grade as captain on EAD.
207	Diploma or course completion certificate for Airman Leadership School (AFI 36-2301, HQ USAF/DPPE)	UP(T)			Remove upon promotion to SSgt.
208	Statement by member declining resident NCO or SNCO academy attendance (AFI 36-2301, HQ USAF/DP)	UP(P)			
209	Armed Forces Classification Test (AFCT) Results Listings or Memorandum (AFI 36-2626, AFPC/DPSOE).	UP(T)			Retain for personnel transferred to the USAFR or ANG.
210	Declination Statement for Approved Retraining Request (AFI 36-2626, AFPC/DPSOAR).	UP(T)			Retain for the duration of current enlistment, including extensions.
211	Test Results Memorandum or Listing (AFI 36-2605, AFPC/DPSOE).	UP(T)			Retain for personnel transferred to the USAFR or ANG.
D. Military Status					
212	Special authority for enlistment. (AFI 36-2002, and AFI 36-2606, AFPC/DPSOA and AFRC 36-2001, HQ AFRC/RS)	UP(T)		CM(P)	UP(T): Remove upon completion of current enlistment.

213	Notification of change in Reserve assignment (AFI 36-2115, HQ ARPC/DPAA).	UP(T)			Remove when new assignment orders are published.
214	Correspondence initiated according to AFI 36-2911, AFPC/DPFCM	UP(P)		CM(P)	UP(P): Upon reenlistment, forward according to table A6.1, Rule 3.
215	Memorandum Acknowledging Individual Ready Reserve Requirement (AFI 36-2102, AFPC/DPSOS)	UP(P)			
216	Request for retention beyond expiration of enlistment or required service (AFI 36-2606, AFPC/DPSOAE)	UP(T)		CM(P)	UP(T): Remove upon reenlistment.
217	High Year of Tenure (HYT) correspondence (AFI 36-2110, AFPC/DPAIP)	UP(T)			
218	Reserve Service Commitment	UP(T)		CM(P)	
219	Enlistment Application for ANG Band (ANGI 36-2002, NGB/A1P)	UP(T)		CM(P)	
220	Transfer of officers from other services to USAF (AFI 36-2004, AFPC/DPSOA)			CM(P)	
221	Statement of Veterans Education Assistance Program (VEAP) Suspension (AFI 36-2306, HQ USAF/DPPE)	UP(P)			
222	Health Professions Scholarship Contract (AFI 41-110, HQ USAF/SGHP)	UP(T)		CM(P)	UP(T): Remove on expiration of active duty service commitment.
223	Letter of Reprimand (AFI 36-2907, AFPC/DPSIM and AFI 36-2608,		OSCR-1 (T)	OSR/ NSR (T/P) CM(P)	OSR/OCSR: File only after senior rater decision. Retain until one IPZ or APZ

	AFPC/DPSIRP)				consideration has been afforded and upon receipt of an approved appeal authorizing its removal. Remove when member retires, separates (without immediate return or continuation on active duty), or dies.
224	Appeal correspondence to remove letter(s) of reprimand from OSR (AFI 36-2907, AFPC/DPSIM and AFI 36-2608, AFPC/DPSIRP)			CM(P)	Retain only approved appeals authorizing the removal of LOR from OSR after an IPZ or APZ consideration has been afforded.
225	Appeal correspondence to remove an Article 15 from OSR (AFI 36-2608, AFPC/DPSIRP)			CM(P)	Retain only approved appeals authorizing the Article 15s removal from OSR after an IPZ or APZ consideration has been afforded.
226	Transcripts, Professional Certificates and memorandums confirming dates of medical school attendance and internship (AFI 36-2604, AFPC/DPSIPS and AFI 36-2005, AFPC/ DPSOA)			CM(P)	
227	Documentary evidence (letter or certificate) of specialty board certification for MC, DC, NC, or MSC officers (AFI 41-108, HQ USAF/SGH)			OSR(P) CM(P)	

228	Termination, Reduction of Selective Reenlistment Bonus (SRB) Memorandum (AFI 36-2606, AFPC/DPSOA)	UP(T)			Remove upon reenlistment.
E. Pay					
229	Memorandums, SAF determinations, JAG or Comptroller General decisions pertaining to Reserve pay or Reserve retirement (AFI 36-3203, AFPC/DPSOS)			CM(P)	
230	Aviator Continuation Pay (ACP) Agreement, Counseling Statement (P.L. 100-456, AFPC/DPAO)			CM(P)	
231	13D Critical Skills Retention Bonus Agreements (CSRB), (AFPC/DPAO)			CM(P)	
232	Correspondence explaining nonpayment of Separation Pay (AFI 36-3208, AFPC/DPSOS)	UP(P)			Forward with permanent documents upon separation.
233	Administrative Determination of HQ USAF or SAF Affecting Pay and Allowances (HQ ARPC/DPSRI)			CM(P)	
234	Aviation Career Incentive Pay Legislation (Aviation Service Sheet, Adjustment, and Reclama memorandums) (AFI 36-2214, AFPC/DPSIPS and AF/A30-ATF)			CM(P)	
235	Retention Special Pay Agreement or	UP(T)			

	Declination Memorandum (P.L.96-284, AFPC/DPAM)				
236	Assignment Incentive Pay (AIP), (AFPC/DPAPPP)	UP(T)			Retained until subsequent reassignment to a new location.
F. Promotions, Appointments, and Conditional Reserve Status					
237	Memorandums of nonselection for promotion (AFI 36-2504, USAF/REP and AFI 36-2501, AFPC/DPSOO)	UP(T)			Remove when promoted to the higher grade for which nonselected.
238	Declination of Active Duty Promotion (AFI 36-2501, AFPC/DPSOO)	UP(T)		CM(P)	UP(T): Remove if or when officer accepts promotion.
239	Declination of permanent USAFR promotion (AFI 36-2504, HQ USAF/REP)	UP(T)		CM(P)	UP(T): Remove when selected by next board. Remove upon reapplication or promotion as a result of USAFR Selection Board.
240	Declination of permanent RegAF promotion (AFI 36-2501, AFPC/DPSOO)	UP(T)		CM (P)	Form is obsolete. Document has legal, historical, or management value.
241	Removal of an officer's name from a recommended list for an Regular Air Force promotion, (AFI 36-2501 AFPC/DPSOO) or ResAF Promotion (AFI 36-2504, HQ ARPC/DPX).			CM(P)	Documentation for this procedure is on the AF Form 4363, <i>Record of Promotion Propriety Action</i> and the AF Form 4364, <i>Record of Promotion Delay Early Termination and/or Date of Rank Adjustment</i> .
242	Memorandums of Appointment, USAFR, ANGUS, USAF Temporary (AFI 36-2005, AFPC/DPSOA)			CM(P)	Form is obsolete. Document has legal, historical, or management value.

243	Letters to a board. Filed only for officer promotion (AFIs 36-2501, AFPC/DPSOO and AFI 36-2504, USAF/REP).			OSR(T) CM(P)	OSR(T) Temporarily included in the OSR within 30 calendar days of a central selection board, removed, and disposed after board adjourns. CM (P) Forward letters to DPSIRR after promotion board adjourns.
244	Not qualified recommendation for Regular Air Force and USAFR promotion to captain and above, and not qualified recommendation for Regular Appointment and CSR (AFIs 36-2501, 36-2613, AFPC/DPSOO and AFI 36-2504, HQ ARPC/XP)			CM(P)	OSR: Temporarily included in OSR within 30 days before a selection board and removed as soon as that board and all other boards held in conjunction with it adjourn (continuation, Air Force Institute of Technology (AFIT) selection boards, and PME boards among others).
245	Not qualified recommendation for regular Air Force and USAFR continuation (captain and major) (AFI 36-2501, AFPC/DPSOO and AFI 36-2504, HQ ARPC/XP)			CM(P)	Temporary included in OSR within 30 days before a continuation board and removed as soon as that board adjourns.
246	Statement of Understanding of 2-Year ADSC for Promotion to MSgt and SMSgt, 3-Year ADSC for Promotion to CMSgt (AFI 36-2502, AFPC/DPSOE)	UP(T)			Remove after completion of ADSC.
247	Statement Declining Enlisted Promotion (AFI 36-2502,	UP(P)			

	AFPC/DPSOE)				
248	Statement of Acceptance, Declination of Continuation on Active Duty (AFI 36-2501, AFPC/DPSOO)			CM(P)	
249	Approved Waiver of PAFSC (AFI 36-2502, AFPC/DPSOE)	UP(T)			Remove after applicable promotion consideration or separation. EXCEPTION: Retain waivers less than 1 year old for individuals released from regular Air Force.
250	Nonrecommendation for Promotion (AFI 36-2502, AFPC/DPSOE)	UP(T)			If nonrecommendation is to grade of Amn through SrA, remove upon promotion. If nonrecommendation is SSgt - CMSgt, remove at the end of the promotion cycle.
251	Promotion Deferral (AFI 36-2502, AFPC/DPSOE)	UP(T)			Remove upon promotion, separation, or termination of the deferral.
252	Withholding promotion (AFI 36-2502, AFPC/DPSOE)	UP(T)			Retain letter until termination of withholding action, upon promotion, or separation.
253	Record of Counseling of Retirement Eligible Promotion Selectees (AFI 36-2502, AFPC/DPSOE)	UP(T)			Remove 2 years after effective date of promotion, 1 year after declination, or upon separation.
G. Separations/Retirements					
254	Documents pertaining to officer's military status or approved separation (AFI 36-3209, and AFR 45-41 [obsolete], HQ USAF/	UP(T)		CM(P)	

	REP and AFI 36-3206, and AFI 36-3207, AFPC/DPSOS)				
255	Airman's letter to the board. Filed only for Officer's Selection Early Retirement Board (AFI 36-3203, AFPC/DPSOR) or removal (AFI 36-2504, ARPC/DPX).			OSR(T)	Temporarily included in the OSR and removed within 30 days after board approval.
256	Documents pertaining to enlisted/officer Airman's military status or approved separation to include AF Form 31 and AF Form 780 (AFI 36-3209, HQ ARPC/DPX and AFI 36-3208, AFPC/DPSOS)	UP(P)		CM(P)	
257	Request for waiver of discharge processing (AFI 36-3208, AFPC/DPSOS)	UP(T)			Remove upon expiration of the period of service or enlistment for which approved.
258	Tender of Resignation, request for release, or application for discharge (AFIs 36-3207, and 36-3209, AFPC/DPSOS and HQ USAF/REPX)	UP(P)		CM(P)	UP(P): Only those processed under AFI 36-3207.
259	Correspondence approving retention beyond mandatory separation date (10 U.S.C., 12308, 12646, 12647, 12686 or 14703, AFPC/DPSOS or HQ ARPC/DPPTS)	UP(T)		CM(P)	
260	Memorandum, notification, acknowledgment of	UP(P)			

	required excess leave. Awaiting appellate review (AFI 51-201, AFLOA/JAJM)				
261	Statement of Election, Agreement in connection with mandatory separation or Secretarial retention (10 U.S.C., 12301[d] or AFI 36-3207, AFPC/DPSOS)	UP(P)			File copy of the memorandum of notification sent to the member.
262	Correspondence concerning officer's separation as a result of failure to attain promotion to the next higher regular Air Force or permanent grade (AFIs 36-3207, or 36-3209, AFPC/DPSOS or HQ USAF/REPX) (see note 3)	UP(T)		CM(P)	CM: File the copy of the memorandum sent to and endorsed by the member.
263	Memorandum, Notification of Eligibility for Retired Pay at Age 60 (AFI 36-3203, HQ ARPC/DPPTR)			CM(P)	
264	Confirmation of Temporary Early Retirement (TERA) Registration for Public and Community Service (PACS) (AFI 36-3202, AFPC/DPSIAR)	UP(P)			Forward this document with permanent documents upon separation.
265	Denial of additional tour of AD (AFI 36-3207, AFPC/DPSOR)			CM(P)	
266	Statement of Receipt for AFR (AFI 51-201, AFLSA/JAJM)	UP(P)			
267	Correspondence	UP(P)			Forward with

	concerning Medical Examination for Voluntary Separation or Retirement (AFI 36-2102, AFPC/DPSOS)				permanent documents on separation.
268	Correspondence concerning dropping an individual from the Air Force Rolls (AFI 36-3209, and AFI 36-3207, AFPC/DPSOS)			CM(P)	
269	Correspondence denying the individual service pay points or other benefits "Reserve Retirement and or Reserve Pay" (AFI 36-3203, HQ ARPC/DPTA)			CM(P)	
270	Approved waiver of discharge for fraudulent entry (excludes waivers for concealment of prior service) (AFI 36-3208, AFPC/DPSOR)	UP(P)		CM(P)	On reenlistment forward according to table A5.2, rule 3.
271	Pre-separation Counseling Acknowledgment (AFI 36-2102, AFPC/DPSOS)	UP(P)			
272	Ready Reserve Agreement to Receive Separation Pay (AFIs 36-3207, and 36-3208, AFPC/DPSOS)	UP(P)			Forward with permanent documents upon separation.
273	Retirement Preapplication Checklist	UP(P)			
274	Identification Card Requirement Memorandum	UP(P)			Forward with permanent documents on separation.
SECTION IV - COMPUTER PRODUCTS, RIPS, AND BRIEFS					

