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Personnel

**MILITARY PERSONNEL RECORDS
SYSTEMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*, and is consistent with Department of Defense Instruction (DoDI) 1336.08, *Military Human Resource Records Life Cycle Management*. It applies to Department of the Air Force (DAF) civilian employees and uniformed members of the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR) and Air National Guard (ANG). (**Note:** All reference to US Air Force-specific terminology also applies to the DAF, including the USSF, or to the USSF equivalent, as appropriate. For example, references to Airmen also apply to Guardians. Air Staff roles and responsibilities also apply to the equivalent Office of the Chief of Space Operations (informally referred to Space Staff) office. Space Force field commands should refer all policy and procedure questions to the equivalent Space Staff office.) This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC) Section 9013, Secretary of the Air Force, and Executive Order (EO) 9397, Numbering System for Federal Accounts Relating to Individual Persons. The applicable System of Records Notice, F036 AF PC C, Military Personnel Records System, is available at <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using DAF

Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This AFI may be supplemented at any level; all major command (MAJCOM) or field command (FLDCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. 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 DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1, 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 alternatively, to the requestor’s commander for non-tiered compliance items. Compliance with Attachments **2, 3, 4, 5, 6** and **7** in this publication is mandatory.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include the removal of references to Letters of Reprimand (LORs) when referring to Senior NCO Selection Records. A margin bar (|) indicates newly revised material. Further, this publication has been redesignated as a DAFI to incorporate the USSF.

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Chapter 1

MILITARY PERSONNEL RECORDS SYSTEMS

1.1. Management Controls.

1.1.1. Storage. Record custodians ensure secure documents in a locked area or container when access is not under the direct control of a person. **(T-3)**.

1.1.2. Maintenance. Record custodians ensure set up and enforce administrative and physical safeguards for accessing the Electronic Unit Personnel Record Groups. **(T-3)**.

1.1.3. Military personnel records are "Controlled Unclassified Information" in accordance with Department of Defense Manual (DoDM) 5400.07_Air Force Manual (AFMAN) 33-302, *Freedom of Information Act Program*.

1.1.4. Refer to DoDM 5400.07_AFMAN 33-302 and AFI 33-332, *Air Force Privacy and Civil Liberties Program*, for procedures for disclosing information in unclassified military personnel records.

1.1.5. Penalties. Record custodians inform users that the Privacy Act of 1974 (Title 5 USC 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. **(T-3)**.

1.2. 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:

1.2.1. Electronic Master Personnel Record Group. This group contains military service-specific information and/or data related to a service member's career that is resident in all systems of record and authoritative sources with respect to a member's time in service.

1.2.2. Electronic Unit Personnel Record Group. This group contains a subset of military service-specific information contained in the Electronic Master Personnel Record Group viewable by the member and his or her chain of command.

1.2.3. Electronic Officer Selection Record. This group contains all officer performance reports, citations for decorations, and any required adverse documentation outlined in [paragraph 2.2.2.3](#).

1.2.4. Electronic Senior Noncommissioned Officer (NCO) Selection Record. This group contains all enlisted performance reports, citations for decorations, and any derogatory information the senior raters decide to file as described in [paragraph 2.2.3](#).

1.3. System Objectives. The purposes of the system are:

1.3.1. 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.

1.3.1.1. Support personnel managers, commanders, and supervisors as they manage Air Force personnel.

1.3.1.2. Maintain documents to support the Military Personnel Data System (MilPDS).

1.3.1.3. Provide procedures for managing records.

1.3.2. These records are pre-archival and are retained for 62 years after discharge, retirement, or death in service, then transferred to National Personnel Record Center (NPRC) for permanent storage and servicing.

Chapter 2

CREATING AND MANAGING MILITARY PERSONNEL RECORDS

2.1. Roles and Responsibilities. This paragraph describes the overall roles and responsibilities of the Personnel Record Custodians. Additional roles and responsibilities are included and listed within the respective sections throughout this AFI.

2.1.1. Electronic Master Personnel Record Custodians (designated by position). Set-up and enforce administrative procedures and physical safeguards for the Electronic Master Personnel Record Group.

2.1.2. Filing and Disposing of Documents. See [Attachment 2](#).

2.2. Creating Military Personnel Records. Electronic Master Personnel Record Group. A document in the Electronic Master Personnel Record Group may be the original or the designated copy, and may be the only existing copy. Ensure clear, distinct, and legible documents are sent to the Air Force Personnel Center (AFPC) Military Records Section (DP1ORM) for processing into the Automated Records Management System (ARMS). Each document is required to contain a complete social security number (SSN). **(T-3)**. 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, such as their SSN, redacted before placement in official records. AFPC, or Air Reserve Personnel Center (ARPC) maintains the Electronic Master Personnel Record Group on all members who have not separated or retired while having a military status. **(T-3)**. See [Table A3.2](#) located at [Attachment 3](#) for custodians of the Electronic Master Personnel Record Group.

2.2.1. Electronic Unit Personnel Record Group (eUPRG). The Electronic Unit Personnel Record Group is located in ARMS and the Personnel Records Display Application (PRDA). See [Table A3.1](#) located at [Attachment 3](#) for custodians of the eUPRG.

2.2.2. Electronic Officer Selection Record Group (eOSR). This record is kept in electronic media. The Automated Records Management System files the following in the Electronic Officer Selection Record Group.

2.2.2.1. All officer performance reports are arranged chronologically with the most recent report on top. An AF Form 77, Letter of Evaluation, may be placed in the record due to missing officer performance reports or gaps in dates according to DAFI 36-2406, *Officer and Enlisted Evaluations Systems*.

2.2.2.2. Citations for Decorations. Place citations for all awarded decorations listed in AFMAN 36-2806, *Awards and Memorialization Program* (or equivalent from another military service). Use a copy of the special order that awarded the decoration only if a citation is missing. If a citation does not identify the award, file a copy of the special order that awarded the decoration immediately below the citation.

2.2.2.3. Required Adverse Documents.

2.2.2.3.1. Any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation or inquiry, regardless of whether command action was taken as a result. This may include, but is not limited to, commander directed, Inspector General, and equal opportunity investigations. In those cases where written command

action was not taken, the substantiated findings are filed in the officer selection record (OSR) via a memorandum for record capturing the details of the investigation, findings, and rationale for no command action taken. **(Note:** Investigations conducted by certain authorities, such as Security Forces [SF] or the Office of Special Investigations, neither substantiate nor refute allegations. Consequently, the investigative findings are not considered adverse information, in and of themselves. However, command action taken as a result of information presented in an SF or the Office of Special Investigations report of investigation is considered adverse information and are filed in the OSR if a Letter of Admonishment or higher was issued). **(T-0).**

2.2.2.3.2. Court-Martial Order or Entry of Judgment, as applicable. **(T-0)**

2.2.2.3.3. Nonjudicial punishment pursuant to Article 15, *Uniform Code of Military Justice* (UCMJ). **(T-0).**

2.2.2.3.4. Letter(s) of Reprimand (LORs). **(T-0).**

2.2.2.3.5. Letter(s) of Admonishment (LOAs). **(T-0).**

2.2.2.3.6. Notice of Relief of Command (for cause). **(T-0).**

2.2.2.3.7. Letter(s) of Counseling related to substantiated finding or conclusion from an officially documented investigation or inquiry. **(T-0).**

2.2.2.3.8. **(Added)** Developmental Education (DE) Removal (for cause).

2.2.2.4. Review of the eOSR. Individuals may verify contents by viewing documents in PRDA.

2.2.3. Electronic Senior Noncommissioned Officer Selection Record. This record is kept in electronic media. The following documents are stored in the electronic senior noncommissioned officer selection record group.

2.2.3.1. All enlisted performance reports (EPRs) in the last five years. Reports are arranged chronologically with the most recent report on top. An AF Form 77 may be placed in the record due to missing EPRs or gaps in dates according to DAFI 36-2406.

2.2.3.2. Citations for Decorations. Place citations for all awarded decorations listed in AFMAN 36-2806 (or equivalent from another military service). Only if a citation is missing, use a copy of the special order that awarded the decoration, or if a citation does not identify the award, file a copy of the special order that awarded the decoration immediately below the citation.

2.2.3.3. Optional Documents.

2.2.3.3.1. Nonjudicial Punishment. Nonjudicial punishments received after promotion to master sergeant may be filed in the electronic senior noncommissioned officer selection record. Nonjudicial punishments are retained in the selection record for two years or one promotion board, whichever occurs first. **(T-3).**

2.2.3.3.2. Court-Martial. Records of courts-martial, DD Form 2707-1, *Department of Defense Report of Result of Trial*, may be filed in the electronic senior noncommissioned officer selection record. **(T-3).**

2.2.3.3.3. DELETED.

2.2.3.4. Review of the Selection Record. Individuals may verify contents by viewing documents in PRDA.

2.3. Record and Data Review Procedures. Personnel will receive a system-generated email notification on their birthday advising them to review the Records Review Application in virtual Military Personnel Flight (vMPF).

2.4. 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 may be brought to the attention of the OPR listed in **Table A2.1**, Column A, located at **Attachment 2**. Documents and forms that become obsolete, re-titled, renumbered, or replaced remain in the record folder until normal disposition as shown in **Table A2.1**, Column E, located at **Attachment 2**.

2.5. Managing Individual Documents . **Table A2.1** identifies where to file authorized documents in records.

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

2.5.2. Lost or Misfiled Documents. When missing documents on RegAF officer or enlisted Airmen are located, send them to AFPC/DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4723. For documents that are misfiled, send an email to arms.inquiries@us.af.mil, provide name, complete SSN, document identification, and date of document. Forward permanent documents on separated officer or enlisted Airmen to AFPC/DP1ORM. In the case of separated officer or enlisted Airmen, temporary documents may be destroyed in accordance with the AF Records Disposition Schedule in AFRIMS.

2.5.3. When a prior or non-prior service individual enlists in the United States Air Force Reserve (USAFR) or ANG, the servicing FSS/MPF incorporates the individual into the MilPDS strength.

2.6. Review by the Individual . Individuals may review their Electronic Unit Personnel Record Group through PRDA. Other DoD personnel, for appropriate official use purposes, may review the record of an individual (e.g., Air Force Office of Special Investigations (AFOSI) and Inspector General for investigative purposes or servicing legal office for disciplinary and administrative purposes, etc.).

2.6.1. Officer and enlisted Airmen may review their Electronic Personnel Record Group at any time by going through the AF Portal or AFPC Secure.

2.6.2. A rater may review and make notes regarding any information in a subordinate's Electronic Personnel Record Group. Individuals in performance of their official duties may have copies of an individual's records. **(T-3)**.

2.6.3. An individual in the chain of command or completing an administrative function (e.g., MPF, designated by the commander, servicing legal office, 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 Electronic Personnel Record Group. Individuals in performance of their official duties may have copies of an individual's records. **(T-3)**.

2.6.4. An individual granted the “agent” role by a senior rater or commander, or an individual granted the “mentor” role by an officer or enlisted Airman, may make notes regarding evaluations and decorations in a subordinate’s Electronic Unit Personnel Record Group.

2.7. Disclosing Information from Military Personnel Records . Account for disclosures according to DoDM 5400.07_AFMAN 33-302, and AFI 33-332. 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 DoDM 5400.07_AFMAN 33-302, AFI 33-332 and AFI 51-301, *Civil Litigation*.

Chapter 3

HANDLING COMMANDER'S OR SUPERVISOR'S ASSIGNED PERSONNEL INFORMATION FILE.

3.1. General Information . The discretion for the personnel information file is solely up to the unit commander for creation and maintenance. Set up the personnel information file using the AF Form 10A, *Personnel Information File, Record of Performance: Officer Command Selection Record Group*. Keep the personnel information file current, correct in content, and safeguarded to ensure the information is not misused or unauthorized access occurs. **(T-3)**.

3.2. Record Content. Personnel information files are mandatory for officers who receive Letters of Admonishment or Letters of Counseling which are not filed in their Unfavorable Information File. In determining what, if any, changes to make regarding what to file or not to file, such as routine correspondence maintained elsewhere in a personnel information file, commanders are strongly encouraged to seek the advice of their servicing legal office in order to preserve their critical command options in military justice (disciplinary) and administrative quality force actions. Enlisted performance reports and officer performance reports cannot be maintained in the personnel information file. **(T-3)**.

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

3.4. Record Access . A member may gain access to his or her personnel information file per AFI 33-332. The personnel information file contents are made available for commanders, raters, first sergeants, senior raters, AFOSI, and servicing legal office personnel as warranted. The release and review of the personnel information file contents in these instances are for "official business" or "routine use" in accordance with AFI 33-332. **(T-3)**.

3.5. Retaining and Disposing . Guidance is provided in accordance with the 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 SSN is entered on all records requiring a numerical identifier.

4.2. Resolving SSN Discrepancies . If the number on an officer or enlisted Airman's SSN card conflicts with the Military Human Resource Record (MHRR) in MilPDS, the FSS/MPF customer service section follows the directions in [Table A4.1](#), located at [Attachment 4](#), to resolve the issue.

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

4.3.1. The name that appears on the appointment memorandum or DD Form 4-1AF, *Enlistment/Reenlistment Document-Armed Forces of the United States*, is the official name in Air Force files until changed under this instruction.

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

(ANG Only) Utilize the member's full middle name when updating MilPDS. If member does not have a middle name, leave this field blank. Do not use NMI or NMN.

4.3.3. Changing Name. The requesting member submits the evidence required by [Table A6.2](#), located at [Attachment 6](#), to the office designated in [Table A6.3](#), Column B, located at [Attachment 6](#). Action agencies act as outlined in [Table A6.3](#), Columns C and D, located at [Attachment 6](#). Members and former members may apply for a name change to the AF Board for Correction of Military Records (BCMR) after all other avenues for relief have been exhausted, and the member is unsuccessful in having his or her name changed.

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

4.4.1. Correcting Date and Place of Birth. Officer or enlisted Airmen present supporting evidence required by [Table A6.4](#), Column B, located at [Attachment 6](#). The FSS/MPF and MHRR custodians act as outlined in [Table A6.5](#) and [Table A6.6](#), located at [Attachment 6](#).

4.4.2. Changing Citizenship Status. Officer or enlisted Airmen submit supporting documentation required in [Table A6.7](#), Column B, located at [Attachment 6](#). The FSS/MPF and MHRR custodians act as outlined in [Table A6.7](#), columns C and D, located at [Attachment 6](#). (ANG Only) Utilize the member's full middle name when updating MilPDS. If member does not have a middle name, leave this field blank. Do not use NMI or NMN.

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

Chapter 5

ACCESSING AIR FORCE MILITARY HUMAN RESOURCE RECORD (MHRR)

5.1. 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. The AFPC Airman Support Branch (AFPC/DP3SA) is the final approval authority for access. Routine access offices are shown in **Table A5.1**, located at **Attachment 5**. Other DoD offices may be permitted access as approved by AFPC/DP3SA. Users have the responsibility to provide adequate justification for receipt of records and shall show a valid need to review or obtain information from them in the course of official duties. **(T-3)**.

5.2. Safeguarding MHRRs. Protect copies of paper and microfiche MHRRs, on-line access and hard copy output of military personnel file records according to AFI 33-322.

5.3. 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. Unauthorized disclosure of “For Official Use Only” information may result in disciplinary action.

5.4. How to Establish Routine Access to MHRRs. All activities or persons, not listed in **Table A7.1**, located at **Attachment 7**, requiring routine access to the MHRRs maintained at AFPC submit request to AFPC Military Sustainment Operations Section (DP2SSM), 550 C Street West, JBSA-Randolph 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.

5.4.1. AFPC/DP2SSM approve requests for access to MHRRs maintained at the National Personnel Records Center (NPRC), St Louis, Missouri, by any activity not listed in **Table A5.1**, located at **Attachment 5**. Forward such requests by memorandum to AFPC/DP2SSM, 550 C Street West, JBSA-Randolph TX 78150-4721.

5.4.2. The request is signed by:

5.4.2.1. For AFPC offices, the division chief or equivalent level for submission to AFPC/DP2SSM.

5.4.2.2. For offices outside AFPC, a division chief or equivalent level.

5.4.3. Submit a revised memorandum request to AFPC/DP2SSM when adding or deleting designees.

5.5. How to Request MHRRs.

5.5.1. AFPC and ARPC users request access through ARMS.

5.5.2. All others see **Table A7.2**, located at **Attachment 7**.

Chapter 6

ARTICLE 15, RECORD OF NONJUDICIAL PUNISHMENT, PROCEDURES

6.1. 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 electronic senior noncommissioned officer selection record for applicable members. For officers, the NJP action is filed in the Electronic Officer Selection Record. **(T-3).**

6.1.1. If an NJP for an NCO in the grade of E-6 or above results in a reduction to a grade below E-6, the commander makes a filing determination because the NJP was received in the rank of E-6 or above. **(T-3).**

6.1.2. 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 the official is senior to the commander imposing the nonjudicial punishment. **(T-0).**

6.1.2.1. The general court-martial convening authority of the Air Force host command (see AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*) that is senior to the commander imposing nonjudicial punishment makes the filing decision if the senior Air Force officer or commander of the element is unavailable or is not senior to the commander imposing the nonjudicial punishment. **(T-0).**

6.1.2.2. A general court-martial convening authority of the host service, who is senior to the commander imposing punishment, makes the filing decision if there is not a general court-martial convening authority in the Air Force host command senior to the commander imposing punishment. **(T-0).**

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

6.2.1. If the commander imposing NJP punishment decides to file the NJP in the selection record, the decision is subject to review by the next senior Air Force commander to the commander imposing the NJP. There are two exceptions to this rule:

6.2.1.1. If the commander imposing NJP punishment exercises general court-martial convening authority or is a superior of the officer who exercises general court-martial convening authority, the decision to file in the appropriate selection record is not subject to review. **(T-3).**

6.2.1.2. In a joint command if an officer other than the senior Air Force officer assigned (host command or service general court-martial convening authority as described above) makes the decision, the decision to file is not subject to review. **(T-0).**

6.2.2. The review authority may either concur or non-concur 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. **(T-0).**

6.2.3. If the review authority decides not to file the NJP in the selection record, the review authority completes block 10 of AF Form 3070B, *Record of Nonjudicial Punishment*

Proceedings (TSgt through CMSgt), and returns the NJP to the commander imposing punishment.

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

6.3. Who Conducts the Senior Commander Review.

6.3.1. The Deputy Chief of Staff or comparable level organizational head performs the review for officer and enlisted Airmen assigned to the Air Staff. **(T-0)**.

6.3.2. The senior Air Force officer assigned performs the review for enlisted Airmen assigned to commands, activities, or agencies outside the Department of the Air Force. If the NJP recipient is the only Air Force member assigned, the OPR in USAF or MAJCOM headquarters appoints an officer to complete the review. **(T-0)**.

6.3.3. For an NJP imposed by the host commander on a temporary duty (TDY) or tenant member, conduct the review through the host Air Force commander's chain. **(T-0)**.

