INCLUDES BASIC AND CHANGE 1

HEADQUARTERS
Department of the Army
Washington, DC 20310-2500
30 November 1990

***National Guard Regulation (AR) 310-10**
Change 1

Military Publications

MILITARY ORDERS

Summary. This change contains a complete revision of Chapter 1 and adds a new Chapter 2 *(Preparation of Formats)*. New instructions for distribution of orders for the Army National Guard Personnel Center are added at appendix A. Several new and revised orders formats have been added to appendix B *(Orders Formats)*.

Suggested Improvements. The proponent of this regulation is the National Guard Bureau, Army Personnel Division. Users are invited to send comments and suggested improvements on DA Form 2028 *(Recommended Changes to Publications and Blank Forms)* directly to Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 4501 Ford Avenue, Alexandria, VA 22302-1450.

NGR (AR) 310-10, 29 February 1980, is changed as follows:

1. Change the title of the second section of the orders formats from *"FOR ARNG/ARMY USE"* to read: *"FOR ARMY USE"*.

2. Remove old pages and insert new pages as follows:

Remove Pages	Insert Pages
i	- - - -
1	1 thru 3
A-1 thru A-3	A-1
- - - -	B-2.1 thru B-2.2
B-3 thru B-4	B-3 thru B-4
B-7 thru B-10.1	B-7 thru B-10
B-13 thru B-18	B-13 thru B-18
B-29 thru B-30	B-29 thru B-30
B-35 thru B-36	B-35 thru B-36
C-1 thru C-2	- - - -

3. File this transmittal sheet in front of the publication for reference.

By Order of the Secretary of the Army:

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

Official:

FRANK C. VAN FLEET
Colonel, GS
Executive, National Guard Bureau

Distribution: A

HEADQUARTERS
Department of the Army
Washington, DC 20310-2500
29 February 1980

*National Guard Regulation (AR) 310-10

Military Publications

MILITARY ORDERS

Summary. This regulation covers policy and procedures for preparing and issuing orders for military personnel and units.

Applicability. This regulation applies to the Army National Guard when not in active Federal service under a mobilization or a call to active duty.

Impact on the New Manning System. This regulation does not contain information that affects the New Manning System.

Internal Control Systems. This regulation is not subject to the requirements of AR 11-2. Internal control provisions of AR 310-10 apply.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the National Guard Bureau (NGB-ARP-CS), 4501 Ford Avenue, Alexandria, VA 22302-1450.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Army Personnel Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 4501 Ford Avenue, Alexandria, VA 22302-1450.

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APPENDICES
A. Orders Distribution for ARNG Personnel Center
B. Orders Formats

Chapter 1
General

1-1. Purpose
This regulation prescribes policies and procedures for preparing and issuing permanent orders and orders by all elements of the Army National Guard.

1-2. References
AR 310-10 is a required publication. Related publications are provided in footnotes to individual orders formats.

1-3. Policy

a. AR 310-10 is applicable to ARNG units and personnel when not on active duty or active duty for training in a Federal status, except as modified herein.

*This regulation supersedes NGR 310-10, 15 June 1976.

b. The following provisions of AR 310-10 are not applicable to the ARNG:

(1) So much of chapter 1 that--

(a) Restricts issuing orders for branch transfer of commissioned officers.

(b) Restricts issuing orders that announce a change in strength, position, grade, MOS, or TOE/TDA number of an organization.

(2) Chapter 4 - Movement Designator Codes *(MDC).*

c. The State adjutants general are responsible for ensuring that all orders preparing headquarters, units, and agencies within their respective States comply with the applicable portions of AR 310-10 and this regulation.

1-4. Automation
The use of an automated orders system is authorized and encouraged.

1-5. Construction of new formats
There may be occasions for orders preparing agencies to devise new formats to meet their need. These formats, with written justification, will be forwarded through command channels to Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 4501 Ford Avenue, Alexandria, VA 22302-1450 for approval prior to use.

1-6. Temporary duty orders/training orders
ARNG personnel may enter a temporary duty *(TDY)* status in conjunction with order to active duty for training *(ADT)* or active duty for special work *(ADSW)* or by DD Form 1610 *(Request and Authorization for TDY Travel of DOD Personnel).*

a. Orders formats. ARNG soldiers may be ordered to ADT or ADSW from their home station/ home of record and enter into a TDY status on the date specified for travel to the station shown in the orders by using the orders formats listed below. The Automated Fund Control/Orders System *(reservation system)* automatically produces these orders. It also produces Format 400, Temporary Duty Travel, in lieu of DD Form 1610.

(1) Format 282 - ADT/ADSW for Period of Less than 20 Weeks.

(2) Format 290 - ADSW for Special Tours of Less than 20 Weeks.

(3) Format 294 - ADT/ADSW Without Pay or Allowances.

(4) Format 296 - Annual Training *(AT)* of Individuals.

b. DD Form 1610. The provisions of AR 310-10, Chapter 2, Section II, are applicable and should be followed.

1-7. Responsibilities
All federally recognized Army National Guard units or any split unit are authorized to issue written orders. State adjutants general are authorized to issue permanent orders. When authorized by regulation, they may delegate this authority to commanders of organizations authorized at the rank of lieutenant colonel and above.

1-8. Verbal orders
Army National Guard orders producing agencies which are utilizing the Automated Fund Control/ Orders System will be granted an exception to the requirement to place the date in the VOTAG response to the *"Authority or Effective date"* lead line *(e.g., "Confirms verbal orders of The Adjutant General").*

1-9. Abbreviations and ZIP code

a. Heading, standard name line, signature block and distribution portion. Abbreviations for States and abbreviations and brevity codes listed in AR 310-50 and AR 680-29 are authorized for use.

b. ZIP code. The nine-digit ZIP code will be used throughout the order.

1-10. Authentication
ARNG orders issued by the State adjutants general will bear the authority line *"FOR THE ADJUTANT GENERAL, " "FOR THE GOVERNOR,"* or as cited in State statutes.

1-11. Endorsements
ARNG orders issuing agencies must endorse grade of rank on AD/IADT/ADT orders to reflect current grade in which a soldier is being ordered to duty when it is different from grade shown on order. **Example:** The orders of a REP trainee processed through MEPS shows grade E-1 but the soldier has been advanced to pay grade E-2 or E-3 as of the date the soldier enters onto IADT. Order must be endorsed to show correct grade at time of entry on IADT.

1-12. Consolidated orders record set
File all orders under the provisions of AR 310-10, paragraph 1-22, Files.

2-6. Distribution
See appendix A for distribution of orders to the ARNG Personnel Center.

Chapter 2
Preparation of Formats

2-1. Formats
Appendix B contains formats for preparing most orders at all echelons of the Army National Guard. Formats authorized for use by applicable regulations and which appear in AR 310-10, appendix A, are also authorized. State Adjutants General are authorized to devise formats to meet their specific needs for use in State actions that do not affect the Federal status of units and personnel *(e.g., placement of personnel on State active duty at a time of a natural disaster)*. Format numbers 800 through 810 are reserved for this purpose.

