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Communications and Information

AIR NATIONAL GUARD ADMINISTRATIVE ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 33-328, *Administrative Orders*, and provides specific instructions pertaining to Air National Guard (ANG) units, personnel and employees. Authorities to maintain records are Title 10, United States Code (U.S.C.), Section 8013, *Secretary of the Air Force: Power and Duties: Delegation By*; Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*; and Joint Travel Regulations (JTR), Volume 2, *Department of Defense Civilian Personnel*. Refer to Attachment 1 for a glossary of references and supporting information. States are encouraged to supplement this instruction to meet local needs. ANG units are encouraged to submit recommended changes to this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The revision converts the instruction from the old 37 series (Information Management) to the 33 series (Communications and Information). It rewords, reorganizes and renumbers paragraphs for clarity. Updates supporting references, figures, Table 1 and attachments.

1.	Applicability	4
2.	Restrictions on Publications	4
3.	Orders Issuing or Approving Official	4
4.	Forms for Orders	5
5.	Paper Size, Margins and Numbering	5
6.	ANG Orders Heading – What to Include	5
7.	ANG Orders Body	5
8.	Language, Codes and Abbreviations	5
9.	ANG Orders Close	5
10.	Citing Authority to Publish Orders	5
11.	Series of Orders	6
12.	Multiple Page Orders and Continuation Lines	6

13.	Information Required to Identify Personnel	6
14.	Numbering and Dating Administrative Orders	6
15.	Verbal Orders	6
16.	Changes to Orders – Amendments, Rescissions and Revocations	6
17.	Corrected copies	6
18.	True copies	6
19.	Printed Information on Reverse of Orders	6
20.	Records Copies – Maintenance, Disposition, Retirement and Retrieval	6
21.	Orders Reproduction	7
22.	Orders Distribution	7
23.	Command Actions, Assumption of Command, Appointment of Commanders, and Opening and Closing of Headquarters	7
24.	Organizational Actions	7
25.	Award of Individual Decorations	11
26.	Memorialization Program and Dedication Ceremonies.	11
27.	Unit Awards and Decorations	11
28.	Ordering ANG Personnel to Active Duty	11
29.	Temporary Duty and Travel	11
30.	Variations in Itinerary	12
31.	Classified Orders	12
32.	TDY Travel of Personnel Performing Inactive Duty Training (IDT)	12
33.	Change of Duty Status while TDY	12
34.	Invitational Travel Orders	12
35.	Military Technician Travel Orders	12
36.	Active Guard Reserve (AGR) Orders	13
37.	UCMJ Jurisdiction of Air National Guard Personnel	13
38.	Military Personnel Actions	13
39.	Announcement of Death of ANG Personnel (State Action)	13
40.	Unit Training Assembly (UTA) Orders	14
41.	Appointment, Promotion and Separation of ANG Officers	14
42.	Enlistment, Promotion, Demotion and Discharge of ANG Enlisted Personnel	16
43.	Movement Orders	18
44.	Contingency, Exercise, Deployment (CED) Orders	18
45.	Counterdrug Support Program Orders	18
46.	Workday Utilization Codes (WUCs)	18

Figures

1.	Example State Status (Title 32 U.S.C.)	5
2.	Example of Federal Status (Title 10 U.S.C.)	5

3.	Example of Designations, Activation and Assignment of a Unit	8
4.	Example of Redesignation of a Unit	8
5.	Assignment of a Unit	8
6.	Relieved from Assignment of a Unit	9
7.	Inactivation of a Unit	9
8.	Inactivation of a Unit	9
9.	Detachment of a Unit	10
10.	Change of Station	11
11.	Announcement of Death of ANG Member	14
12.	Appointment of ANG Member	14
13.	State Officer Appointment	14
14.	Discharge of Officer Not on EAD	15
15.	Promotion of Officer	15
16.	Federal Recognition of Appointment	15
17.	Vacating Tenure of Office	15
18.	Federal Recognition of Promotion	15
19.	Withdrawal of Federal Recognition	16
20.	Enlistment of Personnel	16
21.	Promotion of Multiple Personnel	16
22.	Promotion of One Enlisted Individual	17
23.	Posthumous Promotion	17
24.	Revoke Demotion	17
25.	Revoke Promotion	17
26.	Discharge Without Service Obligation	17
27.	Discharge With Service Obligation	18

Table

1.	Series of Administrative Orders	18
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Attachments

Attachment 1	Glossary Of References Abbreviations, Acronyms, And Terms	24
Attachment 2	Federal Mobilization of a Unit/Individuals	26
Attachment 3	Demobilization of a Unit/Individuals	27
Attachment 4	Air National Guard Administrative Orders Office of Primary Responsibility (OPR)	28

1. Applicability. Only those portions of AFI 33-328 as addressed in this instruction apply to the ANG. The Integrated Automated Orders System (IAOS) is the ANG standard computer generated orders system. Units with IAOS capability will create all orders that are available within IAOS. If a conflict exists between this instruction and other parts of AFI 33-328, take the action deemed to be in the best interest of the ANG and notify ANG/C4IM.