6.3.4. A commander who is a general officer or exercises general court-martial convening authority may delegate his or her review authority to a principal assistant (in accordance with DAFI 51-202, *Nonjudicial Punishment*). **(T-0)**

6.4. When a Commander Decides Not to File the Record of NJP in the Selection Record. The commander imposing NJP records that decision by initialing the appropriate selection record decision block on the AF Form 3070B.

6.5. Commander's Process for Selection Record Decision.

6.5.1. The commander imposing NJP punishment notifies the individual in writing of the intent to file by serving the AF Form 3070 to the individual. **(T-3)**.

6.5.2. 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.

6.5.3. After reviewing the individual's statement and circumstances, the commander determines whether the NJP is appropriate, and if so, whether it will be filed in the selection record, if applicable. See instructions on AF Form 3070. **(T-3)**.

6.5.3.1. For officers, if the commander determines that the NJP is appropriate and supported by the evidence, the commander must file the NJP in the eOSR and annotate the AF Form 3070 accordingly. There is no discretion when it comes to filing in the eOSR. **(T-0)**. The commander then forwards the NJP and related correspondence to the servicing Staff Judge Advocate, who forwards a copy to the FSS/MPF Career Development Section after review in accordance with DAFI 51-202. **(T-3)**

6.5.3.2. For enlisted, if the commander decides not to file the NJP in the selection record, the commander annotates the decision on the AF Form 3070 and returns the AF Form 3070 to the servicing Staff Judge Advocate. **(T-3)**.

6.5.3.2.1. The servicing Staff Judge Advocate forwards a copy of the AF Form 3070 to the FSS/MPF Career Development Section after review in accordance with AFI 51-202.

6.5.3.2.2. The AF Form 3070 is filed in the electronic Master Personnel Record Group (eMPerRGp), but not in the individual's selection record.

6.5.3.3. For enlisted, if the commander decides to file the NJP in the selection record, the commander annotates the AF Form 3070 and:

6.5.3.3.1. Forwards it to the senior commander for review, if a senior commander review is necessary. **(T-3)**.

6.5.3.3.2. If a senior commander review is not necessary, the commander forwards the NJP and related correspondence to the servicing Staff Judge Advocate, who forwards a copy to the FSS/MPF Career Development Section after review in accordance with DAFI 51-202. **(T-0)**.

6.5.3.4. United States Air Force Academy (USAFA) cadets do not have a selection record. Consequently, a commander who imposes NJP on a USAFA cadet will annotate on the AF Form 3070 it will not be filed in the selection record and return it to the servicing Staff Judge Advocate. **(T-0)**.

6.5.3.4.1. The servicing Staff Judge Advocate forwards a copy of the AF Form 3070 to FSS/MPF Career Development Section after review in accordance with AFI 51.202.

6.5.3.4.2. The AF Form 3070 is filed in the electronic Master Personnel Record Group (eMPerRGp), but not in the individual's selection record.

6.6. The FSS/MPF Career Development Section :

6.6.1. For enlisted, if the commander's decision is to file in the selection record, the commander forwards the decision memorandum and/or NJP to the eMPerRGp custodian in accordance with [Table 6.1](#) or [Table 6.2](#) For officers, the commander forwards the NJP to the eMPerRGp custodian in accordance with [Table 6.1](#) or [Table 6.2](#). **(T-3)**.

6.6.2. Provides a copy of the entire NJP action to AFPC/DP1ORM for filing in the officer or enlisted Airman's master personnel record (MPerR) (Miscellaneous and Correspondence Group).

Table 6.1. RegAF officer and enlisted Airmen.

If the NJP recipient is a	Then forward original documents to
General officer	AF/A1LG 1040 Air Force Pentagon, Washington DC 20330-1040
Colonel or selectee	AF/A1LO 1040 Air Force Pentagon, Washington DC 20330-1040
Lieutenant colonel or below (See Notes)	AFPC/DP1ORM 550 C Street West, JBSA-Randolph TX 78150-4707
CMSgt or selectee	AF/A1LE 550 C Street West, JBSA-Randolph TX 78150-4732

If the NJP recipient is a SMSgt or MSgt or TSgt eligible for promotion	Then forward original documents to AFPC/DP1ORM 550 C Street West, JBSA-Randolph TX 78150-4707
AB through SSgt and TSgts not eligible for promotion (No decision letter required)	AFPC/DP1ORM 550 C Street West, JBSA-Randolph TX 78150-4723

Table 6.2. Non-RegAF officer and enlisted Airmen.

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

6.7. The decision to include or exclude the NJP. The decision to include or exclude the NJP in a selection record may not be revoked once it is filed in the eMPerRGp; exceptions should be referred to the installation legal office.

6.8. NJP Retention Period . For colonels and below, keep the NJP in the selection record for ten years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year. In those cases, keep the NJP in the selection record permanently.

6.8.1. 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.

6.8.2. The removal of NJP from the selection record has no bearing on the permanent filing of the NJP in the officer or enlisted Airman's MHRR (Correspondence and Miscellaneous Group). MHRR (Correspondence and Miscellaneous Group) permanently retains all NJPs unless set aside in their entirety in accordance with DAFI 51-202.

6.9. When to Remove an NJP from an Officer Selection Record or an Electronic Senior Noncommissioned Officer Selection Record and an eMPerRGp.

6.9.1. Removal procedures for officers (colonels and below).

6.9.1.1. Maintain the NJP in the selection record for ten years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year. In those cases, keep the NJP in the selection record permanently.

6.9.1.1.1. The date of command action is used to establish the ten year time period.

6.9.1.1.2. MAJCOM Staff Judge Advocates will provide a separate memorandum articulating if the officer's NJP meets the exception to the ten year rule as outlined in [paragraph 6.8](#) and [paragraph 6.9.1.1](#). The memorandum will be included with the NJP submitted to the MPF, Commander's Support Staff, or equivalent personnel support function for inclusion the eMPerRGp. (T-1)

6.9.1.2. The NJP is permanently retained in the eMPerRGp (Correspondence and Miscellaneous Group) unless set aside in its entirety in accordance with DAFI 51-202, or its removal is directed by the Air Force BCMR.

6.9.2. Removal procedures for Senior NCOs.

6.9.2.1. Remove the NJP from electronic senior noncommissioned officer selection record two years after effective date of punishment or after one senior NCO evaluation board, whichever occurs first.

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

6.9.2.3. The NJP is permanently retained in the Master Personnel Record Group (MPerRGp) (Correspondence and Miscellaneous Group) unless set aside in its entirety in accordance with DAFI 51-202 or its removal is directed by the Air Force BCMR.

Chapter 7
DELETED

7.1. DELETED.

7.1.1. DELETED.

7.1.2. DELETED.

7.1.3. DELETED.

7.2. DELETED.

7.2.1. DELETED.

7.2.2. DELETED.

7.3. DELETED.

7.3.1. DELETED.

7.3.2. DELETED.

7.3.3. DELETED.

Chapter 8

FILING ADVERSE DOCUMENTS IN SELECTION RECORDS (OFFICER [COLONEL AND BELOW] ONLY)

8.1. Documents Requiring Filing. See [paragraph 2.2.2.3](#) for all adverse documents that are required to be filed in the OSR. Any documents not listed in [paragraph 2.2.2.3](#) may not be filed in the OSR.

8.2. Decision Memorandum. Commanders forward the original document to the servicing FSS/MPF Career Development Section. The Career Development Section reviews and forwards the original to AFPC/DP1ORM, ARPC/DPT, or AF/A1LO (for Colonel and Colonel selects). (T-3).

8.3. Maintaining Adverse Documents. Maintain adverse documents in the selection record for ten years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year. In those cases, keep the document in the selection record permanently.

8.3.1. The date of command action is used to establish the ten year time period.

8.3.2. MAJCOM Staff Judge Advocates will provide a separate memorandum articulating if the officer's conduct meets the exception to the ten year rule as outlined in [paragraph 6.8](#) and [paragraph 6.9.1.1](#). The memorandum will be included with the adverse document(s) submitted to the MPF, Commander's Support Staff or equivalent personnel support function for inclusion in the eMPerRGp. (T-1)

8.4. Retaining Adverse Documents. Adverse documents are permanently retained in the eMPerRGp (Correspondence and Miscellaneous Group) unless rescinded in accordance with AFI 36-2907, *Adverse Administrative Actions*, or removal is directed by the Air Force BCMR.

Chapter 9

REQUESTING DEROGATORY DATA FROM THE MILITARY HUMAN RESOURCE RECORD (MHRR)

9.1. Making Request . Individuals requesting derogatory data from the MHRR submit a written request due to the sensitive nature of the data and individual privacy concerns. The requester provides subject officer or enlisted Airman's name, SSN, and the purpose for the derogatory data request (e.g., Staff Judge Advocate, or commander, to initiate non-judicial punishment or involuntary separation action, etc.).

9.2. Procedures. Submit written requests for derogatory or adverse information to AFPC/DP2SSM, 550 C Street West, JBSA-Randolph TX 78150, FAX: DSN 665-3124 or commercial (210) 565-3124.

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

9.2.2. Short-notice requests should be the exception, not the standard. Staff Judge Advocates, commanders and personnel managers requiring derogatory data from the MHRR should submit these requests as early as possible.

JOHN A. FEDRIGO, SES, SAF/MR
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

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

5 USC § 552a, *The Privacy Act of 1974*

10 USC § 9013, *Secretary of the Air Force*

10 USC §§ 12301(d), 12308, 12646, 12647, 12686, 14703

18 USC § 922, *Unlawful Acts*

18 USC § 1426, *Reproduction of Naturalization or Citizenship Papers*

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DoDI 1300.28, *In-Service Transition for Transgender Service Members*, 30 April 2021

DoDI 1332.28, *Discharge Review Board (DRB) Procedures and Standards*, 4 April 2004

DoDI 1336.08, *Military Human Resource Records Life Cycle Management*, 13 November 2009

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DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

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AFI 24-602, Volume 1, *Passenger Movement*, 15 December 2020

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 6 August 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermision Program*, 1 February 2021

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DAFI 36-2406, *Officer and Enlisted Evaluations Systems*, 14 November 2019

DAFI 36-2501, *Officer Promotions and Selective Continuation*, 16 July 2004

DAFI 36-2502, *Airman Promotion/Demotion Programs*, 16 April 2021

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003

AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 18 September 2017

AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 20 September 2019

AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*, 30 April 2003 (rescinded)

AFI 36-2632, *Official Photographs of Air Force General Officers*, 1 August 1995 (rescinded)

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020

DAFI 36-2907, *Adverse Administrative Actions*, 22 May 2020

DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON) and Incapacitation (INCAP) Pay*, 3 September 2021

AFI 36-2913, *Request for Approval of Foreign Government Employment of Air Force Members*, 1 July 2020

DAFI 36-3002, *Casualty Services*, 4 February 2021

DAFI 36-3003, *Military Leave Program*, 24 August 2020

DAFI 36-3009, *Airman and Family Readiness Centers*, 29 March 2021

AFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*, 24 June 2020

AFI 36-3203, *Service Retirements*, 29 January 2021

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AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*, 19 November 2014

AFI 41-201, *Managing Clinical Engineering Programs*, 10 October 2017

AFI 51-1101, *Acquisition Integrity Program*, 4 October 2021

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DAFI 51-202, *Nonjudicial Punishment*, 4 January 2022

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ANGI 36-2504, *Federal Recognition of Promotion in the Air National Guard (ANG) and as a Reserve of the Air Force below the Grade of General Officer*, 28 July 2004

AFMAN 11-402, *Aviation and Parachutist Service*, 23 January 2019

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AFMAN 36-2102, *Base-Level Relocation Procedures*, 16 December 2020

AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019

AFMAN 36-2604, *Service Dates and Dates of Rank*, 28 December 2018

AFMAN 36-2664, *Personnel Assessment Program*, 16 May 2019

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFMAN 36-3004, *Aviation Bonus (AVB) Program*, 3 May 2019

AFMAN 36-3006, *Survivor Benefit Plan (SBP) (Active, Guard, Reserve, and Retired)*, 30 November 2018

AFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

AFMAN 41-108, *Training Affiliation Agreement Program*, 21 August 2019

DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 24 January 2019

AFMAN 65-114, *Travel – Procedures for Financial Management Flights, Finance Offices-Reserve Components, Air Force Installation and Mission Support Center-Finance Component*, 27 August 2019

AFPD 36-25, *Military Promotion and Demotion*, 2 November 2018

AETCI 36-2651, *Basic Military and Technical Training*, 12 April 2021

Air Force Federal Acquisition Regulation Supplement (AFFARS), Section 5301.603-3

Prescribed Forms

DAF Form 281, *Notification of Change in Service Member's Official Records*

Adopted Forms

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 2351, *DoD Medical Examination Review Board (DoDMERB) Report of Medical Examination*

DD Form 2492, *DoD Medical Examination Review Board (DoDMERB) Report of Medical History*

DD Form 2656-1, *Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage*

DD Form 2707-1, *Department of Defense Report of Result of Trial*

DD Form 2807-1, *Report of Medical History*

DD Form 2808, *Report of Medical Examination*

DD Form 2839, *Career Status Bonus Election*

DD Form 2863, *National Call to Service (NCS) Election of Options*

AETC Form 125, *Record of Faculty Board Action*

AF Form 7, *Airman Military Record (obsolete)*

AF Form 11, *Officer Military Record (obsolete)*

AF Form 24, *Application for Appointment as Reserve 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 & 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 (ADSC) Acknowledgement Statement*

AF Form 77, *Letter of Evaluation*

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 United States Air Force*

AF Form 131, *Application for Transfer to the Retired Reserve*

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 161, *Airman Active Duty Service Commitment (ADSC) Counseling Statement (Obsolete)*

AF Form 170, *Appointment of Vehicle Trainers*

AF Form 186, *Individual Record-Education Services Program*

AF Form 204, *Educational Leave of Absence (ELA) Request*

AF Form 233, *Specified Period of Time Contract (rescinded)*

AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*

DA Form 3180, *Personnel Screening and Evaluation Record*

DD Form 4-1AF, *Enlistment/Reenlistment Document-Armed Forces of United States*

DD Form 93, *Report of Medical History*

DD Form 149, *Application for Correction of Military Record*

DD Form 1343, *Notification of Change in Service Member's Official Record*

DD Form 214, *Certificate of Uniformed Service*

DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*

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 from the Armed Forces of the United States*

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 1435, *COMSEC Maintenance Training and Experience Record*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

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 (obsolete)*

DD Form 2057-2, *Loan Forgiveness Statement of Understanding (obsolete)*

DD Form 2057-3, *Non-Contributory Educational Assistance Program (obsolete)*

DD Form 2057-4, *Loan Repayment-Statement of Understanding (obsolete)*

DD Form 2057-5, *Federal Student Loan Confirmation (obsolete)*

DD Form 2329, *Record of Trial by Summary Court-Martial*

Abbreviations and Acronyms

AD—Active Duty

ADSC—Active Duty Service Commitment

AETC—Air Education and Training Command

AF—Air Force

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

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

APZ—Above the Promotion Zone

ARMS—Automated Records Management System

AROWS—Air Force Reserve Order Writing System

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technician

BCMR—Board for Correction of Military Records

CC—Commander

CED—Contingency Exercise Deployment

CM(P)—Correspondence and Miscellaneous (Permanent)

CONUS—Continental United States

CRS—Conditional Reserve Status

CSS—Commander's Support Staff

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive
DEROS—Date Eligible to Return from Overseas
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DSN—Defense Switched Network
EAD—Extend Active Duty
EFMP—Exceptional Family Member Program
EPR—Enlisted Performance Report
EDCSA—Effective Date Change to Strength Accounting
eMPerRGp—Electronic Master Personnel Record Group
eNSR—Electronic Senior Noncommissioned Officer Selection Record
eOSR—Electronic Officer Selection Record Group
eUPRG—Electronic Unit Personnel Record Group
FBI—Federal Bureau of Investigation
FSS—Force Support Squadron
ID—Identification
IMA—Individual Mobilization Augmentee
IRR—Individual Ready Reserve
ISLRS—Inactive Status List Reserve Section
LOA—Letter of Admonishment
LOR—Letter of Reprimand
MAJCOM—Major Command
MHRR—Military Human Resource Record
MiLPDS—Military Personnel Data System
MPerR—Master Personnel Record
MPerRGp—Master Personnel Record Group
MPF—Military Personnel Flight
NARS—Nonaffiliated Reserve Section
NCO—Noncommissioned Officer
NGB—National Guard Bureau
NJP—Nonjudicial Punishment
NPRC—National Personnel Record Center

OCSR—Officer Command Selection Record
OPR—Office of Primary Responsibility
PAS—Personnel Accounting Symbol
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POC—Point of Contact
PRDA—Personnel Records Display Application
PRP—Personnel Reliability Program
RegAF—Regular Air Force
RIP—Report on Individual Personnel
SBP—Survivor Benefit Plan
SEI—Special Experience Identification
SF—Standard Form
SGLI—Servicemembers' Group Life Insurance
SSA—Social Security Account
SSN—Social Security Number
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UMD—Unit Manning Document
UP(T/P)—Unit Personnel (Temporary/Permanent)
UPRG—Unit Personnel Record Group
USC—United States Code
USAFA—United States Air Force Academy
USAFR—United States Air Force Reserve
USSF—United States Space Force
USSTRATCOM—United States Strategic Command
WAPS—Weighted Airman Promotion System
WO—Warrant Officer
vMPF—virtual Military Personnel Flight

Terms

Automated Records Management System (ARMS)—The DAF repository and document management system for the MHRR. ARMS is an automated tool for the storage, retrieval, and life-cycle management of the MHRR.

Extended Active Duty—A tour of active military service (usually for more than 90 active duty days) performed by a member an Air Reserve Component when strength accountability changes from the Air Reserve Component to the regular component of the 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 RegAF, ANG, USAFR, retired, and civilian personnel.

Military Personnel Flight—The strategic advisor for military personnel policies and programs. The mission of the MPF 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/FLDCOM in managing assigned officers.

Password—A code of eight characters, which is assigned to each user identification code. The user identification code 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 Information File—An administrative record maintained at the squadron level containing information on an assigned member.

Personnel Records Display Application—An electronic viewer for ARMS and contains role-based access. The role-based access 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 MHRR.

Record Custodian—Member of an organization who ensures records created by his or her organizations in the course of business are maintained and disposed of in accordance with record disposition rules.

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.

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, list, etc., that records an event or supports a data system entry.

User Identification Code—A code which identifies a user or groups of users to the system. Each user identification code 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.

A2.2. 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/DP2SSM, DSN 665-2450/2451, COMM 210-565-2450/2451 for resolution of questionable cases. **Note:** Unless otherwise noted, the disposition of the documents or forms identified below is permanently in the Official Military Personnel File.

