

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2608**



16 APRIL 2021

Incorporating Change 4, 2 MARCH 2026

*Certified Current, 2 MARCH 2026
Personnel*

**MILITARY PERSONNEL RECORDS
SYSTEMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

Certified by: SAF/MR

Supersedes: AFI36-2608, 26 October 2015

Pages: 128

This instruction implements the Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. It governs the criteria and processing procedures military personnel records and 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). In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Space Force Deputy Chief of Space Operations for Human Capital (SF/S1), the Air Force Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the awards program. Ensure all records generated as a result or processes prescribed in this publication adhere to *Air Force Instruction 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. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command to Headquarters Air Force Personnel Center (AFPC) Airman Support Branch (AFPC/DPPSA), 550 C Street, Joint Base San Antonio (JBSA)-Randolph, TX 78150. This publication may be supplemented at any level; but supplements that directly implement this publication must be routed to AFPC/DPPSA for coordination and 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, delta, or 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 Department of the Air Force

Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, through the applicable MAJCOM or FLDCOM for staffing to AFPC/DPPS for final decision on non-tiered compliance items. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable SORN DoD-0020, Military Human Resource Records, is available at <https://dpcl.d.defense.gov/Privacy/SORNs/>. Compliance with the attachments in this publication is mandatory.

SUMMARY OF CHANGES

This change revises DAFI 36-2608 by adding policies and procedures applicable to warrant officers and ensure compliance with NDAA FY2014, Public Law No: 113-66. Section 525, USC Title 38, Subsection 5106 (**paragraph 2.7.**). This revision also clarifies the authority of Department of Veterans Affairs personnel to request derogatory information (**paragraph 8.2.3.**). **A margin bar (|) indicates newly revised material.**

Chapter 1—INTRODUCTION	5
1.1. General.....	5
1.2. Roles and Responsibilities.....	5
1.3. Management Controls.....	5
1.4. System Description.....	6
1.5. System Objectives.....	6
Chapter 2—CREATING AND MANAGING MILITARY PERSONNEL RECORDS	7
2.1. Background.....	7
2.2. Creating Military Personnel Records.....	7
2.3. Record and Data Review Procedures.....	9
2.4. Document Requirements.....	9
2.5. Managing Individual Documents.....	9
2.6. Review by the Individual.....	9
2.7. Disclosing Information from Military Personnel Records.....	10
Chapter 3—HANDLING COMMANDER’S OR SUPERVISOR’S ASSIGNED PERSONNEL INFORMATION FILE	11
3.1. General Information.....	11
3.2. Record Content.....	11
3.3. Record Storage.....	11
3.4. Record Access.....	11

3.5.	Retaining and Disposing.....	11
Chapter 4—RECORDING AND CHANGING BASIC IDENTIFYING DATA		12
4.1.	General Information.....	12
4.2.	Resolving SSN Discrepancies.....	12
4.3.	Recording and Changing Name in Official Records.	12
4.4.	Correcting Date of Birth, Place of Birth, and Changing Citizenship Status:	12
4.5.	DAF Form 281, Notification of Change in Service Member’s Official Records. ...	12
Chapter 5—ACCESSING DAF MILITARY HUMAN RESOURCE RECORD (MHRR)		13
5.1.	Using MHRRs.....	13
5.2.	Safeguarding MHRRs.....	13
5.3.	Penalties for Misuse of MHRRs.	13
5.4.	How to Establish Routine Access to MHRRs.....	13
5.5.	How to Request MHRRs.	13
Chapter 6—ARTICLE 15, RECORD OF NONJUDICIAL PUNISHMENT, PROCEDURES		14
6.1.	Article 15 and Promotion Procedures.....	14
6.2.	When a Senior Commander’s Review is Necessary.....	14
6.3.	Who Conducts the Senior Commander Review.	15
6.4.	When a Commander Decides Not to File the Record of NJP in the Selection Record.....	15
6.5.	Commander’s Process for Selection Record Decision.	15
6.6.	The FSS/MPF Career Development Section:	16
Table 6.1.	RegAF or USSF officer, Warrant Officers and enlisted members.....	16
Table 6.2.	Non-RegAF Officer and Enlisted Members.	17
6.7.	The decision to include or exclude the NJP.....	17
6.8.	NJP Retention Period.....	17
6.9.	When to Remove an NJP.....	17
Chapter 7—FILING OTHER ADVERSE DOCUMENTS IN SELECTION RECORDS (OFFICER [COLONEL AND BELOW] ONLY)		19
7.1.	Documents Requiring Filing.....	19
7.2.	Decision Memorandum.....	19
7.3.	Maintaining Adverse Documents.	19
7.4.	Retaining Adverse Documents.	19

Chapter 8—REQUESTING DEROGATORY DATA FROM THE MILITARY HUMAN RESOURCE RECORD (MHRR)	20
8.1. Making Request.....	20
8.2. Procedures.....	20
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	21
Attachment 2—MANAGING AND PLACING RECORD DOCUMENTS	33
Attachment 3—PLACING RECORD GROUPS	97
Attachment 4—RECORD REVIEW (VIA THE VMPF) RESPONSIBILITIES	101
Attachment 5—DETERMINING RECORDS DISPOSITION	112
Attachment 6—CHANGING RECORDS	116
Attachment 7—ACCESSING RECORDS	125

Chapter 1

INTRODUCTION

1.1. General. This publication prescribes DAF policy and procedures for the creation, utilization, administration, maintenance, and disposition of Military Human Resource Records (MHRR).

1.1.1. 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. If separate USSF guidance is published, USSF guidance shall prevail in application to USSF.

1.2. Roles and Responsibilities. Additional roles and responsibilities are included and listed within the respective sections throughout this publication.

1.2.1. Director of Air Force Military Force Management (AF/A1P). Under the authority and direction of the AF/A1, collaborates with the Secretary of the Air Force, Force Management Integration (SAF/MRM) and the Director of Space Force Military Policy and Management (SF/S1P) on the development of policy to support the statutory and DoD directed goals, objectives, and requirements for the Military Personnel Records Systems.

1.2.2. Director of Space Force Military Policy and Management (SF/S1P). Under the authority and direction of the SF/S1, collaborates with SAF/MRM and AF/A1P on the development of policy to support the statutory and DoD directed goals, objectives, and requirements for the Military Personnel Records Systems.

1.2.3. AFPC/DPPSA.

1.2.3.1. Serves as the DAF records custodian with authority pertaining to RegAF, USSF, and members who have separated and retired whose records are stored in the Military Personnel Records Systems.

1.2.3.2. Manages the operation of the Military Personnel Records Systems and composes and disseminates guidance and procedures.

1.2.4. Electronic Master Personnel Record Custodians (designated by position). Sets up and enforces administrative procedures and physical safeguards for the electronic Master Personnel Record Group (eMPerRGp).

1.3. Management Controls.

1.3.1. 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)**

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

1.3.3. Military personnel records are "Controlled Unclassified Information" as provided in Department of Defense Manual (DoDM) 5400.07_Air Force Manual (AFMAN) 33-302, *Freedom of Information Act Program*. **(T-0)**

1.3.4. 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.

1.3.5. Penalties. Record custodians inform users that the Privacy Act of 1974 (5 USC § 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)**

1.4. 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:

1.4.1. Electronic Master Personnel Record Group (eMPerRGP). 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.

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

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

1.4.4. 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](#).

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

1.5.1. 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.

1.5.1.1. Support personnel managers, commanders, and supervisors as they manage DAF personnel.

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

1.5.1.3. Provide procedures for managing records.

1.5.2. 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. Background. The DAF limits access to MHRRs to preclude violations of service members' privacy and prevent the unauthorized release of records. This safeguards privacy, maintains security, preserves trust, prevents financial losses, protects intellectual property, averts data breaches, and thwarts the compromise of data integrity, manipulation, or distortion of records. Additionally, it ensures the overall integrity of sensitive information and compliance with laws and regulations.

2.2. Creating Military Personnel Records. A document in the eMPerRGP 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 AFPC Military Records Section (AFPC/DPSORM) 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 eMPerRGP 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 eMPerRGP.

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 and warrant officer performance reports are arranged chronologically with the most recent report on top. A DAF Form 77, *Letter of Evaluation*, may be placed in the record due to missing officer performance reports or gaps in dates according to AFI 36-2406, *Officer and Enlisted Evaluations Systems* and SpFI 36-2401, *Guardian Evaluations Systems*.

2.2.2.2. Citations for Decorations. Place citations for all awarded decorations listed in DAFMAN 36-2806, *Military Awards: Criteria and Procedures* (or equivalent from another military service). Use a copy of the special order that awarded the decoration only if a citation is missing.

2.2.2.3. Certificates and Citations for Decorations. Place certificates and citations for all awarded decoration tables listed in DAFMAN 36-2806 (or equivalent from another military service). Use a copy of the special order that awarded the decoration only if a citation is missing.

2.2.2.4. Required Adverse Documents.

2.2.2.4.1. 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 and warrant 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**)

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

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

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

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

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

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

2.2.2.4.8. Developmental Education Removal (for cause).

2.2.2.5. 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 boards/reports (EPBs and/or EPRs) in the last five years. Reports are arranged chronologically with the most recent report on top. An DAF Form 77 may be placed in the record due to missing EPBs and/or EPRs or gaps in dates according to AFI 36-2406 and SpFI 36-2401. (ARC Only) Letter(s) of Reprimand (LORs). (**T-3**); Letter(s) of Admonishment (LOAs). (**T-3**); Counseling related to substantiated finding or conclusion from an officially documented investigation or inquiry. (**T-3**)

2.2.3.2. Citations for Decorations. Place citations for all awarded decoration tables listed in DAFMAN 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. Any court-Martial Order or Entry of Judgement, as applicable, may be filed in the electronic senior noncommissioned officer selection record. (T-3)

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 according to the AF Records Disposition Schedule in AFRIMS.

2.5.2. Lost or Misfiled Documents. When missing documents on RegAF and USSF officers, warrant officers or enlisted members are located, send them to AFPC/DPSORM, 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 service members to AFPC/DPSORM. In the case of separated service members, temporary documents may be destroyed according to the AF Records Disposition Schedule in AFRIMS. For ANG officers, warrant officers and enlisted members, the servicing Force Support Squadron/Military Personnel Flight (FSS/MPF), Customer Service, forwards the request for correction or missing documents to the Air Reserve Personnel Center (ARPC/DPSC1), 6760 E Irvington Place, Denver, CO 80280-3800.

2.5.3. When a prior or non-prior service individual enlists in the United States Air Force Reserve (USAFR) or ANG, the servicing Force Support Squadron (FSS) or Military Personnel Flight (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, warrant officer, and enlisted members may review their Electronic Personnel Record Group at any time by going through the AF Portal or Okta.

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, warrant officer, or enlisted member, 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*, NDAA FY2014, Public Law No: 113-66. Section 525, USC Title 38, Subsection 5106.

2.7.1. AFPC/DPSORM is the release authority for Active Duty, Guard and Reserve's eMPerRGp.

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 and warrant 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 and warrant 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" as provided in AFI 33-332.

3.5. Retaining and Disposing. Guidance is provided according to 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 DAF military personnel. The SSN is entered on all records requiring a numerical identifier. **Note:** Some records may show a DOD ID number (such as evaluations) versus a SSN.

4.2. Resolving SSN Discrepancies. If the number on a service member's SSN card conflicts with the 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. DAF 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 DAF 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 service member's name. There is no need to correct a document that reflects the MilPDS spelling, except at an officer, warrant officer, or enlisted member'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 no middle initial (NMI) or no middle name (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. Service members 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. Service members 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. DAF Form 281, Notification of Change in Service Member's Official Records. AFPC and ARPC prepare this form to document changes in a service member's official personnel record.