2-2. Paper size, type style, and page numbering

a. The standard size of paper on which orders are printed will be 8 1/2- by 11-inches. To conserve paper, the use of originals in paper size larger than the standard is authorized. These originals will then be reduced upon publication to the standard size prior to distribution. All final orders will be 8 1/2- by 11-inches.

b. Standard pica, courier 10 pitch, or similarly large type styles with a solid imprint *(impact, laser, ink-jet, etc.)* should be used for orders. The use of standard elite, courier 12 pitch, or similar style is also authorized. When an original will be reduced, the reduced print on the 8 1/2- by 11-inch paper will be no smaller than 15 pitch. Reduction to smaller than 15 pitch is not authorized.

2-3. Margins
The standard final margin is 1 inch for the right, left, and bottom margins. Right justification is not authorized.

2-4. Heading
Army National Guard orders producing agencies will use State Adjutant General letterhead or follow the provisions of AR 25-50.

2-5. Group actions
For those formats in appendix B which lend themselves to the use of multiple SNLs, two or more per order, the provisions of AR 310-10, paragraph 2-11, should be followed.

Appendix A
Orders Distribution for ARNG Personnel Center

Distribution of orders for Commander, Army National Guard Personnel Center
Within 15 days of publication, States will forward one copy of all orders pertaining to commissioned and warrant officers published using one of the formats listed in table A-1 to the Commander, Army National Guard Personnel Center, ATTN: NGB-ARP-CA, 4501 Ford Avenue, Alexandria, VA 22302-1450. States will forward **ONE** copy for **EACH** officer on the order. Clearly underscore or otherwise mark each officer's name for easy identification.

Table A-1
Orders for ARNG Personnel Center

FORMAT	ACTION
156	AD of ARNGUS or USAR Officer
174	AD of AGR Personnel for 180 Days or More
175	AGR Personnel Order to Title 32 AGR Duty for 180 Days or More
266	Release from AD of AGR Personnel
284	ADT/ADSW for Period of 20 Weeks or More (PCS)
292	ADSW for Special Tours of 20 Weeks or More (PCS)
315	MOS and AOC Conversion for Officer and Warrant Officer
320	Awards
331	Aeronautical Rating/Aviation Service/Aviation Career Incentive Pay (ACIP)
370	Branch Transfer/Warrant Officer MOS Redesignation
411	AGR PCS Order with No Break in AGR Service
460	Reassignment of Officers Within a Unit
465	Transfer Between ARNG Units and Interstate Transfer
570	Separation from ARNG (Commissioned/Warrant Officer) for Any Reason
580	Separation from ARNG (Commissioned/Warrant Officer) with Temporary Federal Recognition or Who Has Been Previously Separated from Reserve of the Army Status
700/705	Amendments and Revocations (Forward only for orders otherwise required to be forwarded.)

Appendix B

ORDERS FORMATS

B-1. This appendix contains orders formats to be used in preparing orders. Each format is identified by a three-digit code, example: Format: 140. The "format" lead line is normally the last lead line in each paragraph.

FORMAT NUMBERS	TYPE OF ACTION
100 - 199	Entry to active duty
200 - 299	Training
300 - 399	Special personnel actions
400 - 499	TDY/reassignment/assignment/transfer
500 - 599	Separation/discharge
600 - 699	Not used
700 - 799	Changes to orders and unit organizational actions
800 - 810	State actions (paragraph A-1b)

B-2. Each format indicates whether it is issued as "orders" or as "permanent orders".

ORDER OR CALL TO ACTIVE DUTY

ORDER ISSUED BY UNIT COMMANDER IN EVENT OF MOBILIZATION

ORDERS

By direction of the President and pursuant to orders contained in (cite authority for *order/call to active duty)(enter name of unit) and all members have been *ordered/called to active duty effective (enter date) for a period of (enter period in months) unless sooner released or later extended.

(STANDARD NAME LINE) Last name, first name, middle initial, SSN, grade of rank of all members alphabetically by grade of rank
Format: 140

*Omit inappropriate word/term

NOTE: All members assigned will be listed on the order, including those members on FTTD/ADT including REP 63 and other IADT personnel. A copy of the order will be furnished their unit commander at the training installation.

ACTIVE GUARD/RESERVE PERSONNEL ORDER TO TITLE 32 AGR DUTY FOR 180 DAYS OR MORE

(Standard Name Line)

You are ordered to full-time National Guard duty *(FTNGD)* with your consent and the consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)* in an Active Guard/Reserve *(AGR)* status in the grade shown for the period indicated below. Upon completion of the period of duty, unless sooner released or extended by proper authority, you will return to the place where you entered active duty, and be released from such duty. You will proceed from your current location in time to report on the date shown below.

Report to:
Reporting time and date:
Assigned to:
Attached to: *(See 2/)*
Period *(active duty commitment)*: (See 3/)
Purpose: *(See 4/)*
Additional Instructions: *(See 5/)*

FOR ARMY USE
Auth: *(See 6/)*
Active status program code:
Acct clas: *(See 7/)*
HOR:
No days lump sum leave paid since 10 Feb 76:
Date dependency status recertified:
MTOE/TDA para/line no:
PMOS/AOC:
UIC: *(unit of assignment)*
UIC: *(unit of attachment)*
Scty cl:
PEBD:
Type of incentive pay:
Type of special pay:
Marital status/number of dependents:
Federal WE:
State tax code:
State WE:
Uniform allowance auth:
This **is/is not** *(see 8/)* a consecutive AGR tour renewal.
Soldier **is/is not** *(see 8/)* currently on JUMPS-AA in DSSN _____. *(See 9/)*
ARNG-DATA: *(See 10/)*
JUMPS-AA payroll prefix:
Format: 175

NOTES

1/ References:
a. AR 135-18 *(The Active Guard/Reserve (AGR) Program).*
b. NGR (AR) 600-5 *(The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD)).*

Format 175
(New Format)

2/ When applicable, respond "____ **with duty at** ____ **to serve as** ____." When not applicable, respond, **Not Applicable.**

3/ Example for initial tour: **"3 years** ***(24 Oct 88 - 23 Oct 91)*** **plus allowable travel time."** For subsequent tour, **"Indefinite,"** for officers; and the term of enlistment/reenlistment for enlisted soldiers.

4/ Example: **"To serve as Training NCO (SPMD: 1328-15)."**

5/ Enter in additional instructions:

(a) You are subject to the *(State)* military code of justice.

(b) Orders to OCONUS TDY will constitute an order to active duty in AGR status under 10 USC 672*(d)* for the duration of the period of TDY. Period of active duty will start at 0001 hours of the first day of TDY and will terminate at 2400 hours on the last day unless retained on active duty under other provisions of law or regulations. You will be in a Federal status during this period and will be subject to the UCMJ.

(c) In the event your ARNG unit of assignment is called or ordered to Federal active duty, you will be terminated automatically from your 32 USC 502*(f)* AGR status the day before the effective date of federalization. You will then be included on unit mobilization orders the day following.

(d) Availability of adequate Government quarters and Government meals will be determined by *(The Adjutant General)* upon your reporting to the duty station indicated above.

(e) Personnel and health records will be *(forwarded to gaining unit) (hand carried to gaining unit).* The provisions of AR 640-10, paragraph 2-1, must be followed.

* *(f)* You are authorized a PCS move from HOR to AGR duty station. You are required to report to the family housing referral office servicing your new duty station before making any arrangement for renting, leasing, or purchasing any off-post housing. You are authorized to move the below listed dependents in connection with this PCS move: **name - relationship - DOB for children/DOM for spouse. Dislocation allowance is authorized.**

* *(g)* To move or store personal property at government expense, contact your designated transportation officer to coordinate shipment or storage.