Table A2.1. Management of Record Documents.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
SECTION I – NUMERICAL FORMS					
1	DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i> (DAFI 36-3501, <i>United States Air Force Academy Operations</i> , HAF/A1PT)	N/A	N/A	Correspondence & Miscellaneous (Permanent) CM(P)	File DD Form 785 on individuals disenrolled from the USAFA and ordered to EAD.
2	ARPC Form 0-235, <i>Statement of Review</i> (obsolete), (ARPCR 114[obsolete]/ARPC/DPT)	N/A	N/A	CM(P)	Form and publication are 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> (obsolete), (ARPC/DPT)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
4	AFHQ Form 0-2077, <i>Review of Discharge or Separation</i> (obsolete), (SAF/MIPC)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
5	DD Form 4-1AF, <i>Enlistment/Reenlistment Document-Armed Forces of United States</i> (AFMAN 36-2032, <i>Military Recruiting and Accessions</i> and AFI 36-2606, <i>Reenlistment and Extension of Enlistment in the United States Air Force.</i>) (AFMAN 36- 2032, and AFI 36-2606, AFPC/ DP2SSM)	Unit Personnel (Temporary / Permanent) UP(T/P)	N/A	CM(P)	UP(P): Retain the initial four to use as a source document for the Home of Record and/or Place of Entry. UP(T): Retain subsequent contracts until superseded. Retain when released from RegAF and member has a concurrent assignment to Category A or B USAFR unit. If required, attach the College Senior Engineer Program agreement or the Educational Assistance Test Program form letter and statement of understanding, and the GI Bill Veterans Education Assistance Program waiver statement to the DD Form 4-1AF in accordance with AF Records Disposition Schedule (T36-12,

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					R01.01 and T36-14, R7) in AFRIMS. See Table A4.2 , Rule 4.
6	DD Form 4, <i>Continuation Sheet</i> (AFMAN 36-2032, and AFI 36-2606, AFPC/DP2SSM)	Unit Personnel (Temporary) UP(T)	N/A	CM(P)	N/A
7	AF Form 7, <i>Airman Military Record</i> (obsolete), (AFPC/DP2SSM)	N/A	N/A	CM(P)	Form and governing directive are obsolete. Document has legal, historical, or management value.
8	AF Form 10A (listed for Historical Reference only)	UP(T) Folder	Folder (T)	N/A	N/A
9	AF Form 11, <i>Officer Military Record</i> (obsolete reproduced copy)	N/A	N/A	Electronic Officer Selection Record (eOSR) /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.
10	ARPC Form 11, <i>Request/Authorization for Discharge/Enlistment/Reenlistment of AFRES Airmen</i> (obsolete) (DAFI 36-3211, <i>Military Separations</i>)	UP(T)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
11	NGB Form 22, <i>National Guard Report of Separation and Record of Service</i> or NGB Form 22A, Correction to NGB Form 22 (AFI 363209, NGB/A1P)	UP(T/P)	N/A	CM(P)	UP(P): On reenlistment forward to the Adjutant General of the appropriate State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia, as applicable (see Table A4.2 , rule 4). UP(T): File in unit personnel record group (UPRG) when used to serve as source document for prior service officer or enlisted Airmen.
12	AF Form 24, <i>Application for Appointment as Reserve of the Air Force or USAF Without Component</i> , and supporting documents (AFI AFMAN 36-2032, AFPC/ DP1SSR)	N/A	N/A	CM(P)	N/A
13	NGB Form 26, <i>ANG Active Duty Performance Report</i> (obsolete) (NGB/A1P)	Unit Personnel (Permanent) UP(P)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
*14	AF Form 31, <i>Airman's Request for Early Separation/Separation Based on Change in Service Obligation</i> (DAFI 36-3211, AFPC/DP2SSR)	UP(P)	N/A	CM(P)	For disapproved requests, maintain for 90 days then destroy in accordance with AF Records Disposition Schedule in AFRIMS.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
15	United States Strategic Command (USSTRATCOM) Form 36, <i>Personnel Reliability Program Certifications</i> , DoDM5210.42_AFMAN 13-501, <i>Nuclear Weapons Personnel Reliability Program (PRP)</i> , (AFPC/DP2O)	UP(P)	N/A	N/A	Maintain all USSTRATCOM Forms 36 that permanently decertify Air Force personnel from PRP. Remove only when advised to do so by USAF/A3SN.
*16	NGB Form 36-11, <i>Statement of Understanding for-Excess/Overgrade Condition</i> , (DAFI 36-2110, <i>Total Force Assignments</i> , NGB Force Management Branch [A1PP])	UP(T)	N/A	N/A	Remove upon expiration of overage codes.
*17	ARPC FL 52, <i>Tender of Resignation</i> (DAFI 36-3211, ARPC Sustainment Division (DPTTS))	N/A	N/A	CM(P)	N/A
18	AF Form 56, <i>Application & Evaluation for Training Leading to a Commission in the United States Air Force</i> , and supporting documents (AFI 36-2013, <i>Superintendent's USAF Academy Preparatory school advisory committee</i> , AFPC Military Accessions Branch (DP2LT))	UP(T)	N/A	CM(P)	UP(T): Remove one year after nonselection in accordance with AF Records Disposition Schedule (T36-39, R8 and T36-47, R1) in AFRIMS.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
19	AF Form 58, <i>Casualty Assistance Summary</i> (DAFI 36-3002, <i>Casualty Services</i> , AFPC Casualty Services Branch [DPFCS])	N/A	N/A	CM(P)	N/A
20	AF Form 63, <i>Active Duty Service Commitment (ADSC) Acknowledgment Statement</i> , (AFMAN 36-2100, <i>Military Utilization and Classification</i> , AFPC/DP2LT)	UP(T)	N/A	CM(P)	UP(T): File all ADSCs and remove only when fulfilled.
21	ARPC Form 64, <i>Reserve Component Survivor Benefit Plan Election Change</i> (obsolete)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
22	NGB Form 66, <i>Extension of Enlistment in the ANG and as a Reserve of the AF</i> (obsolete), (AFMAN 36-2032, NGB/A1P)	UP(T)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
23	AF Form 77, <i>Company Grade Officers Effectiveness Report</i> (obsolete), (AFI 36-2406, AFPC/DP2SPE)	UP(T)	N/A	eOSR/CM (P)	See column E for AF Form 707, <i>Officer Performance Report (Lt thru Col)</i> . Form is obsolete. Document has legal, historical, or management value.
24	AF Form 77, <i>Letter of Evaluation</i> (DAFI 36-2406, AFPC/DP2SPE)	UP(Officer)(T) UP(O)(T) UP(Enlisted)(P) UP(A)(P)	Officer Command Selection Record (OCSR) or 2A(T) (see Note 1)	Electronic Senior Noncommissioned Officer Selection Record (eNSR)(P) eOSR/CM (T/P)	UP-A (O)/OCSR/eOSR: AF Form 77 used as a continuation sheet for referral comments to AF/DAF Forms 707, 910, <i>Enlisted Performance Report</i>

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					<i>(AB/SPC1 thru TSgt), 911, Enlisted Performance Report (MSgt thru SMSgt), and 912, Enlisted Performance Report (CMSgt), (DAFI 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 other reasons identified in DAFI 36-2406.</i>
25	<i>ARPC Form 77, Request and Authorization for Reserve Order (obsolete), (ARPC/FMFA)</i>	N/A	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
26	<i>AF Form 78, Air Force General Officer Promotion Recommendation (DAFI 36-2406, AFPC/ DPSOO)</i>	N/A	N/A	eOSR/CM(P)	In accordance with AF Records Disposition Schedule (T36-19, R6) in AFRIMS.
27	<i>SF 86, Questionnaire for National Security Positions (DoDM 5200.02 AFMAN 16-1405, Air Force Personnel Security Program, HAF/A4S)</i>	N/A	N/A	UP(T)	If investigation was completed in the past and is not on file, reaccomplishment is NOT required. Remove when replaced by a more

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					current complete form in accordance with AF Records Disposition Schedule (T31-8, R11 - 12) in AFRIMS. Exception: Retain for personnel released from RegAF.
28	SF 88, <i>Medical Record - Report of Medical Examination</i> (DAFMAN 48-123, <i>Medical Examinations and Standards</i> , AFMSC/SGPA) or DD Form 2351, <i>DoD Medical Examination Review Board Report (DoDMERB) of Medical Examination</i>	N/A	N/A	CM(P)	Document has legal, historical, or management value.
29	NGB Form 89, <i>Proceedings of a Federal Recognition Examining Board</i> (AFMAN 36-2032, NGB/A1P)	N/A	N/A	CM(P)	N/A
30	ARPC Form 92, <i>Appointment Order</i> (obsolete), (ARPC Sup 1, ARPC/Accessions (DPAR))	UP(T)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
31	SF 93, <i>Report of Medical History</i> (DAFMAN 48-123, AFMSC/SGPA), or DD Form 2492, <i>DOD Medical Examination</i>	N/A	N/A	CM(P)	Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	Review Board (DoDMERB) Report of Medical History				
32	DD Form 93, <i>Record of Emergency Data</i> (AFI 36- 3002, AFPC/DPFC)	UP(P)	N/A	N/A	N/A
33	AF Form 100, <i>Request and Authorization for Separation</i> , (AFI 36-3202, <i>Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)</i> , DAFI 36-3211), AFPC/DP2SSR)	UP(P)	N/A	CM(P)	UP(P): Separation without reenlistment. Maintain permanently.
34	AF Form 104, <i>Service Medal Award Verification</i> (AFMAN 36-2806, AFPC Military Promotions, Evaluation and Recognition Branch (DP1SP))	UP(P)	N/A	CM(P)	N/A
35	AF Form 118, <i>Refund of Tuition Assistance- Education Services Program</i> (DAFI 36-2670, <i>Total Force Development</i> , USAF/A1DL)	UP(T)	N/A	N/A	In accordance with AF Records Disposition Schedule (T36-50, R2) in AFRIMS.
36	NGB Form 124, <i>NGB Consolidated Retirement Record</i> (obsolete), (see AF Form 526) (NGB/A1P)	N/A	N/A	CM(P)	Form and governing directive are obsolete. Document has legal, historical,

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					or management value.
37	<i>AF Form 125, Application for Extended Active Duty with the USAF (AFI 36-2008, Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program), SAF/MIR)</i>	N/A	N/A	CM(P)	N/A
38	<i>AETC Form 125, Record of Faculty Board Action, when action results in elimination (AETCI 36-2651, Basic Military and Technical Training, AETC/DOVP)</i>	N/A	N/A	CM(P)	On reinstatement of member, remove the file and return to AETC/DOVP, Randolph AFB TX 78150-6000 (for flying training) and to the Technical Training Center indicated on the form for technical training.
39	<i>AF Form 131, Application for Transfer to the Retired Reserve (AFI 36-3203, AFPC/ DP3ST and ARPC/DPTTR)</i>	N/A	N/A	CM(P)	UP(P): File and retain when directed by AFPC Directorate for Personnel Programs (DP3).
40	<i>AF Form 133, Oath of Office (Military Personnel) (AFMAN 36-2032, AFPC/ DP2LT)</i>	N/A	N/A	CM(P)	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
41	ARPC Form 160, <i>Request for Statement of Service/Points</i> (ARPCI 363203, ARPC/DPTS))	N/A	N/A	CM(P)	N/A
42	AF Form 161, <i>Airman Active Duty Service Commitment (ADSC) Counseling Statement</i> (obsolete) (AFMAN 36-2100, AFPC Military Assignments and Accessions Section [DP1TAM])	UP(T)	N/A	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.
43	ARPC Form 168, <i>Computation for Points and Satisfactory Service Credit Summary</i> (obsolete), (ARPC/DPPRK)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
44	AF Form 170, <i>Master Personnel Record</i> (Microfiche Jacket) (obsolete), AFPC/DP2SSM)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
45	AF Form 186, <i>Individual Record - Education Services Program</i> , (obsolete), (AFI 36-2649, USAF/ A1DLV)	UP(T)	N/A	N/A	Form is obsolete. The AF Automated Education Management System is in place.
*46	SF Form 189, <i>Classified Information Nondisclosure Agreement</i> , (obsolete), (DoDM5200.01V1_AFM AN 16-1404v1, <i>Information Security Program: Overview, Classification, and</i>	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	<i>Declassification, AFOSP/SPIB)</i>				
47	AF Form 204, <i>Educational Leave of Absence (ELA) Request</i> (DAFI 36-2670, AF/A1DL and AFPC Airman Support Branch (DP3SA), DAFI 36-3003)	UP(T)	N/A	N/A	Destroy in accordance with AF Records Disposition Schedule (T36-40, R8) in AFRIMS when document has no legal, historical, or management value.
48	DD Form 214, <i>Certificate of Uniformed Service, Narrative Reason for Separation or Retirement and officer or enlisted Airman's reply.</i> (AFI 36- 3203, AFPC/DP2SSR)	UP(P)	N/A	CM(P)	N/A
49	DD Form 215, Correction to DD Form 214, <i>Certificate of Uniformed Service</i> (AFI 36-3202, AFPC/DP2SSR)	UP(P)	N/A	CM(P)	N/A
50	AFPC Form 215, <i>Service Creditable Under Sec 1405, 10 USC</i> , (AFI 36- 3203, AFPC/DP2LT)	N/A	N/A	CM(P)	N/A
51	DD Form 220, <i>Active Duty Report</i> (AFI 36- 2608, AFPC/DP2SSM)	N/A	N/A	CM(P)	Destroy in accordance with the AF Records Disposition Schedule in AFRIMS when document has no legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					Used as a source Document for active duty service time.
*52	AF Form 233, <i>Specified Period of Time Contract</i> , (rescinded), (AFI 36-2133, <i>Specified Period of Time Contracts (SPTC)</i> (rescinded), AFPC/DP2ST)	UP(T)	N/A	CM(P)	UP(T): Remove specified period of time contracts upon promotion to captain or acceptance of regular appointment (CRS). Form and publication are obsolete. Document has legal, historical, or management value.
53	DD Form 261, <i>Report of Investigation Line of Duty and Misconduct Status</i> (DAFI 36-2910, AFPC/JA)	N/A	N/A	CM(P)	File complete case in officer or enlisted Airman's eMPerRGp.
54	ARPC Form 271, <i>Retirement Order</i> , (obsolete), (AFI 36-3203, ARPC/DPTTR)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
55	DAF Form 281, <i>Notification of Change in Service Member's Official Records</i> , includes changes by DD Form 1343, <i>Notification of Change in Service Member's Official Record</i> , reports on individual personnel (RIPs), correspondence and special orders (AFI 36-2608, AFPC/DP2SSM)	UP(T)	N/A	CM(P)	UP(T): Remove upon discharge; retain for personnel released from active duty. CM: File original.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
56	AFPC Form 282, <i>Service Date Computation Worksheet</i> (AFPCR 35-6, AFPC/DP2LT)	N/A	N/A	CM(P)	N/A
57	AF Form 286, <i>Personnel Reliability Program (PRP) Qualification/Certification Action</i> (or statement in lieu of) or AF Form 286A, <i>Personnel Reliability Program (PRP) Permanent Disqualification or Decertification Action</i> (DoDM5210.42_AFMAN 13-501, AF/A10-O)	UP(P)	N/A	CM(P)	Maintain all AF Forms 286 and 286A in accordance with AF Records Disposition Schedule (T36-16, R14.01) in AFRIMS. Remove only when advised to do so by AF/A10-O.
58	DD Form 293, <i>Application for the Review of Discharge From the Armed Forces of the United States</i> (DoDI 1332.28, <i>Discharge Review Board (DRB) Procedures and Standards</i> , SAF/MIPC)	N/A	N/A	CM(P)	In accordance with AF Records Disposition Schedule (T36-12, R1.02) in AFRIMS.
*59	SF Form 312, <i>Classified Information Nondisclosure Agreement</i> (DoDM5200.01V1_AFMAN 16-1404v1, AFOSI/SPIB)	N/A	N/A	CM(P)	In accordance with AF Records Disposition Schedule (T14-1, R8) in AFRIMS.
*60	AF Form 330, <i>Records Transmittal/Request</i> , or memo requesting missing documents from the appropriate records group (listed for Historical Reference only)	UP(T/P)	N/A	eOSR/ eNSR/ CM(P)	UP(P), OCSR, eOSR, eNSR: Permanent for unsuccessful attempts to recover missing records.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
61	NGB Form 337, <i>Oaths of Office</i> , (AFMAN 36-2032, NGB Force Development (DP))	UP(T)	N/A	CM(P)	UP: File when officer elects to restate the oath of office on promotion.
62	NGB Form 337b, <i>Oath of Temporary Federal Recognition in ANG</i> , (obsolete), (AFMAN 362032, NGB/A1P)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
63	AF Form 348, <i>Line of Duty Determination</i> (AFI 36-2910, AFPC/JA)	N/A	N/A	CM(P)	File complete case in accordance with AF Records Disposition Schedule (T36-16, R7) in AFRIMS.
64	AF Form 356, <i>Findings and Recommended Disposition of USAF Physical Evaluation Board</i> (AFI 363212, AFPC/DPPD)	N/A	N/A	CM(P)	N/A
65	AF Form 366, <i>Record of Proceedings of Vacation of Suspended Nonjudicial Punishment</i> (DAFI 51-202, DAF/JAJM)	UP(T)	N/A	eOSR/CM (T/P) eNSR(T)	See AF Form 3070 or AF Form 3212.
66	AF Form 405, <i>Officer Evaluation Policy Advisory</i> , (obsolete), (DAFI 36-2406, AFPC Evaluations & Recognition Operations Section (DP2SPE))	UP(T)	N/A	eOSR/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.
67	AF Form 418, <i>Selective Reenlistment Program (SRP) Consideration/Denial of Continued Service for</i>	UP(T)	N/A	CM(P)	Completed for the purpose of Selective Reenlistment Program actions. Remove and give to