275	Officer Selection Brief (AFI 36-2501, AFPC/DPSOO and AFI 36-2504, HQ ARPC/PB)			OSR(T) CM(P)	Remove when superseded. For USAFR officer, remove immediately after promotion selection board adjourns.
276	Assignment History Printout (AFCSM 36-699, Vol. 1, AFPC/DPAIP)			CM(P)	Form is obsolete. Document has legal, historical, or management value.
277	Record Review Listing (AFCSM 36-699, Vol. 1, AFIs 36-2102, and 36-2608, AFPC/DPSOOC and AFPC/DPSIRP)	UP(T/P)			UP(T): File only RRLs used for ANG or USAFR personnel. Remove when superseded. Guard only. UP(P): RRLs used to reconstruct UPRGs and those prepared in conjunction with separation/retirement.
278	Source document RIP for change or adjustment of service dates for lost time (AFCSM 36-699, Vol. 1, AFPC/DPSOOC)	UP(T)			See AF FORM 2098.
279	Direct AFSC Conversion RIP (AFCSM 36-699, Vol. 1, AFPC/DPSOOC)	UP(T)			
280	Automatic Entry into OJT for new staff sergeants RIP (AFCSM 36-699, Vol. 1, AFPC/DPSOOC)	UP(T)			Remove when awarded 7-level AFSC.
281	Special Experience Identification RIP (Officers) and Special Experience Certification RIP (Airmen) (AFCSM 36-699, Vol. 1, AFPC/DPSOOC)	UP(T)			Remove upon withdrawal of SEI

282	Retirement, separation, decision notification. RIP Recording of OSAF determination pertaining to retirement (AFI 36-3203, AFPC/DPSOS)	UP(T)			
283	RIP Source Document for TSC-R (AFI 36-2202 and AFCSM 36-699, Vol. 1, AFPC/DPSOOC)	UP(T)			Remove when training status code changes.
284	Foreign Language Proficiency Pay RIP (AFI 36-2605, AFPC/DPSIMC)	UP(T)			Remove 1 year after termination of FLPP.
285	Retraining and Disposition Application RIPs (AFI 36-2626, AFPC/DPPAPE)	UP(T)			Remove when airman has completed retraining and attained a skill level in the new AFSC, which is commensurate with current grade, or upon training removal.
286	AFSC Upgrade and Award RIPs (AFCSM 36-699, Vol. 1, AFPC/DPSIMC)	UP(T)			
287	Termination, Reduction of Selective Reenlistment Bonus RIP (AFI 36-2606, AFPC/DPSOA)	UP(T)			Remove upon expiration of enlistment.
288	Airman Classification RIP (AFCSM 36-699, Vol. 1, AFPC/DPSIDC)	UP(T)			File only when the RIP documents a change to AFSC or SEI data.
289	EPR(R), Air Reserve Forces Noncommissioned Officers Performance Reports (AFI 36-2406, HQ USAF/REP)	UP(P)			
290	DEROS Option RIP (AFI 36-2110,	UP(T)			Remove upon CONUS arrival.

	AFPC/DPAPP)				
291	DEROS RIP for change other than IDA (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove upon CONUS arrival.
292	Airman Selection Brief (AFI 36-2502, AFPC/DPSOE)			NSR(T)	Remove when superseded.
293	Certification of Survivor Benefit Plan RIP (AFI 36-3006, AFPC/ DPSOR)	UP(P)			
294	Unexcused participation RIP (AFMAN 36-2254VI, HQ AFRC/A1KE)	UP(P)			Retain with DD Form 2384 if applicable to new GI Bill.
295	Officer Training Allocation RIP	UP(T)			Retain until the ADSC for the training has expired.
296	Officer Assignment Notification RIP	UP(T)			Retain only those Officer Assignment RIPs that contain training instructions. Retain until the ADSC for the training has expired.
SECTION V - MISCELLANEOUS					
297	Correspondence concerning commander's or review authority's determination to file or not to file Article 15, UCMJ record in Airman's OCSR/OSR or NSR (see item 170 and 173 and AFI 36-2608, Chapter 8, AFPC/DPSIRP)		OCSR-2(T)	OSR/NSR(T) CM(P)	
298	Letter from HQ USAF/DPPU authorizing wear of religious apparel (AFI 36-2903, AFPC/DPSIMC)	UP(T)			
299	Notification to Spouse			CM(P)	

	of Election of Less than Full Coverage Under Reserve Components Survivor Benefit Plan (AFI 36-3006, HQ ARPC/DPPTTE)				
300	Nuclear Special Experience Identifier Award Order (AFI 36-2101, AFPC/DPSIDC)	UP(P)			
301	Certification of Mailings or Receipt of Mailings of Reserve Components Survivor Benefit Plan Notifications (HQ ARPC/DPPR)			CM(P)	
302	General Officer Photographs (AFI 36-2632, AF/DPG)	UP(T)	OCSR-1 (T)	OSR(T)	
303	Casualty Assistance Case File (AFI 36-3002, AFPC/DPWCS)			CM(P)	
304	Statement of Disagreement HQ AFCIC/ITC	UP(P)	OCSR-1 (P) ACR(P)	CM(P)	ACR: MAJCOM record custodian creates for enlisted personnel.
305	Privacy Act correspondence granting the Airman's approval for release (AFI 33-332, AFCIO/P)	UP(P)	OCSR-1 (P)	CM(P)	
306	Certificate of Procurement Integrity (DODI 5500-7, AFLSA/JACM)	UP(P)			Forward with permanent separation documents.
307	Spouse Notification Letter for SGLI (AFI 36-3002)	UP(P)			
308	Service Member's Medical Underwriting Letter (AFI 36-3002)	UP(P)			
309	Family Service Member's Group Life	UP(P)			

	Insurance Medical Underwriting Letter (AFI 36-3002)				
SECTION VI - ADMINISTRATIVE ORDERS/AF FORMS 1098 (OLD FORM), 2096 AND 2098:					
A. Assignments					
310	Reassignment involving travel (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove when all personnel actions are no longer required. Remove when separated. EXCEPTION: Keep orders directing retraining in conjunction with PCS until member attains a skill level in the new AFS commensurate with current grade. Remove when member is removed from retraining status.
311	Reassignment not involving travel (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove upon next reassignment or when separated.
312	Assignment of an individual on return from a POW or missing in action status (AFI 36-2110, AFPC/DPAPP)	UP(T)			Retain for personnel released from regular Air Force.
313	Change in ODSD or DEROS (AFI 36-2110, AFPC/DPAPP)	UP(T)			Remove upon CONUS arrival.
B. Decorations And Awards					
314	Orders granting decorations (AFI 36-2803, AFPC/DPSIDR)	UP(O)(T) UP(A)(P)		OSR/ NSR(T) CM(P)	OSR/NSR: Maintain only if citation is unavailable. UP(A/P)-2: For ANG personnel not on EAD, file immediately above citation to which it pertains (refer to item 197).

315	Orders authorizing or prohibiting the wear of badges (AFIs 36-3208, and 36-2803, AFPC/DPSIDR)	UP(P)			
C. Aviation Service					
316	Orders awarding aeronautical ratings or placing Airmen in aviation service (includes aeronautical orders placing Undergraduate Pilot Training (UPT), Undergraduate Navigational Training (UNT), and Undergraduate Helicopter Training (UHT) students in aviation career status) (AFI 11-401, HQ USAF/A3O-ATF)			CM(P)	When member disagrees with prior aeronautical ratings reflected in MilPDS, and neither officer nor Flight Management Office (FMO) has copies of orders, request them from the MPerRGp, AFPC/DPSIRP.
317	Aeronautical orders which affect: (1) qualification, disqualification (including suspension) and requalification for aviation service and authorization for and removal from parachute jump status; (2) rescission of orders establishing qualification for aviation service and authorization for parachute jump status. (AFI 11-401, HQ USAF/ A3O-ATF)	UP(P)		CM(P)	
318	Aeronautical orders revalidating invalid aeronautical orders (AFI 11-401, HQ USAF/A3O-ATF)			CM(P)	

D. Military Status					
319	Reappointment of eligible Reserve officer (AFI 36-2005, AFPC/DPPAE and ANGIs 336-2002, and 36-3209, NGB/A1P)	UP(T)		CM(P)	UP(T): Retain for officers released from regular Air Force.
320	Discharge Orders (AFI 36-3202, AFI 36-3207, AFI 36-3208, and AFI 36-3209, AFPC/DPSOR and HQ ARPC/DPTE)	UP(T) UP(P)		CM(P)	UP(T) Separation without reenlistment. UP(P): Separation with immediate reenlistment.
321	Release from AD or EAD (AFI 36-3207, and AFI 36-3208, AFPC/DPSOR and AFI 36-2002, AFI 36-2005 and ANGI 36-101, NGB/A1P)	UP(P/T)		CM(P)	UP(T): For ANG only (includes AGR tours under U.S.C. Title 32 and 10).
322	Entry into AD or EAD (AFIs 36-2001, AFI 36-2008, and 36-2013, AFPC/DPPAE and ANGI 36-101, NGB/A1P)	UP(P)		CM(P)	UP(P): Includes AGR tours under U.S.C. Title 32 and 10. Retain EAD order for future actions.
323	Enlistment Order (AFI 36-2002, AFRC 33-1 and ANGR 39-09, AFPC/DPSOA and HQ AFRC/RS/NGB/MP)	UP(P)		CM(P)	See Table A5.2, rule 4. EXCEPTION: Retain for personnel released from regular Air Force. For ANG: AF Form 2096, when used as an enlistment order (see item 156). CM: When used as an Enlistment order.
324	Transfer to Air National Guard Order (AFI 36-2115. HQ ARPC/DPA)			CM(P)	
325	Appointment as a Commissioned Officer (AFI 36-2005, AFPC/DPSOA and DPSOO)	UP(T)		CM(P)	UP(T): Do not file RegAF appointment orders.

326	Retirement Orders (AFI 36-3203, AFPC/DPSOS and HQ ARPC/DPTTR)	UP(P)		CM(P)	
327	Change in DOS (AFI 36-3207, and AFI 36-3208, AFPC/DPSOS)	UP(P)			
328	JAG Order Designation of Officer as a Judge Advocate (AFI 51-101, AFLSA/JAEC)	UP(T)		CM(P)	UP(T): Retain for officers released from regular Air Force.
E. Promotions and Demotions					
329	Enlisted Promotion Orders (AFI 36-2502 and AFI 36-2504, HQ ARPC/DPB and AFPC/DPSOE and ANGRs 36-01, 36-04, 39-29 NGB/A1P)	UP (A)(P)		CM(P)	UP(A): Forward all enlisted promotion orders to AFPC/DPSIRR at the time they are issued For ANG: OCSR/CM on Federal Recognition of Promotion in the ANG. For Reserve: CM on all promotion orders.
330	Officer Promotion Orders (AFI 36-2501)			CM (P)	Retain copy in Military Human Resource Record only.
331	Administrative demotion order (AFI 36-2503, AFPC/DPSOE)	UP(P)		CM(P)	Retain demotion order if used for current grade; destroy IAW AF Records Disposition Schedule (T36-19, R7 and R12) in AFRIMS upon promotion or separation.
332	Change in designated place of confinement of prisoner (AFI 51-201, AFLOA/JAJM)	UP(T)		CM(P)	UP(T): Remove on release or separation of the prisoner.
333	P-Series orders used in lieu of any existing military form currently authorized for file in the military personnel records.	(see column E)			Manage according to instructions prescribed for the form. File in section of AF Form 10 for each form replaced.

F. Miscellaneous					
334	Court-martial orders containing or reflecting approved findings of guilt; promulgating the results of affirming action, announcing the mitigation, suspension, remission or vacation of suspension of sentence; orders pertaining to the exercise of clemency; and orders setting aside case entirely (AFI 51-201, MCM, AFLOA/JAJM)	UP(T)	OCSR-1 (P)	OSR(P) CM(P) NSR(T)	UP(T) (O): Remove when member retires, separates (without immediate return or continuation on active duty), or dies. Remove also upon receipt of orders setting aside the case in its entirety. UP(T) (A): Remove 6 years after date of court-martial orders, or on separation. Remove also upon receipt of orders setting aside the case in its entirety. NSR: Remove 1 year from date of court-martial order or the longest period of punishment, whichever is later.
335	Announcement of Death of Air Reserve Forces Member (computed generated) (AFI 36-3002, AFPC/DPWCS and HQ ARPC/DPTTE)			CM(P)	
336	Release from regular Air Force by virtue of a void enlistment or induction (AFI 36-3208, AFPC/DPSOS)	UP(P)			
337	Designation or redesignation of Ready or Standby Reservist (AFI 36-2005, HQ ARPC/DPTTA)	UP(T)		CM(P)	UP(T): Remove upon reassignment.
NOTES:					

1. For USAFR officers not on EAD and ANG officers, forward to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB, CO 80011.
2. Effective 15 September 1981, the Defense Officer Personnel Management Act (DOPMA) replaced the dual temporary and permanent promotion system. As a result, many Air Force officers who were previously promoted or considered under the dual promotion system were provided "grandfather" protection. Accordingly, some documents and forms used under the dual promotion system, and their disposition instructions, must be retained in accordance with AFI 36-2608.

Attachment 3

PLACING RECORD GROUPS

Table A3.1. Placement of the eUPRG.

	A	B
R U L E	If the individual is	then the custodian and place of record is
1	serving on AD or EAD for more than 90 consecutive days and strength accountability is changed to active force.	eUPRG- Servicing MPS/FSS: Health-Servicing Medical and Dental Treatment Facility according to AFIs 41-210 and 47-101; and Personal Clothing and Equipment-Servicing BEMO or EMO according to AFMAN 23-110.
2	USAFR not on EAD assigned to USAFR unit	
3	ANG not on EAD	
4	USAFR not on EAD assigned to NARS-NA, NARS-NB, NNRPS, ISLRS, or ORS	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 (see note 1).
5	USAFR not on EAD enlisted under AFI 36-2011	at appropriate AFROTC detachment.
6	USAFR not on EAD but assigned to an Individual Mobilization Augmentee (IMA) position in a major command, organizational elements Air Reserve Squadrons, or NARS-NC, NARS-ND not assigned to a specific position.	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 (see note 2).
7	Retired or discharged Reservist with 20 or more good years awaiting retired pay at age 60.	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 (see note 1).
<p>NOTES:</p> <p>1. Mail FPRGps to HQ ARPC/DPTARA, 18420 E. Silver Creek, Bldg 390, Buckley AFB CO 80011.</p> <p>2. Health Records for all Individual Mobilization Augmentees are maintained at the Military Treatment Facility (MTF) where they are currently assigned.</p>		

Table A3.2. Placement of the CMRGp.