* *(h)* You will submit a travel voucher to the appropriate finance and accounting officer within five days upon arrival at your duty station.

* *(i)* You are authorized continuous aviation career incentive pay having met the ____ year gate requirements specified in part 2, chapter 1 DODPM. If this entry is made, TFOS and ASED lead lines must be added in **FOR ARMY USE** section.

6/ Enter **"32 USC 502*(f)* (DO NOT ACCESS INTO THE STRENGTH OF THE ACTIVE ARMY.)"**

7/ Enter PCS fund cite in **"acct clas"** in **FOR ARMY USE** section when applicable. When a PCS is authorized, additional instructions section must include the statement shown at remark 5*(f)*. Complete fund cites for each fiscal year covered by this order.

8/ Omit inappropriate term.

9/ Add the following as required: **"This is/is not a consecutive tour with change of component or State ARNG. DLA is/is not payable."** *(If DLA is payable, enter appropriate fund cite in acct clas.)* Command sponsored dependents in OCONUS area *("yes" and number or "no"). (Use only for soldiers ordered to areas outside the 50 states and D.C., or when a soldier has dependents overseas regardless of his/her duty station.)*

10/ Distribution to NGB. Send **one** copy for **each** officer to Commander, Army National Guard Personnel Center, **ATTN: NGB-ARP-CA,** 4501 Ford Avenue, Alexandria, VA 22302-1450.

* Enter only when applicable.

Format 175
(New Format)

APPOINTMENT OF COMMISSIONED OR WARRANT OFFICER (INITIAL APPOINTMENT/ RESERVE OFFICER/FORMER OFFICER)

ORDERS

(STANDARD NAME LINE)

You are appointed in the Army National Guard.

Grade of rank:
Basic branch: *(See 1/)*
Assigned to (unit):
Duty Assignment:
Additional instructions: *(See 2/)*

FOR ARMY USE
Auth:
Eff date:
Format: 192

NOTES:

1/ Not used for warrant officer actions.

2/ Optional lead line.

Format 192

ANNUAL TRAINING OF ARNGUS UNIT (See 2/)

(Standard Name Line of Unit)

The Army National Guard unit shown and its members are ordered to annual training *(AT)* for the period shown and will proceed from home station to duty station shown. Upon completion of annual training, return to home station and terminate annual training status.

Authority: *(See 3/)*
Duty station:
Period:
Reporting time and date:
Personnel: *(See 4/)*
Type duty code (TDC):
Movement data:
Account classification:
Additional instructions: *(See 5/)*
Unit of attch for UCMJ resp: *(See 6/)*
Format: 251

NOTES:

1/ References:
a. AR 135-200 *(Active Duty for Training, Annual Training, and Full-Time Training Duty of Individual Members).*
b. AR 350-9 *(Annual Training with OCONUS Commands).*
c. NGR 350-1 *(Army National Guard Training).*

2/ This format will be published as **"Permanent Orders."**

3/ At a minimum, enter appropriate section and Title 10 or 32 USC.

4/ This format may be prepared using annexes. When this occurs, the Personnel lead line will identify the annexes as follows: **Main body:** *Annex A.* **Advance party:** *Annex B*, **etc.** See AR 310-10, Format 250.

5/ All orders issued in this format will include the following statement:

> *"Any members departing annual training not expected to return before the end of annual training will be furnished transportation to home station at government expense. The accounting classification on this order will be utilized for the transportation request (TR) or for payment of individual travel claims."*

6/ To be used on all annual training orders outside the United States or its territories. Orders will shown unit of attachment for UCMJ responsibility. The response on all other AT orders will be **Not Applicable.**

Format 251
(Previously Format 250)

EQUIVALENT TRAINING

ORDERS

(STANDARD NAME LINE)

You are authorized to perform inactive duty training as indicated.

Place:
Type duty: see note 1
Period:
*Additional instructions:
Format: 268

*Optional lead line

NOTES:

1. Enter equivalent training and duty to be performed.
2. Authorization for ET may be announced in orders or by letter or DF authorizing such training.

ACTIVE DUTY FOR TRAINING (ADT)/ACTIVE DUTY FOR SPECIAL WORK (ADSW) FOR PERIOD OF LESS THAN 20 WEEKS - GROUP OR INDIVIDUAL

(Standard Name Line) *(See 2/)*

You are ordered to active duty for training *(ADT)*/active duty for special work *(ADSW)* *(see 3/)* with your consent and the consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)* *(see 4/)* for the period shown plus allowable travel time. Upon completion of the period of ADT/ADSW unless sooner released or extended by proper authority, you will return to the place where you entered ADT/ADSW and be released from such duty.

Period *(TDY)*: *(See 5/)*
Report to:
Reporting time and date:
Attached to: *(See 6/)*
Purpose:
Additional instructions: *(See 7/ and 8/)*

FOR ARMY USE
Auth: *(See 9/)*
HOR:
Type duty code (TDC):
Acct clas:
PEBD:
Federal WE:
State WE:
State tax code:
No days lump sum leave paid since 10 Feb 76: *(See 10/)*
Date dependency status recertified: *(See 10/)*
Marital status/number of dependents:
Type of incentive pay: *(See 6/)*
Type of special pay: *(See 6/)*
Scty cl:
Format: 282

NOTES:

1/ References:
a. AR 135-200 *(Active Duty for Training, Annual Training, and Full-Time Training Duty of Individual Members).*
b. NGR 350-1 *(Army National Guard Training).*

2/ This format may be used for two or more soldiers. See AR 310-10, paragraph 2-11, Group actions.

3/ Modify this format in the constant portion for both "*active duty for training (ADT)" and "active duty for special work (ADSW)."* Use only the correct category throughout constant portion.

4/ When training is not voluntary, the constant information will be changed to reflect, "*without the consent of the soldier, but with the consent of the Governor, etc."*

Format 282
(Previously Formats 282/283)

5/ Enter period of TDY. Multiple periods of training may be listed. The period of training will not include travel time to or from the duty station. **Example:** 1 Jan 88 - 3 Jan 88.

6/ Optional lead line.

7/ When applicable, enter waiver approval statements.

8/ Enter all applicable phrases required by F&AO regarding quarters, movement of dependents and household goods, means of transportation, meals, and if applicable, officer uniform allowance.

9/ At a minimum, enter the appropriate section of Title 10 or 32 USC.

10/ If ADT/ADSW is more than 30 days, a response to this lead line is required. If ADT/ADSW is less than 30 days, lead line response will be NA.

Format 282
(Previously Formats 282/283

ACTIVE DUTY FOR TRAINING (ADT) OR ACTIVE DUTY FOR SPECIAL WORK (ADSW) FOR PERIOD OF 20 WEEKS OR MORE (PCS STATUS)

(Standard Name Line)

You are ordered to active duty for training *(ADT)*/active duty for special work *(ADSW)* ***(see 2/)*** with your consent and the consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)* for the period shown plus allowable travel time. Upon completion of the period of ADT/ADSW unless sooner released or extended by proper authority, you will return to the place where you entered ADT/ADSW and be released from such duty.