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	<i>Airmen</i> (AFI 36-2606, AFPC/DP3SA)				individual on date of reenlistment. Forward non-select with permanent documents on separation.
68	DD Form 458, <i>Charge Sheet</i> (DAFI 51-201, DAF/JAJM)	UP(P)	N/A		Remove only by direction of base JA.
69	AF Form 475, <i>Education/Training Report</i> (DAFI 36-2406, AFPC/DP2SST)	UP(T)	N/A	eOSR/CM (P)	Instructions for AF Forms 77 (old) and 707 apply in accordance with AF Records Disposition Schedule (T32-43, R6) in AFRIMS.
70	ARPC FL 492A, <i>Notification of Eligibility for Retired Pay at Age 60 and for Participation in the Reserve Component Survivor Benefit Plan,</i> (obsolete), (AFI 36-3203, ARPC/DPTTR)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
71	AF Form 496, <i>Health Professions Scholarship Contract</i> , (obsolete), (DoDI6000.13_DAFI 41- 110, <i>Medical Healthcare Professions Scholarship</i> , AF/SGC)	UP(T)	N/A	CM(P)	UP(T): Remove on expiration of active duty service commitment. Form is obsolete. Document has legal, historical, or management value.
72	AF Form 519, <i>Engineering and Scientific Career Continuation Pay Agreement</i> (obsolete)	UP(T)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
73	AF Form 526, <i>ANG/USAFR Point Credit Summary</i> (obsolete), (ARPC/DPTSP)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
74	DD Form 553, <i>Deserter/Absentee Wanted by the Armed Forces</i> (DAFI 36-3802, AFPC/DPFCM)	UP(T)	N/A	CM(P) eOSR(T)	OSR: Remove from OSR when officer returned to military control in accordance with AF Records Disposition Schedule (T36-12, R10) in AFRIMS.
*75	ARPC FL 589, <i>Application for Discharge in Lieu of Further Action</i> (obsolete), (DAFI 36- 3211, ARPC/ DPTTS)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
76	AF Form 590, <i>Withdrawal/ Reinstatement of Authority to Bear Firearms</i> (AFI 31117, AFOSI/SPOT)	UP(P)	N/A	N/A	UP(P): File only when form pertains to permanent disqualification. Remove and destroy in accordance with AF Records Disposition Schedule (T31-1, R18) in AFRIMS when reinstatement to bear firearms is approved.
*77	ARPC FL 602, <i>Tender of Resignation in Lieu of Discharge Action</i> (DAFI 36-3211, ARPC/DPTTS)	N/A	CM(P)	N/A	N/A
*78	ARPC FL 602, <i>Tender of Resignation in Lieu of Discharge Action</i>	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	(obsolete), (DAFI 36-3211, ARPC/DPTTS)				
79	DD Form 616, <i>Report of Return of Absentee</i> (AFI 363802, AFPC/DPFCM)	N/A	N/A	CM(P)	In accordance with AF Records Disposition Schedule (T36-12, R10) in AFRIMS.
80	AF Form 707, <i>Officer Performance Report</i> , AF Form 707A, <i>Special Additional Endorsement and Field Grade Officer Performance Evaluation Report</i> (obsolete) to AF Form 707, DAFI 36-2406, AFPC/DP2SPE (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> (obsolete) to AF/DAF 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 (obsolete) and 707)	UP(T) (see Note 1)	N/A	eOSR/CM (P)	Exception: Retain for officers released from active duty. Remove and destroy in accordance with AF Records Disposition Schedule (T36-12, R1) in AFRIMS when voided by action of the Evaluation Reports Appeal Board (DAFI 36-2406, <i>Officer and Enlisted Evaluations Systems</i>). When voided by action of the Air Force BCMR (AFI 36-2603), forward all copies to SAF/MRBR when directed. eOSR/CM: AF 707a is obsolete. Document has legal, historical, or management value. Forward all copies to SAF/MRBR when directed.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
81	AF Form 707A, <i>Special Additional Endorsement and Field Grade Officer Performance Evaluation Report</i> , (obsolete), AF Form 707B, <i>Company Grade Officer Performance Evaluation Report</i> (obsolete) (DAFI 36-2406, AFPC/DP2SPE). (In addition to forms listed above, AF Form 77, Letter of Evaluation, is applicable when used as a continuation sheet for a referral report; or a Letter of Evaluation directed to be attached to an evaluation by DAFI 36-2406 or by an Air Force advisory)	UP(T) (See Note)	OCSR-2 or 4A(T)	eOSR/CM (P)	Exception: Retain for officers released from active duty. Remove and destroy in accordance with AF Records Disposition Schedule, when voided by action of AFI 36-2401. When voided by action of the Air Force BCMR (AFI 36-2603), forward all copies to SAF/MRBR when directed. eOSR/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 in accordance with AF Records Disposition Schedule in AFRIMS.
82	AF Form 709, <i>Promotion Recommendation</i> (AFI 36-2406, AFPC/ DP2SPE)	N/A	N/A	eOSR/CM (T/P)	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
83	AF Form 766, <i>Extended Active Duty Order</i> (AFPC/DP2LT)	UP(P)	N/A	CM(P)	N/A
84	AF Form 771, <i>Accounting of Disclosures, or correspondence in lieu of. Records nature of disclosure, name, and address</i> (AFI 33332, AFCIO/P and AFI 36-2608, AFPC/DP2SSM)	UP(P)	N/A	CM(P)	UP(P): Before 30 May 1980 CM: Disclosures after discharge or permanent retirement.
85	AF Form 777, <i>Air Force Reserve Promotion Recommendation</i> (obsolete), (DAFI 36-2406, AFPC/DP2SPE)	N/A	N/A	eOSR/CM (T/P)	Form is obsolete. Document has legal, historical, or management value.
*86	AF Form 780, <i>Officer Separation Actions</i> , (obsolete) (DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
87	DD Form 785, <i>Record of Disenrollment From Officer Candidate - Type Training</i> (AFMAN 36-2032, AFPC/DP3ST)	UP(P)	N/A	N/A	Remove only on successful completion of USAF-sponsored program that results in appointment as a commissioned officer.
88	AF Form 899, <i>Request and Authorization for Permanent Change of Station - Military</i> (AFPC Military Assignment Programs Branch (DP3AM))	UP(T)	N/A	N/A	Retain subsequent copy until superseded.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
89	AF Form 901, <i>Reenlistment Eligibility Annex to DD Form 4</i> (AFI 36-2606, AFPC/DP3ST)	UP(T)	N/A	CM(P)	UP(T): Exception: Retain when released from RegAF and member has a concurrent assignment to a category A or B USAFR unit.
90	DAF Form 910, AF Form 911, and AF Form 912 (DAFI 36-2406, AFPC/ DP2SPE) (In addition to forms listed above, this item is applicable to obsolete AF Form 909, <i>Airman Performance Report</i> , and previous editions of DAF Form 910 and AF Form 911)	UP(P)	N/A	CM/eNSR (P)	On complete separation from EAD and USAFR, forward a copy (or original when available) of each EPR for inclusion in the eMPerRGp. 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. eNSR: (EAD only) Originals for grades of master sergeant, senior master sergeant, and chief master sergeant. Remove reports voided by action of the Air Force BCMR with the duplicate and triplicate copies

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					for custody and disposition.
91	AF Form 938, <i>Request and Authorization for Active Duty Training/Active Tour</i> (AFMAN 36-2136, SAF/AADQ)	N/A	N/A	CM(P)	Retain only those documents which provide evidence of TDY to Southeast Asia or Southwest Asia during Operation DESERT STORM or DESERT SHIELD,
92	AF Form 944, <i>Medical Certificate for CRS and Regular Appointment</i> (obsolete), (AFI 36-2610 (rescinded), AFPC Promotions Operations Section (DP2SPP))	N/A	N/A	CM(P)	Form and publication are obsolete. Document has legal, historical, or management value.
*93	AF Form 964, <i>PCS, TDY, Deployment, or Training Declination Statement</i> (DAFI 36-2110, AFPC/DP3A, AFMAN 36-2100, AFPC/DP3DW)	UP(T)	N/A	N/A	Remove on reenlistment for first- term enlisted Airmen. Remove upon separation or retirement.
*94	AF Form 965, <i>Overseas Tour Election Statement</i> (DAFI 36-2110, AFMAN 36-2102, <i>Base-Level Relocation Procedures</i> , AFPC/DP3AM)	UP(T)	N/A	N/A	Remove upon completion of overseas tour.
95	AF Form 973, <i>Request and Authorization for Change of Administrative Orders</i> (SAF/AADQ)	UP(T/P)	N/A	CM(P)	UP(T): File and dispose of according to the document being amended. CM: Only changes to documents indicated

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					(P) in column D of this table.
96	AF Form 1034, <i>Active Duty Agreement (Officer Training School) United States Air Force</i> , (AFMAN 36-2032, AFPC/DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove upon completion of first enlistment.
*97	AF Form 1048, <i>Military Spouse Information</i> (obsolete), (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
98	AF Form 1056, <i>Air Force Reserve Officer Training Corps (AFROTC) Contract</i> , (AFMAN 36-2032, USAF/DPSIP)	UP(T)	N/A	CM(P)	UP(T): Remove on completion of initial active duty service commitment.
99	AF Form 1160, <i>Military Retirement Actions</i> (AFI 36-3203, AFPC/DP3ST)	UP(P)	N/A	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.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
100	AF Form 1172, <i>Certificate of Medical Officer</i> (AFI 41-201, USAF/SGHM)	N/A	N/A	CM(P)	Document has legal, historical, or management value.
101	AF Form 1180, <i>Action on Physical Evaluation Board Findings and Recommended Disposition (Informal Hearing)</i> (AFI 36-3212, AFPC Physical Disability Division [DPFD])	N/A	N/A	CM(P)	N/A
102	AF Form 1185, <i>Commander's Impact Statement for Medical Evaluation Board</i> , (AFI 363212, AFPC/DPFD)	N/A	N/A	CM(P)	N/A
103	AF Form 1227, <i>Authority for Tuition Assistance-Education Services Program</i> (AFI 362670, USAF/A1DL)	N/A	N/A	CM(P)	Document is being maintained in the Air Force Automated Education Management System
104	AF Form 1229, <i>Application for Conditional Reserve Status</i> (obsolete), (AFI 36-2610 (rescinded), AFPC/DP2SPP)	N/A	N/A	CM(P)	Form and publication are obsolete. Document has legal, historical, or management value.
*105	AF Form 1288, <i>Application for Ready Reserve Assignment</i> (DAFI 36-3211, AFPC/DP2STM and DAFI 36-2110, AFPC/XP)	UP(T)	N/A	N/A	Maintained as long as the member is assigned to an approved position. For PALACE CHASE applicants: remove at first record review after disapproval. For

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					ANG: Remove after first record review or when purpose has been served.
106	AF Form 1299, <i>Officer's Certificate of Statement of Service</i> (AFMAN 36-2102, AFPC/DP2LT and, AFPC/DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove when replaced by AF Form 1613, <i>Statement of Service</i> .
107	DD Form 1351-2, <i>Travel Voucher or Subvoucher</i> (AFMAN 36-2604, AFPC/DPS2LT and AFMAN 65-114, Defense Finance and Accounting Service-DE/PGA)	UP(P)	N/A	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 eMPerRGp.
108	AF Form 1371, <i>Statement of Declination of RegAF Appointment</i> (obsolete), (AFI 36-2610 (rescinded), AFPC/ DP2SPP)	N/A	N/A	CM(P)	Form and publication are obsolete. Document has legal, historical, or management value.
109	SF 1402, <i>Certificate of Appointment</i> (AFFARS § 5301.603-3, AFPC/DP2SPP)	UP(P)	N/A	N/A	N/A
110	AF Form 1411, <i>Extension of Enlistment in the Air Force</i> , (AFI 36-2606, AFPC/DP3ST)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
111	DD Form 1435, <i>COMSEC Maintenance Training and Experience Record</i> (AFMAN 17-1302-O, SAF/CNZA)	UP(T)	N/A	N/A	Maintained as part of the AF Form 623, <i>Individual Training Record Folder</i> .

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
112	AF Form 1466, <i>Request for Family Member's Medical and Education Clearance for Travel</i> (AFI 24-602V1, <i>Passenger Movement</i> , AFMOA/SG300 and AFI 40-701, AFPC/DP3AM)	UP(T/P)	N/A	N/A	UP(T): Remove when sponsor returns to CONUS on permanent change of station (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).
113	AF Form 1566, <i>WAPS Test Verification</i> (AFMAN 36-2664, <i>Personnel Assessment Program</i> , AFPC, Promotions, Evaluation & Recognition Branch (DP3SP))	UP(T)	N/A	N/A	File only if an enlisted Airman declines testing, is Specialty Knowledge Test 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 weighted Airman promotion system (WAPS).
114	DD Form 1610, <i>Request and Authorization for TDY Travel of DoD Personnel</i> , (DAFI 36-3802, AFPC/DPW)	UP(P)	N/A	N/A	File only TDY/contingency exercise deployment (CED) orders in support of any contingency

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					exercises or operations (Example of Contingency Operations: DESERT SHIELD, DESERT STORM, NOBLE EAGLE, etc.). Forward with permanent documents upon separation or retirement.
115	AF Form 1613, <i>Statement of Service</i> , and comparable departmental forms, AFMAN 36-2604 (AFPC/DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove when superseded.
116	DD Form 1966, <i>Record of Military Processing-Armed Forces of the United States</i> , (AFMAN 36-2032, AFPC/DPS2LT)	UP(P)	N/A	N/A	Remove on discharge or retirement. Retain for personnel released from RegAF and transferred to the Reserve.
117	AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> , (AFMAN 36-2032, AFPC/DP2LT)	UP(P)	N/A	N/A	Retain for personnel released from RegAF and transferred to the Guard or Reserve.
118	AF Form 2036, <i>Survivor Benefit Plan (SBP) Spouse Concurrence Statement</i> (obsolete), (AFMAN 36-3006) (AFPC Airman & Family Sustainment Brach (DPFFF))	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
119	AF Form 2037, <i>Request for Waiver of Spouse Concurrence in Survivor Benefit Plan (SBP) Election</i> (obsolete), (AFMAN 36-3006, AFPC/DPFFF)	UP(P)	N/A	N/A	M
120	DD Form 2057, <i>Contributory Educational Assistance Program - Statement of Understanding</i> (obsolete), (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
121	DD Form 2057-1, <i>Educational Assistance Program - Statement of Understanding</i> , (obsolete), (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
122	DD Form 2057-2, <i>Loan Forgiveness - Statement of Understanding</i> (obsolete), (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
123	DD Form 2057-3, <i>Noncontributory Educational Assistance Program</i> , (obsolete) (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
124	DD Form 2057-4, <i>Loan Repayment - Statement of Understanding</i> (obsolete), (used by USAFR only) (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
125	DD Form 2057-5, <i>Federal Student Loan Confirmation</i> (AFI 36-2649, USAF/DPPE)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
126	AF Form 2096, <i>Classification/On-The-Job Training Action</i> , or RIPs in Lieu of (AFI 36-2101, AFPC Workforce & Career Programs Branch (DP3DW))	UP(T/P)	N/A	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 (PCA) 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
127	AF Form 2098, <i>Duty Status Change</i> , or RIPs in Lieu of, (DAFI 36-3802, AFPC/DP3SA)	UP(T)	N/A	CM(P)	UP(T): Retain copy until reenlistment or separation. CM: Forward original AF Form 2098 to

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					AFPC/DP1ORM, ARPC/DPTARA, or Adjutant General of the State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia.
128	DD Form 2329, <i>Record of Trial by Summary Court Martial</i> (AFI 51- 201, DAF/JAJM)	UP(T)	N/A	CM(P)	UP(T): Remove 6 years after date of the action of the convening authority (Block 13, DD Form 2329, Aug 84).
129	DD Form 2366, <i>Montgomery GI Bill Act of 1984 (MGIB), Basic Enrollment</i> (DAFI 36- 2670, AFPC/DP3SA)	UP(T)	N/A	CM(P)	UP(T): Remove and give to member upon retirement or discharge.
130	DD Form 2366-1, <i>Montgomery GI Bill Act of 1984 (MGIB), Increased Benefit Contribution Program</i> , (DAFI 36-2670, AFPC/DP3SA)	UP(T)	N/A	CM(P)	UP(T): Remove and give to member upon retirement or discharge.
131	DD Form 2366-2, <i>Montgomery GI Bill Act of 1984 (MGIB), Transferability Program</i> , (AFI 36-2649, AFPC/DP3SA)	UP(T)	N/A	CM(P)	UP(T): Remove and give to member upon retirement or discharge.
132	DD Form 2384-1, <i>Notice of Basic Eligibility (NOBE)</i> (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	N/A
*133	AF Form 2587, <i>Security Termination Statement</i> (DoDM5200.01V1_AFM	UP(P)	N/A	N/A	Manage as prescribed by DoDM5200.01V1_ AFMAN 16-1404v1.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	AN 16-1404v1, USAF/XOS-FI)				
*13 4	AF Form 2630, <i>PALACE CHASE IRR, Selected Reserve Service Contract</i> (DAFI 36-3211, AFPC/ DP2ST)	UP(T)	N/A	CM(P)	UP(T): Form is obsolete. Document has legal, historical, or management value.
*13 5	AF Form 2631, <i>PALACE CHASE Statement of Understanding/Contract</i> (DAFI 36-3211, AFPC/DP2ST)	UP(T)	N/A	CM(P)	UP(T): Remove upon expiration of contract.
136	DD Form 2648, <i>Preseparation Counseling Checklist</i> (DAFI 36-3009, AFPC/DPFFF)	UP(P)	N/A	N/A	Forward with permanent documents upon separation.
137	DD Form 2656, <i>Data for Payment of Retired Personnel</i> and DD Form 2656-1, Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage (AFI 36- 3006, AFPC/DPFFF)	UP(P)	N/A	N/A	Document has legal, historical, or management value.
138	DD Form 2760, <i>Qualification to Possess Firearms or Ammunition</i> 18 USC §§ 922(d) & 922(g) (9))	N/A	N/A	CM(P)	N/A
139	DD Form 2791, <i>Notice of Release/ Acknowledgement of Convicted Sex Offender Registration Requirements</i>	UP(P)	N/A	N/A	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	(AFMAN 31-115V1, <i>Department of the Air Force Corrections System, AFSFC/SFCV</i>)				
140	DD Form 2807-1, <i>Report of Medical History</i> (DAFMAN 48-123, AFMSA/SGPA), or DD Form 2492, <i>DOD Medical Examination Review Board (DoDMERB) Report of Medical History</i>)	N/A	N/A	CM(P)	N/A
141	DD Form 2808, <i>Report of Medical Examination</i> (DAFMAN 48-123, AFMSA/SGPA) or DD Form 2351, <i>DOD Medical Examination Review Board (DoDMERB) Report of Medical Examination</i>)	N/A	N/A	CM(P)	N/A
142	DD Form 2839, <i>Career Status Bonus Election</i> (Personnel Services Delivery Handbook), (AFPC/DP3ST)	UP(T)	N/A	CM(P)	UP(T): Maintain for 5 years from the election effective date in accordance with AF Records Disposition Schedule (T36-13, R2) in AFRIMS.
143	DD Form 2863, <i>National Call to Service (NCS) Election of Options</i> (AFMAN 36-2032, AFPC Accessions Branch (DP3DA))	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
144	AF Form 3005, <i>Guaranteed Aptitude Area Enlistment Agreement NonPrior Service—United States Air Force</i> (AFMAN 36-2032, AFPC/DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
145	AF Form 3006, <i>Enlistment Agreement- Prior Service, Active USAFR, ANG - United States Air Force</i> (AFMAN 36-2032, AFPC/ DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
146	AF Form 3007, <i>Guaranteed Training Enlistment Agreement- NonPrior Service - United States Air Force</i> (AFMAN 36-2032, AFPC/ DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
147	AF Form 3008, <i>Supplement to Enlistment Agreement - United States Air Force</i> (AFMAN 36- 2032, AFPC/ DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
148	AF Form 3009, <i>Change to Enlistment Agreement - United States Air Force</i> (AFMAN 36-2032, AFPC/ DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
149	AF Form 3010, <i>USAF Statement of Understanding for Dependent Care Responsibility</i> , (AFMAN 362032, AFPC/DP2LT)	UP(T)	N/A	N/A	For enlisted personnel, remove the form upon reenlistment. For officer personnel, remove on completion of ADSC.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
*150	AF Form 3027, <i>PALACE CHASE Mobilization Augmentee Selected Reserve Service Contract</i> (obsolete), (DAFI 36-3211, AFPC/DP2ST)	UP(T)	N/A	CM(P)	UP(T): Remove upon expiration of contract. Form is obsolete. Document has legal, historical, or management value.
*151	AF Form 3028, <i>PALACE CHASE "Category A" Unit Selected Reserve Service Contract</i> (obsolete), (DAFI 36-3211, AFPC/DP2ST)	UP(T)	N/A	CM(P)	UP(T): Remove upon expiration of contract. Form is obsolete. Document has legal, historical, or management value.
152	AF Form 3070, <i>Record of Nonjudicial Punishment Proceedings</i> (obsolete), or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of punishment (DAFI 51-202, DAF/JAJM)	N/A	N/A	eOSR (P) CM(P)	Form is obsolete. Document has legal, historical, or management value.
153	AF Form 3070A, <i>Record of Nonjudicial Punishment Proceedings (AB thru SSgt)</i> , or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of punishment, (DAFI 51-202, DAF/JAJM)	UP(T)	N/A	CM(P)	UP(T): File only AF Form 3070 reflecting a demotion in grade. MPF 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.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
154	AF Form 3070B, <i>Record of Nonjudicial Punishment Proceedings (TSgt thru CMSgt)</i> , or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of punishment (DAFI 51-202, DAF/JAJM)	UP(T)	N/A	eNSR(T) CM(P)	UP(T): File only AF Form 3070 reflecting a demotion in grade. MPF 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. eNSR: Remove and destroy two years after effective date of punishment or after one senior NCO evaluation board and in accordance with AF Records Disposition Schedule (T51-03R 26) in AFRIMS.
155	AF Form 3070C, <i>Record of Nonjudicial Punishment Proceedings (Officer)</i> , or correspondence pertaining to appeals, suspension, mitigation, remission, and setting aside of punishment (DAFI 51-202, DAF/JAJM)	UP(T)	OCSR-1 (T)	eOSR(T/P) CM(P)	UP(T): File AF Form 3070. MPF 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. eOSR/OCSR: Maintain the NJP in