2. Restrictions on Publications. (Reference AFI 33-328, paragraph 1.3.)

2.1. Only the National Guard Bureau (NGB), Adjutants General, or ANG units can publish orders for the ANG or its members. ANG organization of one State cannot publish orders that affect ANG organizations of another State without the consent of the NGB and governors concerned.

2.2. Orders are not to be published directing members to perform duty outside the States without the consent of the governor and individual concerned. The term "states" is defined as the 50 states, Puerto Rico, Virgin Islands, Guam, the District of Columbia, and U.S. territories.

2.3. Duty performed outside the States will be performed under the appropriate Title 10 U.S.C. Duty will not be performed in a military technician or inactive duty status. This paragraph will not be waived.

2.4. The NGB will publish orders granting and withdrawing Federal recognition.

2.5. Participation in training without pay is authorized in accordance with ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*.

2.6. Individuals will not attend service schools in a non-pay military status.

3. Orders Issuing or Approving Official. This official is the competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or which require administrative approval. He or she furnishes adequate background material on request, or maintains it under rules in this instruction. This official must sign manually prepared orders or requests for composed orders. Computer generated orders need not be signed as long as adequate controls ensure proper approval before orders are certified. The signature, computer generated signature block, or official stamp of the orders approving official or designated representative is sufficient to validate an order.

3.1. Authority to Publish Orders. Commanders, down to and including unit level, State Adjutants General or designated air representatives, may publish orders. Commanders may also authorize functional areas within a unit to publish orders.

3.1.1. Publishing and managing of administrative orders will not be centralized in one unit. Units (flights, squadrons, etc.) will publish, distribute and maintain record copies of orders that they initiate.

3.1.2. Aeronautical Orders. The Chief, Flight Management Office (FMO), Host Operations System Management (HOSM), or designated representative will publish aeronautical orders.

3.1.3. Contingency, Exercise, Deployment (CED) orders and all P series orders. The Chief, Military Personnel Flight (MPF), or designated representative within the MPF will publish CED orders and all P series orders.

3.2. The Office of Primary Responsibility (OPR) for each of the various types of ANG orders is listed at Attachment 4. As required, the OPR will provide functional guidance, supplement functional directives and answer questions relating to their orders.

4. Forms for Orders. (Reference AFI 33-328, paragraph 2.2). Refer to AFI 33-328 and other applicable instructions for publishing orders not generated with IAOS.

5. Paper Size, Margins and Numbering. (Reference AFI 33-328, paragraph 2.3.1.)

6. ANG Orders Heading – What to Include.

6.1. State status (Title 32 U.S.C.): include the State, publishing activity and location. See Figure 1.

Figure 1. Example State Status (Title 32 U.S.C.).

ARIZONA AIR NATIONAL GUARD HQ, 162 ND FIGHTER GROUP (ACC) TUSCON IAP, AZ 86706-6028
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6.2. Federal status (Title 10 U.S.C.). Include DEPARTMENT OF THE AIR FORCE, NATIONAL GUARD BUREAU, publishing activity and location. See Figure 2.

Figure 2. Example of Federal Status (Title 10 U.S.C.)

DEPARTMENT OF THE AIR FORCE NATIONAL GUARD BUREAU HQ, 162 ND FIGHTER GROUP (ACC) TUCSON IAP, AZ 86706-6020
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6.3. Include the type, number of, and date when publishing State or Federal status orders. For additional information see AFI 33-328, paragraph 2.3.2.

7. ANG Orders Body. Use IAOS order format. Follow the guidelines of AFI 33-328, paragraph 2.3.3 for composed IAOS or manually prepared orders.

8. Language, Codes and Abbreviations. (Reference AFI 33-328, paragraph 2.3.3.)

9. ANG Orders Close. (Reference AFI 33-328, paragraph 2.3.4.) Use the authority lines listed below for computer generated orders. Also, refer to Table 1, Notes 1 and 2 of this instruction.