Period *(PCS)*: ***(See 3/)***
Report to:
Reporting time and date:
Attached to: ***(See 4/)***
Purpose:
Course: ***(See 4/)***
Additional instructions: ***(See 5/ and 6/)***

FOR ARMY USE
Auth: ***(See 7/)***
Active status program code:
HOR:
Type duty code (TDC):
Acct Clas:
PEBD:
Federal WE:
State WE:
No days lump sum leave paid since 10 Feb 76:
Date dependency status recertified:
Marital status/number of dependents:
Type of incentive pay: ***(See 4/)***
Type of special pay: ***(See 4/)***
State tax code:
Scty cl:
Format: 284

NOTES:

1/ Reference: NGR 350-1 *(Army National Guard Training).*

2/ Modify this format in the constant portion for both *"active duty for training (ADT)"* and *"active duty for special work (ADSW)."* Use only the correct category throughout constant portion.

3/ The period of training will not include travel time to or from the duty station. **Example:** 1 Jan 88 - 3 Jan 88.

4/ Optional lead line.

Format 284
(Previously Formats 284/285)

5/ When applicable, enter waiver approval statements.

6/ Enter all applicable phrases required by F&AO regarding quarters, movement of dependents and household goods, means of transportation, meals, and if applicable, officer uniform allowance.

7/ At a minimum, enter the appropriate section of Title 10 or 32 USC.

8/ Distribution to NGB. Send **one** copy for **each** officer to Commander, Army National Guard Personnel Center, **ATTN: NGB-ARP-CA**, 4501 Ford Avenue, Alexandria, VA 22302-1450.

Format 284
(Previously Formats 284/285)

ACTIVE DUTY FOR TRAINING - ADT - REP 63 AND OTHER IADT LESS THAN 20 WEEKS

ORDERS - STATE ADJUTANT GENERAL USE ONLY

(STANDARD NAME LINE) see notes 1 & 2

By order of the Secretary of the Army, you are ordered to active duty for training (ADT) for the period indicated plus allowable travel time. Upon completion of the period of ADT unless sooner relieved or extended by proper authority you will return to the place where you entered ADT and are relieved from such duty.

Period: see note 3
Attached to: see note 4
Additional instructions: see note 5

FOR ARNG/ARMY USE
Auth: see note 7
HOR:
Acct clas:
Comp:
*PEBD:
Format: 286

*Optional lead line

NOTES:

1. Example of UIC - WQNJGAAG (UIC is preceded by "W" and followed by "G").
2. Include special or group travel instructions when appropriate.
3. Enter months/weeks/days plus allowable travel time.
4. Enter through ticket information by listing all training stations, reporting time and date for each ADT period; include BCT and AIT class dates and MOS in which individual is to be trained.
5. Include statement that the individual is ordered to ADT with his/her consent and the consent of the governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, or the District of Columbia whichever is appropriate. Transoceanic and meal ticket information may be entered in "additional instructions."
6. Orders issued under authority of title 10, United States Code, may be signed only by an officer of the Army National Guard of the United States (NGR 600-100 and 600-101). Orders issued under title 32, United States Code, are not so restricted.
7. As a minimum enter title 10, United States Code subsection 672(d).

ACTIVE DUTY FOR TRAINING - ADT - REP 63 AND OTHER IADT 20 WEEKS OR MORE

ORDERS - STATE ADJUTANT GENERAL USE ONLY

(STANDARD NAME LINE) see notes 1 & 2

By order of the Secretary of the Army, you are ordered to active duty for training (ADT) for the period indicated plus allowable travel time. Upon completion of the period of ADT unless sooner relieved or extended by proper authority you will return to the place where you entered ADT and are relieved from such duty.

Period: see note 3
Attached to: see note 4
Additional instructions: see note 5

FOR ARNG/ARMY USE
Auth: see note 7
HOR:
Acct clas:
Comp:
*PEBD:
Format: 288

*Optional lead line

NOTES:

1. Example of UIC - WQNJGAAG (UIC is preceded by "W" and followed by "G").
2. Include special or group travel instructions when appropriate.
3. Enter months/weeks/days plus allowable travel time.
4. Enter through ticket information by listing all training stations reporting time and date for each ADT period; include BCT and AIT class dates and MOS in which individual is to be trained.
5. Include statement that the individual is ordered to ADT with his/her consent and the consent of the governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, or the District of Columbia whichever is appropriate. Transoceanic and meal ticket information may be entered in "additional instructions."
6. Orders issued under authority of title 10, United States Code, may be signed only by an officer of the Army National Guard of the United States (NGR 600-100 and 600-101). Orders issued under title 32, United States Code, are not so restricted.
7. As a minimum enter title 10, United States Code subsection 672(d).

ACTIVE DUTY FOR SPECIAL WORK (ADSW) FOR TOURS OF LESS THAN 20 WEEKS

(Standard Name Line)

By order of the Secretary of the Army, you are ordered to active duty for special work *(ADSW)* with your consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)* for the period shown plus allowable travel time. Upon completion of the period of ADSW unless sooner released or extended by proper authority, you will return to the place where you entered on ADSW and be released from such duty.

Period *(TDY)*: ***(See 2/)***
Report to:
Reporting time and date:
Attached to: ***(See 3/)***
Purpose:
Additional instructions: ***(See 4/ and 5/)***

FOR ARMY USE
Auth: ***(See 6/)***
Active status program code:
HOR:
Type duty code *(TDC)*:
Acct clas:
PEBD:
Federal WE:
State WE:
No days lump sum leave paid since 10 Feb 76: ***(See 7/)***
Date DA 3298 recertified: ***(See 7/)***
Marital status/number of dependents:
Type of incentive pay: ***(See 3/)***
Type of special pay: ***(See 3/)***
State tax code:
Scty cl:
Format: 290

NOTES:

1/ Reference: NGR 350-1 *(Army National Guard Training)*.

2/ Enter period of TDY. Multiple periods of training may be listed. The period of training will not include travel time to or from the duty station. **Example:** 1 Jan 88 - 3 Jan 88.

3/ Optional lead line.

4/ When applicable, enter waiver approval statements.

Format 290

5/ Enter all applicable phrases required by F&AO regarding quarters, movement of dependents and household goods, means of transportation, meals, and if applicable, officer uniform allowance.

6/ At a minimum, enter the appropriate section of Title 10 USC.

7/ If ADSW is more than 30 days, a response to this lead line is required. If ADSW is less than 30 days, lead line response will be NA.

Format 290

ACTIVE DUTY FOR SPECIAL WORK (ADSW) FOR TOURS OF 20 WEEKS OR MORE (PCS)

(Standard Name Line)

By order of the Secretary of the Army, you are ordered to active duty for special work *(ADSW)* with your consent and the consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)* for the period shown plus allowable travel time. Upon completion of the period of ADSW unless sooner released or extended by proper authority, you will return to the place where you entered on ADSW and be released from such duty.

Period *(PCS)*: ***(See 2/)***
Report to:
Reporting time and date:
Attached to: ***(See 3/)***
Purpose:
Course: ***(See 3/)***
Additional instructions: ***(See 4/ and 5/)***

FOR ARMY USE
Auth: ***(See 6/)***
Active status program code:
HOR:
Type duty code *(TDC)*:
Acct clas:
PEBD:
Federal WE:
State WE:
No days lump sum leave paid since 10 Feb 76:
Date dependency status recertified:
Marital status/number of dependents:
Type of incentive pay: ***(See 3/)***
Type of special pay: ***(See 3/)***
State tax code:
Scty cl:
Format: 292

NOTES:

1/ Reference: NGR 350-1 *(Army National Guard Training)*.