Chapter 5

ACCESSING DAF MILITARY HUMAN RESOURCE RECORD (MHRR)

5.1. Using MHRRs. The MHRRs contain personal information and may only be disclosed to authorized persons conducting official DAF business. Authority to obtain copies of, information from, access to 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. AFPC/DPPSA is the final approval authority for access, except requests based on research studies, statistical analysis, or artificial intelligence development. Research studies, statistical analysis or artificial intelligence development requests will be submitted to AFPC/DPPSA for routing to Headquarters Air Force Military Force Management Directorate (AF/A1P), Headquarters Space Force Military Policy and Management Directorate (SF/S1P), AF/REPP Force Management for approval. Routine access offices are shown in [Table A7.1](#), located at [Attachment 7](#). If access is granted, users will 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 a DAF 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 “Controlled Unclassified 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 (AFPC/DPMSSM), 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/DPMSSM 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/DPMSSM, 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/DPMSSM.

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

5.4.3. Submit a revised memorandum request to AFPC/DPMSSM 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. **(T-3)** For officers and warrant officers, the NJP action is filed in the electronic Officer Selection Record. **(T-0)**

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, when filing is discretionary, if a commander from a different service imposes nonjudicial punishment on a member of the Air Force or Space Force element, the senior Air Force (for Airmen) or Space Force (for Guardians) 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 (for Airmen) or Space Force (for Guardians) host command senior to the commander imposing punishment. **(T-0)**

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

6.2.1. When filing is discretionary, 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 (for Airmen) or Space Force (for Guardians) 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 or warrant 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 (for Airmen) or Space Force (for Guardians) 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 Director of Staff or comparable level organizational head performs the review for officer, warrant officer, and enlisted members assigned to the Space Staff. **(T-0)**

6.3.2. The senior Air Force (for Airmen) or Space Force (for Guardians) officer assigned performs the review for enlisted members assigned to commands, activities, or agencies outside the DAF. If the NJP recipient is the only Air Force or Space Force member assigned, the OPR in DAF or MAJCOM/FLDCOM 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 (for Airmen) or Space Force (for Guardians) 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 (as provided in DAFI 51-202, *Nonjudicial Punishment*).

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 and warrant officers, if the commander determines that the NJP is appropriate and supported by the evidence, the commander files the NJP in the eOSR.

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, as provided in DAFI 51-202.

6.5.3.2.2. The AF Form 3070 is filed in the 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, as provided in DAFI 51-202.

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, as provided in DAFI 51-202.

6.5.3.4.2. The AF Form 3070 is filed in the 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 as provided in [Table 6.1.](#) or [Table 6.2.](#) For officers and warrant officers, the commander forwards the NJP to the eMPerRGp custodian as provided in [Table 6.1.](#) or [Table 6.2.](#) **(T-3)**

6.6.2. Provides a copy of the entire NJP action to AFPC/DPSORM for filing in the service member's master personnel record (MPerR) (Miscellaneous and Correspondence Group).

Table 6.1. RegAF or USSF officer, Warrant Officers and enlisted members.

If the NJP recipient is a:	Then forward original documents to:
USAF General officer	AF/A1LG 1040 Air Force Pentagon Washington DC 20330-1040
USAF Colonel or selectee	AF/A1LO 1040 Air Force Pentagon Washington DC 20330-1040
USAF or USSF Lieutenant colonel or below and Warrant Officers (see notes)	AFPC/DPSORM 550 C Street West JBSA-Randolph TX 78150-4707
USAF CMSgt or selectee	AF/A1LE 550 C Street West JBSA-Randolph TX 78150-4732
USAF or USSF SMSgt or MSgt or TSgt eligible for promotion	AFPC/DPSORM 550 C Street West JBSA-Randolph TX 78150-4707

If the NJP recipient is a:	Then forward original documents to:
USAF or USSF AB/Spc 1 through SSgt/Sgt and TSgts not eligible for promotion (No decision letter required)	AFPC/DPSORM 550 C Street West JBSA-Randolph TX 78150-4723
USSF General Officer, Colonel or selectee, CMSgt or selectee	SF/SIL 2020 Air Force Pentagon (4D284) Washington, DC 20330-2020

Table 6.2. Non-RegAF Officer and Enlisted Members.

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	AF/REG Pentagon 5D712 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 servicing 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, 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.

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 service member's MHRR (Correspondence and Miscellaneous Group). MHRR (Correspondence and Miscellaneous Group) permanently retains all NJPs unless set aside in their entirety, as provided in DAFI 51-202.

6.9. When to Remove an NJP. This section provides guidance on 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 and warrant 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, 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.

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 or FLDCOM Staff Judge Advocates will provide a separate memorandum articulating if the officer's or warrant 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 as provided in 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 as provided in DAFI 51-202 or its removal is directed by the Air Force BCMR.

Chapter 7

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

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

7.2. 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/DPSORM, Air Reserve Personnel Center, Directorate of Total Force Services (ARPC/DPT), Air Force Colonel Management Office (AF/A1LO) for Colonel and Colonel selects, or Space Force Colonel Management Office (SF/S1LO) for USSF Colonel and Colonel selects. **(T-3)**

7.3. Maintaining Adverse Documents. Maintain adverse documents in the electronic 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 document in the selection record permanently.

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

7.3.2. MAJCOM or FLDCOM Staff Judge Advocates will provide a separate memorandum articulating if the officer's and warrant 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)**. This function may be delegated in writing to no lower than the Judge Advocate staff at the NAF, Ctr, or general court-martial convening authority's JA staff and require the delegations to be in writing.

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

Chapter 8

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

8.1. 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, warrant officer, or enlisted member'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.).

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

8.2.1. 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.

8.2.2. 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.

8.2.3. In accordance with Public Law 113-66, Section 525 & USC Title 38, Subsection 5106 - Department of Veterans Affairs personnel may request derogatory information or data from covered records via a government email address. If no government email address is available, a SF180 will be required.

BRIAN L. SCARLETT, SES, DAF
Principal Deputy Assistant Secretary of the
Air Force for 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*

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943

Executive Order 12793, *Continuing the Presidential Service Certificate and the Presidential Service Badge*, March 20, 1992

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

DoDI 6000.13_DAFI 41-110, *Medical Healthcare Professions Scholarship Programs*, 23 December 2020

DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, 3 April 2024

DoDM 5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*, 1 August 2018

DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DoDM5200.01V1_AFMAN 16-1404v1, *Information Security Program: Overview, Classification, and Declassification*, 6 April 2022

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

DAFI 31-117, *Arming and Use of Force*, 28 January 2025

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

DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*, 3 March 2023

AFMAN 36-2100, *Military Utilization and Classification*, 24 June 2025

DAFI 36-2110, *Total Force Assignments*, 9 August 2024

AFI 36-2133, *Specified Period of Time Contracts (SPTC)*, 1 June 2000 (rescinded)

AFI 36-2406, *Officer and Enlisted Evaluations Systems*, 6 August 2024

DAFI 36-2501, *Officer Promotions and Selective Continuation*, 12 January 2024

AFI 36-2502, *Airman Promotion and Demotion Programs*, 26 September 2024

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 4 August 2023

DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*, 4 October 2022

DAFI 36-2606, *Reenlistment and Extension of Enlistment*, 22 May 2024

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 Personnel*, 29 February 2024

DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022

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

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

DAFI 36-3002, *Casualty Services*, 15 July 2025

DAFI 36-3003, *Military Leave Program*, 7 August 2024

DAFI 36-3009, *Airman and Family Readiness Centers*, 4 November 2022

DAFI 36-3202, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*, 25 June 2024

DAFI 36-3203, *Service Retirements*, 8 July 2025

DAFI 36-3211, *Military Separations*, 24 June 2022

DAFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*, 22 February 2024

DAFI 36-3501, *United States Air Force Academy Operations*, 9 May 2022

DAFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

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

DAFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*, 20 June 2023

DAFI 51-201, *Administration of Military Justice*, 24 January 2024

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

AFI 51-301, *Civil Litigation*, 2 October 2018

AFI 91-106, *Unauthorized Launch, Threat Mitigation, and Launch Action Studies*, 28 August 2019

ANGI 36-2501, *General Officer Federal Recognition Boards for General Officer Appointment or Promotion in the Air National Guard*, 24 January 2013

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

DAFMAN 11-402, *Aviation, Missile and Parachutist Service*, 24 January 2025

DAFMAN 17-1302-O, *Communications Security (COMSEC) Operations*, 13 December 2024

DAFMAN 31-115, Volume 1, *Department of the Air Force Corrections System*, 22 December 2020

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

DAFMAN 36-2136, *Reserve Personnel Participation*, 15 December 2023

DAFMAN 36-2604, *Service Dates and Dates of Rank*, 30 June 2022

DAFMAN 36-2664, *Personnel Assessment Program*, 17 January 2025

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

AFMAN 36-3004, *Experienced Aviator Retention Incentive (EARI) Program*, 14 December 2022

DAFI 36-3006, *Survivor Benefit Plan (SBP) (Active, Guard, Reserve, and Retired)*, 8 July 2025

DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025

AFMAN 41-108, *Training Affiliation Agreement Program*, 17 June 2025

DAFMAN 36-2100, *Military Utilization and Classification*, 24 June 2025

DAFMAN 51-507, *Enlisted Discharge Boards and Boards of Officers*, 27 July 2023

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

DAFPD 36-25, *Military Promotion and Demotion*, 15 December 2022

AETCI 36-2651, *Basic Military and Technical Training*, 28 February 2025

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

SpFI 36-2401, *Guardian Evaluations Systems*, 17 January 2024

Prescribed Forms

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

DAF Form 330, *Records Transmittal / Request*

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*

DAF Form 77, *Letter of Evaluation*

DAF Form 78, *Air Force General Officer Promotion Recommendation*

AF Form 100, *Request and Authorization for Separation*

DAF 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, *Record of Emergency Data*
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*
DAF 847, *Recommendation for Change of Product*
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*
AF3070A, *Record of Nonjudicial Punishment Proceedings (AB thru SSgt)*
AF3070B, *Record of Nonjudicial Punishment Proceedings (TSgt thru CMSgt)*

AF3070C, *Record of Nonjudicial Punishment Proceedings (Officer)*

AF3070D, *Record of Nonjudicial Punishment Proceedings (TSgt thru CMSgt) Air National Guard Only*

AF3070E, *Record of Nonjudicial Punishment Proceedings (Officer) Air National Guard Only*

DAF Form 4394, *Department of the Air Force (DAF) User Agreement Statement – Notice and Consent Provision*

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

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—Extended Active Duty
EFMP—Exceptional Family Member Program
EPB—Enlisted Performance Board
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
FLDCOM—Field Command
FSS—Force Support Squadron
ID—Identification
IMA—Individual Mobilization Augmentee
IRR—Individual Ready Reserve
ISLRS—Inactive Status List Reserve Section
JBSA—Joint Base San Antonio
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
NMI—No Middle Initial
NMN—No Middle Name
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
SpFI—Space Force Instruction
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