	A	B	C	D	E
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		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					the selection record for ten years, except for substantiated conduct, any single act of which, if tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year. In those cases, keep the NJP in the selection record permanently. 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). in accordance with AF Records Disposition Schedule (T51-03 R26) in AFRIMS
156	(VA) Form 21-3101, <i>Request for Information</i> (SAF/AAD)	N/A	N/A	CM(P)	N/A
157	DA Form 3180, <i>Personnel Screening and Evaluation Record</i> , (DoDM5210.42_AFMAN 13-501, AFPC/DP2SPE)	UP(P)	N/A	N/A	Remove only when advised to do so by AFPC/DPSIM.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
158	AF Form 3212, <i>Record of Supplementary Action Under Article 15, UCMJ (AFI 51202, DAF/JAJM)</i>	UP(T)	OCSR-1 (T)	eNSR(T) eOSR (T/P) CM(P)	UP(T): File as an attachment to AF Form 3070. Remove upon next promotion, demotion or separation. eOSR/OCSR: File as an attachment to AF Form 3070 if the commander or review authority's determination results in decision to file this document in these record groups. Retain until one InPromotion-Zone or Above- PromotionZone 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). eNSR: Remove and destroy two years after effective date of punishment or

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					after one senior NCO evaluation board and in accordance with AF
159	AF Form 3538, <i>Retention Recommendation</i> (AFI 36-3203, AFPC/DP2SPE)	N/A	N/A	eOSR(T) CM(P)	Temporarily included in the eOSR and removed within 30 days after board; forwarded to AFPC/DP1ORM for archiving.
160	AF Form 4394, <i>Air Force User Agreement Statement-Notice and Consent Provision</i> , (AFI 17-130, SAF/CNZ)	UP(T)	N/A	CM(P)	N/A
161	AF Form 4406, <i>Post-9/11 GI Bill Transfer of Educational Benefits Statement of Understanding</i> , (AFI 36-2107, AFPC/DP3SA)	UP(T)	N/A	CM(P)	N/A
162	VA Form 22-1990, <i>Application for VA Education Benefits</i> (AFI 362670, AETC/DPAE)	UP(T)	N/A	N/A	N/A
163	PS Form 3811, <i>Domestic Return Receipt, and PS Form 3811-A, Request for Delivery Information/Return Receipt</i> , (ARPC/DPTTR)	N/A	N/A	CM(P)	Retain forms that document receipt of Reserve Components Survivor Benefit Plan mailing.
164	PS Form 3817, <i>Certificate of Mailing</i> , (ARPC/DPTTR)	N/A	N/A	CM(P)	Retain forms that document mailing of Reserve Components Survivor Benefits Plan notification.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
165	AFRC Form 4021, <i>Application for Incentive Participation</i> (AFRCR 39- 1, AFRC/DPV)	UP(T)	N/A	N/A	UP(T): Form and governing directive are obsolete.
166	SGLV 8285, <i>Request for Insurance; 8285A, Request to Restore Family SGLI</i> (obsolete), (AFPC/DPFCS)	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
167	SGLV 8286, <i>Servicemembers' Group Life Insurance Election and Certificate; 8286A Family Coverage Election</i> (DAFI 36-3002, AFPC/DPFCS)	UP(P)	N/A	N/A	Manage according to DAFI 36-3002.
SECTION II – CORRESPONDENCE PERTAINING TO BOARDS AND PROCEEDINGS					
168	Air Force Discharge Review Board (final action) (DoDI 1332.28, SAF/MRBR)	N/A	N/A	CM(P)	DD Form 293, and discharge review board minority reports will be incorporated into the MPerRGp. Store all other records separate from the MPerRGp and destroy after 75 years and in accordance with AF Records Disposition Schedule (T36-12, R1.02) in AFRIMS.

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
169	SecAF Directive issued under AFI 36-2603, or letter announcing administrative correction of records (staff action not referred to board) under AFI 36-2603, (SAF/MRBR)	N/A	N/A	CM(P)	N/A
170	Aviation Service and Parachutist Action. (Final action) (AFMAN 11-402, <i>Aviation and Parachutist Service</i> , AF/A30-ATF)	N/A	N/A	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
171	Physical Evaluation Board (AFI 36-3212, AFPC/DPPD)	N/A	N/A	CM(P)	N/A
*17 2	Administrative Discharge Case Finalized by SAF resulting in discharge (DAFI 36-3211, AFPC/DP3ST and USAF/REPX)	N/A	N/A	CM(P)	N/A

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
173	AF Disability Review Board (final action) (AFI 36-3212, SAF/MRBC and AFPC/DPFD)	N/A	N/A	CM(P)	N/A
*17 4	Approved separation under DAFI 36-3211, 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. (DAFI 36-3211, AFPC/DP3ST)	N/A	N/A	CM(P)	Retain all proceedings that result in discharge and others containing information indicating the possible existence of a physical or mental defect.
*17 5	A discharge suspended for probation and rehabilitation and subsequently vacated and member discharged (DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	N/A	N/A
*17 6	A discharge suspended for probation and rehabilitation and approval for discharge is subsequently cancelled (DAFI 36-3211, AFPC/DP3ST)	UP(T)	N/A	N/A	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.

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		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
*17 7	Disposition Board (final action) (DAFI 36-3211, AFPC/DP3ST)	N/A	N/A	CM(P)	N/A
178	Administrative Demotion Case File (final action) (DAFI 36-2502, AFPC/DP2SP)	UP(T)	N/A	CM(P)	UP(T): Retain correspondence pertaining to demotion action which finally resulted in an officer or enlisted Airman's retention in the present grade until the end of current enlistment, then destroy in accordance with AF Records Disposition Schedule (T36-19,
179	Faculty Board when final action results in elimination (AETCGM2018-36-02, AETC/TTPS)	N/A	N/A	CM(P)	On reinstatement of the member remove the entire file and return to AETC/TTPS, for flying training, and to the Technical Training Center indicated on the AETC Form 125a for technical training.
180	Final approval of Secretary of the Air Force Clemency and Parole Board (DoDI 1332.28, SAF/MRBR)	N/A	N/A	CM(P)	N/A

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
181	Board of Officers (final action) (DAFMAN 51-507, DAF/JAJI)	N/A	N/A	CM(P)	N/A
182	Medical Board (AFI 41-201, USAF/SGHA)	N/A	N/A	CM(P)	N/A
Section III –CORRESPONDENCE PERTAINING TO:					
A. Assignments					
*183	Approved application for follow-on, home-basing assignment (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Application is archived via Case Management System.
*184	Correspondence relative to reassignment, curtailment, restriction from certain overseas areas and international or administrative hold (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove when separated by initiating authority. Items without specific controls will be retained for 12 to 18 months and monitored by AFPC/DP3AM. Exception: Retain for personnel released from RegAF when not previously released by the initiating authority.

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
185	Active Duty Service Commitment (ADSC) counseling statement (AFMAN 36-2100, AFPC/DP2LT)	UP(T)	N/A	CM(P)	UP(T): Remove when ADSC is fulfilled.
*18 6	Statement by obligated Reservist required when reassignment is caused by change of residence. (obsolete) (ARPC/DPTT)	UP(T)	N/A	N/A	Remove upon satisfaction of obligation, or reassignment to Category A or B program, or termination of military status. No longer required by DAFI 36-2110.
*18 7	Sole Surviving Son, Daughter Assignment Limitation Application, Approval (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove upon first reenlistment or voluntary extension of enlistment.
*18 8	Correspondence approving Humanitarian, EFMP Reassignment and or Deferment (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove 18 months after final action for Humanitarian, EFMP reassignment or deferment.
*18 9	Command Sponsorship and or Change of Tour Election (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove upon first duty assignment after overseas tour.
190	Assignment Limitation Statement (Unauthorized Launch Study) (AFI 91-106, AFSA/SENA)	UP(P)	N/A	N/A	N/A
*19 1	Home-Base and Follow-On Programs Declination Memorandum (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove memorandum upon arrival at first duty station after overseas tour.

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		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
B. Decorations/Awards/Badges					
192	Approval/Disapproval by SAF concerning extraordinary heroism (AFI 36-3203 AFMAN 36-2806, AFPC/DP3ST and DP2SPE)	N/A	N/A	CM(P)	N/A
193	Citations for approved decorations (AFMAN 362806, AFPC/DP1SP)	UP(T/P)	N/A	CM(P) eOSR(P) eNSR(P)	eNSR: 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).
194	Notification memorandum to recipients of special trophies and awards (AFMAN 36-2806, AFPC/DP1SP)	UP(P)	N/A	N/A	N/A
195	Denial of Good Conduct Medal (AFMAN 36-2806, AFPC/DP1SP)	UP(P)	N/A	N/A	N/A
196	Memorandum of certification authorizing wear of Combat Readiness Medal (AFMAN 36-2806, AFPC/DP1SP)	UP(P)	N/A	N/A	N/A

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
197	Memorandum Revoking or Prohibiting Wear of a Specialty Badge (Appropriate Directive, AFPC/DP3SA)	UP(P)	N/A	N/A	N/A
198	Confirmation memorandum from commander of cited unit for award of the Presidential Unit Citation, Gallant Unit Citation, Meritorious Unit Award, AF Outstanding Unit Award, AF Organizational Excellence Award (or equivalent from another military service) to personnel in an attached status (AFMAN 36-2806, AFPC/DP1SP)	UP(T)	N/A	N/A	Destroy in accordance with AF Records Disposition Schedule (T36-33, R3) in AFRIMS when award is included on AF Form 104.
199	Memorandum for Presidential Service Certificate & Badge (Executive Order 12793) (AFPC/DP3SP)	UP(P)	N/A	N/A	N/A
200	AFPC letter of approval for foreign decorations with translated citation (AFMAN 36-2806, AFPC/DP1SP)	UP(P)	N/A	N/A	N/A
C. Education and Testing					
201	Memorandum, non-attendance of service schools due to operational requirements and	N/A	OCSR-1 (T)	eOSR(P) CM(P)	N/A

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	humanitarian deferment in officer or enlisted Airman's last year of eligibility (DAFI 36-2670, USAF/DPPE)				
202	Any document substantiating declination of offered Professional Military Education without prejudice (Squadron Officer School only) (DAFI 36-2670, USAF/DPPE)	N/A	N/A	N/A	Remove when officer's total active federal commissioned service exceeds seven years or officer has greater than four years'
203	Diploma or course completion certificate for Airman Leadership School (DAFI 36-2670, USAF/DPPE)	UP(T)	N/A	N/A	Remove upon promotion to SSgt.
204	Statement by member declining resident NCO or Senior Non-commissioned Officer academy attendance (DAFI 36-2670, USAF/DP)	UP(P)	N/A	N/A	N/A
205	Armed Forces Classification Test Results Listings or Memorandum (AFMAN 36-2100, AFPC/DP3SP)	UP(T)	N/A	N/A	Retain for personnel transferred to the USAFR or ANG.
206	Declination Statement for Approved Retraining Request (AFMAN 36-2100, AFPC/DP3ST)	UP(T)	N/A	N/A	Retain for the duration of current enlistment, including extensions.
207	Test Results Memorandum or Listing (AFMAN 362664, AFPC/DP3SP)	UP(T)	N/A	N/A	Retain for personnel transferred to the USAFR or ANG.

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		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
D. Military Status					
208	Special authority for enlistment. (AFMAN 362032, and AFI 36-2606, AFPC/DP3ST, AFRC/RS)	UP(T)	N/A	CM(P)	UP(T): Remove upon completion of current enlistment.
209	Notification of change in Reserve assignment (ARPC Assignments [DPAA])	UP(T)	N/A	N/A	Remove when new assignment orders are published.
210	Correspondence initiated according to DAFI 36-3802, AFPC Missing Persons Branch (DPFCM)	UP(P)	N/A	CM(P)	UP(P): Upon reenlistment, forward according to Table A6.1, Rule 3.
211	Memorandum Acknowledging Individual Ready Reserve Requirement (AFMAN 36-2102, AFPC/DP3ST)	UP(P)	N/A	N/A	N/A
212	Request for retention beyond expiration of enlistment or required service (AFI 36-2606, AFPC/DP3ST)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
*213	High Year of Tenure correspondence (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	N/A
214	Reserve Service Commitment Memo (AFRCI 36-2102, HQ AFRC/DPMB)	UP(T)	N/A	CM(P)	N/A
215	Enlistment Application for ANG Band (AFMAN 36-2032, NGB/A1P)	UP(T)	N/A	CM(P)	N/A

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
216	Transfer of officers from other services to USAF (AFMAN 36-2032, AFPC/DP3ST)		N/A	CM(P)	N/A
217	Statement of Veterans Education Assistance Program Suspension (DAFI 36-2670, USAF/DPPE)	UP(P)	N/A	N/A	N/A
218	Health Professions Scholarship Contract (DoDI6000.13_DAFI 41-110, USAF/SGHP)	UP(T)	N/A	CM(P)	UP(T): Remove on expiration of active duty service commitment.
219	Letter of Reprimand, Letter of Admonishment or Letter of Counseling (DAFI 36-2907, AFPC/DP3SA and, AFPC/DP2SSM)	N/A	N/A	eOSR/(T/P) CM(P)	eOSR/OCSR: Maintain in the selection record until the officer is selected for promotion by a board and the promotion nomination list receives senate confirmation. Remove when member retires, separates (without immediate return or continuation on active duty), or dies. See Note 2 and 3.
220	Substantiated finding(s) from a report of investigation, regardless of whether command action was taken as a result. This may include, but is not limited to, commander directed, Inspector	N/A	N/A	eOSR	Effective the date OSD approves this policy, all adverse information an officer receives will be filed in the Officer's Selection Record (OSR) and

	A	B	C	D	E
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	General, and equal opportunity investigations (AFI 36-2608,				will be considered by promotion selection, special selection, federal recognition (ANG specific), and selective continuation boards to the grade of O-4 and above (to include processes for O-3 promotions that have “extraordinary adverse information” per DoDI 1320.14). Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					judgement on the part of the individual. Adverse information includes, but is not limited to: (1) Any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation or inquiry, regardless of whether command action was taken as a result (see Section III below). (Note: While some investigations (e.g., Inspector General, Commander Directed or Equal Opportunity investigations) will conclude with substantiated/not substantiated findings, investigations conducted by certain authorities, such as Security Forces (SF) or the Office of Special Investigations (OSI), neither substantiate nor refute allegations.

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		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					Consequently, SF and OSI investigations are not considered adverse information. However, command action taken as a result of information presented in an SF or OSI Report of Investigation is considered adverse information and must be filed in the OSR if a letter of admonishment or higher was issued).
221	Command action taken as a result of information presented in a Security Forces or Office of Special Investigation Report of Investigation (AFI 36-2608, AFPC/DP2SSM)	N/A	N/A	eOSR	Filed in the OSR if a Letter of Admonishment or higher was issued. See DAFI 36-2907.
222	Transcripts, Professional Certificates and memorandums confirming dates of medical school attendance and internship (AFMAN 36-2604, AFPC/DP2LT and AFMAN 36-2032, AFPC/DP3ST)	N/A	N/A	CM(P)	N/A
223	Documentary evidence (letter or certificate) of specialty board certification for MC, DC,	N/A	N/A	eOSR(P) CM(P)	N/A

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I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	NC, or MSC officers (AFMAN 41-108, USAF/SGH)				
224	Termination, Reduction of Selective Reenlistment Bonus Memorandum (AFI 36-2606, AFPC/DP3ST)	UP(T)	N/A	N/A	Remove upon reenlistment.
E. Pay					
225	Blended Retirement System Continuation Pay Statement of Understanding & Election Form (AFPC/DP3SA)	N/A	N/A	CM (P)	N/A
226	Memorandums, SAF determinations, Judge Advocate General or Comptroller General decisions pertaining to Reserve pay or Reserve retirement (AFI 36-3203, AFPC/DP3ST)	N/A	N/A	CM(P)	N/A
227	Aviator Continuation Pay Agreement, Counseling Statement (AFMAN 36- 3004, AFPC/DP2SSM)	N/A	N/A	CM(P)	N/A
228	13D Critical Skills Retention Bonus Agreements, (AFPC Non- Rated Operations Airman Career Management Branch (DP2OA))	N/A	N/A	CM(P)	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
*22 9	Correspondence explaining nonpayment of Separation Pay (DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	N/A	Forward with permanent documents upon separation.
230	Administrative Determination of USAF or SAF Affecting Pay and Allowances (ARPC/DPSRI)	N/A	N/A	CM(P)	N/A
231	Aviation Career Incentive Pay Legislation (Aviation Service Sheet, Adjustment, and Reclama memorandums) (AFMAN 11-402, AFPC/DP2LT and AF/A30-ATF)	N/A	N/A	CM(P)	N/A
232	Retention Special Pay Agreement or Declination Memorandum (Public Law (PL)96- 284, AFPC/DP2SSM)	UP(T)	N/A	N/A	N/A
233	Assignment Incentive Pay Agreement, (AFPC/DP3AM)	UP(T)	N/A	N/A	Retained until subsequent reassignment to a new location.
F. Promotions, Appointments, and Conditional Reserve Status					
234	Memorandums of nonselection for promotion (AFI 36-2504, <i>Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force</i> , USAF/REP and DAFI 36-2501, AFPC/DP2SP)	UP(T)	N/A	N/A	Remove when promoted to the higher grade for which non-selected.