9.1. BY ORDER OF THE SECRETARY OF THE AIR FORCE

9.2. BY ORDER OF THE GOVERNOR

9.3. FOR THE ADJUTANT GENERAL

9.4. FOR THE CHIEF OF STAFF

9.5. FOR THE COMMANDING GENERAL

9.6. FOR THE COMMANDER

10. Citing Authority to Publish Orders. (Reference AFI 33-328, paragraph 2.3.4.1.)

11. Series of Orders. Table 1 indicates the series to use for specific actions. Refer to Table 1, Note 3 for second letter prefix designations in IAOS.

12. Multiple-Page Orders and Continuation Lines. (Reference AFI 33-328, paragraph 2.3.5.) An IAOS generated order is automatically published with a heading and page number and may be more than one sheet. Orders not generated by IAOS will be published in accordance with AFI 33-328, paragraph 2.3.5. Refer to AFI 38-101, *Air Force Organization*, for orders pertaining to organizational actions.

13. Information Required to Identify Personnel. AFI 33-328, paragraph 2.4. applies with these additional comments. IAOS accesses the required personnel identification data. Follow paragraph 2.4. or other prescribing directives for orders not included in IAOS.

14. Numbering and Dating Administrative Orders. AFI 33-328, paragraph 2.5. applies with these modifications:

14.1. IAOS generated orders are automatically numbered and dated. IAOS order series are comprised of the basic series designation (e.g., A, T, AC, R) and the one digit Integrated Military Personnel System (IMPS) squadron code (e.g., A-Z, 0-9, \$,? etc.) for the unit publishing the order. If the order is published by the base Information Manager (IM), the squadron code is blank.

14.2. Use the procedures in Table 1, to assign the number, date, and series for orders not generated with IAOS. Information Management will assign the series and provide other necessary guidance.

14.3. Manually prepare orders in the IAOS format when IAOS is not operational for an extended time period. Input the manually prepared orders first when the IAOS becomes operational using the IAOS recovery program.

15. Verbal Orders. (Reference AFI 33-328, Section 3A).

16. Changes to Orders – Amendments, Rescissions and Revocations. AFI 33-328, Section 3B, applies, with these additions:

16.1. Amend annual or special training orders after the effective date, provided the new date will be in the same fiscal year. In cases where a verbal order is required refer to AFI 33-328, paragraph 3.1.

16.2. Do not change an order to extend or shorten a tour of duty for a member of the ANG who becomes injured or contracts an illness while on a tour of duty. In such cases, a member could enter a “Continuation of Pay” status based on a “Line of Duty” determination.

16.3. Do not change an order to shorten or extend a tour of duty for ANG members unwillingly in place with a hostile force. In such cases, place the member in an active duty status to the nearest USAF organization and members will become the responsibility of the USAF. When no longer detained they will revert to their ANG status upon their return to home station.

17. Corrected copies. (Reference AFI 33-328, paragraph 3.8.)

18. True copies. (Reference AFI 33-328, paragraph 3.9.)

19. Printed Information on Reverse of Orders. (Reference AFI 33-328, paragraph 3.10.)

20. Records Copies – Maintenance, Disposition, Retirement and Retrieval.

20.1. Maintenance and Disposition. Each orders publishing activity must maintain and dispose of all record sets of their orders and background material according to AFMAN 37-139, *Records Disposition Schedule (will convert to AFMAN 33-322 Vol 4)*. Each ANG State Headquarters will ensure that all flying units and geographically separated units (GSU) within their State have adequate storage facilities for retiring record sets of orders. Or, the ANG State Headquarters may elect to perform retirement and storage at the State Headquarters level. Orders publishing activities are responsible for ensuring that all orders are properly managed through their lifecycle.

20.1.1. File the published copy of each order in numerical sequence by type and series. You may mark the file folders of record sets of orders "Record Set" to distinguish them from extra copies.

20.1.2. Requests for orders, amendments, etc., and coordinations, approvals, letters, messages, theater clearances, etc., are considered background material. File background material in separate folders from the record sets of orders. This will aid in destroying the request on retirement of the record copy. Annotate the background material in the lower right-hand corner to show the order number to which it pertains.

20.1.3. Post each amendment, revocation, or rescission to the record set. Post in ink on the left margin of the original. If more space is needed, post in another obvious place without defacing the order. Include the type of action, and the number and year of the special order. For example: "Amended-SO A-111, 1993."

20.2. Retirement and Retrieval. Retire and retrieve records in accordance with policy and procedures set forth by the State Headquarters within the individual State.