	A	B
R U L E	If officer or airman is	then the custodian and placement are (see note 1)
1	serving on AD or EAD	MAJCOM of assignment (see note and 3).
2	USAFR unit Colonels	HQ AFRC/DPO (Col and above) and HQ AFRC/A1L (Lt Col and below), 155 2nd Street, Robins AFB, GA 31098-1635 (notes 3 and 4).
3	ANG not on EAD	Adjutant General of the State, Puerto Rico (PR), the Virgin Islands, Guam, and District of Columbia (see note 4).
NOTE: The custodians of the OCSRGP or ACRGP for Airmen assigned to the following units are as follows:		
PAS ID	Assigned To:	Custodian
01	AF Management Engineering Agency	HQ AFMEA/DPM, 315 J Street West, Randolph AFB, TX 78150-6431
02	AF Inspection Agency	HQ AFIA/MSP, 9700 G Avenue SE, Kirtland AFB, NM 87117-5670
03	AF Operational Test and Evaluation Center	HQ AFOTEC/A1WP, 8500 Gibson Boulevard, S.E., Kirtland AFB, NM 87117-7001
04	Air Force Communications Agency	HQ AFCA/DSM, 203 West Losey Street, Room 1200, Scott AFB IL 62225-5222
05	AF Intelligence Agency	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
06	AF Audit Agency	HQ AFAA/DPM, Pentagon, 4E168, Washington DC 20330-1000
07	AF Office of Special Investigations	HQ AFOSI/DPMP, 1535 Command Drive, Ste C 207, Andrews AFB 20762-7002
08	AF Security Police Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
09	AF Personnel Center	AFPC/PBR3, 550 C Street West, JBASA-Randolph TX 78150-4707
0B	USAF Academy	HQ USAFA/DPX, 2304 Cadet Drive, Suite 3600, USAF Academy, CO 80840-5020
0D	HQ USAF in Europe	HQ USAFE/A1KPP, Unit 3050, Box 25, APO, AE 09094-5025

0J	Air Education and Training Command	HQ AETC/A1KOP, 1850 1st Street East, Suite 1, JBSA-Randolph , TX 78150-4308
0M	Air Force Reserve Command	HQ AFRC/A1KP, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635
0N	HQ USAF	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
0R	Pacific Air Forces	HQ PACAF/DA1DM, 25 E Street, Suite D-208, Hickam AFB, HI 96853-5411
0U	Air Intelligence Agency	HQ AF ISR Agency/A1P, 248 Kirknewton Street, Suite 321, San Antonio, TX 78243-7129
0V	AF Special Operations Command	HQ AFSOC/A1KP, 100 Bartley Street, Suite 173E, Hurlburt Field, FL 32544-5273
0Y	AF Communications Command	HQ AFCC/DPXR, Building 1700, Scott AFB, IL 2225-5219
1C	Air Combat Command	HQ ACC/A1KPP 114 Douglas Street, Suite 329, Langley AFB, VA 23665-2773
1G	AF Logistics Management Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
1L	Air Mobility Command	HQ AMC/A1KP, 100 Heritage Drive, Room 102, Scott AFB, IL 62225-5002
1M	AF Materiel Command	HQ AFMC/A1KP, 4375 Chidlaw Road, Room S223, Wright-Patterson AFB, OH 45433-5006
1P	AF Real Property Agency	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
1Q	AF Flight Standard Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
1S	Air Force Space Command	HQ AFSPC/A1KK, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-4450 (for LtCol and below) HQ AFSPC/DPO, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4450 (for Colonel reports)
GS	AF Global Strike Command	HQ Global Strike Command, 245 Davis Ave., Barksdale AFB, LA 71110
1W	AF Civil Engineering Support Agency	HQ AFCESA/DP, 139 Barnes Drive, Ste 1
2A	Air Force Cost Analysis Center	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2B	AF Doctrine Center	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2C	AF Civilian Personnel Management Center	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101

2E	AF Legal Service Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2F	AF Medical Support Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2G	AF News Agency	HQ AFNEWS/CCQ, 203 Norton St, San Antonio, TX 78226-1848
2H	AF Combat Operations Group	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2I	ANG Readiness Center	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2K	USAF Historical Research Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2L	AF Technical Applications Center	HQ AF ISR Agency/A1P, 248 Kirknewton Street, Suite 321, San Antonio, TX 78243-7129
2M	AF Review Boards Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2N	AF Cen Studies & Analysis Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2Q	Air Force Weather Agency	HQ AFWA/A1B, 106 Peacekeeper Drive, Suite 2N3, Offutt AFB, NE 68113-4039
2R	AF Program Exec Office	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2S	AFELM NORAD	NORAD & USNORTHCOM, 250 S Peterson Boulevard, Suite 201, Peterson AFB, CO 80914-3020
2T	AF Safety Agency	HQ AFSC/SER, 9700 Avenue G St, Room 235, Kirtland AFB NM 87717-5670
2U	AF Services Agency	AFDW/A1, 1535 Command Drive, 3 rd Floor D Wing, Andrews AFB, MD 20762
2V	AF Base Conversions Agency	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101
2W	HQ 11 Wing	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
2Y	AF Pentagon Comm Agency	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
2Z	**AF Medical Operation Agency	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
34	ANG Units, Mobilization	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101
3C	AFELM USCENTCOM	HQ USCENTCOM/CCJ1-DPPF, 7115 South Boundry Boulevard, Mac Dill AFB FL 33621-5101

3G	**AF Elements Europe	NATO/A1KK, Unit 3050, Box 25, APO AE 09094-5025
3I	**Air Reserve Personnel Center	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011
3J	HQ AF Security Clearance Agency	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101
3K	**HQ US European Command	HQ EUCOM/J1 Unit 30400 Box 1000 APO AE 09131
3L	**AF History Support Office	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
3M	**AFELM US Southern Command	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
3N	**U.S. Joint Forces Command	1562 Mitscher Ave., Suite 200, Norfolk, VA 23551-2488
3O	**AFELM US Pacific Command	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
3Q	US Strategic Command	US STRATCOM/J133, 901 SAC Boulevard, Suite 3A8, Offutt AFB, NE 68113-6100
3S	AFELM USSPACECOM	HQ USSPACECOM/JIFF, 250 S Peterson Boulevard, Suite 116, Peterson AFB, CO 80914-3020
3T	AFELM USTRANSCOM	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101
3V	**AF Elements	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
3W	AF Center for Enviro Excel	HQ AFCEE/CCQ, 3207 North Road, Brooks AFB TX 78235-5363
3X	AF Base Disposal Agency	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101
3Y	**HQ Frequency Management Agency	HQ AFDW/A1, 1535 Command Drive, 3 rd Floor D. Wing, Andrews AFB, MD 20762
3Z	Joint Services Service Agency	HQ 11 Wing/DPJXR, 20 MacDill Boulevard, Suite 400, Bolling AFB DC 20336-0101

1. ACRGp is necessary only when required to file a "Statement of Disagreement" according to paragraphs 1.4.2 and 2.22.
 2. During periods of full mobilization (not partial), discontinue maintenance and construction of OCSRGP. Retain existing OCSRGP and store for future use. AFPC/DPSIRP notifies all Air Force activities when to reestablish them.
 3. For USAFR individuals not on EAD and not covered in rules 2 and 3, an OCSRGP are not maintained. Upon assignment to an ANG, HQ ARPC forwards documents within 10 days. The unit or MAJCOM of assignment is responsible for preparing the OCSRGP folder.
- (**Note:** In the event of call-up or partial mobilization, OCSRGP documents are not forwarded to the MAJCOM.)

Table A3.3. Placement of the MPerRGp.

R U L E	A	B	C	D
	If individual is	and grade is	and record component is	then the custodian and placement are (see note 1)
1	serving on AD or EAD for more than 90 calendar days and strength accountability is changed to active force	Airman Basic - Lt Colonel	officer, HQ USAF selection record group	AFPC/PBR1, 550 C Street West, JBSA-Randolph TX 78150-4707.
			MSgt - SMSgt	AFPC/PBR2, 550 C Street West, JBSA-Randolph TX 78150-4707
			Correspondence and miscellaneous document file	AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.
2		Colonel	Officer, HQ USAF selection record group	AF/DPO, 1215 Jefferson Davis Hwy, Suite 1002, Arlington VA 22202-4343.
3			Correspondence and miscellaneous document file	AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.
4			Brigadier General - General	officer, HQ USAF selection record group
5	correspondence and miscellaneous document file			
6	ANG/USAFR not serving on AD or EAD	Airman Basic through Colonel	optical disk and/or microfiche	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.

7		Brigadier General - General	officer, HQ USAF selection record group	AF/DPG, 1215 Jefferson Davis Hwy, Ste 1002, Arlington VA 22202-4343.
8			correspondence and miscellaneous permanent document file	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
9	retired with pay	Airman Basic - Colonel	entire MPerRGp	Retired prior to 1 Oct 2004-NPRC/NRPMO-A, 1 Archives Drive, St Louis, MO 63138-1002. Retired on or after 1 Oct 2004-AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.
10		Brigadier General - General		AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.
11	retired on TDRL	Airman Basic - General		
R U L E	A	B	C	D
	If individual is	and grade is	and record component is	then the custodian and placement are (see note 1)
12	a Reservist who is removed from TDRL and elects early retirement in lieu of separation pay	Airman Basic - General	entire MPerRGp	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
13	serving on AD or EAD and holds a Reserve commission (dual status)	Airman Basic - CMSgt		AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 (for the Airman and Officer MPerGp).

14	released from AD or EAD and transferred to the USAFR to complete the 8-year military service obligation (MSO)		optical disk and/or microfiche	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
15	retired or discharged Reservist with 20 good years awaiting pay at age 60	Airman Basic - General		
16	attending the USAF Academy	Cadet		HQ USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3C24, USAF Academy, CO 80840-8720 (note 2).
17	retired Reservists who cannot become eligible for retired pay including USAF Reserve Retired List (non-pay)	Airman Basic - General		NPRC/NRPMF 1 Archives Drive, St Louis MO 63138-1002.
18	discharged without a remaining MSO			
19	deceased (see note 3)			
20	missing, missing in action, captured, detained, interned, beleaguered or besieged			AFPC/DPSIRR, 550 C Street West, JB SA-Randolph TX 78150-4723.
21	deserter (dropped from rolls)			AFPC/DPWCM, 550 C Street West, JB SA-Randolph TX 78150-4717.
22	USAFR enlisted enrolled in the Senior Reserve Officer Training Corps (ROTC) program	Cadet	optical disk and/or microfiche	the ROTC detachment to which assigned.

NOTES:

1. See chapter 7 for access to MPerRGp at AFPC, ARPC, and NPRC.
2. The officer MPerRGp is made for first-class cadets prior to graduation for transfer to AFPC.
3. If Reserve member dies before age 60, has 20 good years for retirement, and Selected Reserve Component Survivor Benefit Plan, HQ ARPC/DPTARA maintains records until Survivor Benefit Plan (SBP) payment begins.

Attachment 4

EMERGENCY MILITARY PERSONNEL ACTIONS RECORD

Figure A4.1. Sample of Emergency Military Personnel Actions Record.

NAME _____			
GRADE _____			
SSN _____			
PRESENT ADDRESS _____			
HOME PHONE NUMBER _____			
PAFSC _____			
ADDITIONAL AFSC _____			
DATE AND TIME PREPARED _____			
ASSIGNED TO _____			
PREPARED BY _____			
PERSONNEL ACTIONS			
#	Action	Date	Validation
1	Assigned Eglin AFB FL by Direction of AFPC	1 Aug 2000	John Doe, Captain, USAF
2	Hospitalized, broken leg-fell from truck	5 Aug 2000	John Doe, Colonel, USAF
3	Spot promotion to major	9 Aug 2000	John Doe, General, USAF

Attachment 5

RECORD REVIEW (VIA THE VMPS) RESPONSIBILITIES

A5.1. Member:

- A5.1.1. Receive the record review notification e-mail
- A5.1.2. Review your data on the record review application
- A5.1.3. For those items in error where update links are provided, make the proper corrections
- A5.1.4. For those items in error that you cannot update, print out the record review product and report to your CSS for assistance
- A5.1.5. If all information is correct, no further action is necessary

A5.2. Commander's Support Staff (CSS):

- A5.2.1. If the member indicates updates are needed (and they have attached copies of the source documents to accomplish the updates), make the updates as appropriate in the system (work with the MPS/FSS for those items the CSS cannot update [i.e., forward copies of the record review product with the source documents to the appropriate MPS/FSS work center listed in attachment 2 for further corrections]).