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		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
235	Declination of Active Duty Promotion (DAFI 36-2501, AFPC/DP2SP)	UP(T)	N/A	CM(P)	UP(T): Remove if or when officer accepts promotion.
236	Declination of permanent USAFR promotion (AFI 36-2504, USAF/REP)	UP(T)	N/A	CM(P)	UP(T): Remove when selected by next board. Remove upon reapplication or promotion as a result of USAFR Selection Board.
237	Declination of permanent RegAF promotion (DAFI 36-2501, AFPC/DP2SP)	UP(T)	N/A	CM (P)	Form is obsolete. Document has legal, historical, or management value.
238	Removal of an officer's name from a recommended list for a RegAF promotion, (DAFI 36-2501, AFPC/DP2SP) or AFR Promotion (AFI 36-2504, ARPC/DPX).	N/A	N/A	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 Resolution</i> .
239	Memorandums of Appointment, USAFR, Air National Guard of the United States, USAF Temporary (AFMAN 36-2032, AFPC/DP3ST)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
240	Letters to a board. Filed only for officer promotion (DAFI 36-2501, AFPC/DPSOO and AFI 36-2504, USAF/REP)	N/A	N/A	eOSR(T) CM(P)	eOSR(T) Temporarily included in the eOSR within 30 calendar days of a central selection board. Removed, and disposed after board adjourns. CM

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					(P) Forward letters to DP1ORM after promotion board adjourns.
241	Not qualified recommendation for RegAF and USAFR promotion to captain and above, and not qualified recommendation for Regular Appointment and command selection record (DAFI 36-2501, AFPC/DP2SP and AFI 36-2504)	N/A	N/A	CM(P)	eOSR: Temporarily included in eOSR 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 selection boards, and professional military education boards, among others).
242	Not qualified recommendation for RegAF and USAFR continuation (captain and major) (DAFI 36-2501, AFPC/DP2SP and AFI 36-2504, ARPC/XP)	N/A	N/A	CM(P)	Temporary included in eOSR within 30 days before a continuation board and removed as soon as that board adjourns.
243	Statement of Understanding of 2-year ADSC for Promotion to MSgt and SMSgt, 3-year ADSC for Promotion to CMSgt (DAFI 36-2502, AFPC/DP3SP)	UP(T)	N/A	N/A	Remove after completion of ADSC.
244	Statement Declining Enlisted Promotion (AFI 362502, AFPC/DP3SP)	UP(P)	N/A	N/A	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
245	Statement of Acceptance, Declination of Continuation on Active Duty (DAFI 36-2501, AFPC/DP2SSP)	N/A	N/A	CM(P)	N/A
246	Approved Waiver of primary Air Force specialty code (DAFI 36-2502, AFPC/DP2SPP)	UP(T)	N/A	N/A	Remove after applicable promotion consideration or separation. Exception: Retain waivers less than one year old for individuals released from RegAF.
247	Non-recommendation for Promotion (DAFI 36-2502, AFPC/DP3SP)	UP(T)	N/A	N/A	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.
248	Promotion Deferral (AFI 362502, AFPC/DP2SSP)	UP(T)	N/A	N/A	Remove upon promotion, separation, or termination of the deferral.
249	Withholding promotion (DAFI 36-2502, AFPC/DP3SP)	UP(T)	N/A	N/A	Retain letter until termination of withholding action, upon promotion, or separation.
250	Record of Counseling of Retirement Eligible Promotion Selectees	UP(T)	N/A	N/A	Remove two years after effective date of promotion, 1 year

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	(DAFI 36-2502, AFPC/DP3SP)				after declination, or upon separation.
G. Separations/Retirements					
*25 1	Documents pertaining to officer's military status or approved separation (DAFI 36-3211, AF/REP and AFPC/DP3ST)	UP(T)	N/A	CM(P)	N/A
252	Officer's letter to the board. Filed only for Officer's Selective Early Retirement Board (AFI 36-3203, AFPC/DP3ST) or removal (AFI 36-2504, ARPC/DPX)	N/A	N/A	eOSR(T)	Temporarily included in the eOSR and removed within 30 days after board approval.
*25 3	Documents pertaining to officer or enlisted Airman's military status or approved separation to include AF Form 31 and AF Form 780 (DAFI 36-3211, ARPC/DPX and DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	CM(P)	N/A
*25 4	Request for waiver of discharge processing (DAFI 36-3211, AFPC/DP3ST)	UP(T)	N/A	N/A	Remove upon expiration of the period of service or enlistment for which approved.
*25 5	Tender of Resignation, request for release, or application for discharge (DAFI 36-3211,	UP(P)	N/A	CM(P)	UP(P): Only those processed under DAFI 36-3211.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	AFPC/DP3ST and USAF/REPX)				
256	Correspondence approving retention beyond mandatory separation date (10 USC §§ 12308, 12646, 12647, 12686 or 14703, AFPC/DP3ST or ARPC/DPPTS)	UP(T)	N/A	CM(P)	N/A
257	Memorandum, notification, acknowledgment of required excess leave. Awaiting appellate review (AFI 51201, DAF/JAJM)	UP(P)	N/A	N/A	N/A
*258	Statement of Election, Agreement in connection with mandatory separation or Secretarial retention (10 U.S.C. § 12301(d) or DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	N/A	File copy of the memorandum of notification sent to the member.
*259	Correspondence concerning officer's separation as a result of failure to attain promotion to the next higher RegAF or permanent grade (DAFI 36-3211, AFPC/DP3ST or USAF/REPX)	UP(T)	N/A	CM(P)	CM: File the copy of the memorandum sent to and endorsed by the member.
260	Memorandum, Notification of Eligibility for Retired Pay at Age 60 (AFI 36-3203, ARPC/DPPTTR)	N/A	N/A	CM(P)	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
261	Confirmation of Temporary Early Retirement Registration for Public and Community Service (AFI 36-3202, AFPC/DP3ST)	UP(P)	N/A	N/A	Forward this document with permanent documents upon separation.
262	Denial of additional tour of Active Duty (AD) (AFI 36-3207, AFPC/DP3ST)	N/A	N/A	CM(P)	N/A
263	Statement of Trial Results (DAFI 51-201, AFLSA/JAJM)	UP(P)	N/A	N/A	N/A
264	Correspondence concerning medical examination for voluntary separation or retirement (AFMAN 362102, AFPC/DP3ST)	UP(P)	N/A	N/A	Forward with permanent documents on separation.
265	Correspondence concerning dropping an individual from the Air Force Rolls (AFI 363208 (RegAF) & AFI 363209 (AFR & ANG), AFPC/DP3ST)	N/A	N/A	CM(P)	N/A
266	Correspondence denying the individual service pay points or other benefits "Reserve Retirement and or Reserve Pay" (AFI 36-3203, ARPC/DPTA)	N/A	N/A	CM(P)	N/A
*267	Approved waiver of discharge for fraudulent entry (excludes waivers for concealment of prior	UP(P)	N/A	CM(P)	On reenlistment forward according to Table A4.2, Rule 3.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	service) (DAFI 36-3211, AFPC/DP3ST)				
268	Pre-separation Counseling Acknowledgment (AFMAN 36-2102, AFPC/DP3ST)	UP(P)	N/A	N/A	N/A
*26 9	Ready Reserve Agreement to Receive Separation Pay (DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	N/A	Forward with permanent documents upon separation.
270	Retirement Pre-application Checklist (AFI 36-3203, AFPC/DP3SA)	UP(P)	N/A	N/A	N/A
*27 1	Identification Card Requirement Memorandum (DAFI 36- 3211, AFPC/DP2SSR)	UP(P)	N/A	N/A	Forward with permanent documents on separation.
SECTION IV - COMPUTER PRODUCTS, RIPS, AND BRIEFS					
272	Officer Selection Brief (DAFI 36-2501, AFPC/DP2SP and AFI 36- 2504, ARPC/PB)	N/A	N/A	eOSR(T) CM(P)	Remove when superseded. For USAFR officer, remove immediately after promotion selection board adjourns.
*27 3	Assignment History Printout (obsolete), (DAFI 36-2110, AFPC/DP3AM)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
274	Record Review Listing (AFMAN 36-2102,	UP(T/P)	N/A	N/A	UP(T): File only record review listings used for

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	AFPC/DP2SSP and AFPC/DP2SSM)				ANG or USAFR personnel. Remove when superseded. Guard only. UP(P): Record review listings used to reconstruct
275	Source document RIP for change or adjustment of service dates for lost time (, AFMAN 36-2604, AFPC/DPFCM)	UP(T)	N/A	N/A	See AF Form 2098.
276	Direct AFSC Conversion RIP (AFI 36-2101, AFPC/DP3D)	UP(T)	N/A	N/A	N/A
277	Automatic Entry into on the job training for new staff sergeants RIP (36- 2101, AFPC Accessions, Workforce Development & Career Programs Division (DP3D))	UP(T)	N/A	N/A	Remove when awarded 7-level AFSC.
278	Special Experience Identification (SEI) RIP (Officers) and Special Experience Certification RIP (Enlisted) (AFI 36- 2101, AFPC/DP3D)	UP(T)	N/A	N/A	Remove upon withdrawal of SEI
279	Retirement, separation, decision notification. RIP Recording of Office of the Secretary of the Air Force determination pertaining to retirement (AFI 36-3203, AFPC/DP3ST)	UP(T)	N/A	N/A	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
280	RIP Source Document for Training Status Code-R, 36-2101, AFPC/DP3D)	UP(T)	N/A	N/A	Remove when training status code changes.
281	Foreign Language Proficiency Pay RIP (AFMAN 2664, AFPC/DP3SA)	UP(T)	N/A	N/A	Remove one year after termination of foreign language proficiency pay.
282	Retraining and Disposition Application RIPs (AFI 36-2626, AFPC/DP3ST)	UP(T)	N/A	N/A	Remove when officer or enlisted Airman has completed retraining and attained a skill level in the new AFSC, which is commensurate with current grade, or upon training removal.
283	AFSC Upgrade and Award RIPs (AFI 36-2101, AFPC/DP2SSM)	UP(T)	N/A	N/A	N/A
284	Termination, Reduction of Selective Reenlistment Bonus RIP (AFI 36-2606, AFPC/DP3ST)	UP(T)	N/A	N/A	Remove upon expiration of enlistment.
285	Officer or enlisted Airman Classification RIP (AFI 36-2101, AFPC/DP3ST)	UP(T)	N/A	N/A	File only when the RIP documents a change to AFSC or SEI data.
286	EPR(R), Air Reserve Forces noncommissioned officers performance reports (DAFI 36-2406, USAF/REP)	UP(P)	N/A	N/A	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
*28 7	Date Eligible to Return from Overseas (DEROS) Option RIP (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove upon CONUS arrival.
*28 8	DEROS RIP for change other than Initial Duty Allocation (DAFI 36-2110, AFPC Military Assignment Programs Branch (DP3AM))	UP(T)	N/A	N/A	Remove upon CONUS arrival.
289	Officer or enlisted Airman Selection Brief (AFI 36-2502, AFPC/DP3SP)	N/A	N/A	eNSR(T)	Remove when superseded.
290	Certification of Survivor Benefit Plan RIP (AFMAN 36-3006, AFPC/DPFW)	UP(P)	N/A	N/A	N/A
291	Unexcused participation RIP (AFMAN 36-2136, AFRC/A1KE)	UP(P)	N/A	N/A	Retain with DD Form 2384-1 if applicable to new GI bill.
292	Officer Training Allocation RIP (AFMAN36-2100, AFPC/DP2LT)	UP(T)	N/A	N/A	Retain until the ADSC for the training has expired.
*29 3	Officer Assignment Notification RIP (DAFI 36-2110, AFPC/DP3A)	UP(T)	N/A	N/A	Retain only those Officer Assignment RIPs that contain training instructions. Retain until the ADSC for the training has expired.
SECTION V - MISCELLANEOUS					

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
294	Foreign Government Employment Statement of Understanding (AFI 362913, AFPC Directorate of Airman & Family Care (DPF))	N/A	N/A	CM (P)	N/A
295	Memorandum for Transgender Exception to Policy Request (DoDI 1300.28, <i>In-Service Transition for Transgender Service Members</i>)	N/A	N/A	(CM (P)	N/A
296	Memorandum of the Unit Commander Approved Transgender Airman Gender Marker (DoDI 1300.28, AFPC/DP3SA)	N/A	N/A	(CM (P)	N/A
297	Correspondence concerning commander's or review authority's determination to file or not to file NJP, UCMJ, record in officer or enlisted Airman's OCSR/eOSR or eNSR (see item 153 and 156 and paragraph 6.8. , AFPC/DP2SSM)	N/A	OCSR-2(T)	eOSR/ eNSR(T) CM(P)	N/A
*298	Letter from USAF/DPPU authorizing wear of religious apparel (DAFI 36-2903, AFPC/DP3SA)	UP(T)	N/A	N/A	N/A
299	Notification to Spouse of Election of Less than Full Coverage Under Reserve Components Survivor Benefit Plan (AFMAN 36-3006, ARPC/DPTE)	N/A	N/A	CM(P)	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
300	Nuclear SEI Award Order, AFMAN 36-2032, AFPC/DP3ST)	UP(P)	N/A	N/A	N/A
301	Certification of Mailings or Receipt of Mailings of Reserve Components Survivor Benefit Plan Notifications (ARPC/DPPR)	N/A	N/A	CM(P)	N/A
302	General Officer Photographs (AFI 36-2632, Official Photographs of Air Force General Officers, (rescinded), AF/A1LG)	UP(T)	OCSR-1 (T)	eOSR(T)	N/A
*303	Casualty Assistance Case File (DAFI 36- 3002, AFPC/DPFCS)	N/A	N/A	CM(P)	N/A
304	Statement of Disagreement AFCIC/ITC	UP(P)	eOCSR-1 (P) ACR(P)	CM(P)	N/A
305	Privacy Act correspondence granting the officer or enlisted Airman's approval for release (AFI 33-332, AFCIO/P)	UP(P)	eOCSR-1 (P)	CM(P)	N/A
306	Certificate of Procurement Integrity (AFI 51-1101, DAF/JACQ)	UP(P)	N/A	N/A	Forward with permanent separation documents.
*307	Spouse Notification Letter for SGLI (DAFI 36-3002, AFPC/DPFC)	UP(P)	N/A	N/A	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
*308	Service Member's Medical Underwriting Letter (DAFI 36-3002, AFPC/DPFC)	UP(P)	N/A	N/A	N/A
*309	Family Service Member's Group Life Insurance Medical Underwriting Letter (DAFI 36-3002, AFPC/DPFC)	UP(P)	N/A	N/A	N/A
SECTION VI – ADMINISTRATIVE ORDERS AND FORMS 1098 (OLD FORM), 2096, AND 2098					
A. Assignments					
*310	Reassignment involving travel (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	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 Air Force Skill commensurate with current grade. Remove when member is removed from retraining status.
*311	Reassignment not involving travel (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove upon next reassignment or when separated.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
*31 2	Assignment of an individual on return from a prisoner of war or missing in action status (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Retain for personnel released from RegAF.
*31 3	Change in overseas duty selection date or DEROS (DAFI 36-2110, AFPC/DP3AM)	UP(T)	N/A	N/A	Remove upon CONUS arrival.
B. Decorations and Awards					
314	Orders granting decorations (AFMAN 36-2806, AFPC/DP1SP)	UP(O)(T) UP(A)(P)	N/A	eOSR/ eNSR(T) CM(P)	eOSR/eNSR: Maintain only if citation is unavailable. UP(A/P)-2: For ANG personnel not on EAD, file
*31 5	Orders authorizing or prohibiting the wear of badges (DAFI 36-3211 and AFMAN 36-2806, AFPC/DP1SP)	UP(P)	N/A	N/A	N/A
C. Aviation Service					
316	Orders awarding aeronautical ratings or placing officer or enlisted Airmen in aviation service (includes aeronautical orders placing Undergraduate Pilot Training, Undergraduate Navigational Training, and	N/A	N/A	CM(P)	When member disagrees with prior aeronautical ratings reflected in MilPDS, and neither officer nor Flight Management Office has copies of orders, request them from

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	Undergraduate Helicopter Training students in aviation career status) (DAFMAN 11-401, <i>Aviation Management</i> , USAF/A3OATF)				the MPerRGp, AFPC/DP2SSM.
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. (DAFMAN 11401, USAF/ A3O-ATF)	UP(P)	N/A	CM(P)	N/A
318	Aeronautical orders revalidating invalid aeronautical orders (DAFMAN 11-401, USAF/A3O-ATF)	N/A	N/A	CM(P)	N/A
D. Military Status					
*319	Reappointment of eligible Reserve officer (AFMAN 36-2032, AFPC/DP2LT and AFMAN 36-2032, and DAFI 36-3211, NGB Force Management Division [A1P])	UP(T)	N/A	CM(P)	UP(T): Retain for officers released from RegAF.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
320	Discharge Orders (AFI 36-3202, AFPC/DP3ST and ARPC/DPPTTE)	UP(T) UP(P)	N/A	CM(P)	UP(T) Separation without reenlistment. UP(P): Separation with immediate reenlistment.
*321	Release from AD or EAD (DAFI 36-3211, AFPC/DP3ST and AFMAN 36-2032 and ANGI 36-101, NGB/A1P)	UP(P/T)	N/A	CM(P)	UP(T): For ANG only (includes AGR tours under Title 10 and 32 of the United States Code).
322	Entry into AD or EAD (AFMAN 36-2032, AFI 362008 and AFMAN 36-2032, AFPC/DP2LT and ANGI 36-101, NGB/A1P)	UP(P)	N/A	CM(P)	UP(P): Includes AGR tours under Title 10 and Title 32 of the United States Code. Retain EAD order for future actions.
323	Enlistment Order (AFMAN 36-2032, AFMAN 36-2030, AFRC/RS/NGB/MP)	UP(P)	N/A	CM(P)	See Table A4.2, Rule 4. Exception: Retain for personnel released from RegAF. For ANG: AF Form 2096, when used as an enlisted order (see item 156) CM: When used as an enlistment order.
*324	Transfer to ANG order (DAFI 36-2110, ARPC/DPA)		N/A	CM(P)	N/A
325	Appointment as a Commissioned Officer (AFMAN 36-2032, AFPC/DP2LT and DP2SP)	UP(T)	N/A	CM(P)	UP(T): Do not file RegAF appointment orders.