21. Orders Reproduction. (Reference AFI 33-328, paragraph 4.1.)

22. Orders Distribution. (Reference AFI 33-328, paragraph 4.2.) ANG authentication offices will establish their minimum distribution requirements.

23. Command Actions, Assumption of Command, Appointment of Commanders, and Opening and Closing of Headquarters. (Reference AFI 51-604, *Appointment To and Assumption of Command*). EXCEPTION: A governor appoints commanders without regard to seniority.

24. Organizational Actions. The State controlled units are those ANG units not on Federal duty; hence, the Governor of the State, as Commander-in-Chief, is responsible for the promulgation of orders announcing organizational actions. Authority is Title 32 U.S.C. 104, and AFI 38-101. An establishment is considered an organizational management action, not an organizational action. There is no requirement to publish orders implementing organizational management actions, but states may establish such procedures if desired. Such actions are not within the intent of Title 32 U.S.C. 104(c).

24.1. Designations, Activation and Assignment. Include the title of unit designated, station, unit of assignment, gaining command, effective date and authority. See Figure 3.

Figure 3. Example of Designations, Activation and Assignment of a Unit.

“The 228th Combat Communications Squadron is designated and activated at McGhee Tyson ANGB, TN; assigned to Headquarters, Tennessee Air National Guard; gaining command: Air Combat Command (ACC): effective 1 Oct 00. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltrs, DAF/MO 185r, 17 Sep 00, and ANG/XPMP, 19 Sep 00, Subject: Activation of the 228th Combat Communications Squadron.”

HQ, 162ND FIGHTER GROUP (ACC)
TUCSON IAP, AZ 86706-6020

NOTE: ANG/XPMP will initiate action to issue a Federal Recognition Certificate, upon receipt of State orders activating the unit and receipt of the completed NGB Form 113a, **Report of Inspection for Federal Recognition**. The actual date of Federal recognition as documented in Section IV, 20b of the NGB Form 113a must be cited in the orders as the effective date of activation.

24.2. Redesignation. Include old and new unit designation, station, unit of commanders, and closing and opening of a headquarters. See assignment, gaining command, effective date and authority. See Figure 4.

Figure 4. Example of Redesignation of a Unit.

“The 228th Tactical Combat Communications Squadron, McGhee Tyson ANGB, TN, is redesignated 228th Combat Communications Squadron, with no change in station or gaining command (ACC); effective 16 June 01. Unit will continue in assignment to Headquarters, Tennessee Air National Guard. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltrs DAF/MO 331r, 29 May 01, and ANG/XPMP, 5 Jun 01, Subject: Redesignation of the 228th Tactical Combat Communications Squadron.”

24.3. Assignment. Places a unit with an existing military organization. Include title of unit assigned, designation of unit to which assigned, station gaining command, effective date and authority. See Figure 5.

Figure 5. Assignment of a Unit.

“The 145th Air Refueling Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is assigned to the 171st Air Refueling Wing, same station, with no change in gaining command (AMC), effective 1 Nov 00. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 1 Oct 00, Subject: Assignment of Air Refueling Units.”

or

Figure 6. Relieved from Assignment of a Unit.

“The 161st Air Refueling Group, AZANG, Phoenix, AZ, is relieved from assignment to 171st Air Refueling Wing, CAANG, Van Nuys, CA, effective 1 Nov 00,, with no change in gaining command (AMC). Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 1 Oct 00, Subject: Reassignment of Air Refueling Units.”

NOTE: If a unit assignment is changed and is not in conjunction with an activation, inactivation, redesignation, or change of station, it will not appear on the Air Force Schedule of Changes (SOC). ANG/XPMP is not required to accomplish an organizational action, but would be required to do a Personnel Account Symbol (PAS) Action to change the PARENT PAS of the affected unit.

24.4. Inactivation. Include designation of unit subject to inactivation, station, disposition of personnel, equipment, unit allocations, effective date, and authority. See Figure 7.

Figure 7. Inactivation of a Unit.

“The 101st Weather Flight, Otis ANGB, MA, is inactivated effective 16 Dec 00. Assign personnel in accordance with instructions furnished. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 21 Jan 01, Subject: OAL 92-14 – Inactivation of Six Weather Flights; and Ltr, DAF/MO 239r, 13 Dec 00, Subject: Organizational Actions Affecting Certain Air National Guard Units.”

or

Figure 8. Inactivation of a Unit.