A5.3. Military Personnel Section (MPS)/Force Support Squadron (FSS):

- A5.3.1. Retrieve source documents from the UPRG if necessary
- A5.3.2. Assist CSS by completing updates to MilPDS to make the needed corrections

Table A5.1. DATA AREA POC LISTING

A. INDIVIDUAL INFORMATION			
Item	Category	POC	Source Document
1	Name	Customer Support Element	Birth Certificate, Certificate of Marriage, Court Decree
2	SSN	Customer Support Element	Social Security Card (Original)
3	Marital Status	Customer Support Element	Certificate of Marriage
4	Spouse's Military Status	Customer Support Element	Enlistment contract/EAD Order
5	Military Spouse's SSAN (ANG/Reserve)	Customer Support Element	Social Security Card (original)

6	Total Number Dependents (ANG/Reserve)	Customer Support Element	Marriage/divorce/birth/death certificate, adoption decree, court order
7	Dependents in Household (ANG/Reserve)	Customer Support Element	None
8	SGLI Amount	Customer Support Element	SGLV 8285/8286
9	Personal/Duty Email Address	vMPS self service applications	None
10	Home Phone/Home Address/Mailing Address	vMPS self service applications	None
11	Sex	Customer Support Element	None
12	Race/Hispanic Declaration/Ethnic Group/Religious Preference	vMPS self service applications.	None
13	Date of Birth/Place of Birth	Customer Support Element	Birth Certificate
14	Citizenship	Customer Support Element	Birth Certificate or Naturalization
15	Civilian Occupation (ANG/Reserve)	Updated by customer through vMPS	None
16	Airline (ANG/Reserve)	Updated by customer through vMPS	None
17	Position (ANG/Reserve)	Updated by customer through vMPS	None
18	Type of Aircraft (ANG/Reserve)	Updated by customer through vMPS	None
19	Unfavorable Information File/Control Roster	CSS	UIF Folder
B. CURRENT DUTY INFORMATION			
Item	Category	POC	Source Document

1	Duty Title	CSS	AF Form 2096
2	Duty Location	CSS	AF Form 899
3	Unit	CSS	AF Form 899, PCA action
4	Command Level	CSS	AF Form 899
5	Office Symbol/Duty Phone	vMPS self service applications	None
6	AFSC Data	Unit Training Manager (for upgrade actions only)	AF Form 2096
7	SEI Data	Force Management Element	AF Form 2096
8	Classification Upgrade Date (Reserve)	Personnel Employment	AF Form 2096
9	Duty Effective Date	Personnel Employment	AF Form 899/PCA action
10	Date Arrived Station/Date Departed Last Duty Station	Force Management Element	AF Form 899 or Paid Travel Voucher
11	Special Duty Assignment Pay Data	Force Management Element	AF Form 2096
12	Assignment Limitation/Availability Codes	Career Development Element	Varies
13	Duty Status	Force Management Element	Varies
14	Training Status	Unit Training Manager	AF Form 209 or OJT Records
15	Date Initially Entered Retraining (ANG/Reserve)	Base Training Office	None
16	PRP Status	Career Development Element	AF Form 286
17	Security Clearance/Date of Investigation	CSS/Unit Security Manager	EPSQ in Section 4, UPRG

18	Deployment Availability Status Time/Expiration Date	CSS	Varies
19	Aircrew Data	Career Enhancement	Varies

C. DUTY HISTORY AND ASSIGNMENT INFORMATION

Item	Category	Duty Information	Source Document
1	Assignment Preferences	Career Development Element	Customer
2	Date Eligible to Return from Overseas (DEROS)	Career Development Element	AF Form 899, DEROS Election RIP
3	Date Departed CONUS	Career Development Element	Paid Travel Voucher
4	Current Overseas Tour Start Date	Career Development Element	AF Form 899, Paid Travel Voucher
5	Overseas Accompanied Status/Reason Unaccompanied	Career Development Element	AF Form 899
6	Short Tour Return Date	Career Development Element	AF Form 899, Paid Travel Voucher
7	Overseas Duty Selection Date	Career Development Element	AF Form 899
8	Total Number of Short Tours	Career Development Element	Duty History, AF Form 899

D. ASSIGNMENT INFORMATION (ANG)

Item	Category	Duty Information	Source Document
1	Date Assigned MPS	Personnel Employment	Varies
2	Duty Position Number	Personnel Employment	UMD
3	Authorized Grade	Personnel Employment	UMD
4	UMD Excess	Personnel Employment	UMD

5	UMD Overgrade	Personnel Employment	UMD
6	Effective Date Change to Strength Accounting (EDCSA)	Personnel Employment	Varies
7	PAS Assigned	Personnel Employment	Varies
8	ANG Tech ID	Varies	Varies
9	AGR Tour	Varies	Varies
10	Civilian Grade	Varies	SF 50
E. ASSIGNMENT INFORMATION (AFR)			
Item	Category	Duty Information	Source Document
1	Date Assigned MPS	Personnel Employment	Varies
2	Duty Location	Personnel Employment	Varies
3	DAFSC	Personnel Employment	Varies
4	Duty Position	Personnel Employment	UMD
5	Duty Title	Personnel Employment	UMD
6	Command Level	Personnel Employment	UMD
7	Authorized Grade	Personnel Employment	UMD
8	Overage	Personnel Employment	UMD
9	Effective Date Change to Strength Accounting (EDCSA)	Personnel Employment	Varies
10	AFR Section ID	Personnel Employment	Varies
11	PAS Assigned	Personnel Employment	Varies
12	PAS Attached for Training	Personnel Employment	Varies
13	Civilian ART ID	Personnel Employment	Varies
14	AGR Tour	Personnel Employment	EAD Order

15	Civilian Grade	Personnel Employment	SF-52
F. PERFORMANCE REPORT INFORMATION			
Item	Category	Duty Information	Source Document
1	Reporting Official	Force Management Element	Locally devised form
2	Date Supervision Began	Force Management Element	Locally devised form or last report
3	Next Report Due	Force Management Element	MilPDS, enlistment contract, EAD order
4	Report History	Force Management Element	eUPRG
G. PROMOTION INFORMATION			
Item	Category	Duty Information	Source Document
1	Current Rank	Career Development Element	Promotion Order, varies
2	Date of Rank/Effective Date	Career Development Element	Promotion Order, varies
3	Promotion Eligibility/Effective Date	Career Development Element	varies
4	Projected Rank/Line Number:	Career Development Element	MilPDS
5	Competitive Category	Career Development Element	AFSC
6	Rank History	Career Development Element	Promotion Orders/MilPDS
7	Rank Highest Held	Career Development Element	MilPDS
8	Awards and Decorations	Career Development Element	Varies
H. REENLISTMENT INFORMATION			
Item	Category	Duty Information	Source Document
1	Date of Current Enlistment	Career Development Element	Enlistment Contract

2	Term of Enlistment	Career Development Element	Enlistment Contract
3	Reenlistment Eligibility Status	Career Development Element	Varies
4	Eligible for Voluntary Extension (ANG & Reserve)	Career Development Element	Varies

I. EDUCATION & TRAINING DATA

Item	Category	Duty Information	Source Document
1	Education Level/Specialty/Date Completed/Method	Base Education Office	Varies
2	Professional Military Education	School or Base Education Office	Certificate of Completion
3	AQE/ASVAB Scores	Career Enhancement	Score Notice
4	Foreign Language Self Assessment	Customer updates through vMPS	
5	Defense Language Proficiency Tests (DLPT)	Career Enhancement	Score Notice
6	GI Bill Eligibility	Base Education Office	UPRG

J. SERVICE INFORMATION

Item	Category	Duty Information	Source Document
1	Total Active Military Service	Career Enhancement	Enlistment Contract, EAD Order, MilPDS
2	Date of Separation	Career Enhancement or Relocations	Enlistment Contract, EAD Order, Separation Request
3	Total Enlisted Military Service Date	Career Enhancement	AF Form 1613
4	High Year of Tenure	Career Enhancement or Separations	Promotion Order
5	Service Component	Personnel Employment	Enlistment Contract, EAD Order
6	Pay Date	Career Enhancement	Enlistment Contract, EAD Order

7	Date Entered Active Duty	Career Enhancement	Enlistment Contract, EAD Order
8	Military Service Obligation	Career Enhancement	Enlistment Contract, EAD Order
9	1405 Service Date	Relocations	MilPDS
10	Lost Time	Personnel Employment	AF Form 2096, AF Form 1613
11	Date Initially Entered Uniformed Service	Career Enhancement	Enlistment Contract, EAD Order
12	Total Years Service Date	Career Enhancement	AF Form 1613
13	Total Federal Commissioning Service Date	Career Enhancement	AF Form 1613
14	Total Active Federal Commissioning Service Data	Career Enhancement	AF Form 1613
15	Active Duty Service Commitment	Varies within the MPS and/or Base Education Office	AF Form 63, MilPDS
K. SERVICE INFORMATION (ANG & RESERVE)			
Item	Category	Duty Information	Source Document
1	Retirement Date (R/R)	Career Enhancement	Varies
2	Satisfactory Service (ANG)	Career Enhancement	Varies
3	Total Enlisted Military Service Date	Career Enhancement	Varies
4	Total Active Federal Military Service	Career Enhancement	Varies
5	Date of Enlistment	Personnel Employment	DD Form 4

6	Term of Enlistment	Personnel Employment	DD Form 4
7	Expiration Term of Service	Personnel Employment	DD Form 4
8	Date Initially Entered Uniformed Service	Personnel Employment	Varies
9	Date Initially Entered Reserve Forces	Personnel Employment	Varies
10	AFR High Year of Tenure Date (Reserve)	Personnel Relocations	None
11	ANG Mandatory Separation Date (ANG)	Personnel Employment	None
12	Service Component	Personnel Employment	None
13	Source of Enlistment/Source of Original Entry	Personnel Employment	Varies
14	Source of Commission /Commissioning	Personnel Employment	Varies
15	Pay Date	Personnel Employment	Varies
16	Military Service Obligation	Personnel Employment	Varies
17	Total Federal Commissioning Service Date	Personnel Employment	Varies
18	Total Active Federal Commissioning Service Date (Reserve)	Personnel Employment	Varies
19	AGR Tour	Personnel Employment	EAD Order

Table A5.2. Records Screening Procedures.

R U L E	A	B	C
	If action is in conjunction with	Then MPS/FSS Customer Service screens eUPRG and (see note 1)	and MPS/FSS Personnel Relocation on final separation processing
1	discharge or retirement	Recommends member to obtain a copy of his electronic record in PRDA prior to outprocessing.	Recommends member to obtain a copy of his eUPRG record prior to outprocessing.
2	release from EAD		
3	discharge and immediate reenlistment	forwards new-DD Form 4 and AF Form 901 to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.	Recommends member to obtain a copy of his eUPRG record prior to outprocessing.
4		For Reserve and ANG Airmen, forwards the applicable documents to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.	

NOTES:

1. The MPS/FSS chief designates Career Enhancement or Personnel Relocation to screen the UPRG on reenlistment and separation actions provided they are thoroughly familiar with record screening procedures for Guard only.
2. If the person is going from EAD to a participating Reserve or ANG status, is placed on the TDRL, or is a deserter, forward both temporary and permanent documents in the eUPRG, unless records are already automated, then send to AFPC/DPSIRR.
3. If a member elects to reenlist instead of being discharged or released from regular Air Force, return all records to the respective record custodians. Send required documents (reference Table A6.3, note 6) to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723. Permanent documents found after the Airman's discharge or retirement are annotated with each Airman's grade, name, and SSN, and forwarded to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 using a single AF Form 330.
4. Customer Service may screen the eUPRG before or after reenlistment.

Attachment 6

DETERMINING RECORDS DISPOSITION

Table A6.1. Disposition of Records of an Individual who is Reassigned or Placed on TDY.

	A	B	C	D
R U L E	If individual is	then the eUPRG is (see notes 1 and 2)	and other field record subgroups are (see notes 1, and 2)	and the OCSRGP or ACRGP is
1	reassigned PCS, PCA, or is TDY pending further orders (TDPFO)	available in ARMS/PRDA when pascode is changed to reflect member's current duty station		sent by the losing custodian to the new MAJCOM of assignment, if appropriate.
2	reassigned PCS with TDY enroute to Maxwell AFB to attend OTS			N/A.
3	returned to CONUS on emergency leave with insufficient retainability to return to overseas area			
4	returned from an overseas unit to a CONUS installation for separation or retirement			Forwarded by the losing custodian as directed by Table A6.3., Table A6.4., and Table A6.5.
5	reassigned to an Air Force hospital in a patient status			Forwarded the losing custodian to the new MAJCOM.
6	placed on TDY			retained by MAJCOM of assignment.
7	returned from an overseas unit to a CONUS			Available in ARMS/PRDA when pascode is changed to

	installation for appellate review		reflect member's current station	
<p>**NOTES:</p> <p>1. Military Treatment Facility mails medical/dental records to the gaining military treatment facility.</p> <p>2. Comply with additional instructions in conjunction with reassignment action as provided in AFI 36-2110.</p>				

Table A6.2. Disposition of Records of an Individual who is Ordered to EAD, Active Duty or Enters Active Duty for Training (ADT).

	A	B	C	D
R U L E	If an individual is	then the eUPRG/Documents are transferred according to PASCODE	and the OCSRGp or ACRGp are transferred according to PASCODE	and the MPerRGp is
1	in the ANG or AFR and is ordered to EAD for more than 90 calendar days as an individual other than those in rule 2 (includes former AFROTC cadets enlisted according to AFI 36-2015, <i>Air Force Recruiting Advertising Program</i>) (For mobilization see rules 7 through 10)	to the first Regular Air Force PCS unit of assignment		maintained by AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 (see notes 2, 3, and 4).

2	in the ANG or AFR and is ordered to EAD as an individual for training with a civilian educational institution or military technical facility in a TDY en route to PCS status	to the MPS of the Regular Air Force PCS unit of assignment (see notes 5 and 6)		
3	an ANG airman recalled to EAD for unfulfilled balance of ADSC-Palace Chase commitment under the provisions of AFI 36-3205 and ANGR 39-10	to servicing MPS/FSS (see notes 1, 2, 7, 8, and 9); kept by USAFR MPS/FSS	kept by USAFR or ANG MPS	
4	is on ADT (90 or more days) for attendance at a technical training facility			maintained by HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
5	a AFR airman recalled under the provisions of AFI 36-3205, due to unsatisfactory training performance	to servicing MPS/FSS of the Regular Air Force of assignment (see note 1,2,and 7)	kept by USAFR or ANG MPS/FSS	maintained by HQ ARPC/DPTARA18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
6	an airman on initial active duty training (IADT) under the provisions of AFI 36-8001	Available in ARMS when pascode is changed to reflect member's current station		

7	in the ANG/AFR and is ordered to AD as an individual or in a unit recall or partial mobilization and where strength accountability does not change	kept by MPS/FSS servicing the unit		
8	in the ANG/AFR and is ordered to AD as a result of full mobilization and strength accountability changes from an ARC MPS/FSS to an active force MPS/FSS	kept by the ARC MPS/FSS when ARC MPS/FSS is mobilized, otherwise forward to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723.	sent by the losing custodian to the MAJCOM of assignment OCSR consists of all copies of OPRs (see note 10)	forwarded by the losing custodian to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 within 90 calendar days after effective date of mobilization (see note 11).
9	an Individual Ready Reservist (IRR) Standby Reserve, Retired Reserve Airmen or IMAs called to AD during mobilization for more than 90 calendar days.	sent to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 (see note 11).	sent by the losing custodian to the MAJCOM of assignment. OCSR consists of all copies of OPRs (see note 10)	updated in ARMS to reflect that individual is on EAD and AFPC maintains permanent personnel documents.
10	a Retired Regular Air Force member called to AD during mobilization for more than 90 calendar days	sent by NPRC to AFPC/DPSIPV, 550 C Street West, JBSA-Randolph TX 78150-4721 (see note 6)	Available in ARMS when the member's pascodes is reflecting his current duty station. OCSR consists of all copies of OPRs (see note 10)	Maintained at AFPC/DPSIR, 550 C Street West, JBSA-Randolph TX 78150-4723.