2/ The period of training will not include travel time to or from the duty station. **Example:** 1 Jan 88 - 3 Jan 88.

3/ Optional lead line.

4/ When applicable, enter waiver approval statements.

Format 292

5/ Enter all applicable phrases required by F&AO regarding quarters, movement of dependents and household goods, means of transportation, meals, and if applicable, officer uniform allowance.

6/ At a minimum, enter the appropriate section of Title 10 USC.

7/ Distribution to NGB. Send **one** copy for **each** officer to Commander, Army National Guard Personnel Center, **ATTN: NGB-ARP-CA,** 4501 Ford Avenue, Alexandria, VA 22302-1450.

Format 292

ACTIVE DUTY FOR TRAINING (ADT)/ACTIVE DUTY FOR SPECIAL WORK (ADSW) - WITHOUT PAY OR WITHOUT PAY AND ALLOWANCES

(Standard Name Line)

You are ordered to active duty for training *(ADT)*/active duty for special work *(ADSW)* *(see 2/)* with your consent and the consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)* without pay/without pay and allowances *(see 3/)* for the period shown plus allowable travel time. Upon completion of the period of ADT/ADSW unless sooner released or extended by proper authority, you will return to the place where you entered ADT/ADSW and be released from such duty.

Period: *(See 4/)*
Report to:
Reporting time and date:
Attached to: *(See 5/)*
Purpose:
Additional instructions: *(See 6/)*

FOR ARMY USE
Auth: *(See 7/)*
Active status program code:
HOR:
Type duty code *(TDC)*:
Acct clas: *(See 8/)*
Scty cl:
Format: 294

NOTES:

1/ Reference: NGR 350-1 *(Army National Guard Training)*.

2/ Modify this format in the constant portion for both *"active duty for training (ADT)"* and *"active duty for special work (ADSW)."* Use only the correct category throughout constant portion.

3/ Omit inappropriate entry.

4/ Enter period. Multiple periods of training may be listed. The period of training will not include travel time to or from the duty station. **Example:** 1 Jan 88 - 3 Jan 88.

5/ Optional lead line.

6/ Enter all applicable phrases required by F&AO regarding transportation and travel data.

7/ At a minimum, enter the appropriate section of Title 32 USC.

8/ Respond NA to this lead line if travel allowance or per diem will not be authorized.

Format 294
(Previously Formats 294/295)

ANNUAL TRAINING (AT) OF INDIVIDUALS *(See 2/)*

(Standard Name Line)

You are ordered to annual training *(AT)* for the period shown. Upon completion of the period of annual training you will return to place where entered on annual training and are released from such duty.

Period: *(See 3/)*
Report to:
Reporting time and date:
Attached to: *(See 5/)*
Additional instructions: *(See 4/)*

FOR ARMY USE
Auth:
HOR:
Type duty code *(TDC)*:
Acct clas:
PEBD:
Federal WE:
State WE:
State tax code:
Marital status/number of dependents:
Type of incentive pay:
Type of special pay:
Scty cl:
Format: 296

NOTES:

1/ References:
a. AR 135-200 *(Active Duty for Training, Annual Training, and Full-Time Training Duty of Individual Members).*
b. NGR 350-1 *(Army National Guard Training).*

2/ This format is normally used for ordering individuals to year round annual training.

3/ Enter period*(s)* of AT. Multiple periods of training may be listed.

4/ Enter all information such as monetary authorization for enlisted personnel ILO subsistence, travel instructions, and availability of government mess.

5/ Optional lead line, use only when applicable.

Format 296

PROMOTION OF COMMISSIONED AND WARRANT OFFICERS

ORDERS

(STANDARD NAME LINE)

You are promoted as indicated.

Grade of rank promoted to:
Effective date:
*Date of rank:
Authority
*Additional instructions: see note
Format: 300

*Optional lead line

NOTE: TOE/MTOE/TDA number and paragraph and line number may be entered.

PROMOTION (ENLISTED PERSONNEL)

ORDERS

(INDIVIDUAL)

(STANDARD NAME LINE)

You are promoted to the grade of rank indicated. *Accelerated promotion.

Grade of rank promoted to:
MOS awarded: see note 2
MOS withdrawn: see note 2
Effective date: see note 3
Date of rank: see note 4
Authority:
**Additional instructions:
Format: 302

(GROUP)

The following personnel are promoted to the grade of rank indicated.
*Accelerated promotion.

(STANDARD NAME LINE) (List all names alphabetically, SSN & current grade of rank)	Grade of Rank Promoted to	MOS Awarded/ Withdrawn	Effective Date	Date of Rank

Authority:
**Additional instructions:
Format: 302

*Used only for accelerated promotion
**Optional lead line

NOTES:

1. The first format example is for individual promotions; the second is for group promotions.
2. Used only when MOS is changed.
3. Normally the date of the order is the effective date of promotion. This lead line is used only if the date of promotion is different than the date of the order. If the order is issued to confirm the verbal order of a commander, the "cfm VOCO" date will be the effective date of the verbal order. Example: cfm VOCO 10 Jan 80. This confirmation is entered in the authority lead line. If the order is issued indicating a future date the effective date will be that date selected for promotion.
4. Used only if the date of rank is different than the effective date of promotion.

APPOINTMENT/TERMINATION OF APPOINTMENT (INCLUDING LATERAL APPOINTMENT AND ACTING NCO)

ORDERS

(STANDARD NAME LINE)

You are appointed as indicated.

Action: see note 1
Grade of rank appointed to: see note 2
Grade of rank terminated: see note 2
MOS awarded: see note 3
MOS withdrawn: see note 3
Effective date: see note 4
Authority:
*Date of rank:
*Additional instructions:
Format: 304

*Optional lead line

NOTES:

1. Indicate "lateral appointment" or "appointment"/"termination of appointment" as acting NCO.
2. Omit inappropriate lead line.
3. Omit if not required by the action taken.
4. Used only if the date of action is different than the date of the order.

REDUCTION (ENLISTED PERSONNEL)

ORDERS

(STANDARD NAME LINE)

You are reduced in grade as indicated.

From: To:
MOS awarded: see note 1
MOS withdrawn: see note 1
Reason: see note 2
Effective date:
Authority:
*Date of rank: see note 3
*Additional instructions:
Format: 306

*Optional lead line

NOTES:

1. Used only if MOS changes. Omit lead line if not used.
2. Indicate "misconduct" or "inefficiency" for all reductions other than administrative.
3. Chapter 6 NGR 600-200 applies in determination of date of rank.

MOS AWARDED/WITHDRAWN (ENLISTED PERSONNEL)

ORDERS

(STANDARD NAME LINE)

The following MOS action concerning you is directed.

Awarded: see note 2
Withdrawn: see note 2
Effective date:
*Authority:
*Additional instructions:
Format: 310

*Optional lead line

NOTES:

1. This format is used for awarding and withdrawing MOS except those that are awarded or withdrawn as part of lateral appointment, promotion and reduction actions. Formats 302, 304 and 306.
2. For group actions add "MOS awarded" and "MOS withdrawn" to the standard name line as a column heading and enter the appropriate MOS for each individual.