“The 112th Civil Engineering Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is inactivated effective 20 Dec 00. Assign personnel in accordance with instructions furnished the 112th Fighter Group. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 29 Nov 00, Subject: Inactivation of ANG Units.”

UNIT
 FROM: HQ, 111 Air Support Group
 TO: 111 Air Support Group
 FROM: HQ, 111 Resource Management Squadron
 TO: 111 Resource Management Squadron

24.5. Reorganization/Realignment. An organizational management action is an action affecting the internal structure of a unit. This includes realignment and reorganization not accompanying a mission of an establishment. The addition, deletion, or movement of functions or components, if not accompanying a mission change of an establishment, is considered an organizational management action, not an organizational action. There is no requirement to publish orders implementing organizational management action; but States may establish such procedures if desired. Such actions are not within the intent of Title 32 U.S.C. 104(c).

24.6 Detachment. This places an establishment, a unit, or part of a unit with a military organization other than its parent organization, without making it a part of that organization. An establishment, unit or part of a unit may be detached for operational control, administrative control, and/or logistic support. Include designation and station of unit subject to detachment designation and station of major unit to which detached, purpose of detachment, effective date, and authority. See Figure 9.

Figure 9. Detachment of a Unit.

“The 553rd Air Force Band, with station at Harrisburg International Airport, PA, is relieved from assignment to the 193rd Special Operations Wing, same station, effective 30 Sep 00, and is assigned to Headquarters, Pennsylvania Air National Guard effective 1 Oct 00, with detachment to 193rd Special Operations Wing for support. There will be no change in authorized strength of station. Concurrent with this action, the 193rd Special Operations Wing will continue to furnish MPF, fiscal and logistics support. Command supervision, administration and scheduling will be assumed by the new organization of assignment. Authority: Titles 10 and 32 U.S.C.; AFI 38-101.

NOTE: If a detachment is changed and is not in conjunction with an activation, inactivation, redesignation, or change of station, it will not appear on the Air Force SOC. ANG/XPMP is not required to accomplish an organizational action or a PAS action.

24.7. Federally Mobilized ANG Units. Federally mobilized ANG units remain allocated to the State and will upon being demobilized revert to the control of the State. In the event of Federal mobilization, publish orders in accordance with policies and instructions set forth in AFI 33-328, using gaining command supplements and this publication. If only operational control of mobilized ANG personnel by the gaining MAJCOM is exercised and administrative controls remain with the ANG, publish orders utilizing the format in Attachment 2 of this instruction.

24.8. Demobilization. Include designation of units subject to demobilization, authorized strength, station assignment, unit of assignment (when applicable), gaining command, effective date and authority. **NOTE:** To publish orders, format them in accordance with State authority and statutes. For demobilization of ANG personnel where only operational control was exercised by the gaining MAJCOM and administrative controls remained with the ANG, publish orders utilizing the format in Attachment 3 of this instruction.

24.9. State Duty. Include designation of units called to State duty, purpose of call, days authorized, effective date of call, date of release and authority.

24.10. Change of Stations. Include unit designation, current station, new station, gaining command, effective date and authority. See Figure 10.

Figure 10. Change of Station.

“The 145th Communications Flight, North Carolina Air National Guard, Charlotte Air National Guard Base, Charlotte, NC, is transferred to the Badin Air National Guard Station, P.O. Box 263, Badin, NC, with no change in gaining command (ACC) effective 1 Jun 00. Unit will continue in assignment to Headquarters, North Carolina Air National Guard. Authority: AFPD 38-5; and NGB Ltr dtd 25 Jul 00, Subject: OAL 91-07, Change in Station – 145th Communications Flight.”

NOTE: State orders should be published and distributed upon receipt of the ANG/XPMP Organizational Action Letter (OAL). The OAL letter and number must be cited in the order. ANG/XPMP will initiate action to issue Report of Inspection for Federal Recognition, NGB-113a. Change of Station Certificate, upon receipt of State orders.

25. Award of Individual Decorations. Publish orders for State awards according to State statutes. Publish orders for Federal awards according to AFI 33-328.

26. Memorialization Program and Dedication Ceremonies. (Reference AFI 33-328).

27. Unit Awards and Decorations. Publish orders for State awards according to State policy. Publish orders for Federal awards according to AFI 33-328.

28. Ordering ANG Personnel to Active Duty. ANG personnel who go on extended active duty in accordance with AFI 10-402, *Mobilization Planning*; Air Force Handbook (AFH) 10-416, *Personnel Readiness and Mobilization*; AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*; AFI 35-2002, *Regular Air Force and Special Category Accessions*, and AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Reserve Commissioned Officers*, require orders in accordance with AFI 33-328.