NOTES:

1. Manage personal clothing and equipment record group according to AFMAN 23-110.
2. Include one copy of the administrative order effecting the action.
3. Send after actions connected with inducting or ordering the officer or airman to Regular Air

Force have been completed and filed in the MPerRGp.

4. Forward OSRs for general officers ordered to Regular Air Force to AF/DPG, 1040 Air Force Pentagon, Suite 4E212, Washington, DC 20330-1040.
5. Any medical/dental documents generated at the TDY MTF are mailed by the TDY MTF to the home station MTF.
6. AFPC/DPSIPV forwards FRGp documents to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150 to be scanned into ARMS.
7. Send health record group with FRGp.
8. MPS ensures documents prepared on a member after entry on ADT are forwarded to the servicing MPS.
9. The servicing MPS/FSS mails the FRGp directly to HQ ARPC/DPTARA for personnel discharged while on ADT.
10. During periods of full mobilization (not partial), OCSRs are not maintained or constructed. Retain existing OCSRs and store for future use. AFPC notifies all Air Force activities when to reestablish maintenance and construction.
11. The health record group is mailed by the military treatment facility to the gaining military treatment facility.

Table A6.3. Disposition of Records of an Individual who is Discharged While on EAD.

R U L E	A	B	C	D	E
	If an individual is	and is	then the documents in the eUPRG are (see note 1)	and the OCSRGp or the ACRGp is	and the MPerRGp will automatically
1	an officer	in the RegAF and is discharged and immediately commissioned in the USAFR not on AD	transferred to HQ ARPC/DPTAR A, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011, (see note 2 and 3)	sent according to Table A3.2	reflect that the individual is assigned to a Reserve or ANG unit and maintained by HQ ARPC/DPTARA 18420 Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
2		in the RegAF and is discharged and immediately commissioned in ANG not on AD		sent to Adjutant General of the State, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia	
3		discharged as a commissioned officer	transferred to AFPC/DPSIRR, 550 C Street West, JBASA-Randolph TX 78150-4723 (see note 3)	retained by MAJCOM for 30 days and destroyed IAW AF Records Disposition Schedule (T36-12, R1) in AFRIMS if not requested by member	Maintained at AFPC/DPSIRR, 550 C St West, JBASA-Randolph TX 78150-4723.

R U L E	A	B	C	D	E
		If an individual is	and is	then the documents in the eUPRG are (see note 1)	and the OCSRGp or the ACRGp is
4		in the RegAF and is discharged, accepts a commission in the USAFR or ANG, and remains on AD	kept by the servicing MPS/FSS (see note 3)	kept by MAJCOM of assignment	be kept by HQ AFPC/DPSIR, JBSA-Randolph, TX 78150-4723.
5	an officer	in the RegAF and discharged and immediately commissioned in the USAFR, and has a concurrent assignment as an IMA or to a Reserve unit	forwarded or handcarry to the gaining USAFR MPS Personnel Employment Office for unit personnel or HQ ARPC/DPAP for IMAs within 7 calendar days after event (see notes 3 and 10)	sent according to Table A3.2	Updated in ARMS to reflect that individual is assigned to a an IMA position or Reserve unit and maintained by HQ ARPC/DPTARA, 184 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
6		discharged from all commissioned status and enlists as an airman	sent to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 within 5 calendar days after discharge (see note 4).	retained by MAJCOM for 30 days and destroy IAW AF Records Disposition Schedule (T36-12, R1) in AFRIMS if not requested by member	kept by HQ AFPC/DPSIR, JBSA-Randolph, TX 78150-4723.

R U L E	A	B	C	D	E
	If an individual is	and is	then the documents in the eUPRG are (see note 1)	and the OCSRGp or the ACRGp is	and the MPerRGp will automatically
7		discharged, accepts or retains a commission in the USAFR and enlists as an airman			kept by HQ AFPC/DPSIR, JBSA-Randolph TX 78150-4723.
8		in the RegAF and is discharged, accepts temporary appointment and remains on AD	kept by servicing MPS/FSS	kept by MAJCOM of assignment	
9	an officer	serving in the ANG and is discharged by the State and remains on EAD	kept by the servicing MPS/FSS.	kept by MAJCOM of assignment	kept by HQ AFPC/DPSIR, JBSA-Randolph TX 78150-4723.
10	an airman	in the RegAF or USAFR and is discharged	sent to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 within 5 calendar days after event (see note 7)		maintained by AFPC/DPSIR, 550 C St West, JBSA-Randolph TX 78150-4723.
11		in the RegAF or in the USAFR, is discharged and immediately reenlists	kept by the servicing MPS/FSS (see note 8)	kept by MAJCOM of assignment	kept by custodian.

R U L E	A	B	C	D	E
		If an individual is	and is	then the documents in the eUPRG are (see note 1)	and the OCSRGP or the ACRGP is
12		in the RegAF or USAFR and is discharged to accept appointment as a RegAF or USAFR officer who enters on AD or EAD as an officer	sent to AFPC/DPSIPV, 550 C Street West, JBSA-Randolph TX 78150-4712 within 5 calendar days after event (see notes 4 and 5)		maintained by AFPC/DPSIR, 550 C St West, JBSA-Randolph AFB TX 78150-7823.
13	an airman	in the RegAF and is discharged, does not immediately reenlist in the RegAF and holds a USAFR commission, but does not enter EAD as an officer	sent to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 within 5 calendar days after event (see note 3)		updated in ARMS to reflect that individual is assigned to the inactive Reserve and maintained by HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
14		in the RegAF, is discharged to accept a commission in the ANG or USAFR, but does not enter EAD as an officer	sent to HQ ARPC/DPTARA for USAFR officers and for ANG officers send to ANG MPS/Personnel Employment (see notes 2, 3 and 10)		updated in ARMS to reflect that individual is assigned to a Reserve or ANG unit and maintained by HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011

R U L E	A	B	C	D	E
	If an individual is	and is	then the documents in the eUPRG are (see note 1)	and the OCSRGP or the ACRGP is	and the MPerRGp will automatically
15		discharged and immediately enlists in the ANG or USAFR for a specific Reserve unit or as an IMA	sent to the USAFR/ANG MPS/Personnel Employment for unit personnel or to HQ ARPC/DPAA for IMAs (see note 3, 9 and 10)		

NOTES:

1. Send temporary and permanent documents or permanent documents only, as applicable (Table A5.2 and Table A2.1).
2. Military Treatment Facilities and Reserve Component Medical Units will disposition Service Treatment Records IAW current AF/SG policy. MPSs will no longer be involved in forwarding medical/dental records on personnel departing the Air Force. Questions regarding this policy/process should be directed to AFMOA/SGAT IAW 41-210.
3. Put one copy of the administrative order effecting the action in the records.
4. Forward documents prepared for enlistment of former officers into the RegAF to AFPC/DPSIPV, 550 C Street West, JBSA-Randolph AFB, TX 78150-4722, to establish an enlisted MPerRGp.
5. AFPC/DPSIRR integrates permanent documents from MPSs with the individual's MPerRGp. For Airmen immediately enlisting or commissioned, the servicing medical facility maintains health records until member is reassigned.
6. Includes Airmen who are discharged and immediately reenlist in the USAFR for ROTC.
7. If the member is being voluntarily discharged before expiration term of service (ETS) or involuntarily discharged according to AFI 36-3208, the MPS/FSS, Personnel Relocation must ensure the administrative separation case file (signed original) is mailed to AFPC/DPSIRR. (T-3)
8. See A5.1, rule 4.
9. Records screening is done at the USAFR MPS as outlined by table A3.2 and table A3.3.
10. The gaining personnel office or MPS/FSS is responsible to screen the DD Form 214, AF Form 100 and other permanent documents from the UPRGp and forward to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Buckley AFB CO 80011.

Table A6.4. Disposition of Records of an Individual Released from AD or EAD.

R U L E	A	B	C	D
	If	then the eUPRG is	and the OCSRGP or ACRGP is	and the MPerRGp is
1	ANG officer or airman is released from AD, individual or unit recall where strength accountability reverts to the ANG	returned to the ANG MPS unit of assignment (see notes 1, 2, and 3)	sent to the appropriate Adjutant General of the State, Puerto Rico, the Virgin Islands, Guam or the District of Columbia	updated in ARMS to reflect that individual is assigned to an ANG unit and maintained by HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011
2	ANG officer or airman is released from AD and strength accountability reverts to the ANG	hand-carried by member to the ANG MPS (see notes 1, 2, and 4)		
3	ANG airman is released from EAD, has a remaining MSO and no time remaining in current ANG enlistment	sent to HQ ARPC/ DPTARA, 18420 Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 within 5 calendar days of release (see notes 1, and 5)	see Table A3.2	
4	USAFR officer or airman is released from EAD as a result of unit demobilization	kept by the unit , returned to the USAFR MPS, forwarded to HQ ARPC/DPTARA for IMAs (see notes 1,2, and 3)		

R U L E	A	B	C	D
	If	then the eUPRG is	and the OCSRGP or ACRGP is	and the MPerRGp is
5	officer or airman is released from AD or EAD as an individual and is assigned to a Reserve or ANG unit including release under project PALACE CHASE	sent to the gaining MPS/FSS the first workday after release (see notes 1, 2, and 3)		
6	officer or airman is released from AD or EAD as an individual and is assigned to an MA position including release under project PALACE CHASE	sent to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 the first workday after release (see notes 1, 2, and 3)		
7	Regular AF or AFR airman is released from AD or EAD with remaining MSO or time remaining in current Reserve enlistment and not assigned to a Reserve unit or MA position	sent to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 within 5 calendar days of release (see notes 1, 2, and 5)	see Table A3.2	updated in ARMS to reflect that individual is assigned to the inactive Reserve and maintained by HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.

R U L E	A	B	C	D
	If	then the eUPRG is	and the OCSRGP or ACRGP is	and the MPerRGP is
8	USAFR officer is released from EAD as an individual and retains status in the USAFR and is not assigned to a Reserve unit or MA position		retain for 30 days and destroy IAW AF Records Disposition Schedule if not requested by member	

NOTES:

1. Manage personal clothing and equipment record according to AFMAN 23-110.
2. Notify custodian of OCSRGP or ACRGP, if applicable. Commands must establish procedures.
3. The gaining MPS or personnel office screens the FRGP immediately on receipt for the following documents or records:
 - DD Form 214 (part 2)
 - AF Form 100.
 For individuals released under project PALACE CHASE, include AF Form 2631, *PALACE CHASE Statement of Understanding/Contract* (copies are to be retained in section IV of UPRG), and related documents created for PALACE CHASE enlistment or appointment. (For ANG MPS only, forward original copy of DD Form 4-1-2 of ANG enlistment.) Staple all documents together and forward with AF Form 330, within 5 calendar days of date arrived station to the appropriate address:
 For USAFR individuals: HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011.
- 3.5. For ANG individuals: HQ ARPC/DPTARA (The Adjutant General of the appropriate state may request they be provided copies of documents). **Note:** All other permanent documents remain on file in the UPRG and are disposed according to provisions in Table A5.2.
4. Notify AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723, by letter of officer's release from EAD. Attach one copy of release order.
5. Military Treatment Facilities and Reserve Component Medical Units dispositions Service Treatment Records IAW AF/SG policy. MPSs will no longer be involved in forwarding medical/dental records on personnel departing the Air Force. Questions regarding this policy/process should be directed to AFMOA/SGAT IAW AFI 41-210.

Table A6.5. Disposition of Records of an Individual Who Retires or Changes Status on the Retired List.

R U L E	A	B	C	D
	If an individual is	the losing MPS/FSS sends retirement documents within 5 calendar days to (see note 1)	and the OCSRGp or the ACRGp is	and the MPerRGp is
1	retired with pay while serving on EAD	AFPC/DPSIRR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4721 (see notes 2 and 3)	retained for 30 days and destroy IAW AF Records Disposition Schedule in AFRIMS if not requested by member.	retired on or after 1 Oct 2004, maintained at AFPC/DPSIRR; retired prior to 1 Oct 2004, sent to NPRC, 1 Archives Drive, St Louis, MO 63138-1002 (see note 2).
2	on EAD from retired status and reverts to retired status			not transferred. (note 6).
3	placed on TDRL	AFPC/DPSIRR, 550 C Street West, Suite 21, Randolph AFB, TX 78150-4723 (see notes 2, 3 and 5)		
4	in the USAFR or ANG and is placed on the USAF Retired List or USAF Reserve Retired List	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Buckley AFB CO 80011 (see notes 2, 3, and 5)		retired on or after 1 Oct 2004, maintained at AFPC/DPSIRR; retired prior to 1 Oct 2004, sent to NPRC, 1 Archives Drive, St. Louis, MO 63138-1002 (see notes 4)

NOTES:

1. Send permanent documents authorized by Table A2.1. See paragraph 2.11 and Table A5.2.
2. Military Treatment Facilities and Reserve Component Medical Units dispositions Service Treatment Records IAW current AF/SG policy. MPSs will no longer be involved in forwarding medical/dental records on personnel departing the Air Force. Questions regarding this

policy/process should be directed to AFMOA/SGAT IAW AFI 41-210.