MILITARY OCCUPATIONAL SPECIALTY (MOS), SPECIALTY SKILL IDENTIFIER (SSI) CONVERSION COMMISSIONED/WARRANT OFFICER

ORDERS

(STANDARD NAME LINE)

The following *MOS/SSI conversion concerning you is directed.

Converted to:
Effective date:
Authority:
**Additional instructions:
Format: 315

*Omit inappropriate brevity code
**Optional lead line

AWARDS

PERMANENT ORDERS

(STANDARD NAME LINE) see note 1

The following award is announced.

Award:
Date(s) or period of service: see note 2
Authority:
Reason:
*Additional instructions:
Format: 320

*Optional lead line

NOTES:

1. Enter name, SSN, grade of rank, unit/organization and location of individuals.
   Enter unit/organization and location for unit/organization awards.
2. Enter specific date(s) or period (from - to).
3. Do not issue an order for service medals, identification badges or basic marksmanship (qualification or familiarization).

PROFICIENCY PAY

ORDERS

(STANDARD NAME LINE)

Proficiency pay is awarded or terminated as indicated.

Action: see note 1
Authority:
Effective date:
Primary MOS:
*Additional instructions:
Format: 330

*Optional lead line

NOTES:

1. Indicate awarded or terminated and type of proficiency pay involved.
2. This format may be modified for group actions by adding an "Assigned to" lead line between the "Action" and "Authority" lead lines. Do not include unit and station in the standard name line. This modification is authorized only when the response to the "Assigned to" and "Action" lead lines is constant for all individuals on the order.

LEAVE

ORDERS

(STANDARD NAME LINE)

You are authorized leave as indicated.

Type of leave: see note 2
Effective date:
Number of days:
*Leave address
Authority:
*Account classification:
*Additional instructions: see notes 4 & 5
Format: 342

*Optional lead line

NOTES:

1. This format is used when a member is released from annual training and is not expected to return before the end of the AT period.
2. Response to type of leave lead line will include leave without pay (LWOP).
3. The additional instructions on format 250 (note 3) contain the authority for travel to home station at government expense (TR issued by USPFO).
4. Method of travel and leave address may be indicated when appropriate.
5. A remark may be made specifying the time or estimated time the individual will arrive at his/her HOR and pass from military control.
6. An individual departing on leave from AT status not returning will be paid pay and allowances through the day preceding the first day of leave only, based on allowable travel time computed IAW Volume 1 JTR.

BRANCH TRANSFER/WARRANT OFFICER MOS CHANGE

ORDERS

(STANDARD NAME LINE)

The following *branch transfer *MOS change concerning you is effective on date indicated.

Transferred to: see note 1
Changed to: see note 2
Effective date:
Authority:
**Additional instructions:
Format: 370

*Omit inappropriate words
**Optional lead line

NOTES:

1. Used for commissioned officer branch transfer. Omit this lead line when using this format for warrant officer MOS change.
2. Used for warrant officer MOS change. Enter MOS title and number. Omit this lead line when using this format for commissioned officer branch transfer.
3. Formats 460 and 465 may be used for branch transfer of commissioned officers in conjunction with reassignment within units or transfer between units when necessary.

ACTIVE GUARD/RESERVE PERSONNEL PCS ORDER WITH NO BREAK IN AGR SERVICE (FOR FURTHER ASSIGNMENT WITHIN STATE, BETWEEN STATES AND SERVICE SCHOOL)

(Standard Name Line)

You are on active duty in Active Guard/Reserve *(AGR)* status, and with your consent and the consent of the *(governor or other appropriate authority)* of *(State, Commonwealth, Territory or the District of Columbia, as appropriate)*, will proceed on permanent change of station as shown for the period indicated below.

Report to:
Reporting time and date:
Assigned to:
Attached to:
Period (active duty commitment):
Purpose:
Additional instructions: *(See 2/)*

FOR ARMY USE
Auth: *(See 3/)*
Active status program code:
Acct clas:
HOR:
No days lump sum leave paid since 10 Feb 76:
MTOE/TDA para/line no:
PMOS/AOC:
PEBD:
Scty cl:
Type of incentive pay:
Type of special pay:
Command sponsored dependents in OCONUS area: *(See 4/)*
ARNG-DATA: *(See 5/)*
Format 411

NOTERS:

1/ Reference: NGR (AR) 600-5 (*The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD)*).

2/ Enter as required:
(a) You are ordered to station shown above to *(serve as* **(title)***) (participate as student) (add MOS/AOS , if applicable) (if student, add course title and class number)*. This order continues you in an AGR status.
(b) Availability of adequate Government quarters and Government meals will be determined by *(***for students** - *school site commander,* **all others** - *list the appropriate authority)*.
(c) Travel by *(TR) (Government conveyance)* to new duty station is directed *(or)* travel by privately owned conveyance is authorized as more advantageous to the Government.
(d) Personnel and health records will be *(forwarded to gaining unit) (hand carried to gaining unit)*. The provisions of AR 640-10, paragraph 2-1, must be followed. Dependency status must be recertified upon arrival at new duty station.

Format 411
(New Format)

(e) You are required to report to the family housing referral officer servicing your new duty station before making arrangements for renting, leasing, or purchasing any off-post housing.

(f) You are authorized to move the below listed dependents in conjunction with this PCS move: name - relationship - DOB for children/DOM for spouse.

(g) DLA is/is not payable.

(h) Contact your servicing transportation officer at the nearest or designated active military installation to determine the applicable limits, method of travel, and to coordinate shipment or storage of household goods.

(i) If you ship personal property at Government expense, contact the transportation office at or designated to serve your duty station immediately after your arrival to arrange for delivery.

(j) You will submit a travel voucher to the appropriate finance and accounting officer, upon arrival at your duty station.

(k)* You are authorized continuous aviation career incentive pay having met the ____ year gate requirements specified in part 2, chapter 1 DODPM (if this entry is made, TFOS and ASED lead lines must be added in **FOR ARMY USE section.)

(l) You will proceed on a further PCS to ***(unit, UIC, installation or duty station)*** upon completion of the course unless sooner released by school authorities. PCS authorized for dependents shown in this order. Travel will be by the same means as in *(c)* above. You will report to your new duty station within 24 hours following release from the school, plus allowable travel time. *(Use this response for returning students to their State AGR position without additional orders).*

3/ Enter *"32 USC 502(f)* **(DO NOT ACCESS INTO THE STRENGTH OF THE ACTIVE ARMY)"** Add school quota source code, if applicable.

4/ If applicable, response should be, **Yes, number, and effective date or no.**

5/ This lead line, *"ARNG-DATA:"* may be used by the SPMO and MPMO to provide additional information for state use. **EXAMPLE:** *"Last Physical 10 Dec 88."*

6/ Distribution to NGB. Send one copy for each officer to Commander, Army National Guard Personnel Center, **ATTN: NGB-ARP-CA,** 4501 Ford Avenue, Alexandria, VA 22302-1450.

* Optional lead line.

Format 411
(New Format)

HOSPITALIZATION ORDERS - ATTACHMENT TO MILITARY MEDICAL FACILITY FOR TREATMENT/SURGERY/PEB etc.

ORDERS

(STANDARD NAME LINE)

You are ordered to report as indicated for purpose shown.