Office Symbols

AETC/DOVP—Air Education and Training Command, Directorate of Operations, Flying Training
AETC/DPE—Air Education and Training Command, Directorate of Personnel, Assignments and Evaluations
AETC/TTPS—Air Education and Training Command, Technical Training, Policy, and Standards Division
AF/A1—Air Force Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1DL—Air Force Manpower and Personnel, Directorate of Learning
AF/A1DLV—Voluntary Education Branch
AF/A1LE—Air Force Chief Master Sergeant Management
AF/A1LG—Air Force General Officer Management
AF/A1LO—Air Force Colonel Management Office
AF/A1P—Director of Air Force Military Force Management
AF/A1PA—Military Compensation Policy Division
AF/A1PT—Accessions and Training Division
AF/A3OATF—Air Force Deputy Chief of Staff of Operations, Air Tasking and Operations Center Transformation Force
AF/A4S—Force Protection Office
AF/JAJI—Investigations, Inquiries and Relief Division
AF/JAJM—Military Justice Law and Policy Division
AF/JAX—Judge Advocate General, Professional Development Directorate
AF/REP—AF Reserve Directorate of Personnel
AF/SGC—Air Force Surgeon General Clinical Operations
AF/SGHA—Air Force Surgeon General, Healthcare Operations
AF/SGHM—Air Force Surgeon General, Healthcare Management
AF/SGHP—Air Force Surgeon General, Health Policy, and Programs

AFMSC/SGPA—Air Force Medical Service Center, Bioenvironmental Engineering Division

AFPC/DPFD—AFPC Disability Branch

AFPC/DPFC—AFPC Chief of Casualty Matters Division

AFPC/DPFCM—AFPC Missing Person Branch

AFPC/DPFCS—AFPC Casualty Services Branch

AFPC/DPFFF—AFPC Airman and Family Sustainment Branch

AFPC/DPMLT—AFPC Military Accession Branch

AFPC/DPMO—AFPC Directorate of Personnel Operations, Assignments

AFPC/DPMOA—**AFPC Non**—Rated Operations Airman Career Management Branch

AFPC/DPMSP—AFPC Directorate of Personnel, Military Sustainment Programs

AFPC/DPMSPP—AFPC Promotion Operations Section

AFPC/DPMSST—AFPC Retirements and Separations Section

AFPC/DPMSST—AFPC Directorate of Personnel, Military Sustainment and Support Division

AFPC/DPMSSM—AFPC Military Sustainment Operations Section

AFPC/DPMSSR—AFPC Military Transition Operations

AFPC/DPPDA—AFPC Reenlistments, Extensions and SRB Branch

AFPC/DPPSA—AFPC Airman Support and Transition Branch

AFPC/DPPSP—AFPC Promotions, Evaluations and Recognitions Policy Branch

AFPC/DPSORM—AFPC Military Records Section

AFPC/DPSTTC—AFPC Military Recognition Branch

AFPC/DPW—AFPC Directorate of Personnel Workforce Management

AFPC/JA—AFPC Judge Advocate

AFPC/XP—AFPC Plans and Programs

AFRC/A1KE—Air Force Reserve Command, Education and Training Operations and Support Branch

AFSOI/SPOT—Air Force Office of Special Investigations, Security and Protective Operations Team

ARPC/DPAR—ARPC Accessions Branch

ARPC/DPPRK—ARPC Personnel Programs, Readiness, and Integration Directorate

ARPC/DPPTE—ARPC Directorate of Personnel Programs, Points Management and Readiness Integration

ARPC/DPPTR—ARPC Directorate of Personnel Programs, Total Force Retirements

ARPC/DPSRI—ARPC Directorate of Personnel Support, Individual Ready Reserve (IRR) and Standby Reserve Integration

ARPC/DPT—ARPC Directorate of Total Force Services

ARPC/DPTARA—Reserve Retirements and Assignments Branch

ARPC/DPTS—ARPC Records and Board Support Division

ARPC/DPTSP—ARPC Points Management Branch

ARPC/DPTT—ARPC Directorate of Personnel, Total Force Service Center, Reserve Retirements, and Individual Ready Reserve Actions

ARPC/DPTTS—ARPC Stop Loss Section

ARPC/DPTTR—ARPC Reserve Retirements

ARPC/FMFA—ARPC Financial Management and Financial Analysis

ARPC/PB—Reserve of the Air Force Selection Board Secretariat

ARPC/XP—ARPC Plans and Programs

ASFSC/SFCV—Air Force Security Forces Center, Confinement and Corrections Directorate, Victim Services Division

ETMO/TMEM—Enterprise Talent Management Office, Performance Management Branch

NGB/A1P—National Guard Bureau Force Management Division

SAF/AADQ—Secretary of the Air Force, Acquisition, Analytics, and Data Office

(DELETE) SAF/CNZA—Secretary of the Air Force, Cybersecurity Programs and Protect Portfolio Division

SAF/CNZ—Secretary of the Air Force, Office of the Chief Information Security Officer

SAF/CNZP—Secretary of the Air Force, Cybersecurity Programs Division

SAF/MIPC—Secretary of the Air Force, Office of Information Protection and Compliance

SAF/MIR—Secretary of the Air Force, Manpower, Integration and Readiness

SAF/MRBC—Secretary of the Air Force, Board for Correction of Military Records

SAF/MRBR—Secretary of the Air Force, Review Boards Office

SAF/MRM—Secretary of the Air Force, Force Management Integration

SF/SILO—Space Force Colonel Management Office

SF/S1P—Director of Space Force Military Policy and Management

SF/SIL—USSF Senior Leader Management Office

USAFA/DPYQA—United States Air Force Academy, Directorate of Plans and Programs, Quality Assurance

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, USSF, 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.

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 service member's 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 according to the 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. General. Management and disposition instructions for documents and forms listed in this attachment are applicable to personnel on extended active duty (EAD) and those assigned to USAFR and ANG forces.

A2.2. Disposition. 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/DPMSSM , 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> , AF/A1PT)	N/A	N/A	Correspondence and 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.
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.

	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
5	DD Form 4-1AF, <i>Enlistment/Reenlistment Document-Armed Forces of United States</i> (DAFMAN 36-2032, <i>Military Recruiting and Accessions</i> and DAFI 36-2606, <i>Reenlistment and Extension of Enlistment in the United States Air Force.</i>) (AFPC/DPMSSM)	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 according to the AF Records Disposition Schedule (T36-12, R01.01 and T36-14, R7) in AFRIMS. See Table A4.2 , Rule 4.
6	DD Form 4, <i>Continuation Sheet</i> (DAFMAN 36-2032, and DAFI 36-2606, AFPC/DPMSSM)	Unit Personnel (Temporary) UP(T)	N/A	CM(P)	N/A
7	AF Form 7, <i>Airman Military Record</i> (obsolete), (AFPC/DPMSSM)	N/A	N/A	CM(P)	Form and governing directive are obsolete. Document has legal,

	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
					historical, or management value.
8	AF Form 10A (listed for Historical Reference only)	UP(T) Folder	N/A	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.
11	NGB Form 22, <i>National Guard Report of Separation and Record of Service</i> or NGB Form 22A, Correction to NGB Form 22 (DAFI 36- 3211, National Guard Bureau Force Management Branch (NGB/A1PP))	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, warrant officer, or enlisted members.

	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
12	AF Form 24, <i>Application for Appointment as Reserve of the Air Force or USAF Without Component</i> , and supporting documents (DAFMAN 36-2032, AFPC Reenlistments, Extensions and SRB Branch (AFPC/DPPDA))	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/DPPSA)	UP(P)	N/A	CM(P)	For disapproved requests, maintain for 90 days then destroy according to the AF Records Disposition Schedule in AFRIMS.
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 Directorate of Personnel Operations, Assignments (AFPC/DPMO))	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 AF/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

	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
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 (DPMLT))	UP(T)	N/A	CM(P)	UP(T): Remove one year after nonselection according to the AF Records Disposition Schedule (T36-39, R8 and T36-47, R1) in AFRIMS.
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 Military Accession Branch (AFPC/DPMLT))	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), (DAFMAN 36-2032, NGB/A1PP)	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 Promotions, Evaluations and Recognitions Policy Branch (AFPC/DPPSP))	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.

	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
24	AF Form 77, <i>Letter of Evaluation</i> (DAFI 36-2406, AFPC/DPPSP)	UP(Officer)(T) UP(O)(T) UP(Enlisted)(P) UP(A)(P)	N/A	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 (AB/SPC1 thru TSgt)</i> , 911, <i>Enlisted Performance Report (MSgt thru SMSgt)</i> , and 912, <i>Enlisted Performance Report (CMSgt)</i> , (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 or delta commander requirements; and for other reasons identified in DAFI 36-2406.
25	ARPC Form 77, <i>Request and Authorization for Reserve Order</i> (obsolete), (ARPC Financial Management and Financial Analysis (ARPC/FMFA))	N/A	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
26	DAF Form 78, <i>Air Force General Officer Promotion Recommendation</i> (DAFI 36-2406, AFPC/DPPSP and SpFI 36-2401, Enterprise Talent Management Office,	N/A	N/A	eOSR/CM(P)	According to the AF Records Disposition Schedule (T36-19, R6) 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
	Performance Management Branch (ETMO/TMEM))				
27	SF 86, <i>Questionnaire for National Security Positions</i> (DoDM 5200.02_AFMAN 16-1405, <i>Air Force Personnel Security Program</i> , AF/A4S)	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 current complete form according to the 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> , Air Force Medical Service Center, Bioenvironmental Engineering Division (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> (DAFMAN 36-2032, NGB Officer Programs and Policy Branch (NGB/A1PO))	N/A	N/A	CM(P)	N/A
30	ARPC Form 92, <i>Appointment Order</i> (obsolete), (ARPC Sup 1,	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
	ARPC Accessions Branch (ARPC/DPAR))				
31	SF 93, <i>Report of Medical History</i> (DAFMAN 48-123, AFMSC/SGPA), or DD Form 2492, DOD Medical Examination Review Board (DoDMERB) Report of Medical History	N/A	N/A	CM(P)	Document has legal, historical, or management value.
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</i> (DD Form 214/5 Series), DAFI 36-3211), AFPC/DPPSA)	UP(P)	N/A	CM(P)	UP(P): Keep the document in the selection record permanently.
34	DAF Form 104, <i>Service Medal Award Verification</i> (DAFMAN 36-2806, AFPC Military Recognition Branch (DPSTTC))	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> , Air Force Manpower and Personnel, Directorate of Learning (AF/A1DL))	UP(T)	N/A	N/A	According to the 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, 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
37	AF Form 125, <i>Application for Extended Active Duty with the USAF</i> (DAFI 36-2008, <i>Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program</i>), Secretary of the Air Force, Manpower, Integration and Readiness (SAF/MIR))	N/A	N/A	CM(P)	N/A
38	Air Education and Training Command (AETC) Form 125, <i>Record of Faculty Board Action, when action results in elimination</i> (AETCI 36-2651, <i>Basic Military and Technical Training</i> , Air Education and Training Command, Directorate of Operations, Flying Training (AETC/DOVP))	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	AF Form 131, <i>Application for Transfer to the Retired Reserve</i> (DAFI 36-3203, AFPC/DPPSA and ARPC/DPTTR)	N/A	N/A	CM(P)	UP(P): File and retain when directed by AFPC Directorate for Personnel Programs (DPP).
40	AF Form 133, <i>Oath of Office (Military Personnel)</i> (DAFMAN 36-2032, AFPC/DPMLT)	N/A	N/A	CM(P)	N/A
41	ARPC Form 160, <i>Request for Statement of Service/Points</i> (ARPCI 36-3203, 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	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

	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
	Military Assignments and Accessions Section [DPSTAM])				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/DPMSSM)	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, AF/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_AFMAN 16-1404v1, <i>Information Security Program: Overview, Classification, and Declassification</i> , AFOSP/SPIB)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
47	DD Form 214, <i>Certificate of Uniformed Service</i> , Narrative Reason for Separation or Retirement and officer, warrant officer, or enlisted member's reply. (DAFI 36- 3203, AFPC/DPPSA)	UP(P)	N/A	CM(P)	N/A
	DD Form 214-1, <i>Certificate of Uniformed Service, Reserve Component Addendum</i> (DoDDI 1336.01, ARPC/DPTSC)				