3. Forward permanent documents to HQ ARPC/DPTARA.
4. Retain the records of general officers entitled to retired pay at AFPC/DPSIRR.
5. For ANG airmen, the FRGp is sent to the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia to arrive within 20 calendar days.

Table A6.6. Disposition of Records of an Individual Who Dies.

R U L E	A	B	C	D
	If an individual	then the Documents are	and the Command Record Group is	and the MPerRGp is mailed to
1	dies while serving on EAD	sent by MPS/FSS Customer Support to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 within 5 calendar days from date of death or after release by investigative personnel, as applicable (see notes 1, 2 and 3)	destroyed IAW AF Records Disposition Schedule (T36-12, R6) in AFRIMS.	on or after 1 Oct 2004, maintained at AFPC/DPSIRR; prior to 1 Oct 2004, sent to NPRC, 1 Archieves Drive, St. Louis MO 63138-1002.
2	in the USAFR or ANG dies while not on EAD	sent to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011, to arrive within 5 calendar days after receipt of death certificate or death order (see notes 1, 2, 3 and 6)		
3	in the USAFR Senior ROTC program dies before completion of requirements for appointment		nonexistent	does not require transfer.

4	dies while attending the USAF Academy	sent by USAFA/DPYQA to USAFA/DFRR within 5 calendar days from date of death		
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NOTES:

1. Screen the records before sending to remove disposable documents according to Table A2.1. Enter "Deceased Records - Expedite" in large letters on the lower left corner of the mailing envelope.
2. Forward health record group (medical and dental records) and a copy of DD Form 1300, *Report of Casualty*, to the Veterans Affairs Regional Office (VARO) rendering assistance to surviving family Airmen; if no assistance is being provided send health record group to AFMOA/SGAT, 3370 Nacogdoches Road, Suite 116, San Antonio TX 78217. File a copy of AF Form 330 transmitting records to the VA in the UPRG.
3. Include a copy of the DD Form 1300 or death certificate in the FRGp.
4. Consolidate the unit, master records, and casualty case file before sending; screen the UPRG and MPerRGp to remove disposable documents according to Table A2.1.
5. Send records maintained by ARPC/DPTSC pertaining to commissioned status to AFPC/DPSIRR. Only one MPerRGp in dual status cases are maintained by AFPC/DPSIRR.
6. For ANG, send the FRGp to the Adjutant General of the appropriate state, Puerto Rico, Virgin Islands, Guam, or the District of Columbia to arrive within 5 calendar days.

Table A6.7. Disposition of Records of an Individual Who Has Been Dropped from Rolls.

R U L E	A	B	C	D
	If an	then the losing MPS/FSS sends the Documents to	and the OCSRGP or the ACRGP is	and the MPerRGP is
1	airman is dropped from the unit rolls as a deserter (AFI 36-2911)	AFPC/ DPWCM, 550 C Street West, JBSA- Randolph AFB, TX 78150-4717 within 5 workdays (see notes 1, 2, 3 and 4)	sent to AFPC/ DPWCM, 550 C Street West, JBSA- Randolph AFB, TX 78150-4717 within 5 workdays	kept by AFPC/DPSIRR, 550 C Street West, JBSA- Randolph AFB, TX 78150-4723 (see note 5)
2	officer is dropped from the rolls of the Air Force while serving on EAD			on or after 1 Oct 2004, maintained at AFPC/DPSIRR; prior to 1 Oct 2004, sent to NPRC, 1 Archives Drive, St. Louis MO 63138-1002
3	individual is confined in a foreign penal institution and has been dropped from the unit rolls	AFPC/ DPSIRR, 550 C Street West, JBSA- Randolph AFB, TX 78150-4723 (see notes 6 and 7)	destroyed IAW AF Records Disposition Schedule (T51-1, R 28) in AFRIMS.	kept by AFPC/DPSIRR, 550 C Street West, JBSA- Randolph AFB, TX 78150-4723.
4	individual is confined to a penal institution as a result of conviction by civil court in the United States, its commonwealths or possessions and has been dropped from the unit rolls and discharge is inappropriate			

NOTES:

1. Manage personal clothing and equipment record group according to AFMAN 23-110. Send health record group.
2. Do not screen these records according to attachment 2, since some of the material removed

from the record may be of value in making a final determination of status.

3. Send records by AF Form 330. Include copy of administrative order or AF Form 2098 effecting the action and DD Form 458, *Charge Sheet*.
4. Forward unfavorable information file (UIF) with FRGp according to AFI 36-2907.
5. AFPC/DPSIRR keeps the MPerRGp until final action on record is completed.
6. The losing MPS/FSS must reproduce and maintain the following documents to provide administrative support to the member while in the penal institution. **(T-3)** Keep these reproduced documents until the individual is transferred to the separation facility. **Note:** All documents are located in the member's automated record. DD Form 4-1-2, *Enlistment/Reenlistment Document - Armed Forces of the United States*, DD Form 93, *Record of Emergency Data*, DD Form 398, *DoD Personnel Security Questionnaire*, or 1966- 1, 1966-2, and 1966-4, *Record of Military Processing - Armed Forces of the United States*, and any other documents deemed necessary to administer to the individual's needs.
7. The servicing MPS notifies AFPC/DPSIRR and the port separation facility as early as possible before the individual's departure from overseas. This notification affords AFPC/DPSIRR sufficient lead-time, but not less than 10 calendar days, to send the FRGp to the port separation facility.

Table A6.8. Disposition of Records of an Individual Who is Court-Martialed or Dismissed.

R U L E	A	B	C	D
	If individual is (see note 1)	then the losing MPS/FSS sends the Documents (see note 2)	And the OCSRGP or ACRGP is	and the MPerRGp
1	an officer who has been court-martialed and the sentence includes confinement and dismissal, and officer is confined in a military confinement facility and has been dropped from unit rolls according to AFMAN 36-2125 before sentence is ordered executed	within 5 workdays of departure, to the MPS/FSS of the facility where the person is confined	destroyed IAW AF Records Disposition Schedule	does not require transfer.

2	an officer dismissed while on EAD	within 5 workdays of the effective date of dismissal, to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 (see notes 3, 4, and 5)	retained for 30 days and IAW AF Records Disposition Schedule	on or after 1 Oct 2004, is maintained at AFPC/DPSIRR, prior to 1 Oct 2004, is sent to NPRC, 1 Archives Drive, St. Louis MO 63138-1002
3	court-martialed and sentence to confinement is suspended or revoked and individual is returned to duty	within 5 workdays of departure, to the MPS/FSS of the unit of assignment	sent to new MAJCOM of assignment	does not require transfer.
4	court-martialed and sentence is finally approved and ordered executed; includes confinement in the U.S. Disciplinary Barracks, Ft Leavenworth KS with or without dismissal or discharge	within 5 workdays of departure, to HQ AFSFC/SFCI, 1720 Patrick Street, Lackland AFB, TX 78236-5226 (see notes 6, 7, 8, and 9)	destroyed IAW AF Records Disposition Schedule	
5	an airman in confinement who has been sentenced to a bad conduct or dishonorable discharge and sentence has been finally approved and ordered executed	if confinement is at the US Disciplinary Barracks, to HQ AFSFC/SFCI, 1720 Patrick Street, Lackland AFB, TX 78236-5226, within 5 workdays of departure. If confinement is at any other facility, to the MPS/FSS of the commander responsible for executing the discharge action (see note 9)		

6	an airman whose court-martial sentence includes confinement and is finally approved and ordered executed, and that portion of the sentence providing for punitive discharge has been suspended			
7	an airman whose court-martial sentence is finally approved and ordered executed, and includes confinement in a base or local confinement facility and punitive discharge	within 5 workdays to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 when punitive discharge order is executed and discharge actions are completed (see notes 3, 4, and 5)		
8	an airman whose court-martial sentence is finally approved and ordered executed, and designates that the airman go to HQ AFSFC/SFCI, Lackland AFB TX 78236-5255	within 5 workdays of departure to HQ AFSFC/SFCI, 1720 Patrick Street, Lackland AFB TX 78236-5226 (see notes 6, 9, and 10)		

9	an airman whose court-martial sentence is finally approved and ordered executed, and includes punitive discharge, but not confinement, or when confinement is included, and it has already been served, and airman is on mandatory Appellate Review Leave	to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723, within 5 workdays of completion of all discharge actions (see note 3).	destroyed IAW AF Records Disposition Schedule	on or after 1 Oct 2004, is maintained at AFPC/DPSIRR; prior to 1 Oct 2004, is sent to NPRC, 1 Archives Drive, St Louis, MO 63138-1002.
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NOTES:

1. For the purpose of this table, finally approved and ordered executed refers to the point when the convening authority orders the sentence executed before final appellate review. **Exception:** When rules 2 and 9 apply, then it refers to after final appellate review.
2. Manage personal Clothing Equipment Record Group according to AFMAN 23-110.
3. Military Treatment Facilities and Reserve Component Medical Units dispositions Service Treatment Records IAW current AF/SF policy. MPSs will no longer be involved in forwarding medical/dental records on personnel departing the Air Force. Questions regarding this policy/process should be directed to AFMO/SGAT IAW 41-210.
4. Include a copy of administrative order or AF Form 2098, effecting the action.
5. Consolidate the unit and master records. Screen before sending to remove disposable documents according to attachment 2.
6. Confinement facilities may receive a copy of the STR; but, the original STRs are never provided to the confinement facility (AFI 41-210, 5.7.). Copies can also be requested from Wilford Hall.
7. The losing MPS/FSS reproduces and sends copies of the following documents to the US Disciplinary Barracks, Fort Leavenworth, KS 66027-7120. AF Form 2098, DD Form 4-1-2, DD Form 93, DD Form 398 or 1966, APRs or EPRs, and Records Review Listing.
8. If the individual has prior service, AFPC/DPSIRP reproduces a copy of DD Form 214 and forwards it to the US Disciplinary Barracks, Fort Leavenworth KS 66027-7120.
9. HQ AFSFC/SFCI provides record support to the United States Disciplinary Barracks, Fort Leavenworth, KS.
10. Mail FRGp within 72 hours of individual's departure. Ensure all actions are completed by screening records to support lost time (AF Form 2098), there are no projections for assignments or separations pending, and current grade is entered in MIIPDS; any exceptions should be noted on AF Form 330.

Table A6.9. Disposition of Records of Reserve Force Airmen Discharged, Enlisted/Reenlisted, Transferred or Reassigned While Not on EAD.

R U L E	A	B	C	D
	If an individual is not on EAD and is	then the losing MPS/FSS sends the Documents to	and the Command Record Group is sent to	and the MPerRGp
1	reassigned or transferred to ARPC from a USAFR unit, a mobilization augmentee (IMA) position or from ANG (including airmen reverting to Retired Status under 10 U.S.C. 8914)	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011, to arrive within 5 calendar days after event (see notes 1, 2, and 3)	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011	does not require transfer.
2	reassigned or transferred to a USAFR unit or mobilization augmentee (IMA) position from ARPC or ANG position	the gaining MPS/FSS Personnel Employment to arrive within 5 calendar days after event (see notes 4 and 5)	see Table A3.2	
3	reassigned to a USAFR unit or mobilization position from a USAFR unit or mobilization position	the gaining MPS/FSS Personnel Employment to arrive within 5 calendar days after event (see note 6)		
4	transferred to the ANG from a USAFR unit, a mobilization position or ARPC			
	A	B	C	D

R U L E	If an individual is not on EAD and is	then the losing MPS/FSS sends the Documents to	and the Command Record Group is sent to	and the MPerRGp
5	in the USAFR, discharged, and does not immediately reenlist in the USAFR	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 within 5 calendar days after event (see notes 2, 3, 6 and 7)		is maintained at HQ ARPC/DPTARA (see note 7)
6	in the USAFR, is discharged, and immediately reenlists in the USAFR	the servicing MPS/FSS (see note 8)		does not require transfer
7	in the USAFR, discharged to accept a RegAF or USAFR appointment, and enters AD or EAD as an officer	AFPC/DPSIPV, 550 C Street West, JBSA-Randolph TX 78150-4721 within 5 calendar days after event (see notes 1 and 9)		is sent to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723, within 10 days after receipt of pull lists
8	in the USAFR, discharged to accept a USAFR appointment and does not enter EAD as an officer (see note 9)	the gaining MPS/FSS not later than 1 day before EDCSA, if the individual changes units. If not, no transfer is required	see Table A3.2	is kept by custodian and merged with officer MPerRGp
9	in the USAFR and discharged to enlist in the RegAF	AFPC/DPAOR, 550 C Street West, Randolph AFB, TX 78150-4721 (see notes 1 and 9)		is sent to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723, within 10 days after receipt of pull lists
	A	B	C	D

R U L E	If an individual is not on EAD and is	then the losing MPS/FSS sends the Documents to	and the Command Record Group is sent to	and the MPerRGp
10	in the ANG, discharged from the ANG and Reserve, and does not immediately reenlist in the ANG	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 through the Adjutant General of the appropriate state, Puerto Rico, Virgin Islands, Guam, or the District of Columbia within 5 calendar days after event (see notes 1, 3, 5 and 7)		is maintained at HQ ARPC/DPTARA
11	in the ANG, discharged from the ANG, but does not immediately reenlist and is transferred to ARPC	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 through the Adjutant General of the appropriate state, Puerto Rico, Virgin Island, Guam, or the District of Columbia within 5 calendar days after event (see notes 1, 3, and 5)	see Table A3.2	does not require transfer.
12	in the ANG, discharged, and enlists in the RegAF	AFPC/DPSIPV, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4721 through the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia within 5 calendar days after event (see notes 1, 4, and 10)		is sent to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723, within 10 days after receipt of pull lists.