29. Temporary Duty and Travel. AFI 65-103, *Temporary Duty Orders*, applies to the ANG with these modifications.

29.1. IAOS generated travel orders need not reflect “APPROX NO. OF DAYS OF TDY” or “PROCEED O/A”.

29.2. ANG personnel are not placed on funded TDY (including travel time to and from) at any one location for more than 139 days in accordance with the JFTR, Chapter 7.

29.3. Do not publish permissive TDY orders for ANG personnel performing Active Duty Training (ADT) or Inactive Duty Training (IDT). Do not grant ANG military technicians permissive TDY for morale, welfare, or recreation activities as defined in JTR Vol 2 and ANGI 34-107, *Air National Guard Morale, Welfare and Recreation Programs, Activities and Facilities*.

29.4. Contact the Accounting and Finance Office servicing the home unit to determine the appropriate fund citation for “Return to Duty Travel” of ANG members.

29.5. Mission (MSN) and administration (ADM) travel codes and categories of travel required AFI 33-328.

29.6. Commanders will identify circumstances when locally funded special authorizations are permissible while attending a school in TDY status.

29.7. The orders issuing/approval official for IAOS generated orders will establish adequate controls to ensure that the traveler has accomplished a cost analysis and is justified as more advantageous to the Government or necessary for mission accomplishment.

30. Variations in Itinerary. (Reference JFTR, U2135).

31. Classified Orders. Reference AFI 33-328 applies with this modification. IAOS is not to be used to generate classified orders, but may be used to make "True Extract" copies as defined in AFI 33-328, para 3.9.

32. TDY Travel of Personnel Performing Inactive Duty Training (IDT). Members performing IDT away from their permanent duty station and whose TDY location is not within commuting distance receive travel per diem in accordance with JFTR Chapter 4. Publish orders the same as TDY travel of Active Guard Reserve (AGR) personnel and include a statement that the individual is performing inactive duty for training. Travel and per diem entitlements will only apply during inclusive IDT dates. Include the organization's operations and maintenance (O&M) funds citation for such travel.

33. Change of Duty Status while TDY. Personnel will change duty status while on temporary duty only when the person's commander considers it essential. Such changes of status could include:

33.1. from approved military status to approved civilian status,

33.2. approved civilian status to approved military status,

33.3. inactive duty status to active duty status, or

33.4. active duty status to inactive duty status. An appropriate statement will be entered in the remarks section of the orders indicating the specific change in duty status. Submit a travel voucher indicating the complete itinerary with all supporting orders attached.

34. Invitational Travel Orders. Follow JTR, Appendix E along with this modification. Publish Invitational Travel Orders for members of Congress, foreign personnel, candidates for public office, etc., after the authorized office approves the request.

35. Military Technician Travel Orders.

35.1. Use Department of Defense (DD) Form 1614, **Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel**, for military technician PCS travel. AFI 33-328 contains instructions for completing DD Form 1614. Categories of travel required by AFI 33-328 are not necessary for ANG activities publishing orders.

35.2. ANG members will use quarters commensurate with military grade, not civil service grade, i.e., GS-9/CMSgt. Refer to Technician Personnel Regulation (TPR) 900, 935.

35.3. Include the appropriate statement in the "remarks" section:

35.3.1. Member can travel outside normal duty hours due to mission requirements.

35.3.2. Member cannot travel outside normal duty hours.

36. Active Guard Reserve (AGR) Orders. Do not list AGR personnel on orders with traditional guardsmen performing annual, special or school training.

36.1. Refer to AFI 33-328, Chapter 2, for instructions for preparing orders. The following information supplements AFI 33-328, Chapter 2.

36.1.1. AFI 33-328, 2.4.4. Component: Air National Guard.

36.1.2. AFI 33-328, 2.3.3. Include the statement, "Member is ordered to active duty (voluntarily), according to Title 32 U.S.C. 502(f) unless sooner relieved by competent authority."

36.2. Include the following information in the remarks section of the order:

36.2.1. Unit Manpower Document (UMD) Active PAS code, functional code, position description number, position title, authorized military grade and authorized civilian grade, if applicable.

36.2.2. The AFSC for enlisted personnel.

36.2.3. The statement, "Authority is given for any mission-directed OCONUS TDY, and that the individual will automatically be placed under Title 10 U.S.C. 12301(d) for duration of TDY, and will automatically revert to Title 32 U.S.C. 502(f) after completion of TDY."