	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
48	DD Form 215, Correction to DD Form 214, <i>Certificate of Uniformed Service</i> (AFI 36-3202, AFPC/DPPSA)	UP(P)	N/A	CM(P)	N/A
49	AFPC Form 215, <i>Service Creditable Under Sec 1405, 10 USC</i> , (DAFI 36-3203, AFPC/DPMLT)	N/A	N/A	CM(P)	N/A
50	DD Form 220, <i>Active Duty Report</i> (AFI 36-2608, AFPC/DPMSSM)	N/A	N/A	CM(P)	Destroy according to the AF Records Disposition Schedule in AFRIMS when document has no legal, historical, or management value. Used as a source Document for active duty service time.
51	AF Form 233, <i>Specified Period of Time Contract</i> , (rescinded), (AFI 36-2133, Specified Period of Time Contracts (SPTC) (rescinded), AFPC/DPMST)	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.
52	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, warrant officer, or enlisted member's eMPerRGp.
53	ARPC Form 271, <i>Retirement Order</i> , (obsolete), (DAFI 36-3203, ARPC/DPTTR)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
54	DAF Form 281, <i>Notification of Change in Service Member's Official Records</i> , includes changes by DD	UP(T)	N/A	CM(P)	UP(T): Remove upon discharge; retain for personnel released

	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
	Form 1343, <i>Notification of Change in Service Member's Official Record, reports on individual personnel (RIPs), correspondence and special orders (AFI 36-2608, AFPC/DPMSSM)</i>				from active duty. CM: File original.
55	AFPC Form 282, <i>Service Date Computation Worksheet (AFPCR 35-6, AFPC/DPMLT)</i>	N/A	N/A	CM(P)	N/A
56	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 according to the AF Records Disposition Schedule (T36-16, R14.01) in AFRIMS. Remove only when advised to do so by AF/A10-O.
57	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, SAF/MIPC</i>)	N/A	N/A	CM(P)	According to the AF Records Disposition Schedule (T36-12, R1.02) in AFRIMS.
58	SF Form 312, <i>Classified Information Nondisclosure Agreement</i> (DoDM5200.01V1 AFMAN 16-1404v1, AFOSI/SPIB)	N/A	N/A	CM(P)	According to the AF Records Disposition Schedule (T14-1, R8) in AFRIMS.
59	DAF 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
60	NGB Form 337, <i>Oaths of Office</i> , (DAFMAN 36-2032, NGB/A1PO)	UP(T)	N/A	CM(P)	UP: File when officer elects to restate the oath of office on promotion. File upon ANG officers/warrant officer appointment (both original and state to state transfer appointments).
61	NGB Form 337b, <i>Oath of Temporary Federal Recognition in ANG</i> , (obsolete), (DAFMAN 36-2032, NGB/A1P)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
62	AF Form 348, <i>Line of Duty Determination</i> (AFI 36-2910, AFPC/JA)	N/A	N/A	CM(P)	File complete case according to the AF Records Disposition Schedule (T36-16, R7) in AFRIMS.
63	AF Form 356, <i>Findings and Recommended Disposition of USAF Physical Evaluation Board</i> (DAFI 36-3212, AFPC/DPPD)	N/A	N/A	CM(P)	N/A
64	AF Form 366, <i>Record of Proceedings of Vacation of Suspended Nonjudicial Punishment</i> (DAFI 51-202, AF/JAJM)	UP(T)	N/A	eOSR/CM (T/P) eNSR(T)	See AF Form 3070 or AF Form 3212.
65	AF Form 405, <i>Officer Evaluation Policy Advisory</i> , (obsolete), (DAFI 36-2406, AFPC Evaluations and Recognition Operations Section (DPMSPE))	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.
66	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 individual on

	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 (DAFI 36-2606, AFPC/DPPSA)</i>				date of reenlistment. Forward non-select with permanent documents on separation.
67	DD Form 458, <i>Charge Sheet</i> (DAFI 51-201, AF/JAJM)	UP(P)	N/A		Remove only by direction of base JA.
68	AF Form 475, <i>Education/Training Report</i> (DAFI 36-2406, AFPC/DPMSST)	UP(T)	N/A	eOSR/CM (P)	Instructions for AF Forms 77 (old) and 707 apply according to the AF Records Disposition Schedule (T32-43, R6) in AFRIMS.
69	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), (DAFI 36- 3203, ARPC/DPTTR)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
70	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.
71	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.
72	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.

	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	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 according to the AF Records Disposition Schedule (T36-12, R10) in AFRIMS.
74	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.
75	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 according to the AF Records Disposition Schedule (T31-1, R18) in AFRIMS when reinstatement to bear firearms is approved.
76	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
77	ARPC FL 602, <i>Tender of Resignation in Lieu of Discharge Action</i> (obsolete), (DAFI 36-3211, ARPC Stop Loss Section (ARPC/DPTTS))	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
78	DD Form 616, <i>Report of Return of Absentee</i> (AFI 363802, AFPC/DPFCM)	N/A	N/A	CM(P)	According to the AF Records Disposition Schedule (T36-12, R10) 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
79	DAF 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/DPPSP and SpFI 36-2401, ETMO/TMEM (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 according to the 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 (DAFI 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.
80	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/DPPSP). (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	UP(T) (see note)	OCSR-2 or 4A(T)	eOSR/CM (P)	Exception: Retain for officers released from active duty. Remove and destroy according to the AF Records Disposition Schedule, when voided by action of AFI 36-2401. When voided by action of the Air Force BCMR (DAFI 36-2603), forward all copies to SAF/MRBR when directed. eOSR/CM: Remove reports

	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
	a Letter of Evaluation directed to be attached to an evaluation by DAFI 36-2406 or by an Air Force advisory)				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 according to the AF Records Disposition Schedule in AFRIMS.
81	DAF Form 709, <i>Promotion Recommendation</i> (AFI 36-2406, AFPC/ DPMSPE)	N/A	N/A	eOSR/CM (T/P)	N/A
82	AF Form 766, <i>Extended Active Duty Order</i> (AFPC/DPMLT)	UP(P)	N/A	CM(P)	N/A
83	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/DPMSSM)	UP(P)	N/A	CM(P)	UP(P): Before 30 May 1980 CM: Disclosures after discharge or permanent retirement.
84	AF Form 777, <i>Air Force Reserve Promotion Recommendation</i> (obsolete), (DAFI 36-2406, AFPC/DPPSP)	N/A	N/A	eOSR/CM (T/P)	Form is obsolete. Document has legal, historical, or management value.
85	AF Form 780, <i>Officer Separation Actions</i> , (obsolete) (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
86	DD Form 785, <i>Record of Disenrollment From Officer Candidate - Type Training</i> (DAFMAN 36-2032, AFPC/DPPSA)	UP(P)	N/A	N/A	Remove only on successful completion of USAF-sponsored program that results in

	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
					appointment as a commissioned officer.
87	AF Form 899, <i>Request and Authorization for Permanent Change of Station - Military</i> (AFPC Military Assignment Programs Branch (DPPAM))	UP(T)	N/A	N/A	Retain subsequent copy until superseded.
88	AF Form 901, <i>Reenlistment Eligibility Annex to DD Form 4</i> (DAFI 36-2606, AFPC/DPPSA)	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.
*89	DAF Form 910, DAF Form 911, and DAF Form 912 (DAFI 36-2406, AFPC/DPMSPE and SpFI 36-2401, ETMO/TMEM) (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 EPBs and/or EPRs for inclusion in the eMPerRGp. However, if member separates from EAD and remains as a Reserve of the Air Force, then the EPBs and/or 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

	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
					the duplicate and triplicate copies for custody and disposition.
90	AF Form 938, <i>Request and Authorization for Active Duty Training/Active Tour</i> (DAFMAN 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,
91	AF Form 944, <i>Medical Certificate for CRS and Regular Appointment</i> (obsolete), (AFI 36-2610 (rescinded), AFPC Promotions Operations Section (DPMSPP))	N/A	N/A	CM(P)	Form and publication are obsolete. Document has legal, historical, or management value.
92	AF Form 964, <i>PCS, TDY, Deployment, or Training Declination Statement</i> (DAFI 36-2110, AFPC/DPPA, AFMAN 36-2100, AFPC/DPPDW)	UP(T)	N/A	N/A	Remove on reenlistment for first-term enlisted members. Remove upon separation or retirement.
93	AF Form 965, <i>Overseas Tour Election Statement</i> (DAFI 36-2110, DAFMAN 36-2102, <i>Base-Level Relocation Procedures</i> , AFPC/DPPAM)	UP(T)	N/A	N/A	Remove upon completion of overseas tour.
94	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 (P) in column D of this table.
95	AF Form 1034, <i>Active Duty Agreement (Officer Training School) United States Air Force</i> , (DAFMAN 36-2032, AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove upon completion of first enlistment.

	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
96	AF Form 1048, <i>Military Spouse Information</i> (obsolete), (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
97	AF Form 1056, <i>Air Force Reserve Officer Training Corps (AFROTC) Contract</i> , (DAFMAN 36-2032, AF/AIPT)	UP(T)	N/A	CM(P)	UP(T): Remove on completion of initial active-duty service commitment.
98	AF Form 1160, <i>Military Retirement Actions</i> (DAFI 36-3203, AFPC/DPPSA)	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.
99	AF Form 1172, <i>Certificate of Medical Officer</i> (AFI 41-201, AF/SGHM)	N/A	N/A	CM(P)	Document has legal, historical, or management value.
100	AF Form 1180, <i>Action on Physical Evaluation Board Findings and Recommended Disposition</i> (Informal Hearing) (DAFI 36-3212, AFPC Physical Disability Division [DPFD])	N/A	N/A	CM(P)	N/A
101	AF Form 1185, <i>Commander's Impact Statement for Medical Evaluation Board</i> , (DAFI 36-3212, AFPC/DPFD)	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
102	AF Form 1227, <i>Authority for Tuition Assistance-Education Services Program</i> (DAFI 36-2670, AF/A1DL)	N/A	N/A	CM(P)	Document is being maintained in the Air Force Automated Education Management System
103	AF Form 1229, <i>Application for Conditional Reserve Status</i> (obsolete), (AFI 36-2610 (rescinded), AFPC/DPMSPP)	N/A	N/A	CM(P)	Form and publication are obsolete. Document has legal, historical, or management value.
104	AF Form 1288, <i>Application for Ready Reserve Assignment</i> (DAFI 36-3211, AFPC/DPMSST 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 ANG: Remove after first record review or when purpose has been served.
105	DAF Form 1299, <i>Officer's Certificate of Statement of Service</i> and ANG 1299, <i>Certificate of Service</i> (DAFMAN 36-2102, ANGI 36-101, Attachment 15 AFPC/DPMLT and, AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove when replaced by AF Form 1613, <i>Statement of Service</i> .
106	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.