Attached to: see note 1
Effective date hospitalized:
Reporting date:
Purpose: see note 2
Additional instructions: see notes 3 & 4

FOR ARNG/ARMY USE
Auth: see note 5
Acct clas:
HOR:
*PEBD:
Format: 445

*Optional lead line

NOTES:

1. Enter the name and address of the military medical facility to which attached.
2. A statement will be included in response to the "purpose" lead line to indicate whether the individual is being hospitalized for MEDICAL BOARD PROCEEDINGS, PHYSICAL EVALUATION BOARD PROCEEDINGS, OR BOTH OF THE ABOVE OR FOR TREATMENT OR REMEDIAL SURGERY, etc.
3. Enter information pertaining to method of travel.
4. Include statement that travel of dependents is not authorized.
5. Only members contracting a disease in line of duty while on duty under state or federal orders not specifying a period of 30 days or less, or incurring an in line of duty injury while on duty under state or federal orders for any period of time are eligible for physical evaluation board. Cite one of the following:

32 USC 318; 37 USC 204(h)	All injury in line of duty. In line of duty disease while on duty under orders not specifying 30 days or less.
32 USC 319	In line of duty disease while on duty under orders specifying 30 days or less

Continued on reverse side

10 USC 3721; 37 USC 204(g)	In line of duty injury while on training or duty in federal status or in line of duty disease if the duty in federal status was under orders not specifying a period of less than 30 days.
10 USC 3722	In line of duty disease while on active duty in a federal status under orders specifying 30 days or less.

Citation of additional authority is authorized.

REASSIGNMENT (COMMISSIONED/WARRANT OFFICER) DUTY ASSIGNMENT CHANGE WITHIN A UNIT (including changes required by reorganization action)

ORDERS

EXAMPLE FOR SINGLE PERSONNEL ACTION USING CONFIRMATORY ORDERS

(STANDARD NAME LINE)

You are reassigned as indicated below.

Duty assigned: see note
Duty relieved from: see note
Effective date:
**Authority:
*Additional instructions:
Format: 460

EXAMPLE FOR MULTIPLE OFFICER REASSIGNMENTS UPON REORGANIZATION

You are reassigned as indicated below.

Effective date:
**Authority:
***Assigned to (unit):
*Additional instructions:
Format: 460

Name/SSN/grade of rank	Duty relieved from	Duty assigned/branch
	(enter duty title and MOS/SSI/branch for commissioned officers)	(enter duty title, MOS/SSI/branch for commissioned officers)

*Optional lead line
**When confirmatory orders are used, the confirmation is a response to this lead line. Example: "Confirms Verbal orders of the Adjutant General Idaho 20 May 1979."
***Assigned to lead line response is the unit to which assigned before and after reorganization actions. Reassignment is defined as being moved by orders from one job title and duty to another within the same unit.

NOTE: Always specify position title, MOS/SSI, MTOE/TDA paragraph and line number and unit when required.

TRANSFER BETWEEN ARNGUS UNITS (INCLUDING TRANSFER TO AND FROM INACTIVE ARMY NATIONAL GUARD *(ING)*), TRANSFER TO ACTIVE NATIONAL GUARD FROM ING FOR A SPECIFIC PERIOD AND INTERSTATE TRANSFER

(Standard Name Line) ***(See 2/)***

You are transferred as indicated.

Release from: ***(See 3/ and 4/)***
Transferred to: ***(See 3/ and 4/)***
Effective date:
Period: ***(See 5/)***
Purpose: ***(See 6/)***
Additional instructions: ***(See 7/)***

FOR ARMY USE
Auth:
PEBD:
MTOE/TDA para/line no:
Assign/loss reason:
MOS/AOC:
Pos number excess code:
Command status code:
Duty position qualification:
Date of assignment/loss reason:
RYED:
Format: 465

NOTES:

1/ References:
a. NGR *(AR)* 600-5 *(The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD))*.
b. NGR 600-100 *(Commissioned Officers - Federal Recognition and Personnel Actions)*.
c. NGR 600-101 *(Warrant Officers - Federal Recognition and Personnel Actions)*.
d. NGR 600-200 *(Enlisted Personnel Management)*.
e. NGR 614-1 *(Inactive Army National Guard Administration)*.

2/ SNL will include the officer's branch at the end of the SNL.

3/ Entry requires duty position title. Complete information must be provided on both current and new unit.

4/ When transfer between units also involves a branch transfer of an officer, the branch transfer is accomplished by adding the appropriate branch to both the "Release from" and "Transferred to" lead line response.

5/ If soldier is being activated for specific period from ING, specify inclusive dates of active ARNGUS status. The response of any other transfer will be NA.

Format 465

6/ Specify purpose of active status from ING. **Example:** Perform annual Training. The response of any other transfer will be NA.

7/ If soldier is being activated for specific period from ING, enter *"In the event of mobilization of unit of assignment, this order will terminate automatically the day prior to mobilization date."*

8/ This format will be used to transfer AGR soldiers between ARNGUS units within a multi-unit armory or when the transfer does not involve a change in geographical location.

9/ Distribution to NGB. Send one copy for each officer to Commander, Army National Guard Personnel Center, **ATTN: NGB-ARP-CA,** 4501 Ford Avenue, Alexandria, VA 22302-1450.

Format 465

DISCHARGE FROM ARNG AND AS A RESERVE OF THE ARMY (ENLISTED PERSONNEL)

ORDERS

(STANDARD NAME LINE)

You are discharged from the Army National Guard and as a reserve of the Army.

Effective date:
Type of discharge:
*Additional instructions:

FOR ARNG/ARMY USE
Auth:
*HOR:
Format: 500

*Optional lead line

DISCHARGE FROM ARNG (ENLISTED PERSONNEL) WITH ASSIGNMENT TO THE ARMY NATIONAL GUARD OF ANOTHER STATE OR TO USAR

ORDERS

(STANDARD NAME LINE)

You are discharged from the Army National Guard and assigned to component indicated on day following effective date.

Reserve assignment: see note
Effective date:
Type discharge:
*Additional instructions:

FOR ARNG/ARMY USE
Auth:
*HOR:
Format: 510

*Optional lead line

NOTE: Enter ARNG or USAR and unit including address or other USAR category as appropriate.

DISCHARGE FROM ARNG (ENLISTED PERSONNEL) AFTER DISCHARGE FROM RESERVE OF THE ARMY STATUS

ORDERS

(STANDARD NAME LINE)

You are discharged from the Army National Guard.

Effective date:
Type of discharge:
*Additional instructions:

FOR ARNG/ARMY USE
Auth:
*HOR:
Format: 515

*Optional lead line

SEPARATION FROM ARNG (COMMISSIONED/WARRANT OFFICER) FOR ANY REASON

ORDERS

(STANDARD NAME LINE)

You are separated from the Army National Guard on date indicated and assigned as indicated on date immediately following.

Effective date:
Type of separation:
Relieved from: see note 1
Transferred to: see note 2
*Additional instructions: see note 3

FOR ARNG/ARMY USE
Auth:
HOR:
Format: 570

*Optional lead line

NOTES:

1. Indicate position title and MOS/SSI, MTOE/TDA paragraph and line number.
2. Indicate appropriate reserve category.
3. Response to "additional instructions" lead line may include the following remarks:

   a. Date of last appointment in the ARNG (date).
   b. Upon termination of federal recognition you become member of USAR under provisions of title 10 United States Code 3352(b). (Used only when individual becomes a member of USAR and will not be used when he is appointed in another state on day following separation.)