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
326	Retirement Orders (AFI 363203, AFPC/DP3ST and ARPC/DPTTR)	UP(P)	N/A	CM(P)	N/A
*327	Change in date of separation (DAFI 36-3211, AFPC/DP3ST)	UP(P)	N/A	N/A	N/A
*328	Judge Advocate General Order Designation of Officer as a Judge Advocate (DAFI 51-101, AF/JAX)	UP(T)	N/A	CM(P)	UP(T): Retain for officers released from RegAF.
*329	Enlisted Promotion Orders (DAFI 36-2502 and AFI 36-2504, ARPC/DPB and AFPC/DP3SP and ANGI 36-2501 and ANGI 36-2504 NGB/A1P)	UP (A)(P)	N/A	CM(P)	UP(A): Forward all enlisted promotion orders to AFPC/DP1OPRM 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 (DAFI 36-2501, AFPC/DP2SPP)	N/A	N/A	CM(P)	Retain copy in MHRR only.
*331	Administrative demotion order (DAFI 36-2502, AFPC/DP3SP)	UP(P)	N/A	CM(P)	Retain demotion order if used for current grade; destroy in accordance with AF Records Disposition Schedule (T36-19, R7 and R12) in AFRIMS upon

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
					promotion or separation.
*33 2	Change in designated place of confinement of prisoner (DAFI 51-201, DAF/JAJM)	UP(T)	N/A	CM(P)	UP(T): Remove on release or separation of the prisoner.
*33 3	P-Series orders used in lieu of any existing military form currently authorized for file in the military personnel records	(see column E)	N/A	N/A	Manage according to instructions prescribed for the form. File in MHRR.
F. Miscellaneous					
*33 4	Court-martial orders or any Entry of Judgment containing or reflecting approved findings of guilt; announcing the results of any action taken by the convening authority, such as mitigation, suspension, remission, or vacation of suspension of sentence; orders pertaining to the exercise of clemency; and orders setting aside case entirely (DAFI 51-201, Manual for Courts- Martial, DAF/JAJM)	UP(T)	OCSR-1 (P)	eOSR(P) CM(P) eNSR(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.
*33 5	Announcement of Death of Air Reserve Forces Member (computed generated) (DAFI 36-	N/A	N/A	CM(P)	N/A

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
	3002, AFPC/DPFCS and ARPC/DPTTE)				
*33 6	Release from RegAF by virtue of a void enlistment or induction (DAFI 36- 3211, AFPC/DP3ST)	UP(P)	N/A	N/A	N/A
337	Designation or redesignation of Ready or Standby Reservist (AFMAN 36-2032, ARPC/DPTTA)	UP(T)	N/A	CM(P)	UP(T): Remove upon reassignment.

Notes:

1. For USAFR officers not on EAD and ANG officers, forward to ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley SFB, CO 80011.
2. Approved court-martial findings of guilt are retained in the OSR permanently unless the findings are overturned on appeal or set aside in their entirety, and the member is not subsequently found guilty at a rehearing or new trial. If removed from the OSR for this reason, this is not considered adverse information and will not be filed in the MPerRGp. All other adverse information filed in the OSR will remain in the OSR: (1). For O-6 and below boards and processes for ten years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year. If the exception is met, the adverse information will remain in the OSR. Except for the set aside of a court-martial or nonjudicial punishment action, earlier removal of adverse information from the OSR may only be directed pursuant to an AFBCMR recommendation. (2). For general officer promotion boards for (1) ten years, except for substantiated conduct, any single act of which, tried by court-martial, could have resulted in the imposition of a punitive discharge and confinement for more than one year; or (2) until the U.S. Senate considers it and confirms the officer. Except for the set aside of a court-martial or nonjudicial punishment action, earlier removal of adverse information from the OSR may only be directed pursuant to an AFBCMR recommendation.”
3. Effective the date OSD approves this policy, all adverse information an officer receives will be filed in the Officer’s Selection Record (OSR) and will be considered by promotion selection, special selection, federal recognition (ANG specific), and selective continuation boards to the grade of O-4 and above (to include processes for O-3 promotions that have “extraordinary adverse information” per DoDI 1320.14). Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance

	A	B	C	D	E
I T E M	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below			
		Electronic Unit Personnel Record Groups (eUPRG)	Officer Command Selection Record Group	Master Personnel Record Group (MPerRGp)	Management and Disposition Instructions
<p>of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgement on the part of the individual. Adverse information includes, but is not limited to: (1) Any substantiated adverse finding(s) or conclusion(s) from an officially documented investigation or inquiry, regardless of whether command action was taken as a result (see Section III below). (Note: While some investigations (e.g., Inspector General, Commander Directed or Equal Opportunity investigations) will conclude with substantiated/not substantiated findings, investigations conducted by certain authorities, such as Security Forces (SF) or the Office of Special Investigations (OSI), neither substantiate nor refute allegations. Consequently, SF and OSI investigations are not considered adverse information. However, command action taken as a result of information presented in an SF or OSI Report of Investigation is considered adverse information and must be filed in the OSR if a letter of admonishment or higher was issued). (2) Approved court-martial findings of guilt (Court-Martial Orders). (3) Nonjudicial punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ). (4) Letter(s) of Reprimand (LORs). (5) Letter(s) of Admonishment (LOAs). (6) Notice of Relief of Command (for cause). (7) Letter(s) of Counseling (LOC) related to a substantiated finding or conclusion from an officially documented investigation or inquiry.</p>					

Attachment 3

PLACING RECORD GROUPS

Table A3.1. Custodian 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 FSS/MPF.
2	USAFR not on EAD assigned to USAFR unit	
3	ANG not on EAD	
4	USAFR not on EAD assigned to NARS-NA (see Note 3), NARS-NB (see Note 4), nonobligated- nonparticipating ready Reserve personnel section (NNRPS), Inactive Status List Reserve Section (ISLRS), or Obligated Reserve Section	
5	USAFR not on EAD enlisted under AFMAN 36-2032	at appropriate AFROTC detachment.
6	USAFR not on EAD but assigned to an IMA position in a major command, organizational elements Air Reserve Squadrons, or NARS-NC (see Note 5), NARS-ND (see Note 6) not assigned to a specific position	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	ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 (see Note 1).

Notes:

1. Mail UPRGs to ARPC/DPTARA, 18420 E. Silver Creek, Bldg 390, Buckley AFB CO 80011.
2. Health records for all IMAs are maintained at the Military Treatment Facility where they are currently assigned.

3. Non-Affiliated Reserve Section (NARS)-NA—Non-obligated; normally two-year retention; training not authorized; hardship (personal/community); twice deferred officers not in sanctuary; pending discharge for cause.
4. NARS-NB—Obligated; training not authorized; same as NA and: key employees, dual status (reserve officer or regular enlisted), non-military delays and/or religious obligations.
5. NARS-NC—Reserve Sanctuary not retained in position.
6. NARS-ND—Key employee with or without a military service obligation (by application).

Table A3.2. Custodian of the eMPerRGp.

R U L E	A	B	C
	If individual is	and grade is	then the custodian is (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 – Lieutenant Colonel	AFPC/DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4707.
2		Colonel	AFPC/DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4723.
3		Brigadier General - General	
4	ANG/USAFR not serving on AD or EAD	Airman Basic through Colonel	AFPC/DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4723.
5		Brigadier General - General	
6	retired with pay	Airman Basic - Colonel	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/ DP1ORM, 550 C Street West, JBSA-Randolph AFB TX 78150-4723.

R U L E	A	B	C
	If individual is	and grade is	then the custodian is (see Note 1)
7		Brigadier General - General	AFPC/ DP1ORM, 550 C Street West, JBSA-Randolph AFB TX 78150-4723.
8	retired on Temporary Disability Retired List	Airman Basic - General	
9	a Reservist who is removed from Temporary Disability Retired List and elects early retirement in lieu of separation pay	Airman Basic - General	
10	serving on AD or EAD and holds a Reserve commission (dual status)	Airman Basic - CMSgt	AFPC/ DP1ORM, 550 C Street West, JBSA-Randolph AFB TX 78150- 4723 (for the Enlisted and Officer MPerRGp).
11	released from AD or EAD and transferred to the USAFR to complete the 8-year military service obligation		AFPC/DP1ORM, 550 C Street West, JBSA-Randolph AFB TX 78150-4723.
12	retired or discharged Reservist with 20 good years awaiting pay at age 60	Airman Basic - General	
13	attending the USAF Academy	Cadet	USAF/DPYQA, 2360 Vandenberg Drive, Suite 3C24, USAF Academy, CO 80840-8720 (Note 2).
14	retired Reservists who cannot become eligible for retired pay including USAF Reserve Retired List (non-pay)	Airman Basic – General	Retired prior to 1 Oct 2004- NPRC/NRPMO-A, 1 Archives Drive, St Louis, MO 63138-1002. Retired on or after 1 Oct 2004-

R U L E	A	B	C
	If individual is	and grade is	then the custodian is (see Note 1)
15	discharged without a remaining military service obligation		AFPC/ DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4723.
16	deceased (see Note 3)		
17	missing, missing in action, captured, detained, interned, beleaguered or besieged		AFPC/ DP1ORM, 550 C Street West, JBSA-Randolph AFB TX 78150-4723.
18	deserter (dropped from rolls)	Airman Basic – General	AFPC/ DPFCM, 550 C Street West, JBSA-Randolph AFB TX 78150-4717.
19	USAFR enlisted enrolled in the Senior AFROTC program	Cadet	the AFROTC detachment to which assigned.
<p>Notes:</p> <ol style="list-style-type: none"> 1. See Chapter 6 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, ARPC/DPTARA maintains records until Survivor Benefit Plan (SBP) payment begins. 			

Attachment 4

RECORD REVIEW (VIA THE VMFPF) RESPONSIBILITIES

A4.1. Member:

- A4.1.1. Receive the record review notification e-mail.
- A4.1.2. Review your data on the record review application.
- A4.1.3. For those items in error where update links are provided, make the proper corrections.
- A4.1.4. For those items in error that you cannot update, print out the record review product and report to your commander's support staff (CSS) for assistance.
- A4.1.5. If all information is correct, no further action is necessary.

A4.2. Commander's Support Staff : 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 FSS/MPF for those items the CSS cannot update (e.g., forward copies of the record review product with the source documents to the appropriate FSS/MPF work center listed in [Attachment 2](#) for further corrections).

A4.3. Military Personnel Flight (MPF)/FSS:

- A4.3.1. Retrieve source documents from the eUPRG if necessary.
- A4.3.2. Assist CSS by completing updates to MilPDS to make the needed corrections.

Table A4.1. DATA AREA POC LISTING.

Item	Category	POC / OPR	Source Document
A. INDIVIDUAL INFORMATION			
1	Name	Customer Support Section	Birth Certificate, Certificate of Marriage, Court Decree
2	SSN	Customer Support Section	Social Security Card (Original)
3	Marital Status	Customer Support Section	Certificate of Marriage
4	Spouse's Military Status	Customer Support Section	Enlistment contract/EAD Order
5	Military Spouse's social security account number (ANG/Reserve)	Customer Support Section	Social Security Card (original)
6	Total Number Dependents (ANG/Reserve)	Customer Support Section	Marriage/divorce/birth/death certificate, adoption decree, court order

Item	Category	POC / OPR	Source Document
7	Dependents in Household (ANG/Reserve)	Customer Support Section	ANG: Marriage/divorce/birth/death certificate, adoption decree, court order
8	SGLI Amount	Customer Support Section	SGLV 8285/8286
9	Personal/Duty Email Address	vMPF self-service applications	None
10	Home Phone/Home Address/Mailing Address	vMPF self-service applications	None
11	Sex	Customer Support Section	ANG: Birth Certificate or Approval Memorandum
12	Race/Hispanic Declaration/Ethnic Group/Religious Preference	vMPF self-service applications.	None
13	Date of Birth/Place of Birth	Customer Support Section	Birth Certificate
14	Citizenship	Customer Support Section	Birth Certificate or Naturalization
15	Civilian Occupation (ANG/Reserve)	Updated by customer through vMPF	None
16	Airline (ANG/Reserve)	Updated by customer through vMPF	None
17	Position (ANG/Reserve)	Updated by customer through vMPF	None
18	Type of Aircraft (ANG/Reserve)	Updated by customer through vMPF	None
19	Unfavorable Information File/Control Roster	CSS	Unfavorable Information File Folder
B. CURRENT DUTY INFORMATION			
20	Duty Title	CSS	AF Form 2096
21	Duty Location	CSS	AF Form 899

Item	Category	POC / OPR	Source Document
22	Unit	CSS	AF Form 899, PCA action
23	Command Level	CSS	AF Form 899
24	Office Symbol/Duty Phone	vMPF self-service applications	None
25	AFSC Data	Unit Training Manager (for upgrade actions only)	AF Form 2096
26	SEI Data	Force Management Section	AF Form 2096
27	Classification Upgrade Date (Reserve)	Personnel Employment	AF Form 2096
28	Duty Effective Date	Personnel Employment	AF Form 899/PCA action
29	Date Arrived Station/Date Departed Last Duty Station	Force Management Section	AF Form 899 or Paid Travel Voucher
30	Special Duty Assignment Pay Data	Force Management Section	AF Form 2096
31	Assignment Limitation/Availability Codes	Career Development Section; ARPC/DPA	AFR: Reserve Section-TC: signed career status statement of understanding, 18-yr total active federal military service date, approved Career Status Active Guard Reserve Continuation Decision worksheet, 6-yr cumulative service date; Reserve Section-AH: signed indispensability contract ANG: FI4 documents from NGB/SC or AFPC
32	Duty Status	Force Management Section	ANG: AF Reserve order writing system (AROWS) flows to MilPDS; AF Form 2098; memorandum from commander (CC)

Item	Category	POC / OPR	Source Document
33	Training Status	Unit Training Manager	AF Form 2096 or on the job training Records
34	Date Initially Entered Retraining (ANG/Reserve)	Base Training Office	None
35	PRP Status	Career Development Section	AF Form 286
36	Security Clearance/Date of Investigation	CSS/Unit Security Manager	Electronic Personnel Security questionnaire in Section 4, UPRG ANG: Joint Personnel Adjudication System Report
37	Deployment Availability Status Time/Expiration Date	CSS	ANG: Aeromedical Services Information Management System flows to MilPDS; AF Form 2098, legal documents
38	Aircrew Data	Career Enhancement	Host Aviation Resource Management System Record

C. DUTY HISTORY AND ASSIGNMENT INFORMATION

Item	Category	Duty Information	Source Document
39	Assignment Preferences	Career Development Section	Customer
40	Date Eligible to Return from Overseas (DEROS)	Career Development Section	AF Form 899, DEROS Election RIP
41	Date Departed CONUS	Career Development Section	Paid Travel Voucher
42	Current Overseas Tour Start Date	Career Development Section	AF Form 899, Paid Travel Voucher
43	Overseas Accompanied Status/Reason Unaccompanied	Career Development Section	AF Form 899
44	Short Tour Return Date	Career Development Section	AF Form 899, Paid Travel Voucher

Item	Category	POC / OPR	Source Document
45	Overseas Duty Selection Date	Career Development Section	AF Form 899
46	Total Number of Short Tours	Career Development Section	Duty History, AF Form 899

D. ASSIGNMENT INFORMATION (ANG)

Item	Category	Duty Information	Source Document
47	Date Assigned MPF	Personnel Employment	DD Form 4
48	Duty Position Number	Personnel Employment	Unit Manning Document (UMD)
49	Authorized Grade	Personnel Employment	UMD
50	UMD Excess	Personnel Employment	UMD
51	UMD Overgrade	Personnel Employment	UMD
52	Effective Date Change to Strength Accounting (EDCSA)	Personnel Employment	DD Form 4
53	personnel accounting symbol (PAS) Assigned	Personnel Employment	AF Form 2096
54	ANG Tech Identification (ID)	Varies	DD Form 4, AF Form 2096, or AROWS order
55	AGR Tour	Varies	AROWS order
56	Civilian Grade	Varies	SF 50

E. ASSIGNMENT INFORMATION (AFR)

Item	Category	Duty Information	Source Document
57	Date Assigned MPF	Personnel Employment	AF Form 1288, AGR EAD Order
58	Duty Location	Personnel Employment	AF Form 1288, UMD, AGR EAD Order
59	DAFSC	Personnel Employment	AF Form 1288, UMD, AF Form 2096, AGR EAD Order
60	Duty Position	Personnel Employment	UMD
61	Duty Title	Personnel Employment	UMD

Item	Category	POC / OPR	Source Document
62	Command Level	Personnel Employment	UMD
63	Authorized Grade	Personnel Employment	UMD
64	Overage	Personnel Employment	UMD
65	Effective Date Change to Strength Accounting (EDCSA)	Personnel Employment	AF Form 1288, UMD, AF Form 2096, AGR assignment order (AROWS-R)
66	AFR Section ID	Personnel Employment	AF Form 1288
67	PAS Assigned	Personnel Employment	AF Form 1288, UMD, Readiness and Integration Organization org structure
68	PAS Attached for Training	Personnel Employment	AF Form 1288, UMD
69	Civilian ART ID	Personnel Employment	AF Form 1288, UMD
70	AGR Tour	Personnel Employment	EAD Order
71	Civilian Grade	Personnel Employment	SF 52

F. PERFORMANCE REPORT INFORMATION

Item	Category	Duty Information	Source Document
72	Reporting Official	Force Management Section	Locally devised form
73	Date Supervision Began	Force Management Section	Locally devised form or last report
74	Next Report Due	Force Management Section	MilPDS, enlistment contract, EAD order
75	Report History	Force Management Section	eUPRG

G. PROMOTION INFORMATION

Item	Category	Duty Information	Source Document
76	Current Rank	Career Development Section	Promotion Order ANG: Promotion Order or AF Form 2096
77	Date of Rank/Effective Date	Career Development Section	Promotion Order ANG: Promotion Order or AF Form 2096

Item	Category	POC / OPR	Source Document
78	Promotion Eligibility/Effective Date	Career Development Section	ANG: Computerized Human Resources Information System Report or Promotion Order
79	Projected Rank/Line Number:	Career Development Section	MilPDS
80	Competitive Category	Career Development Section	AFSC
81	Rank History	Career Development Section	Promotion Orders/MilPDS
82	Rank Highest Held	Career Development Section	MilPDS
83	Awards and Decorations	Career Development Section	ANG: DD Form 214 (for previous), Award order, or NGB Form 22

H. REENLISTMENT INFORMATION

Item	Category	Duty Information	Source Document
84	Date of Current Enlistment	Career Development Section	Enlistment Contract
85	Term of Enlistment	Career Development Section	Enlistment Contract
86	Reenlistment Eligibility Status	Career Development Section	ANG: Selective Reenlistment Program Roster
87	Eligible for Voluntary Extension (ANG & Reserve)	Career Development Section	ANG: AF Form 418

I. EDUCATION & TRAINING DATA

Item	Category	Duty Information	Source Document
88	Education Level/Specialty/Date Completed/Method	Base Education Office	Official transcript
89	Professional Military Education	School or Base Education Office	Certificate of Completion
90	Airman Qualifying Examination/Armed	Career Enhancement	Score Notice