	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
107	AF Form 1371, <i>Statement of Declination of RegAF Appointment</i> (obsolete), (AFI 36-2610 (rescinded), AFPC/DPMSPP)	N/A	N/A	CM(P)	Form and publication are obsolete. Document has legal, historical, or management value.
108	SF 1402, <i>Certificate of Appointment</i> (AFFARS § 5301.603-3, AFPC/DPMSPP)	UP(P)	N/A	N/A	N/A
109	AF Form 1411, <i>Extension of Enlistment in the Air Force</i> , (DAFI 36-2606, AFPC/DPPSA)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
110	DD Form 1435, <i>COMSEC Maintenance Training and Experience Record</i> (DAFMAN 17-1302-O, SAF/CNZ)	UP(T)	N/A	N/A	Maintained as part of the AF Form 623, <i>Individual Training Record Folder</i> .
111	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/DPPAM)	UP(T/P)	N/A	N/A	UP(T): Remove when sponsor returns to CONUS on permanent change of station (PCS). Exceptional Family Member Program (EFMP) - should remain until subsequent assignment UP(P): Retain copies used to support pay matters (overseas incentive extension bonus program or special compensation pay).
112	AF Form 1566, <i>WAPS Test Verification</i> (DAFMAN 36-2664, <i>Personnel Assessment Program</i> , AFPC/DPPSP)	UP(T)	N/A	N/A	File only if an enlisted member declines testing, is Specialty Knowledge Test exempt, but elects to take the test or is a no-show. All other copies should be maintained

	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
					at base level until answer sheets are processed by AFPC and reflect in weighted Airman promotion system (WAPS).
113	DD Form 1610, <i>Request and Authorization for TDY Travel of DoD Personnel</i> , (DAFI 36-3802, AFPC/DPFC)	UP(P)	N/A	N/A	File only TDY/contingency exercise deployment (CED) orders in support of any contingency exercises or operations (Example of Contingency Operations: DESERT SHIELD, DESERT STORM, NOBLE EAGLE, etc.). Forward with permanent documents upon separation or retirement.
114	AF Form 1613, <i>Statement of Service</i> , and comparable departmental forms, AFMAN 36-2604 (AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove when superseded.
115	DD Form 1966, <i>Record of Military Processing- Armed Forces of the United States</i> , (DAFMAN 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.
116	AF Form 2030, <i>USAF Drug and Alcohol Abuse Certificate</i> , (DAFMAN 36-2032, AFPC/DPMLT)	UP(P)	N/A	N/A	Retain for personnel released from RegAF and transferred to the Guard or Reserve.
117	AF Form 2036, <i>Survivor Benefit Plan (SBP) Spouse Concurrence Statement</i> (obsolete), (DAFI 36-3006)	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
	(AFPC Airman and Family Sustainment Brach (AFPC/DPFFF))				
118	AF Form 2037, <i>Request for Waiver of Spouse Concurrence in Survivor Benefit Plan (SBP) Election</i> (obsolete), (DAFI 36-3006, AFPC/DPFFF)	UP(P)	N/A	N/A	M
119	DD Form 2057, <i>Contributory Educational Assistance Program - Statement of Understanding</i> (obsolete), (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
120	DD Form 2057-1, <i>Educational Assistance Program - Statement of Understanding</i> , (obsolete), (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
121	DD Form 2057-2, <i>Loan Forgiveness - Statement of Understanding</i> (obsolete), (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
122	DD Form 2057-3, <i>Noncontributory Educational Assistance Program</i> , (obsolete) (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
123	DD Form 2057-4, <i>Loan Repayment - Statement of Understanding</i> (obsolete), (used by USAFR only) (DAFI 36-2670, AF/A1DL (formerly 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
124	DD Form 2057-5, <i>Federal Student Loan Confirmation</i> (AFI 36-2649, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	Form is obsolete. Document has legal, historical, or management value.
125	AF Form 2096, <i>Classification/On-The-Job Training Action</i> , or Report on Individual Personnel (RIP) in Lieu of (AFMAN36-2100, <i>Military Utilization and Classification</i> , AFPC Workforce and Career Programs Branch (DPPDW))	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 members only, as long as the PCA does not also award the individual a new AFSC. Exception: Retain form directing retraining until member attains a skill level in the new Air Force specialty code (AFSC) commensurate with current grade. Remove when member is removed from retraining status. Retain for personnel released from RegAF. Retain form as proof

	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
					of current skill level and Training Status code awarded. CM: When used as promotion order.
126	AF Form 2098, <i>Duty Status Change</i> , or RIPs in Lieu of, (DAFI 36-3802, AFPC/DPPSA)	UP(T)	N/A	CM(P)	UP(T): Retain copy until reenlistment or separation. CM: Forward original AF Form 2098 to AFPC/DPSORM, ARPC/DPTARA, or Adjutant General of the State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia.
127	DD Form 2329, <i>Record of Trial by Summary Court Martial</i> (AFI 51- 201, AF/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).
128	DD Form 2366, <i>Montgomery GI Bill Act of 1984 (MGIB), Basic Enrollment</i> (DoDI 1322.16, AFPC/DPPSA)	UP(T)	N/A	CM(P)	Document has legal, historical, or management value.
129	DD Form 2366-1, <i>Montgomery GI Bill Act of 1984 (MGIB), Increased Benefit Contribution Program</i> , (DoDI 1322.16, AFPC/DPPSA)	UP(T)	N/A	CM(P)	Document has legal, historical, or management value.
130	DD Form 2366-2, <i>Montgomery GI Bill Act of 1984 (MGIB), Transferability Program</i> , (PL 107-107 and DoDI 1322.17, AFPC/DPPSA)	UP(T)	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
131	DD Form 2384-1, <i>Notice of Basic Eligibility (NOBE)</i> (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	N/A
132	AF Form 2587, <i>Security Termination Statement</i> (DoDM5200.01V1_AFMAN 16-1404v1, USAF/XOS-FI)	UP(P)	N/A	N/A	Manage as prescribed by DoDM5200.01V1_AFMAN 16-1404v1.
133	AF Form 2630, <i>PALACE CHASE IRR, Selected Reserve Service Contract</i> (DAFI 36-3211, AFPC/DPMSSR)	UP(T)	N/A	CM(P)	UP(T): Form is obsolete. Document has legal, historical, or management value.
134	AF Form 2631, <i>PALACE CHASE Statement of Understanding/Contract</i> (DAFI 36-3211, AFPC/DPMST)	UP(T)	N/A	CM(P)	UP(T): Remove upon expiration of contract.
135	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.
136	DD Form 2656, <i>Data for Payment of Retired Personnel</i> and DD Form 2656-1, <i>Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage</i> (DAFI 36-3006, AFPC/DPFFF)	UP(P)	N/A	N/A	Document has legal, historical, or management value.
137	DD Form 2760, <i>Qualification to Possess Firearms or Ammunition</i> 18 USC §§ 922(d) and 922(g) (9))	N/A	N/A	CM(P)	N/A
138	DD Form 2791, <i>Notice of Release/ Acknowledgement of Convicted Sex Offender Registration Requirements</i> (AFMAN 31-115V1, <i>Department of the Air Force</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
	<i>Corrections System, AFSFC/SFCV)</i>				
139	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
140	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
141	DD Form 2839, <i>Career Status Bonus Election</i> (Personnel Services Delivery Handbook), (AFPC/DPPSA)	UP(T)	N/A	CM(P)	UP(T): Maintain for 5 years from the election effective date according to the AF Records Disposition Schedule (T36-13, R2) in AFRIMS.
142	DD Form 2863, <i>National Call to Service (NCS) Election of Options</i> (DAFMAN 36-2032, AFPC Accessions Branch (DPPDA))	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment
143	AF Form 3005, <i>Guaranteed Aptitude Area Enlistment Agreement NonPrior Service—United States Air Force</i> (DAFMAN 36-2032, AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
144	AF Form 3006, <i>Enlistment Agreement- Prior Service, Active USAFR, ANG - United</i>	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
	<i>States Air Force</i> (DAFMAN 36-2032, AFPC/DPMLT)				
145	AF Form 3007, <i>Guaranteed Training Enlistment Agreement- NonPrior Service - United States Air Force</i> (DAFMAN 36-2032, AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
146	AF Form 3008, <i>Supplement to Enlistment Agreement - United States Air Force</i> (DAFMAN 36-2032, AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
147	AF Form 3009, <i>Change to Enlistment Agreement - United States Air Force</i> (DAFMAN 36-2032) AFPC/DPMLT	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
148	AF Form 3010, <i>USAF Statement of Understanding for Dependent Care Responsibility</i> , (DAFMAN 36-2032, AFPC/DPMLT)	UP(T)	N/A	N/A	For enlisted personnel, remove the form upon reenlistment. For officer or warrant officer personnel, remove on completion of ADSC.
149	AF Form 3027, <i>PALACE CHASE Mobilization Augmentee Selected Reserve Service Contract</i> (obsolete), (DAFI 36-3211, AFPC/DPMST)	UP(T)	N/A	CM(P)	UP(T): Remove upon expiration of contract. Form is obsolete. Document has legal, historical, or management value.
150	AF Form 3028, <i>PALACE CHASE "Category A" Unit Selected Reserve Service Contract</i> (obsolete), (DAFI 36-3211, AFPC/DPMSSR)	UP(T)	N/A	CM(P)	UP(T): Remove upon expiration of contract. 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
151	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, AF/JAJM)	N/A	N/A	eOSR (P) CM(P)	Form is obsolete. Document has legal, historical, or management value.
152	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, AF/JAJM)	UP(T)	N/A	CM(P)	UP(T): File only AF Form 3070 reflecting a demotion in grade. MPF Customer Service will 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.
153	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, AF/JAJM)	UP(T)	N/A	eNSR(T) CM(P)	UP(T): File only AF Form 3070 reflecting a demotion in grade. MPF Customer Service will 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 according to the AF Records Disposition Schedule (T51-03R 26) 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
154	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, AF/JAJM)	UP(T)	OCSR-1 (T)	eOSR(T/P) CM(P)	UP(T): File AF Form 3070. MPF Customer Service will 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 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). according to the AF Records Disposition Schedule (T51-03 R26) in AFRIMS
155	(VA) Form 21-3101, <i>Request for Information</i> (SAF/AAD)	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
156	DA Form 3180, <i>Personnel Screening and Evaluation Record</i> , (DoDM5210.42_AFMAN 13-501, AFPC/DPPSP)	UP(P)	N/A	N/A	Remove only when advised to do so by AFPC/DPSIM.
157	AF Form 3212, <i>Record of Supplementary Action Under Article 15, UCMJ</i> (AFI 51202, AF/JAJM)	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 InPromotionZone 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 after one senior NCO evaluation board and

	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
					according to the AF Records Disposition Schedule in AFRIMS.
158	AF Form 3538, <i>Retention Recommendation</i> (DAFI 36- 3203, AFPC/DPPSP)	N/A	N/A	eOSR(T) CM(P)	Temporarily included in the eOSR and removed within 30 days after board; forwarded to AFPC/DPSORM for archiving.
159	DAF Form 4394, <i>Department of the Air Force (DAF) User Agreement Statement – Notice and Consent Provision, (DAFMAN 17-1301, (Computer Security (COMSEC), SAF/CNZP) Air Force User Agreement Statement-Notice and Consent Provision</i>	UP(T)	N/A	CM(P)	N/A
160	AF Form 4406, <i>Post-9/11 GI Bill Transfer of Educational Benefits Statement of Understanding</i> , (AFI 36- 2107, AFPC/DPPSA)	UP(T)	N/A	CM(P)	N/A
161	VA Form 22-1990, <i>Application for VA Education Benefits</i> (DoDI1341.13 DAFI36- 3038, AETC/DPAE)	UP(T)	N/A	N/A	N/A
162	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.

	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
163	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.
164	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.
165	SGLV 8285, <i>Request for Insurance</i> ; 8285A, <i>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.
166	SGLV 8286, <i>Servicemembers' Group Life Insurance Election and Certificate</i> ; 8286A <i>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					
167	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 according to the AF Records Disposition Schedule (T36-12, R1.02) in AFRIMS.
168	SecAF Directive issued under DAFI 36-2603, or letter announcing administrative correction of records (staff action not referred to board) under	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
	DAFI 36-2603, (SAF/MRBR)				
169	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
170	Physical Evaluation Board (DAFI 36-3212, AFPC/DPPD)	N/A	N/A	CM(P)	N/A
171	Administrative Discharge Case Finalized by SAF resulting in discharge (DAFI 36-3211, AFPC/DPPSA and USAF/REPX)	N/A	N/A	CM(P)	N/A
172	AF Disability Review Board (final action) (DAFI 36-3212, SAF/MRBC and AFPC/DPPD)	N/A	N/A	CM(P)	N/A
173	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/DPPDPPSA)	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.