R U L E	A	B	C	D
	If an individual is not on EAD and is	then the losing MPS/FSS sends the Documents to	and the Command Record Group is sent to	and the MPerRGp
13	in the ANG, discharged, and immediately reenlists in the ANG (same state)	be kept by the servicing MPS/FSS as applicable (see note 8)	see Table A3.2	is kept by custodian.
14	in the ANG, and discharged to accept a RegAF or ANG appointment, then enters AD or EAD as an officer	the gaining MPS/FSS (see notes 1, 4, and 10)		is sent to AFPC/DPSIRR, 550 C Street West, JBASA-Randolph TX 78150-4723, within 10 days after receipt of pull lists
15	in the ANG and discharged to accept an ANG appointment but does not enter EAD as an officer	the gaining MPS/FSS 1 day before EDCSA if the individual changes units. If not, no transfer is required (see note 11)		is kept by custodian and merged with officer MPerRGp
16	in the ANG and discharged for the purpose of immediate reenlistment in the ANG of another State	the servicing MPS/FSS, as applicable (see note 12)		does not require transfer.
R U L E	A	B	C	D
	If an individual is not on EAD and is	then the losing MPS/FSS sends the Documents to	and the Command Record Group is sent to	and the MPerRGp

17	an officer in ANG and is discharged or dismissed	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 through State Adjutant General within 5 calendar days after event (see note 3, 5 and 7)	the servicing MPS/FSS before effective date for presentation to officer	maintained at HQ ARPC/DPTARA
18	in the USAFR Senior ROTC program and does not complete requirements for appointment other than rule 21	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 within 5 calendar days of finalization	(nonexistent)	(nonexistent).
19	in the USAFR Senior ROTC program and is discharged to accept appointment on EAD as an officer	AFPC/DPSIPV, 550 C Street West, JBSA-Randolph AFB 78150-4712 with officer appointment package	(nonexistent)	(nonexistent).
20	in the USAFR Senior ROTC program and is discharged to accept appointment and is granted a delay of entry on EAD		(nonexistent)	(nonexistent)
21	in the USAFR Senior ROTC program and is a contract violator with an active duty service commitment	AFPC/DPSIPV, 550 C Street West, JBSA-Randolph AFB 78150-4712 within 5 calendar days of being finalized		
R	A	B	C	D

U L E	If an individual is not on EAD and is	then the losing MPS/FSS sends the Documents to	and the Command Record Group is sent to	and the MPerRGp
22	in the USAFR Senior ROTC program and is a contract violator who is recommended for discharge from the USAFR	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 within 5 calendar days of being finalized		

NOTES:

1. Manage personal clothing and equipment record group according to AFMAN 23-110.
2. Establish EDCSA according to AFMANs 36-2621 and 36-2622.
3. Military Treatment Facilities and Reserve Component Medical Units will disposition Service Treatment Records IAW current AF/SF policy. MPSs will no longer be involved in forwarding medical/dental records on personnel departing the Air Force. Questions regarding this policy/process should be directed to AFMOA/SGAT IAW AFI 41-210. For members being re-assigned to another unit, the MTF/RCMU is responsible for mailing the STR to the gaining MTF/RCMU.
4. For ANG: Send FRGp through appropriate Adjutant General's office. Also, mark envelope and transmit on AF Form 330 (see Table A5.2).
5. Include one copy of discharge order and NGB Form 22 (copy 3) in the FRGp. Forward one copy of discharge order and NGB Form 22 (copy 2) within 5 calendar days to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011.
6. Forward a copy of reassignment or discharge order to HQ ARPC/DPTARA.
7. HQ ARPC/DPT screens UPRGp according to attachment 2 before shipping to NPRC. Place any DD Forms 256AF, *Discharge Certificate, Honorable*, issued by HQ ARPC that are returned as "undeliverable" in the UPRGp.
8. Send original DD Form 4-1-2 and 1 copy of reenlistment order to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011, no later than 10 days within effective date.
9. Include one copy of discharge order in the FRGp.
10. Send the UPRG and Health Record Group in one package, each in its respective jacket, to include NGB Form 22, separation order and other related separation documents. Then transmit the entire package through the appropriate Adjutant General's office on AF Form 330.
11. Retain FRGp. Forward one copy of NGB Form 22 and one copy of the discharge order to NGB/A1P, 3500 Fletchet Ave., Joint Base Andrews, MD 20762 for inclusion in appointment package.
12. The gaining MPS must screen the FRGp immediately on receipt for: NGB Form 22, the administrative order effecting transfer to AFRes, original Standard Form 88 and 89 (old form) or 93, correspondence about the separation, DD Form 1966-1, and permanent documents not required in

the FRGp. (T-3) Staple the documents together with original DD Form 4-1-2 related permanent documents for new enlistment, and place in an envelope marked "MPerRGp Documents-Expedite." Send within 5 calendar days of the RNLTD to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011, for processing into ARMS.

Table A6.10. Disposition of Records of an Individual Placed in a Missing Status.

R U L E	A If an individual is placed in a missing status and the casualty categories of missing, missing in action (MIA), captured, detained, interned, beleaguered or besieged status while (see note 1)	B then the Documents is	C and the OCSRGp or ACRGp is	D and the MPerRGp
1	serving on EAD	held 7 calendar days and then forwarded to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 (see notes 2, 3 and 4)	held 30 calendar days and then forwarded to AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 using AF Form 330	continues to be maintained by AFPC/DPSIRR until a change in status requires other action
2	in the ANG as an officer not on EAD	held 30 calendar days and then forwarded to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 8011 (see note 3)	sent to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 within 30 calendar days after event	continues to be maintained by HQ ARPC/DPTARA until a change in status requires other action
3	in the USAFR not on EAD	held 30 calendar days and then forwarded to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 (see note 3)	sent to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 within 30 calendar days after event	continues to be maintained by HQ ARPC/DPTARA until a change in status requires other action.
4	in the ANG as an	held 30 calendar days	non-existent	

	airman not on EAD	and then forwarded to the Adjutant General of the appropriate state, Puerto Rico, Virgin Islands, Guam, and the District of Columbia for submission to HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011, to arrive within 20 calendar days		
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Refer to AFI 36-3002 for definition of missing, missing in action, captured, detained, interned, beleaguered or besieged status. 2. Hold the FRGp for an individual placed in a non-hostile missing only status while serving on EAD for 30 calendar days; then send to AFPC/DPSIRR. 3. Manage personal clothing and equipment record group according to AFMAN 23-110. Include the health record group and a copy of AF Form 2098 effecting the change in status with the FRGp. 4. All source documents not yet submitted for inclusion to FRGp should be sent directly to AFPC/DPSIRR. 				

Table A6.11. Disposition of Records - USAF Academy Preparatory School, USAF Academy, US Military Academy Cadet or Midshipman Selectee, Disenrollee, and Graduates.

R U L E	A	B	C	D	E
	If an individual	to attend the	and individual is	then the eUPRG is transferred to the losing custodian to (see note 1)	and the MPerRGp
1	in the Regular AF is selected	USAF Academy Preparatory School	reassigned PCS	MPS/FSS Customer Service, HQ USAFA, 5163 Eagle Drive, Suite K102, USAF Academy, CO 80840-2608	does not transfer
2	in the USAFR is selected		ordered onto EAD		is maintained at AFPC/DPSIRR, 550 C Street West, JBSA-Randolph AFB, TX 78150-4723
3	in the Regular AF is selected	USAF Academy	released from AD	HQ USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3C24, Colorado Springs, CO 80840-8720 (see note 2)	does not transfer
4	in the USAFR is selected		lost from USAFR strength		
5	in the Regular AF is selected	US Military or Coast Guard Academy	released from AD	MPS/FSS Customer Service, 66 MSSQ, 45 Arnold Street, Hanscom AFB MA 01731-2134 (see note 2)	
6	in the USAFR is selected		lost from USAFR strength		

R U L E	A	B	C	D	E
		If an individual	to attend the	and individual is	then the eUPRG is transferred to the losing custodian to (see note 1)
7	in the Regular AF is selected	US Naval Academy	released from AD	MPS/FSS Customer Service, 1100 MSSQ, Bldg 20, Room 321, Bolling AFB, DC 20332-5000 (see note 2)	
8	in the USAFR is selected		lost from USAFR strength		
9	completes the USAF Academy Preparatory School and is selected	USAF Academy	released from AD	HQ USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3C24, Colorado Springs, CO 80840-8720 (see note 2)	
10		US Military or Coast Guard Academy	released from Regular Air Force	MPS/FSS Customer Service, 66 MSSQ, 45 Arnold Street, Hanscom AFB MA 01731-2134 (see note 3)	does not transfer
11		US Naval Academy		MPS/FSS Customer Service, 1100 MSSQ, Bldg 20, Room 321, Bolling AFB, DC 20332-5000 (see note 2)	

R U L E	A	B	C	D	E
	If an individual	to attend the	and individual is	then the eUPRG is transferred to the losing custodian to (see note 1)	and the MPerRGp
12	is eliminated from the USAF Academy Preparatory School or disenrolled from the Academy Cadet or Midshipman Corps	NA	reassigned	servicing MPS	
13			discharged	AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723 (see note 3)	is maintained at AFPC/DPSIRR if discharge is after 1 Oct 2004. Discharge prior to 1 Oct 04, sent to NPRC, 1 Archives Drive, St Louis MO 63138-1002
14	is eliminated from the USAF Academy Preparatory School		released from EAD	HQ ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 (see note 3)	is maintained at AFPC/DPSIRR if discharge is after 1 Oct 04. Discharge prior to 1 Oct 04, sent to ARPC/DPTARA, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB, CO 80011

	A	B	C	D	E
R U L E	If an individual	to attend the	and individual is	then the eUPRG is transferred to the losing custodian to (see note 1)	and the MPerRGp
15	completes Cadet or Midshipman status		discharged from Cadet or Midshipman status and is commissione d into the Officer Corps (see note 1)	servicing MPS/FSS	is sent to AFPC/DPSIPS, 550 C Street West, JBSA- Randolph TX 78150- 4712 (see note 4).

NOTES:

1. HQ USAFA/DPYQA prepares a new AF Form 10.
2. Maintain the FRGp until individual is disenrolled or is commissioned.
3. Customer Service (Prep School Eliminees)DPYQD (disenrolled cadets) screens the UPRG and removes permanent documents according to paragraph 2.11 and Attachment 2. On completion of the screening process, send permanent documents to the appropriate record custodian.
4. When applicable, combine the officer MPerRGp received from HQ USAFA/DPYQA with the enlisted MPerRGp.

Attachment 7
CHANGING RECORDS

Table A7.1. Correcting SSN in Records.

R U L E	A	B	C
	If a duplicate or erroneous SSN requires verification for a (note 1)	then MPS/FSS, Customer Service, sends an explanatory letter with a copy of Airman's SSN to (note 2)	and AFPC or ARPC, when warranted,
1	person on EAD	AFPC/DPSIRP, 550 C Street West, JBSA-Randolph, TX 78150-4721	corrects the MHRR in MilPDS; sends copy of computer-generated RIP to custodians of the Officer Command Selection Record (OCSR), OSR or NSR and MPS/FSS Customer Service when applicable, (see note 3) and to interested government agencies (see note 4).
2	USAFR or ANG airman or officer not on EAD or an airman or officer on USAF Reserve Retired List (awaiting pay)	HQ ARPC/DPT, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011	
3	person on the temporary disability retired list (TDRL)	AFPC/DPSIRP, 550 C Street West, JBSA-Randolph AFB, TX 78150-4721	prepares and distributes AF Form 281; updates MilPDS
4	retired member (other than TDRL)		prepares and distributes AF Form 281; updates MilPDS

NOTES:

1. Do not correct records of former Airmen unless evidence proves the SSN used while serving with the Air Force was incorrect or erroneously recorded.
2. Airmen not serviced by an MPS apply directly to the activity specified.
3. MPS, Customer Support Element coordinates the RIP with custodians of the eUPRG, health record group, dental group, individual flight record, personal clothing and equipment record group, security police, education office, driver's licensing office, and the unit of assignment or attachment (reproduce copies if needed).
4. Use the actual AF Form 281 in place of the computer generated AF Form 281, when necessary. HO3 and HLP Personnel Transaction Identifiers (PTI) for the appropriate files.

Table A7.2. Evidence Required to Change or Correct Name.

R U L E	A	B
		If request is to correct name is
1	due to change by court-order, decree, or to comply with local state law	a certified copy of the court order or decree or evidence of compliance with state law regarding changes of name in state where individual is located (see note 3).
2	as a result of marriage or dissolution of marriage	the original or certified copy of marriage certificate or final divorce or annulment decree.
3	by adding or deleting a designation or middle name	a statement giving a legitimate reason for the change, such as death of a father or birth of a son.
4	at time of naturalization	the naturalization certificate or Department of Justice statements showing correct name (note 4).
5	that it was erroneously recorded (see note 5)	a statement of circumstances and the original or certified copy of a public record, birth or baptismal certificate, etc.
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Airmen not serviced by an MPS furnish documents directly to the custodian indicated in Table A7.3, rules 2 through 5. 2. If there is reasonable doubt as to whether the evidence submitted is acceptable to effect a name change with the SSA, the Chief, Customer Support or Noncommissioned Officer in Charge (NCOIC), Customer Service, may require the member to show a SSN card with the new name before authorizing a name change in the military records. 3. Refer questions as to compliance with state law to the servicing Staff Judge Advocate of the activity concerned. 4. Reproduction of a naturalization certificate is a federal offense under Title 18, U.S.C., 1426, punishable by a severe fine or imprisonment or both. 5. Correcting a name that has been transposed, for example, Stanley, Joseph to Joseph, Stanley, or making a minor spelling correction, for example Michael to Micheal, requires only the Airman's statement. 		

Table A7.3. Name Changes.