36.2.4. For aircrew members performing alert duties, the statement, "Authority is given for any period of alert duty, and that the individual will automatically be placed under Title 10 U.S.C. 12301(d) for the duration of that period of duty, and will automatically revert to Title 32 U.S.C. 502(f) after completion of the period of alert duty."

36.3. Funding information in accordance with AFI 65-601 Vol 1, *Budget Guidance and Procedures*:

36.3.1. Pay and allowances: P543 funds, station 380100.

36.3.2. O&M for TDY: P543 funds, station 380100.

37. UCMJ Jurisdiction of Air National Guard Personnel. The UCMJ applies to members of the ANG ordered to active duty or active duty training under provisions of Title 10 U.S.C. The UCMJ does not apply to those members under the provisions of Title 32 U.S.C., but such members must adhere to State military justice or State civil law provisions, as appropriate. Courts martial jurisdiction for ANG members performing duty within their respective State or territory under Title 10 U.S.C. rests with the Air Force Advisor assigned to the State/wing/gaining command. When performing duty under Title 32 U.S.C., jurisdiction rests with the State Adjutant General. When performing duty under Title 10 outside the United States and its territories, ANG members must defer to the military justice and administrative actions of the host command and its subordinate and higher commands. The provisions of AFI 33-328 do not apply to ANG personnel except when performing duty under Title 10 U.S.C., as stated above.

38. Military Personnel Actions. Refer to AFCSM 36-699V1, *Personnel Data Systems*.

39. Announcement of Death of ANG Personnel (State Action). Include date of death, the unit of assignment and permanent address. See Figure 11.

Figure 11. Announcement of Death of ANG Member.

“Announcement is made of the death on 15 Dec 01 of MAJ JOE R. DOE, 000-00-0000, 191 FS, MIANG, Selfridge ANGB, MI 19027-5000. Permanent address: XXXX XX St, Detroit, MI 19050-0000.”

40. Unit Training Assembly (UTA) Orders. Publish these orders as stated in ANGI 36-2001, consolidated by State headquarters, base, wing, or group. The next higher level of command within the State or the State Headquarters can publish orders for units at squadron level or below. Duty hours as shown in the order will include time authorized for meals. For example, 0730 to 1600 indicates an 8½-hour duty day which authorizes a half-hour for dining. Also include:

40.1. Designation and location of units concerned.

40.2. Date, time and location of each UTA.

40.3. Statement, “All members of the designated units are hereby ordered to attend unit training assemblies shown on this training schedule.”

40.4. Equivalent training periods, when authorized. Comply with instructions in ANGI 36-2001.

40.5. Split UTAs (SUTAs) when authorized. Include statement, “Organization/unit commanders may schedule their personnel for split unit training assemblies during the calendar month of the scheduled UTAs, as required for unit mission.”

40.6. Authority, i.e., “Title 32 U.S.C., Section 502; Title 37 U.S.C., Section 206; ANGI 36-2001,” and any local directives.

40.7. List months, UTA dates, alternate dates, UTA numbers and authorized SUTA periods.

41. Appointment, Promotion and Separation of ANG Officers. Publish orders for these actions according to the appropriate ANG or Air Force regulation.

41.1. State Adjutants Generals will publish State appointment, promotion and separation orders according to the following examples. See Figures 12, 13, 14 and 15.

Figure 12. Appointment of ANG Member.

1ST LT KATHY P. ERICKSON (SSAN) is appointed CAPTAIN in the NDANG and assigned to 119FW, PAS: J21CTFMHZ, NDANG, Hector International Airport, Fargo, ND 58102-1051. HOR: (Enter home of record), effective 1 Mar 01. Authority: ANGI 36-2005

Figure 13. State Officer Appointment.

WILLIAM J. CLARK III, (SSAN), is appointed 2DLT in the Idaho ANG and assigned to 190RS, PAS: C60TFL45, Boise Air Terminal, Boise, ID 83709-5000, effective 4 Mar 01. HOR: (Enter home address). Authority: ANGI 36-2005. Officer is granted Temporary Federal Recognition effective 4 Mar 01. Member agrees to remain a member of the Selected Reserve during his appointment as an officer in the ANG. On 4 Mar 01, this individual will appear before a Federal Recognition Board for examination of qualifications for Federal Recognition in the ANGUS, grade and position indicated and as a member of the ResAF. Continuation of this appointment is contingent upon extension of Federal Recognition by Chief, NGB.

Figure 14. Discharge of Officer Not on EAD.