	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
174	A discharge suspended for probation and rehabilitation and subsequently vacated and member discharged (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
175	A discharge suspended for probation and rehabilitation and approval for discharge is subsequently cancelled (DAFI 36-3211, AFPC/DPPSA)	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.
176	Disposition Board (final action) (DAFI 36-3211, AFPC/DPPSA)	N/A	N/A	CM(P)	N/A
177	Administrative Demotion Case File (final action) (DAFI 36-2502, AFPC/DPMSA)	UP(T)	N/A	CM(P)	UP(T): Retain correspondence pertaining to demotion action which finally resulted in an officer, warrant officer, or enlisted member's retention in the present grade until the end of current enlistment, then destroy according to the AF Records Disposition Schedule (T36-19, Rule 7 for approved demotions, Table 36-19 Rule 12 for disapproved demotions.

	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
178	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.
179	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
180	Board of Officers (final action) (DAFMAN 51-507, <i>Enlisted Discharge Boards and Boards of Officers</i> , AF/JAJI)	N/A	N/A	CM(P)	N/A
181	Medical Board (AFI 41-201, AF/SGHA)	N/A	N/A	CM(P)	N/A
Section III –CORRESPONDENCE PERTAINING TO:					
A. Assignments					
182	Approved application for follow-on, home-basing assignment (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Application is archived via Case Management System.
183	Correspondence relative to reassignment, curtailment, restriction from certain overseas areas and international or administrative hold (DAFI 36-2110, AFPC/DPPAM)	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/DPPAM. Exception: Retain for personnel released from RegAF when not

	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
					previously released by the initiating authority.
184	Active Duty Service Commitment (ADSC) counseling statement (AFMAN 36-2100, AFPC/DPMLT)	UP(T)	N/A	CM(P)	UP(T): Remove when ADSC is fulfilled.
185	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.
186	Sole Surviving Son, Daughter Assignment Limitation Application, Approval (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove upon first reenlistment or voluntary extension of enlistment.
187	Correspondence approving Humanitarian, EFMP Reassignment and or Deferment (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove 18 months after final action for Humanitarian, EFMP reassignment or deferment.
188	Command Sponsorship and or Change of Tour Election (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove upon first duty assignment after overseas tour.
189	Assignment Limitation Statement (Unauthorized Launch Study) (AFI 91-106, AFSA/SENA)	UP(P)	N/A	N/A	N/A
190	Home-Base and Follow-On Programs Declination Memorandum (DAFI 36- 2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove memorandum upon arrival at first duty station after overseas tour.

	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
B. Decorations/Awards/Badges					
191	Approval/Disapproval by SAF concerning extraordinary heroism (DAFI 36-3203 and DAFMAN 36-2806, AFPC/DPPSA and DPMSPE)	N/A	N/A	CM(P)	N/A
192	Certificates and citations for approved decorations (DAFMAN 36-2806, AFPC/DPSTTC)	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).
193	Notification memorandum to recipients of special trophies and awards (DAFMAN 36-2806, AFPC/DPSTTC)	UP(P)	N/A	N/A	N/A
194	Denial of Good Conduct Medal (DAFMAN 36-2806, AFPC/DPSTTC)	UP(P)	N/A	N/A	N/A
195	Memorandum of certification authorizing wear of Combat Readiness Medal (DAFMAN 36-2806, AFPC/DPSTTC)	UP(P)	N/A	N/A	N/A
196	Memorandum Revoking or Prohibiting Wear of a Specialty Badge (Appropriate Directive, AFPC/DPPSA)	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
197	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 (DAFMAN 36-2806, AFPC/DPSTTC)	UP(T)	N/A	N/A	Destroy according to the AF Records Disposition Schedule (T36-33, R3) in AFRIMS when award is included on DAF Form 104.
198	Memorandum for Presidential Service Certificate and Badge (Executive Order 12793) (AFPC/DPPSP)	UP(P)	N/A	N/A	N/A
199	AFPC letter of approval for foreign decorations with translated citation (DAFMAN 36-2806, AFPC/DPSTTC)	UP(P)	N/A	N/A	N/A
C. Education and Testing					
200	Memorandum, non-attendance of service schools due to operational requirements and humanitarian deferment in officer or enlisted member's last year of eligibility (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	N/A	OCSR-1 (T)	eOSR(P) CM(P)	N/A
201	Any document substantiating declination of offered Professional Military Education without prejudice (Squadron Officer School only) (DAFI 36-2670,	N/A	N/A	N/A	Remove when officer's total active federal commissioned service exceeds seven years or officer, warrant officer has

	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
	AF/A1DL (formerly USAF/DPPE))				greater than four years'
202	Diploma or course completion certificate for Airman Leadership School (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(T)	N/A	N/A	Remove upon promotion to SSgt.
203	Statement by member declining resident NCO or Senior Non-commissioned Officer academy attendance (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	N/A
204	Armed Forces Classification Test Results Listings or Memorandum (AFMAN 36-2100, AFPC/DPPSP)	UP(T)	N/A	N/A	Retain for personnel transferred to the USAFR or ANG.
205	Declination Statement for Approved Retraining Request (AFMAN 36-2100, AFPC/DPPSA)	UP(T)	N/A	N/A	Retain for the duration of current enlistment, including extensions.
206	Test Results Memorandum or Listing (DAFMAN 36-2664, AFPC/DPPSP)	UP(T)	N/A	N/A	Retain for personnel transferred to the USAFR or ANG.
D. Military Status					
207	Special authority for enlistment. (DAFMAN 36-2032, and DAFI 36-2606, AFPC/DPPSA and AFRC/RS)	UP(T)	N/A	CM(P)	UP(T): Remove upon completion of current enlistment.
208	Notification of change in Reserve assignment (ARPC Assignments [DPAA])	UP(T)	N/A	N/A	Remove when new assignment orders are published.

	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
209	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.
210	Memorandum Acknowledging Individual Ready Reserve Requirement (DAFMAN 36-2102, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
211	Request for retention beyond expiration of enlistment or required service (DAFI 36-2606, AFPC/DPPSA)	UP(T)	N/A	CM(P)	UP(T): Remove upon reenlistment.
212	High Year of Tenure correspondence (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	N/A
213	Reserve Service Commitment Memo (AFRCI 36-2102, AFRC/DPMB) or Commitment Statement of Agreement (DAFMAN 36-2139, NGB/A1P)	UP(T)	N/A	CM(P)	N/A
214	Enlistment Application for ANG Band (obsolete) (DAFMAN 36-2032, NGB/A1P)	UP(T)	N/A	CM(P)	N/A
215	Transfer of officers or warrant officers from other services to USAF (DAFMAN 36-2032, AFPC/DPPSA)		N/A	CM(P)	N/A
216	Statement of Veterans Education Assistance Program Suspension (DAFI 36-2670, AF/A1DL (formerly USAF/DPPE))	UP(P)	N/A	N/A	N/A
217	Health Professions Scholarship Contract (DoDI6000.13_DAFI 41-110, AF/SGHP)	UP(T)	N/A	CM(P)	UP(T): Remove on expiration of active duty service commitment.

	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
218	Letter of Reprimand, Letter of Admonishment or Letter of Counseling (DAFI 36-2907, AFPC/DPPSA and AFPC/DPMSM)	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 notes 2 and 3.
219	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 General, and equal opportunity investigations (AFI 36-2608, AFPC/DPPSA and AFPC/DPMSM)	N/A	N/A	eOSR	Effective the date OSD approves this policy, all adverse information an officer or warrant officer receives will be filed in the 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

	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
					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 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)

	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 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).
220	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/DPMSSM)	N/A	N/A	eOSR	Filed in the OSR if a Letter of Admonishment or higher was issued. See DAFI 36-2907.
221	Transcripts, Professional Certificates and memorandums confirming dates of medical school attendance and internship (AFMAN 36-2604, AFPC/DPMLT and DAFMAN 36-2032, AFPC/DPPSA)	N/A	N/A	CM(P)	N/A
222	Documentary evidence (letter or certificate) of specialty board certification for MC, DC, NC, or MSC officers (AFMAN 41-108, AF/SGH)	N/A	N/A	eOSR(P) 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
223	Termination, Reduction of Selective Reenlistment Bonus Memorandum (DAFI 36-2606, AFPC/DPPSA)	UP(T)	N/A	N/A	Remove upon reenlistment.
E. Pay					
224	Blended Retirement System Continuation Pay Statement of Understanding and Election Form (AFPC/DPPSA)	N/A	N/A	CM (P)	N/A
225	Memorandums, SAF determinations, Judge Advocate General or Comptroller General decisions pertaining to Reserve pay or Reserve retirement (DAFI 36-3203, AFPC/DPPSA)	N/A	N/A	CM(P)	N/A
226	Aviator Continuation Pay Agreement, Counseling Statement (AFMAN 36-3004, AFPC/DPMSSM)	N/A	N/A	CM(P)	N/A
227	13D Critical Skills Retention Bonus Agreements, (AFPC Non-Rated Operations Airman Career Management Branch (DPMOA))	N/A	N/A	CM(P)	N/A
228	Correspondence explaining nonpayment of Separation Pay (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	Forward with permanent documents upon separation.
229	Administrative Determination of USAF or SAF Affecting Pay and Allowances (ARPC/DPSRI)	N/A	N/A	CM(P)	N/A
230	Aviation Career Incentive Pay Legislation (Aviation Service Sheet, Adjustment, and Reclama memorandums)	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
	(AFMAN 11-402, AFPC/DPMLT and AF/A30- ATF)				
231	Retention Special Pay Agreement or Declination Memorandum (Public Law (PL) 96- 284, AFPC/DPMSSM)	UP(T)	N/A	N/A	N/A
232	Assignment Incentive Pay Agreement, (AFPC/DPPAM)	UP(T)	N/A	N/A	Retained until subsequent reassignment to a new location.
F. Promotions, Appointments, and Conditional Reserve Status					
233	Memorandums of nonselection for promotion (AFI 36-2504, <i>Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force</i> , ARPC/PB and DAFI 36- 2501, AFPC/DPMSP)	UP(T)	N/A	N/A	Remove when promoted to the higher grade for which non- selected.
234	Declination of Active Duty Promotion (DAFI 36-2501, AFPC/DPMSP)	UP(T)	N/A	CM(P)	UP(T): Remove if or when officer or warrant officer accepts promotion.
235	Declination of permanent USAFR promotion (AFI 36- 2504, ARPC/PB)	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.
236	Declination of permanent RegAF promotion (DAFI 36- 2501, AFPC/DPMSP)	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
237	Removal of an officer's or warrant officer's name from a recommended list for a RegAF promotion, (DAFI 36-2501, AFPC/DPMSMSP) or AFR Promotion (AFI 36-2504, ARPC/PB).	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> .
238	Memorandums of Appointment, USAFR, Air National Guard of the United States, USAF Temporary (DAFMAN 36-2032, AFPC/DPPSA)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
239	Letters to a board. Filed only for officer or warrant officers' promotion (DAFI 36-2501, AFPC/DPSOO and AFI 36-2504, ARPC/PB)	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 (P) Forward letters to AF/DPSORM after promotion board adjourns.
240	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/DPMSMSP and AFI 36-2504, ARPC/PB)	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).