R U L E	A	B	C	D
	If member is (Do not correct records of former Airmen to show name changes occurring after discharge).	member submits supporting documents (see Table A7.2) to (note 1)	who	and on receipt of AF Form 281
1	on EAD	the Chief, Customer Support of the MPS/FSS (may be delegated to Staff Sergeant and above or GS-5 and above)	updates MilPDS to change name and produce the computer-generated RIP; sends a copy of the AF Form 281 to the OCSR custodian; forwards a copy of the RIP to HQ AFPC/DPSIRR to file in eUPRG	HQ AFPC/DPSIRP forwards a copy to the Federal Bureau of Investigation (FBI), Identification Division, Washington DC 20537-9700 (see note 2)
2	in the ANG or USAFR (other than those under rule 3)			AFPC/DPSIRR for processing into ARMS (see note 2)
3	in the USAFR nonaffiliated Reserve section (NARS); inactive status list Reserve section (ISLRS); obligated Reserve section (ORS); nonobligated-nonparticipating ready Reserve personnel section (NNRPS); or retired Reserve	HQ ARPC/DPT, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 (see note 3)	updates MilPDS to change the name and produce the computer generated AF Form 281; files a copy in the MHRR and forwards a copy to the member	
4	TDRL	AFPC/DPSIRP, 550 C Street West, JBSA-Randolph TX 78150-4721 (see note 3)	prepares and distributes the AF Form 281 and updates MilPDS	DPSIRP changes the MHRR and DPSIRP files AF Form 281 in the MHRR.

R	A	B	C	D
U L E	If member is (Do not correct records of former Airmen to show name changes occurring after discharge).	member submits supporting documents (see Table A7.2) to (note 1)	who	and on receipt of AF Form 281
5	retired (other than TDRL)		prepares and distributes the AF Form 281 and updates MilPDS	If retired prior to 01 October 2004, then NPRC changes MHRR and files AF Form 281 in MHRR. If retired on or after 01 October 2004, then AFPC/DPSIRP changes MHRR and files AF Form 281 in MPerR.
6	contract AFROTC (after enlistment and before commissioning)	AFROTC detachment	updates the MPerR; prepares and distributes special orders according to AFI 33-328; sends a copy of the order to (see note 4): AFROTC/RRFP; the Defense Investigation Service, HQ USAF/AFSCO, and AFPC/DPSIRP	

NOTES:

1. Member should submit application to the SSA as soon as possible to ensure FICA contributions continue to be credited to Airman's account.
2. Send a copy of AF Form 281 to HQ AFLSA/JAEC, Bldg 5683, Washington, DC 20330-6128 for all legal officer name changes.
3. Instruct member to submit SS Form 5 directly to the nearest SSA district office.
4. AFROTC sends copies of special orders to the Federal Bureau of Investigation (see rule 1D). The AFROTC data system generates BRU 400 to update the HAF record.

Table A7.4. Evidence Required to Correct Date and Place of Birth.

R	A	B	C
U L E	If request is to correct date and (or) place of birth for	then the member furnishes MPS/FSS, Customer Support, or HQ ARPC/DPSC1, Customer Service Branch (see note 1)	and the Chief, Customer Support (may be delegated to SSgt and above or GS-5 and above)
1	U.S. citizen born in the United States or one of its possessions	the original or certified copy of birth certificate on file with the office of vital statistics of the state or U.S. possession in which the member was born	verifies the correct date and place of birth, corrects the date of birth (see Table A7.5), or furnishes a statement verifying place of birth (see Table A7.6) and returns documents to member.
2	U.S. citizen born in a foreign country	a certificate or statement verifying the date and place of birth furnished by the U.S. Consular office or the service hospital where the member was born	
3	naturalized citizen	the original or certified copy of a certificate from the <u>Immigration and Naturalization Service</u> verifying the date and place of birth (see note 2)	
NOTES:			
1. Airmen not serviced by a MPS/FSS need to apply directly to the custodian indicated in Table A7.5, rules 2 and 3.			
2. Reproduction of a naturalization certificate is a federal offense under Title 18, U.S.C., Section 1426, punishable by a severe fine or imprisonment or both.			

Table A7.5. Correction to Date of Birth.

R U L E	A	B	C	D
	If member requesting correction is	then the member submits evidence required in Table A7.4 to	who (see note 1)	and on receipt of AF Form 281
1	on EAD	the MPS/FSS Chief, Customer Support (may be delegated to SSgt and above)	updates MilPDS to correct the date of birth, produces a computer-generated RIP, and distributes copies to: the unit of assignment, and other record-keeping custodians for correction of their records	
2	in the ANG or USAFR (other than rule 3)			AFPC/DPSIRR for processing into ARMS.
3	in the USAFR nonaffiliated Reserve section (NARS), inactive status list Reserve section (ISLRS), obligated Reserve section (ORS), nonobligated nonparticipating ready personnel section (NNRPS); retired Reserve (other than rule 4)	HQ ARPC/DPT, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011	updates the MilPDS and prepares AF Form 281 (see note 2)	AFPC/DPSIRR for processing into ARMS.
4	on TDRL	AFPC/DPSIRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721	prepares and distributes AF Form 281 and updates the MilPDS (see note 2)	AFPC/DPSIRP changes the MperR and Files the AF Form 281 in MPerR.
R U L E	A	B	C	D
	If member requesting correction is	then the member submits evidence required in Table A7.4 to	who (see note 1)	and on receipt of AF Form 281

5	retired with pay (other than TDRL)	AFPC/DPSIRP, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721	prepares and distributes AF Form 281 and updates the MilPDS	If retired prior to 1 Oct 04. Then NPRC changes the MPerR and files the AF Form 281 in the MperR. If retired on or after 1 Oct 04 then AFPC/DPSIRP changes the MPerR and files AF Form 281 in MPerR.
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NOTES:

1. The MPS/FSS or MPerR custodian advises Airmen to take completed SS Forms 5 and supporting documents to the nearest district office for correction of its records.
2. Use the actual AF Form 281 in place of computer generated AF Form 281, when necessary.
3. Do not correct records of former members unless evidence proves the date of birth used while serving with the Air Force was erroneously recorded.

Table A7.6. Correction of Place of Birth.

R U L E	A	B	C	D
	If member is	then the	and when correction is warranted (see note 2)	and the servicing MPS/FSS, Customer Service,
1	an officer or airman on EAD	MPS/FSS, Customer Service, reviews and verifies appropriate documents and updates the MilPDS which generates an AF Form 281	AFPC files the MilPDS-generated AF Form 281 in the MPerR	distributes MilPDS-generated AF Form 281 copies to unit of assignment, the dental record, the clothing and equipment record group custodians, the driver's licensing office, and security police for necessary correction of their records.
2	an officer or airman in retired pay or TDRL status	member forwards documentation as required by Table A7.4 column B	AFPC corrects the MPerR, prepares AF Form 281, files the original in the MPerR	
3	a USAFR or ANG officer or airman (see note 1)	MPS/FSS, Customer Service, forwards the request to HQ ARPC/DPSC1, 6760 E Irvington Place, Denver, CO 80280-3800	ARPC updates MilPDS, prepares AF Form 281, updates the MPerR, files the original in the MPerR, and distributes copies to MPS/FSS, Customer Service, or the individual (if assigned to PAS S7XXXXXX), the OCSR custodian, HQ ARPC/DPTARA for processing into ARMS	on receipt of the authenticated AF Form 281: distributes copies to the eUPRG custodian, the health record group, the dental record, and clothing and equipment record group custodians for necessary correction of their records.

NOTES:

1. USAFR Airmen assigned to ORS, NARS, NNRPS, ISLRS, or Retired Reserve forward requests to ARPC/DPSC1.
2. Place of birth of USAFR Airmen is not updated in MilPDS, except for AFROTC projected

officer gains (Record Status 66); these are updated by Air University.

Table A7.7. Changing Citizenship Status.

R U L E	A	B	C	D
	If member requesting correction is	then the member furnishes MPS/ FSS Customer Support Element or HQ ARPC/DPSC1	and MPS/ FSS Customer Support Element	and when correction is warranted the member must
1	an officer on EAD	a certificate of naturalization or citizenship (see note 1)	will update MilPDS once member obtains citizenship / or update system when proper documentation is provided if the system is not updated properly. Update procedures for citizenship is reflected in AFCSM 36-699V1.	initiate the application for Correction of Military Records, DD Form 149
2	a USAFR or ANG officer not on EAD			
3	enlisted			
<p>NOTES:</p> <p>1. Reproduction of naturalization or citizenship certificate is a federal offense under Title 18, U.S.C., 1426, punishable by a severe fine or imprisonment or both.</p>				

Attachment 8
ACCESSING RECORDS

Table A8.1. Who is Authorized Routine Access to MPerRs.

R U L E	A	B	C
	If user is assigned to the	then access is (See Note 1 & 2)	for the record components shown
1	Secretary of Defense, Deputy Secretary of Defense, Joint Chiefs of Staff, Secretary of the Air Force, Chief of Staff of the Air Force, Vice Chief of Staff of the Air Force, HQ USAF/ Deputy Chief of Staff for Personnel or AFPC	unrestricted	MPerRs: all components, all grades.
2	HQ USAF/DCSs and equivalent level staff offices	authorized for purposes of procurement, education and training, classification, assignment, promotion, investigations and security, medical history, career status, separation and retirement, casualty, compensation, sustainment, inter- component transfer	MPerRs: airman basic through CMSgt and 2 nd Lt through Lt Colonel, selection record only (see note 3).
3		authorized for purposes of individual assignment action, selection action or review boards convened at HQ USAF	colonel and colonel-selectee selection records (see note 4); general OSRs (see note 5).
4	Assistant Chief of Staff, Intelligence	authorized when required for special security investigations.	MPerRs, all components, all grades (notes 4 and 5).
5	SAF/IG or AFOSI	authorized when required to conduct official inspections and investigations	
6	Selection Board Secretariat	authorized when required for promotion boards	colonel selection records (see note 4); general OSRs (see note 5).

R U L E	A	B	C
	If user is assigned to the	then access is (See Note 1 & 2)	for the record components shown
7	HQ USAF Recruiting Service (HQ USAFRS)	authorized when needed to answer: congressional inquiries, civilian source inquiries, complaints, command interest reports, or other high-level inquiries regarding contractual obligations	MPerRs: airman basic through CMSgt; 2d Lt through Lt Colonel (selection record only); general officers, colonels and colonel-selectees (see notes 4 and 5).
8	MAJCOM DCS/Personnel	authorized when needed to make personnel management decisions on Airmen assigned to or projected for assignment to the respective command (see note 6)	
9	Headquarters Air Force Reserve, Robins AFB GA	authorized for the purpose of evaluating applicants for the Air Reserve Technician Program, authorized to make personnel management decisions on Airmen assigned to or being considered as a member of the Air Force Reserve (both from a MAJCOM and a Component level)	MPerRs: airman basic through CMSgt; for 2d Lt through Lt Colonel (selection record only); general officers, colonels and colonel-selectees (see notes 4 and 5).
10	ARPC	authorized to make personnel management decisions on Airmen assigned to the Air Force Reserve; and other records maintained by ARPC.	
11	National Guard Bureau, Senior Officer Management Branch (NGB/DPG); National Guard Bureau, Special Actions Branch (NGB/DPE) and Force Management Division (NGB/A1P)	authorized to make personnel management decisions on Airmen assigned to or projected for assignment to the ANG	
12	US Army, Navy, Marine Corps and Coast Guard	authorized for the purpose of processing an interservice transfer	

R U L E	A	B	C
13	If user is assigned to the NPRC	then access is (See Note 1 & 2) authorized in response to a requester (Vet, Retiree, NOK) or routine record user (FBI, FAA, VA, NCIS, etc.), on members who were in service prior to 1 October 2004 who are retired, were discharged or deceased	for the record components shown MPerRs: all components, all grades.

NOTES:

1. In accordance with DoD 5400.11R, the requester has a need for the record in the performance of his or her assigned duties. The requester shall articulate in sufficient detail why the records are required so that the custodian of the records may make an informed decision regarding their release. Rank, position, or title alone does not authorize access to personal information about others.
2. ARMS is the final approval/disapproval authority for access.
3. Specific justification is required if other than the selection record fiche is requested.
4. Access to colonel MPerRs, EAD and non-EAD, requires the approval of AF/DPO or AFRC/DPO respectively.
5. Access to general officer MPerRs requires the approval of AFSLMO.
6. Requests for MPerRs on personnel not assigned to or projected for assignment to the user's command must be forwarded to AFPC/DPSIRP for processing.

Table A8.2. How to Request MPerRs.

R U L E	A	B	C	D	E
	If record custodian is	and record component is		and request procedures are	
		paper	electronic	routine, contact the following	emergency, call
1	AFPC/DPPBR	X	N/A	AFPC/PBR 550 C Street West, Suite 5, Randolph AFB, TX 78150-4707 (note 1)	DSN: 665-2353 or (210) 565-2353.
2	AFPC/DPSIRP	X	X	AFPC/DPSIRR, 550 C Street West, JBSA-Randolph TX 78150-4723	665-2450/2451 or (210) 565-2450/2451.
3	HQ USAF/DPO	X	N/A	HQ USAF/DPO, 1040 Air Force Pentagon, Suite 5C431, Washington DC 20330-1040	DSN: 223-8496.
4	ARPC	X		(see note 1).	N/A
5			X	ARPC/DPT, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011	1-800-525-0102
6	NPRC	X	X	NPRC, 1 Archives Drive, St. Louis, MO 63138-1002 (see note 2)	(314) 801-0800
7	AFSLMO	X	N/A	AFSLMO, 1215 Jefferson Davis Hwy, Ste 1002, Arlington VA 22202-4343	DSN: 664-8147 or (703) 604-8147
8	USAFA	X	N/A	USAFA/DPYQA, 2360 Vandenberg Drive, Suite 3c24, USAF Academy, CO 80840-8720	DSN: 259-2082 or (719) 472- 2082.
NOTES:					

1. These records are generally not loaned outside of AFPC or ARPC unless authorized by AFPC/CC or CD, or ARPC/CC or CV, respectively. AFPC users should refer to AFPCI 36-2; ARPC users should refer to ARPCR 45-15.
2. For members who were retired, discharged or died in service prior to 1 October 2004.