Item	Category	POC / OPR	Source Document
	Services Vocational Aptitude Battery Scores		
91	Foreign Language Self-Assessment	Customer updates through vMPF	None
92	Defense Language Proficiency Tests	Career Enhancement	Score Notice
93	GI Bill Eligibility	Base Education Office	UPRG ANG: DD Form 2384-1 or AF Form 2096
J. SERVICE INFORMATION			
Item	Category	Duty Information	Source Document
94	Total Active Military Service	Career Enhancement	Enlistment Contract, EAD Order, MilPDS
95	Date of Separation	Career Enhancement or Relocations	Enlistment Contract, EAD Order, Separation Request
96	Total Enlisted Military Service Date	Career Enhancement	AF Form 1613
97	High Year of Tenure	Career Enhancement or Separations	Promotion Order
98	Service Component	Personnel Employment	Enlistment Contract, EAD Order
99	Pay Date	Career Enhancement	Enlistment Contract, EAD Order
100	Date Entered Active Duty	Career Enhancement	Enlistment Contract, EAD Order
101	Military Service Obligation	Career Enhancement	Enlistment Contract, EAD Order
102	1405 Service Date	Relocations	MilPDS
103	Lost Time	Personnel Employment	AF Form 2096, AF Form 1613
104	Date Initially Entered Uniformed Service	Career Enhancement	Enlistment Contract, EAD Order
105	Total Years of Service Date	Career Enhancement	AF Form 1613
106	Total Federal Commissioning Service Date	Career Enhancement	AF Form 1613

Item	Category	POC / OPR	Source Document
107	Total Active Federal Commissioning Service Data	Career Enhancement	AF Form 1613
108	Active Duty Service Commitment	Varies within the MPF and/or Base Education Office	AF Form 63, MilPDS
K. SERVICE INFORMATION (AFR & ANG)			
Item	Category	Duty Section	Source Document
109	Retirement Date (R/R)	Career Enhancement	AFR: DD Form 214, Retirement Order ANG: DD Form 4
110	Satisfactory Service (ANG)	Career Enhancement	ARPC Audit
111	Total Enlisted Military Service Date	Career Enhancement	AFR: DD Form 4, ARPC IMT 92, Appointment Order ANG: ARPC Audit
112	Total Active Federal Military Service	Career Enhancement	AFR: DD Form 214, EAD Order ANG: ARPC Audit
113	Date of Enlistment	Personnel Employment	DD Form 4
114	Term of Enlistment	Personnel Employment	DD Form 4, AF Form 1411
115	Expiration Term of Service	Personnel Employment	DD Form 4, AF Form 1411
116	Date Initially Entered Uniformed Service	Personnel Employment	AFR: DD Form DD Form 4, AF Form 133 ANG: DD Form 214
117	Date Initially Entered Reserve Forces	Personnel Employment	AFR: DD FDD Form 4, AF Form 133 ANG: DD Form 4
118	AFR High Year of Tenure Date (Reserve)	Personnel Relocations	None
119	ANG Mandatory Separation Date (ANG)	Personnel Employment	None

Item	Category	POC / OPR	Source Document
120	Service Component	Personnel Employment	None
121	Source of Enlistment/Source of Original Entry	Personnel Employment	AFR: DD Form 4, AF Form 133 ANG: DD Form 4
122	Source of Commission /Commissioning	Personnel Employment	AFR: AF Form 133, ARPC IMT 92, Appointment Order ANG: AF Form 133, NGB Form 337, State Appointment Order
123	Pay Date	Personnel Employment	AFR: DD Form 4, AF Form 133 ANG: DD Form 214, DD Form 4
124	Military Service Obligation	Personnel Employment	AFR: DD Form 214, AF Form 100 ANG: DD Form 214, NGB Form 22, DD Form 4
125	Total Federal Commissioning Service Date	Personnel Employment	AFR: DD Form 214 ANG: AF Form 133, NGB Form 337, State Appointment Order
126	Total Active Federal Commissioning Service Date (Reserve)	Personnel Employment	AFR: DD Form 214 ANG: AF Form 133, NGB Form 337, State Appointment Order. The members' AD points convert to Total Active Federal Commissioned Service Date.
127	AGR Tour	Personnel Employment	AFR: EAD Order ANG: EAD Order or Title 32 AROWS Order

Table A4.2. Records Screening Procedures.

R U L E	A	B	C
		If action is in conjunction with	Then FSS/MPF Customer Service screens eUPRG and (see Notes
1	Discharge or retirement	recommends member to obtain a copy of his electronic record in PRDA prior to out-processing	recommends member to obtain a copy of his eUPRG record prior to out-processing.
2	Release from EAD		
3	Discharge and immediate reenlistment	forwards new DD Form 4 and AF Form 901 to AFPC/DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4723	recommends member to obtain a copy of their eUPRG record prior to outprocessing.
4	Discharge and immediate reenlistment (for Reserve and ANG officer or enlisted Airmen)	forwards the applicable documents to AFPC/DP1ORM, 550 C Street West, JBSA-Randolph TX 78150-4723.	

Notes:

1. The FSS/MPF chief designates Career Enhancement or Force Management to screen the UPRG on reenlistment and separation actions provided they are thoroughly familiar with record screening procedures for Guard only. **(T-3).**
2. If the person is going from EAD to a participating Reserve or ANG status, is placed on the Temporary Disability Retired List, or is a deserter, forward both temporary and permanent documents in the eUPRG, unless records are already automated, then forward to AFPC/DP1ORM Military Records Section. **(T-3).**
3. If a member elects to reenlist instead of being discharged or released from RegAF, return all records to the respective record custodians. Send required documents (reference **Table A6.3**, Note 6) to AFPC/DP1ORM Military Records Section, 550 C Street West, JBSA-Randolph TX 78150-4723. Permanent documents found after the officer or enlisted Airman's discharge or retirement are annotated with each officer or enlisted Airman's grade, name, and SSN, and forwarded to AFPC/DP1ORM Military Records Section, 550 C Street West, JBSA-Randolph TX 78150-4723 using a single AF Form 330. **(T-3).**
4. Customer Service may screen the eUPRG before or after reenlistment. **(T-3.)**

Attachment 5

DETERMINING RECORDS DISPOSITION

Table A5.1. Disposition of Records - USAF Academy Preparatory School, USAF Academy, US Military Academy Cadet or Midshipman Selectee, Disenrollee, and Graduate.

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	FSS/MPF Customer Service, 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	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	FSS/MPF Customer Service, 66 MSSQ, 45 Arnold Street, Hanscom AFB MA 01731-2134 (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
6	in the USAFR is selected		lost from USAFR strength		
7	in the Regular AF is selected	US Naval Academy	released from AD	FSS/MPF 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	USAF/DPYQA, 2360 Vandenberg Drive, Suite 3C24, Colorado Springs, CO 80840-8720 (see Note 2)	
10		US Military or Coast Guard Academy	released from RegAF	FSS/MPF Customer Service, 66 MSSQ, 45 Arnold Street, Hanscom AFB MA 01731-2134 (see Note 3)	does not transfer.
11		US Naval Academy		FSS/MPF 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	N/A	reassigned	servicing MPF	
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	N/A	released from EAD	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.

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
15	completes Cadet or Midshipman status	N/A	discharged from Cadet or Midshipman status and is commissioned into the Officer Corps (see Note 1)	servicing FSS/MPF	is sent to AFPC/DPSIPS, 550 C Street West, JBASA-Randolph TX 78150-4712 (see Note 4).

Notes:

1. USAFA/DPYQA prepares a new AF Form 10A.
2. Maintain the Field Record Group 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 **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 USAFA/DPYQA with the enlisted MPerRGp.

Attachment 6
CHANGING RECORDS

Table A6.1. Correcting SSN in Records.

R U L E	A	B	C
	If a duplicate or erroneous SSN requires verification for a (Note 1)	then FSS/MPF, Customer Service, sends an explanatory letter with a copy of officer or enlisted Airman's SSN to (Note 2)	and AFPC or ARPC, when warranted,
1	person on EAD	AFPC/DP2SSM, 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), eOSR or eNSR and FSS/MPF Customer Service when applicable, (see Note 3) and to interested government agencies (see Note 4) .
2	USAFR or ANG officer or enlisted Airman not on EAD or an officer or enlisted Airman on USAF Reserve Retired List (awaiting pay)	ARPC/DPT, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011	
3	person on the Temporary Disability Retired List	AFPC/DP2SSM, 550 C Street West, JBSA-Randolph AFB, TX 78150-4721	prepares and distributes AF Form 281; updates MilPDS.
4	retired member (other than Temporary)		prepares and distributes AF Form 281; updates MilPDS.

Notes:

1. Do not correct records of former officer or enlisted Airmen unless evidence proves the SSN used while serving with the Air Force was incorrect or erroneously recorded.
2. Officer or enlisted Airmen not serviced by an MPF apply directly to the activity specified.
3. MPF, 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 for the appropriate files.

Table A6.2. Evidence Required to Change or Correct Name.

R U L E	A	B
		If a request made to correct a name is due to
1	a court-order, decree, or to comply with local or state law	a certified copy of the court order or decree or evidence of compliance with state law regarding changes of name in the state where individual is located (see Note 3).
2	a result of marriage or dissolution of marriage	the original or certified copy of marriage certificate or final divorce or annulment decree.
3	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	a change at time of naturalization	the naturalization certificate or Department of Justice statements showing correct name (Note 4).
5	a name 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"> Officer or enlisted Airmen not serviced by an MPF furnish documents directly to the custodian indicated in Table A6.3, rules 2 through 5. If there is reasonable doubt as to whether the evidence submitted is acceptable to effect a name change with the Social Security Account, the Chief, Customer Support or noncommissioned officer in charge, Customer Service, may require the member to show a SSN card with the new name before authorizing a name change in the military records. Refer questions as to compliance with state law to the servicing Staff Judge Advocate of the activity concerned. Reproduction of a naturalization certificate is a federal offense under 18 USC § 1426 punishable by a severe fine or imprisonment or both. Correcting a name that has been transposed, for example, “Stanley, Joseph” to “Joseph, Stanley,” or making a minor spelling correction, for example “Micheal” to “Michael”, requires only the officer or enlisted Airman’s statement. 		

Table A6.3. Name Changes.

R U L E	A	B	C	D
	If member is (Note 1)	member submits supporting documents (see Table A6.2) to (Note 2)	who	and on receipt of AF Form 281.
1	on EAD	the Chief, Customer Support of the FSS/MPF (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 RIP to AFPC/DP1ORM to file in eUPRG	AFPC/DP2SSM 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/DP1ORM for processing into ARMS (see Note 3).
3	in the USAFR nonaffiliated Reserve section (NARS); ISLRS; Obligated Reserve Section; NNRPS; or retired Reserve	ARPC/DPT, 18420 E. Silver Creek Ave., Bldg 390, Buckley AFB CO 80011 (see Note 4)	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	on the temporary Disability Retired List	AFPC/DP2SSM, 550 C Street West, JBSA-Randolph TX 78150-4721 (see Note 4)	prepares and distributes the AF Form 281 and updates MilPDS	DP2SSM changes the MHRR and DP2SSM files AF Form 281 in the MHRR.

R U L E	A If member is (Note 1)	B member submits supporting documents (see Table A6.2) to (Note 2)	C who	D and on receipt of AF Form 281.
5	retired (other than Temporary Disability Retired List)	AFPC/DP2SSM, 550 C Street West, JBSA-Randolph TX 78150-4721 (see Note 4)	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/DP2SSM 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; sends a copy of the order to (see Note 5): AFROTC/RRFP; the Defense Investigation Service, USAF/AFSCO, and AFPC/DP2SSM	

Notes:

1. Do not correct records of former officer or enlisted Airmen to show name changes occurring after discharge.
2. Member should submit application to the SSA as soon as possible to ensure Federal Insurance Contributions Act contributions continue to be credited to officer or enlisted Airman's account.
3. Send a copy of AF Form 281 to HQ AF/JAX, 1420 Air Force Pentagon, Washington, DC 20330 for all judge advocate name changes.
4. Instruct member to submit SS Form 5 directly to the nearest SSA district office.
5. AFROTC sends copies of special orders to the Federal Bureau of Investigation (see **Table A6.3**, rule 1D). The AFROTC data system generates BRU 400 to update the HAF record.

Table A6.4. Evidence Required to Correct Date and Place of Birth.

R	A	B	C
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U L E	If request is to correct date and (or) place of birth for	then the member furnishes FSS/MPF, Customer Support, or 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 A6.5), or furnishes a statement verifying place of birth (see Table A6.6) 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.S. Citizenship and Immigration Services verifying the date and place of birth (see Note 2)	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Officer or enlisted Airmen not serviced by a FSS/MPF need to apply directly to the custodian indicated in Table A6.5, rules 2 and 3. 2. Reproduction of a naturalization certificate is a federal offense under 18 USC § 1426, punishable by a severe fine or imprisonment or both. 			

Table A6.5. 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 A6.4 to	who (see Note 1)	and on receipt of AF Form 281
1	on EAD	the FSS/MPF 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	N/A
2	in the ANG or USAFR (other than rule 3)			AFPC/DP1ORM processes into ARMS.
3	in the USAFR NARS, ISLRS, Obligated Reserve Section, NNRPS; retired Reserve (other than rule 4)	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/DP1ORM processes into ARMS.
4	on Temporary Disability Retired List	AFPC/DP2SSM, 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/DP2SSM 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 A6.4 to	who (see Note 1)	and on receipt of AF Form 281
5	retired with pay (other than Temporary Disability Retired List)	AFPC/DP2SSM, 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 eMPerR and files the AF Form 281 in the eMPerR. If retired on or after 1 Oct 04 then AFPC/DPSIRP changes the eMPerR and files AF Form 281 in eMPerR.

Notes:

1. The FSS/MPF or eMPerR custodian advises officer or enlisted 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 A6.6. 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 FSS/MPF, Customer Service,
1	an officer or enlisted Airman on EAD	FSS/MPF, 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

R U L E	A	B	C	D
	If member is	then the	and when correction is warranted (see Note 2)	and the servicing FSS/MPF, Customer Service,
				correction of their records.
2	an officer or enlisted Airman in retired pay or Temporary Disability Retired List status	member forwards documentation as required by Table A6.4 column B	AFPC corrects the eMPerR, prepares AF Form 281, files the original in the eMPerR.	N/A
3	a USAFR or ANG officer or enlisted Airman (see Note 1)	FSS/MPF, Customer Service, forwards the request to ARPC/DPSC1, 6760 E Irvington Place, Denver, CO 80280-3800	ARPC updates MilPDS, prepares AF Form 281, updates the eMPerR, files the original in the eMPerR, and distributes copies to FSS/MPF, Customer Service, or the individual (if assigned to PAS S7XXXXXX), the OCSR custodian, 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 officer or enlisted Airmen assigned to Obligated Reserve Section, ISLRS, or Retired Reserve forward requests to ARPC/DPSC1.
2. Place of birth of USAFR officer or enlisted Airmen is not updated in MilPDS, except for AFROTC projected officer gains (Record Status 66); these are updated by Air University.

Table A6.7. Changing Citizenship Status.

R U L E	A	B	C	D
	If member requesting correction is	then the member furnishes FSS/MPF Customer Support Element or ARPC/DPSC1	and FSS/MPF Customer Support Element	and when correction is warranted the member must
1	an officer on EAD	a certificate of naturalization or citizenship (see Note)	updates MilPDS once member obtains citizenship / or when proper documentation is provided. Update procedures for citizenship is reflected in the Total Force U.S. Citizenship and Naturalization Personnel Services Delivery Guide.	initiate the application for Correction of Military Records, DD Form 149.
2	a USAFR or ANG officer not on EAD			
3	enlisted			

Note:

Reproduction of naturalization or citizenship certificate is a federal offense under 18 USC § 1426, punishable by a severe fine or imprisonment or both.

Attachment 7

ACCESSING RECORDS

Table A7.1. Who is Authorized Routine Access to MPerRs.

RULE	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, SecAF, Chief of Staff of the Air Force, Vice Chief of Staff of the Air Force, USAF/ Deputy Chief of Staff for Personnel or AFPC	Unrestricted	eMPerRs: all components, all grades.
2	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	eMPerRs: Airman basic through CMSgt and 2nd lieutenant through lieutenant colonel, selection record only (see Note 3).
3		authorized for purposes of individual assignment action, selection action or review boards convened at 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.	eMPerRs, all components, all grades (Notes 4 and 5).
5	SAF/IG or AFOSI	authorized when required to conduct official inspections and investigations	

RULE	A	B	C
	If user is assigned to the	then access is (See Note 1 & 2)	for the record components shown
6	Selection Board Secretariat	authorized when required for promotion boards	colonel selection records (see Note 4); general eOSRs (see Note 5).
7	USAF Recruiting Service (USAFRS)	authorized when needed to answer: congressional inquiries, civilian source inquiries, complaints, command interest reports, or other high-level inquiries regarding contractual obligations	eMPerRs: Airman basic through CMSgt; 2nd lieutenant through lieutenant 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 officer or enlisted 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 officer or enlisted Airmen assigned to or being considered as a member of the AFR (both from a MAJCOM and a Component level)	eMPerRs: Airman basic through CMSgt; for 2nd lieutenant through lieutenant colonel (selection record only); general officers, colonels and colonel-selectees (see Notes 4 and 5).
10	ARPC	authorized to make personnel management decisions on officer or enlisted Airmen assigned to the AFR; and other records maintained by ARPC.	

RULE	A	B	C
	If user is assigned to the	then access is (See Note 1 & 2)	for the record components shown
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 officer or enlisted Airmen assigned to or projected for assignment to the ANG	
12	US Army, Navy, Marine Corps and Coast Guard Personnel Records Managers	authorized for the purpose of processing an interservice transfer	
13	NPRC	authorized in response to a requester (Vet, Retiree, Next of Kin) or routine record user (FBI, Federal Aviation Administration, VA, Naval Criminal Investigative Service, etc.), on members who were in service prior to 1 October 2004 who are retired, were discharged or deceased	eMPerRs: all components, all grades.
<p>Notes:</p> <ol style="list-style-type: none"> 1. In accordance with AFI 33-332, 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 eMPerRs, EAD and non-EAD, requires the approval of AF/A1LO or AF/REG respectively. 5. Access to general officer eMPerRs requires the approval of AF/A1LG. 6. Requests for eMPerRs on personnel not assigned to or projected for assignment to the user's command must be forwarded to AFPC/DP2SSM for processing. 			

Table A7.2. How to Request eMPerRs.

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/DP2SSM	X	N/A	AFPC/DP1ORM 550 C Street West, Suite 5, JBSA- Randolph TX 78150-4707	DSN: 665- 2450/2451 or (210) 565- 2450/2451.
2	ARPC	N/A	X	ARPC/DPT, 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 (see Note 1)	1-800-525- 0102.
3	NPRC	X	N/A	National Personnel Record Center, 1 Archives Drive, St. Louis, MO 63138- 1002 (see Note 2)	(314) 801-0800.
4	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.					
2. For members who were retired, discharged or died in service prior to 1 October 2004.					