	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
241	Not qualified recommendation for RegAF and USAFR continuation (captain and major) (DAFI 36-2501, AFPC/DPMSP and AFI 36-2504, ARPC/PB)	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.
242	Statement of Understanding of 2-year ADSC for Promotion to MSgt and SMSgt, 3-year ADSC for Promotion to CMSgt (DAFI 36-2502, AFPC/DPPSP) or Commitment of Agreement for ANG Service Commitments (DAFMAN 36-2139, NGB/A1P)	UP(T)	N/A	N/A	Remove after completion of ADSC.
243	Statement Declining Enlisted Promotion (AFI 36-2502, AFPC/DPPSP)	UP(P)	N/A	N/A	N/A
244	Statement of Acceptance, Declination of Continuation on Active Duty (DAFI 36-2501, AFPC/DPMSSP)	N/A	N/A	CM(P)	N/A
245	Approved Waiver of primary Air Force specialty code (DAFI 36-2502, AFPC/DPMSP)	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.
246	Non-recommendation for Promotion (DAFI 36-2502, AFPC/DPPSP)	UP(T)	N/A	N/A	If nonrecommendation is to grade of Amn/Sp2 through SrA/Sp4, remove upon promotion. If nonrecommendation is SSgt/Sgt - CMSgt, remove at the end of the promotion cycle.

	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
247	Promotion Deferral (AFI 36-2502, AFPC/DPMSSP)	UP(T)	N/A	N/A	Remove upon promotion, separation, or termination of the deferral.
248	Withholding promotion (DAFI 36-2502, AFPC/DPPSP)	UP(T)	N/A	N/A	Retain letter until termination of withholding action, upon promotion, or separation.
249	Record of Counseling of Retirement Eligible Promotion Selectees (DAFI 36-2502, AFPC/DPPSP)	UP(T)	N/A	N/A	Remove two years after effective date of promotion, 1 year after declination, or upon separation.
G. Separations/Retirements					
250	Documents pertaining to officer's military status or approved separation (DAFI 36-3211, AF/REP and AFPC/DPPSA)	UP(T)	N/A	CM(P)	N/A
251	Officer's letter to the board. Filed only for Officer's Selective Early Retirement Board (DAFI 36-3203, AFPC/DPPSA) or removal (AFI 36-2504, ARPC/PB)	N/A	N/A	eOSR(T)	Temporarily included in the eOSR and removed within 30 days after board approval.
252	Documents pertaining to officer, warrant officer, or enlisted member's military status or approved separation to include AF Form 31 and AF Form 780 (DAFI 36-3211, ARPC/PB and DAFI 36-3211, AFPC/DPPSAP)	UP(P)	N/A	CM(P)	N/A
253	Request for waiver of discharge processing (DAFI 36-3211, AFPC/DPPSA)	UP(T)	N/A	N/A	Remove upon expiration of the period of service or enlistment for which approved.

	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
254	Tender of Resignation, request for release, or application for discharge (DAFI 36-3211, AFPC/DPPSA and USAF/REPX)	UP(P)	N/A	CM(P)	UP(P): Only those processed under DAFI 36-3211.
255	Correspondence approving retention beyond mandatory separation date (10 USC §§ 12308, 12646, 12647, 12686 or 14703, AFPC/DPPSA or ARPC/DPPTS)	UP(T)	N/A	CM(P)	N/A
256	Memorandum, notification, acknowledgment of required excess leave. Awaiting appellate review (AFI 51201, AF/JAJM)	UP(P)	N/A	N/A	N/A
257	Statement of Election, Agreement in connection with mandatory separation or Secretarial retention (10 U.S.C. § 12301(d) or DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	File copy of the memorandum of notification sent to the member.
258	Correspondence concerning officer's or warrant officer's separation as a result of failure to attain promotion to the next higher RegAF or permanent grade (DAFI 36-3211, AFPC/DPPSA or USAF/REPX)	UP(T)	N/A	CM(P)	CM: File the copy of the memorandum sent to and endorsed by the member.
259	Memorandum, Notification of Eligibility for Retired Pay at Age 60 (DAFI 36-3203, ARPC/DPPTTR)	N/A	N/A	CM(P)	N/A
260	Confirmation of Temporary Early Retirement Registration for Public and Community Service (AFI 36-3202, AFPC/DPPST)	UP(P)	N/A	N/A	Forward this document with permanent documents upon 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
261	Denial of additional tour of Active Duty (AD) (AFI 36-3207, AFPC/DPPSA)	N/A	N/A	CM(P)	N/A
262	Statement of Trial Results (DAFI 51-201, AFLSA/JAJM)	UP(P)	N/A	N/A	N/A
263	Correspondence concerning medical examination for voluntary separation or retirement (DAFMAN 36-2102, AFPC/DPPSA)	UP(P)	N/A	N/A	Forward with permanent documents on separation.
264	Correspondence concerning dropping an individual from the Air Force Rolls (AFI 36-3208 (RegAF) and DAFI 36-3211 (AFR and ANG), AFPC/DPPSA)	N/A	N/A	CM(P)	N/A
265	Correspondence denying the individual service pay points or other benefits "Reserve Retirement and or Reserve Pay" (DAFI 36-3203, ARPC/DPTA)	N/A	N/A	CM(P)	N/A
266	Approved waiver of discharge for fraudulent entry (excludes waivers for concealment of prior service) (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	CM(P)	On reenlistment forward according to Table A4.2, Rule 3.
267	Pre-separation Counseling Acknowledgment (DAFMAN 36-2102, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
268	Ready Reserve Agreement to Receive Separation Pay (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	Forward with permanent documents upon 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
269	Retirement Pre-application Checklist (DAFI 36-3203, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
270	Identification Card Requirement Memorandum (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	Forward with permanent documents on separation.
SECTION IV - COMPUTER PRODUCTS, RIPS, AND BRIEFS					
271	Officer Selection Brief (DAFI 36-2501, AFPC/DPMSM 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.
272	Assignment History Printout (obsolete), (DAFI 36-2110, AFPC/DPPAM)	N/A	N/A	CM(P)	Form is obsolete. Document has legal, historical, or management value.
273	Record Review Listing (DAFMAN 36-2102, AFPC/DPMSM and AFPC/DPMSM)	UP(T/P)	N/A	N/A	UP(T): File only record review listings used for ANG or USAFR personnel. Remove when superseded. Guard only. UP(P): Record review listings used to reconstruct
274	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.
275	Direct AFSC Conversion RIP (AFMAN36-2100, AFPC/DPPD)	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
276	Automatic Entry into on-the-job training for new staff sergeants RIP (AFMAN36-2100, AFPC Accessions, Workforce Development and Career Programs Division (DPPD))	UP(T)	N/A	N/A	Remove when awarded 7-level AFSC.
277	Special Experience Identification (SEI) RIP (Officers) and Special Experience Certification RIP (Enlisted) (AFMAN36-2100, AFPC/DPPD)	UP(T)	N/A	N/A	Remove upon withdrawal of SEI
278	Retirement, separation, decision notification. RIP Recording of Office of the Secretary of the Air Force determination pertaining to retirement (DAFI 36-3203, AFPC/DPPSA)	UP(T)	N/A	N/A	N/A
279	RIP Source Document for Training Status Code-R, AFMAN36-2100, AFPC/DPPD)	UP(T)	N/A	N/A	Remove when training status code changes.
280	Foreign Language Proficiency Pay RIP (DAFMAN 36-2664, AFPC/DPP)	UP(T)	N/A	N/A	Remove one year after termination of foreign language proficiency pay.
281	Retraining and Disposition Application RIPs (AFI 36-2626, AFPC/DPPSA)	UP(T)	N/A	N/A	Remove when officer, warrant officer, or enlisted member has completed retraining and attained a skill level in the new AFSC, which is commensurate with current grade, or upon training removal.

	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
282	AFSC Upgrade and Award RIPs (AFMAN36-2100, AFPC/DPMSSM)	UP(T)	N/A	N/A	N/A
283	Termination, Reduction of Selective Reenlistment Bonus RIP (DAFI 36-2606, AFPC/DPPSA)	UP(T)	N/A	N/A	Remove upon expiration of enlistment.
284	Officer, warrant officer, or enlisted Airman Classification RIP (AFMAN36-2100, AFPC/DPPSA)	UP(T)	N/A	N/A	File only when the RIP documents a change to AFSC or SEI data.
*285	EPBs and/or EPRs (R), Air Reserve Forces noncommissioned officers performance reports (DAFI 36-2406, ARPC/PB)	UP(P)	N/A	N/A	N/A
286	Date Eligible to Return from Overseas (DEROS) Option RIP (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove upon CONUS arrival.
287	DEROS RIP for change other than Initial Duty Allocation (DAFI 36-2110, AFPC Military Assignment Programs Branch (DPPAM))	UP(T)	N/A	N/A	Remove upon CONUS arrival.
288	Officer, warrant officer, or enlisted Airman Selection Brief (AFI 36-2502, AFPC/DPPSP)	N/A	N/A	eNSR(T)	Remove when superseded.
289	Certification of Survivor Benefit Plan RIP (DAFI 36- 3006, AFPC/ DPFW)	UP(P)	N/A	N/A	N/A
290	Unexcused participation RIP (DAFMAN 36-2136, AFRC/A1KE)	UP(P)	N/A	N/A	Retain with DD Form 2384-1 if applicable to new GI bill.

	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
291	Officer Training Allocation RIP (AFMAN 36-2100, AFPC/DPMLT)	UP(T)	N/A	N/A	Retain until the ADSC for the training has expired.
292	Officer Assignment Notification RIP (DAFI 36- 2110, AFPC/DPPA)	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					
293	Foreign Government Employment Statement of Understanding (AFI 36- 2913, AFPC Directorate of Airman and Family Care (DPF))	N/A	N/A	CM (P)	N/A
296	Correspondence concerning commander's or review authority's determination to file or not to file NJP, UCMJ, record in officer, warrant officer, or enlisted member's OCSR/eOSR or eNSR (see item 153 and 156 and paragraph 6.8. , AFPC/DPMSSM)	N/A	OCSR- 2(T)	eOSR/ eNSR(T) CM(P)	N/A
297	Letter from AF/A1PA authorizing wear of religious apparel (DAFI 36-2903, AFPC/DPPSA)	UP(T)	N/A	N/A	N/A
298	Notification to Spouse of Election of Less than Full Coverage Under Reserve Components Survivor Benefit Plan (DAFI 36-3006, ARPC/DPSTE)	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
299	Nuclear SEI Award Order, DAFMAN 36-2032, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
300	Certification of Mailings or Receipt of Mailings of Reserve Components Survivor Benefit Plan Notifications (ARPC/DPPR)	N/A	N/A	CM(P)	N/A
301	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
302	Casualty Assistance Case File (DAFI 36-3002, AFPC/DPFCS)	N/A	N/A	CM(P)	N/A
303	Statement of Disagreement AFCIC/ITC	UP(P)	eOCSR-1 (P) ACR(P)	CM(P)	N/A
304	Privacy Act correspondence granting the officer, warrant officer, or enlisted member's approval for release (AFI 33- 332, AFCIO/P)	UP(P)	eOCSR-1 (P)	CM(P)	N/A
305	Certificate of Procurement Integrity (AFI 51-1101, AF/JACQ)	UP(P)	N/A	N/A	Forward with permanent separation documents.
306	Spouse Notification Letter for SGLI (DAFI 36-3002, AFPC/DPFC)	UP(P)	N/A	N/A	N/A
307	Service Member's Medical Underwriting Letter (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	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					
309	Reassignment involving travel (DAFI 36-2110, AFPC/DPPAM)	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.
310	Reassignment not involving travel (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove upon next reassignment or when separated.
311	Assignment of an individual on return from a prisoner of war or missing in action status (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Retain for personnel released from RegAF.
312	Change in overseas duty selection date or DEROS (DAFI 36-2110, AFPC/DPPAM)	UP(T)	N/A	N/A	Remove upon CONUS arrival.
B. Decorations and Awards					