SEPARATION FROM ARNG (COMMISSIONED/WARRANT OFFICER) WITH TEMPORARY FEDERAL RECOGNITION OR WHO HAS BEEN PREVIOUSLY SEPARATED FROM RESERVE OF THE ARMY STATUS

ORDERS

(STANDARD NAME LINE)

You are separated from the Army National Guard.

Effective date:
Type of separation:
Relieved from: see note 1
*Additional instructions: see note 2

FOR ARNG/ARMY USE
Auth:
*HOR:
Format: 580

*Optional lead line

NOTES:

1. Indicate position title and MOS/SSI, MTOE/TDA paragraph and line number.
2. Response to "additional instructions" lead line may include retirement year dates.

AMENDMENT OF ORDERS

PERMANENT ORDERS AND ORDERS

Following order is amended as indicated.

So much of: see note 1
Pertaining to: see notes 2 & 4
As reads:
How changed: see note 3
*Authority:
Format: 700

*Optional lead line

NOTES:

1. Quote order number, headquarters/unit and date.
2. Indicate what action was directed by original order (promotion/reduction etc) and list name, SSN, grade of rank and any other information that will assist in matching the amendment to the original order.
3. Indicate whether the order is amended to add, amended to delete or amended to read, and specify the change desired.
4. Amendments to orders that place an ARNG member on TDY or PCS status at an active Army installation must indicate original reporting date and purpose (type of training, course, course number, etc).

REVOCATION OR RESCISSION OF ORDERS

PERMANENT ORDERS AND ORDERS

Following order is revoked or rescinded as indicated.

Action: indicate revoke or rescind. see note 1
So much of: see notes 2 & 3
Pertaining to: action - see notes 4 & 5
*Authority:
Format: 705

*Optional lead line

NOTES:

1. Rescind an order when there is no longer a need for it. Revoke an order when it is void and was without effect from the beginning.
2. Cite paragraph and order number and include headquarters/unit and date when appropriate.
3. Indicate "unexecuted portion of" when the order being rescinded has been partially complied with.
4. Indicate what action was directed by original order (promotion/reduction etc) and list name, SSN, grade of rank, organization and address as appropriate.
5. See note 4 Format 700.

ACTIVATE, INACTIVATE, ORGANIZE, REORGANIZE, DESIGNATE, REDESIGNATE, CONSOLIDATE, CONVERT OR DISCONTINUE AN ORGANIZATION/UNIT

PERMANENT ORDERS - STATE ADJUTANT GENERAL USE ONLY

THIS FORMAT IS USED FOR SINGLE UNIT ACTIONS. MULTIPLE UNIT FORMAT IS ON PAGE B-45

(STANDARD NAME LINE) see note 3

Following *organization/*unit action directed.

Action: see note 1
**Assigned to:
**Mission:
Effective date:
**MTOE/TDA and date:
***Authorized strength:
***Required strength: see note 4
**Accounting classification:
Authority:
Additional instructions: see notes 2 & 5
Format: 740

*Omit inappropriate term
**Optional lead line
***Optional lead line in inactivation actions

NOTES:

1. Indicate the appropriate action or actions taken regarding the organization/unit.
2. Include requirements pertaining to personnel and equipment.
3. SNL should include unit name, station including zip code, UIC and federal recognition date. Include old unit designation when appropriate in SNL or in the response to the additional instructions lead line.
4. Required strength is the full strength of the MTOE/TDA.
5. Previous strength and other desired data pertaining to the old unit may be listed.

ACTIVATE, INACTIVATE, ORGANIZE, REORGANIZE, DESIGNATE, REDESIGNATE, CONSOLIDATE, CONVERT OR DISCONTINUE AN ORGANIZATION/UNIT

PERMANENT ORDERS - STATE ADJUTANT GENERAL USE ONLY

THIS FORMAT IS USED FOR MULTIPLE UNIT ACTIONS. SINGLE UNIT FORMAT IS ON PAGE B-44

UNIT DESIGNATION	STATION AND FEDERAL RECOG-NITION DATE	MTOE/TDA AND DATE	REQUIRED STRENGTH	AUTHORIZED STRENGTH

(STANDARD NAME LINE) see note 3. List unit information under appropriate columnar headings. This information may be listed on an inclosure to the permanent order with an appropriate notation made on the order itself as a substitute for the SNL. Example: "UTAH-ARNG units listed on incl 1."

Following *organization/*unit action directed.

Action: see note 1
**Assigned to:
**Mission:
Effective date:
**Accounting classification:
Authority:
Additional instructions: see notes 2 & 4
Format: 740

*Omit inappropriate term
**Optional lead line

NOTES:

1. Indicate the appropriate action or actions taken regarding the organization/unit.
2. Include requirements pertaining to personnel and equipment.
3. SNL should include unit name. Add "old unit" column heading when necessary.
4. Previous strength and other desired data pertaining to the old unit may be listed.

ATTACHMENT/RELIEF FROM ATTACHMENT, CHANGE OF STATION (TEMPORARY OR PERMANENT) OF ORGANIZATION/UNIT

PERMANENT ORDERS - STATE ADJUTANT GENERAL USE ONLY

(STANDARD NAME LINE of organization/unit)

Following organization/unit action directed.

Action: see notes 1 & 2
*Assigned to: enter parent organization
Effective date:
*Period:
*Purpose:
Authority:
*Additional instructions: see note 3
Format: 745

*Optional lead line

NOTES:

1. Indicate action (attachment/relief from attachment) and

   a. organization/unit to which attached, or
   b. organization/unit from which relieved from attachment.

2. Indicate action (change of station) and indicate whether permanent or temporary and the new address of the unit.
3. Include requirements pertaining to personnel and equipment when appropriate.

ORDERED INTO ACTIVE MILITARY SERVICE OF THE STATE (UNIT)

PERMANENT ORDERS - STATE ADJUTANT GENERAL USE ONLY

(STANDARD NAME LINE of unit(s))

The Army National Guard unit(s) listed and their members are ordered into the active military service of the state at (enter location) for the period indicated unless sooner relieved or extended by proper authority.

Period: see note 1
Effective date:
*Purpose:
Authority:
*Additional instructions:
Format: 800

*Optional lead line

NOTES:

1. If period cannot be determined when order is issued, use "indefinite" and amend later if necessary.
2. This format is an example. States may use the same format and redesign/reword the order to suit their needs.

ORDERED INTO ACTIVE MILITARY SERVICE OF THE STATE (INDIVIDUAL)

ORDERS - STATE ADJUTANT GENERAL USE ONLY

(STANDARD NAME LINE)

By direction of the Governor, you are ordered into the active military service of the state at (enter location) for the period indicated unless sooner relieved or extended by proper authority.

Authority:
*Attached to:
Reporting date:
*Period:
*Purpose:
Additional instructions: see note 1
Format: 801

*Optional lead line

NOTES:

1. Tax withholding data, travel data, PEBD and other data required may be entered.
2. This format is an example. States may use the same format and redesign/reword the order to suit their needs.

Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARP, Washington, DC 20310.

By Order of the Secretary of the Army:

LA VERN E. WEBER
Lieutenant General, USA
Chief, National Guard Bureau

Official:
ROBERT H. NEITZ
Colonel, USAF
Executive, National Guard Bureau

Distribution: A