	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
313	Orders granting decorations (DAFMAN 36-2806, AFPC/DPSTTC)	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
314	Orders authorizing or prohibiting the wear of badges (DAFI 36-2903 and DAFMAN 36-2806, AFPC/DPSTTC)	UP(P)	N/A	N/A	N/A
C. Aviation Service					
315	Orders awarding aeronautical ratings or placing officer, warrant officer, or enlisted members in aviation service (includes aeronautical orders placing Undergraduate Pilot Training, Undergraduate Navigational Training, and Undergraduate Helicopter Training students in aviation career status) (DAFMAN 11-401, <i>Aviation Management</i> , AF/A3OATF)	N/A	N/A	CM(P)	When member disagrees with prior aeronautical ratings reflected in MilPDS, and neither officer, warrant officer nor Flight Management Office has copies of orders, request them from the MPerRGp, AFPC/DPMSSM.
316	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 11-401, USAF/A3O-ATF)	UP(P)	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
317	Aeronautical orders revalidating invalid aeronautical orders (DAFMAN 11-401, AF/A3O-ATF)	N/A	N/A	CM(P)	N/A
D. Military Status					
318	Reappointment of eligible Reserve officer (DAFMAN 36-2032, AFPC/DPMLT and DAFMAN 36-2032, and DAFI 36-3211, NGB/A1P)	UP(T)	N/A	CM(P)	UP(T): Retain for officers released from RegAF.
319	Discharge Orders (AFI 36-3202, AFPC/DPPSA and ARPC/DPSTE)	UP(T) UP(P)	N/A	CM(P)	UP(T) Separation without reenlistment. UP(P): Separation with immediate reenlistment.
320	Release from AD or EAD (DAFI 36-3211, AFPC/DPPSA and DAFMAN 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).
321	Entry into AD or EAD (AFMAN 36-2032, DAFI 36-2008 and DAFMAN 36-2032, AFPC/DPMLT 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.
322	Enlistment Order (DAFMAN 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.

	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
323	Transfer to ANG order (DAFI 36-2110, ARPC/DPA)		N/A	CM(P)	N/A
324	Appointment as a Commissioned Officer and warrant officer (DAFMAN 36-2032, AFPC/DPMLT and DPMSP)	UP(T)	N/A	CM(P)	UP(T): Do not file RegAF appointment orders.
325	Retirement Orders (DAFI 36-3203, AFPC/DPPSA and ARPC/DPTTR)	UP(P)	N/A	CM(P)	N/A
326	Change in date of separation (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
327	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.
328	Enlisted Promotion Orders (DAFI 36-2502, ARPC/DPB and AFPC/DPPSP and NGB/A1PP)	UP (A)(P)	N/A	CM(P)	UP(A): Forward all enlisted promotion orders to AFPC/DPSOPRM 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.
329	Officer, warrant officer Promotion Orders (DAFI 36- 2501, AFPC/DPMSP) and Federal Recognition of Promotion Orders (AFI 36- 2504 and ANGI 36-2504, NGB/A1PO)	N/A	N/A	CM(P)	Retain copy in MHRR only.

	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
330	Administrative demotion order (DAFI 36-2502, AFPC/DPPSP)	UP(P)	N/A	CM(P)	Retain demotion order if used for current grade; destroy according to the AF Records Disposition Schedule (T36-19, R7 and R12) in AFRIMS upon promotion or separation.
331	Change in designated place of confinement of prisoner (DAFI 51-201, AF/JAJM)	UP(T)	N/A	CM(P)	UP(T): Remove on release or separation of the prisoner.
332	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					
333	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, AF/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.
334	Announcement of Death of Air Reserve Forces Member (computed generated) (DAFI 36-3002, AFPC/DPFCS and ARPC/DPTTE)	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
335	Release from RegAF by virtue of a void enlistment or induction (DAFI 36-3211, AFPC/DPPSA)	UP(P)	N/A	N/A	N/A
336	Designation or redesignation of Ready or Standby Reservist (DAFMAN 36-2032, ARPC/DPTTA)	UP(T)	N/A	CM(P)	UP(T): Remove upon reassignment.

Notes:

- For USAFR officers not on EAD and ANG officers, forward to ARPC/DPTARA, 18420 E. Silver Creek Ave, Bldg 390, Buckley SFB, CO 80011.
- 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.”
- Effective the date OSD approves this policy, all adverse information an officer receives will be filed in the 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 will 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 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 will be filed in the OSR if a letter of admonishment or higher was issued). (2) Approved court-martial findings of guilt (Court-Martial 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
<p>(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 Non-Affiliated Reserve Section (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	ARPC Retirements (DPTARA), 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 (see note 1).
5	USAFR not on EAD enlisted under DAFMAN 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. 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/Specialist 1 – Lieutenant Colonel	AFPC/DPSORM, 550 C Street West, JBSA-Randolph TX 78150-4707.
2		Colonel	AFPC/DPSORM, 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/DPSORM, 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/DPSORM, 550 C Street West, JBSA-Randolph AFB TX 78150-4723.
7		Brigadier General - General	AFPC/DPSORM, 550 C Street West, JBSA-Randolph AFB TX 78150- 4723.
8		retired on Temporary Disability Retired List	Airman Basic/Specialist 1 - General

R U L E	A	B	C
	If individual is	and grade is	then the custodian is (see note 1)
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/DPSORM, 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/DPSORM, 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	USAFA/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-
15	discharged without a remaining military service obligation		AFPC/DPSORM, 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/DPSORM, 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)
18	deserter (dropped from rolls)	Airman Basic/Specialist 1 – 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 VMPF) 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: NGB/SGPS FL4 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 and Reserve)	Career Development Section	ANG: AF Form 418

I. EDUCATION and 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/Guardian Qualifying	Career Enhancement	Score Notice

Item	Category	POC / OPR	Source Document
	Examination/Armed Services Vocational Aptitude Battery Scores		
91	Foreign Language Self-Assessment	Customer updates through vMPF	None
92	Defense Language Proficiency Tests, Oral Proficiency Interview, Defense Language Aptitude Battery	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

Item	Category	POC / OPR	Source Document
106	Total Federal Commissioning Service Date	Career Enhancement	AF Form 1613
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 and 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

Item	Category	POC / OPR	Source Document
119	ANG Mandatory Separation Date (ANG)	Personnel Employment	None
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/DPSORM, 550 C Street West, JBSA-Randolph TX 78150-4723	recommends member to obtain a copy of their eUPRG record prior to out-processing.
4	Discharge and immediate reenlistment (for Reserve and ANG officer or enlisted members)	forwards the applicable documents to AFPC/DPSORM, 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/DPSORM Military Records Section. **(T-3)**
3. If a member elects to reenlist instead of being discharged or released from RegAF or USSF, return all records to the respective record custodians. Send required documents (reference **Table A6.3**, Note 6) to AFPC/DPSORM Military Records Section, 550 C Street West, JBSA-Randolph TX 78150-4723. Permanent documents found after the service member's discharge or retirement are annotated with each service member's grade, name, and SSN, and forwarded to AFPC/DPSORM Military Records Section, 550 C Street West, JBSA-Randolph TX 78150-4723 using a single DAF 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/DPSORM, 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/DPSORM, 550 C Street West, JBSA-Randolph TX 78150-4723 (see note 3)	is maintained at AFPC/DPSORM 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/DPSORM 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, JBSA-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, warrant officer or enlisted member's SSN to (Note 2)	and AFPC or ARPC, when warranted,
1	person on EAD	AFPC/DPMSSM, 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 member 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/DPMSSM, 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:			
<p>1. Do not correct records of former officer, warrant officer, or enlisted members unless evidence proves the SSN used while serving with the Air Force was incorrect or erroneously recorded.</p> <p>2. Service members not serviced by an MPF apply directly to the activity specified.</p> <p>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).</p> <p>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.</p>			

--

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	then the member furnishes FSS/MPF, Customer Support Element, or ARPC/DPSC1, Customer Support Element (see notes 1 and 2)
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.

Notes:

1. Service members not serviced by an MPF furnish documents directly to the custodian indicated in **Table A6.3**, rules 2 through 5.
2. If there is reasonable doubt as to whether the evidence submitted is acceptable to affect 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.
3. Refer questions as to compliance with state law to the servicing Staff Judge Advocate of the activity concerned.
4. Reproduction of a naturalization certificate is a federal offense under 18 USC § 1426 punishable by a severe fine or imprisonment or both.
5. Correcting a name that has been transposed, for example, “Stanley, Joseph” to “Joseph, Stanley,” or making a minor spelling correction, for example “Micheal” to “Michael”, requires only the service member’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/DPSORM to file in eUPRG	AFPC/DPMSSM 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/DPSORM 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/DPMSSM ,550 C Street West, JBSA-Randolph TX 78150-4721 (see note 4)	prepares and distributes the AF Form 281 and updates MilPDS	DPMSSM changes the MHRR and DPMSSM files AF Form 281 in the MHRR.

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.
5	retired (other than Temporary Disability Retired List)	AFPC/DPMSSM, 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/DPMSSM 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/DPMSSM	

Notes:

1. Do not correct records of former officer, warrant officer or enlisted members 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 service member's account.
3. Send a copy of AF Form 281 to 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 DAF record.

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

R	A	B	C
---	---	---	---

U L E	If request is to correct date and (or) place of birth for	then the member furnishes 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> <p>1. Service members not serviced by a FSS/MPF need to apply directly to the custodian indicated in Table A6.5, rules 2 and 3.</p> <p>2. Reproduction of a naturalization certificate is a federal offense under 18 USC § 1426, punishable by a severe fine or imprisonment or both.</p>			

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/DPSORM 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/DPSORM processes into ARMS.
4	on Temporary Disability Retired List	AFPC/DPMSSM ,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/DPMSSM 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/DPMSSM, 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 service members 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, warrant officer, or enlisted member 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, warrant officer, or enlisted member 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, warrant officer, or enlisted member (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 S7XXXXX), 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, warrant officer, or enlisted members assigned to Obligated Reserve Section, ISLRS, or Retired Reserve forward requests to ARPC/DPSC1. 2. Place of birth of USAFR officer, warrant officer or enlisted members 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 or warrant 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 If user is assigned to the	B then access is (see notes 1 and 2)	C 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, AF/A1 or AFPC, Chief of Space Operations, Vice Chief of Space Operations, Deputy Chief of Space Operations for Human Capital	Unrestricted	eMPerRs: all components, all grades.
2	USAF or USSF/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/Specialist 1 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 (see 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 notes 1 and 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 or FLDCOM DCS/Personnel	authorized when needed to make personnel management decisions on service members 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 service members 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 service members assigned to the AFR; and other records maintained by ARPC.	

RULE	A	B	C
	If user is assigned to the	then access is (see notes 1 and 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, warrant officer, or enlisted members 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"> As provided in 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. ARMS is the final approval/disapproval authority for access. Specific justification is required if other than the selection record fiche is requested. Access to colonel eMPerRs, EAD and non-EAD, requires the approval of AF/A1LO, SF/S1LO, or AF/REG respectively. Access to general officer eMPerRs requires the approval of AF/A1LG or SF/S1LG. Requests for eMPerRs on personnel not assigned to or projected for assignment to the user's command will be forwarded to AFPC/DPMSSM 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/DPMSSM	X	N/A	AFPC/DPSORM 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.					