MAJOR WALTER R. BOGGS, (SSAN), is relieved from assignment with the 103FW, PAS: B70TFWBT, CTANG Bradley IAP Windsor Locks, CT 06096-5000, (AFSC 1125D) and honorably discharged from the Connecticut ANG effective 1 Mar 01. Officer is transferred to USAFR (SF31FLX9) and assigned to HQ Air Reserve Personnel Center, Denver, CO 80205-5000, effective 2 Mar 01. Mailing address: 29 Main Street, Hartford CT 06118-5000. Authority: AFI 36-3209. SPD: (*enter appropriate code*).

Figure 15. Promotion of Officer.

1ST LT JOHN B. MAJORS, (SSAN), 111 FS, PAS: xxxxxxxx, Ellington ANGB, TX 78101-5000 (AFSC 1125D, Position: CAPT, Functional Code: 3310) is promoted to the grade of CAPTAIN in the Texas ANG, effective 1 May 01 or upon approval of Federal Recognition. Authority: NGR (AF) 36-4.

41.2. Posthumous Promotion of ANG Officers. Publish these orders according to NGR (AF) 36-4, *Federal Recognition of Promotion in the ANG of the US and as a Reserve of the AF below the grade of General Officer*.

41.3. The Chief, NGB, will publish orders extending/vacating Federal recognition of State appointment/promotion according to the following examples: See Figures 16, 17, 18, and 19.

Figure 16. Federal Recognition of Appointment.

By order of the Secretary of the Air Force, announcement is made of the withdrawal of Federal recognition from BRIGADIER GENERAL JOHN L. PEASE, (SSAN), HQ GAANG, effective 7 Dec 00, by reason of vacating tenure of the office position as Assistant AG (AIR). (Title 32 USC 305 and 307).

Figure 17. Vacating Tenure of Office.

By order of the Secretary of the Air Force, announcement is made of the withdrawal of Federal recognition and discharge as a Resere of the Air Force of MAJOR COURTNEY BLANC, (SSAN), HQ CHANG, effective 4 Sep 00. ANGR 36-014, (Pre-ROPMA).

Figure 18. Federal Recognition of Promotion.

By order of the Secretary of the Air Force and Direction of the President, MAJOR MARY L. COE, (SSAN), HQ LAANG, is extended Federal recognition and promotion ResAF to the grade of LIEUTENANT COLONEL per USC 593, 8366(c), 8374, and 8374 and 8379 (Pre-ROPMA), with promotion service date (PSD) and effective date 2 Feb 01. Authority: AFI 36-2504 and NGR (AF) 36-4 (Pre-ROPMA).

Figure 19. Withdrawal of Federal Recognition.

By order of the Secretary of the Air Force, announcement is made of the extension of Federal recognition of appointment of CAPT JOHN J. DOE, (SSAN), HQ CTANG, 133 ARSQ, effective 2 Nov 00 (Title 32 USC 305 and 307).

41.4. Termination of Federal Recognition by Reason of Death. Paragraph 41.3. is modified and expanded to include current narrative and associated authorities for granting/withdrawing Federal recognition of appointments and promotions in the ANG. Deleted is the reference to "termination of Federal Recognition by Reason of Death". HQ ARPC/DPAE advised that AFI 36-3002, *Casualty Services*, and AFI 36-2608, *Military Personnel Records System*, both contain provisions in policy that circumvent the need to publish Federal recognition termination orders by reason of death. In accordance with AFI 36-3002, when an individual is deceased the MPF produces a casualty report and enters the appropriate personnel transaction in MIL PDS. AFI 36-2608 establishes the death order as a permanent document field in the deceased members Master Personnel Records Group to be retired at the St. Louis Records Center.

42. Enlistment, Promotion, Demotion and Discharge of ANG Enlisted Personnel. The State Adjutant General will publish orders effecting enlistment, promotion, demotion and discharge of enlisted personnel, unless otherwise delegated.

42.1. ANGI 36-2005 identifies the enlistment action. See Figure 20.

Figure 20. Enlistment of Personnel.

SRA MICHAEL P. MCNEILL, 000-00-0000, having enlisted in the IDANG and as a member of the ResAF for a period of three (3) years is assigned to the 124 RMS, eff 25 Nov 00. HOR: (enter home address) DOB: (enter), non-fly, DOR: 25 Nov 00. Authority: ANGI 36-2002.

42.2. Publish promotion orders for ANG enlisted personnel according to ANGI 36-2502, *Promotion of Airmen*. Promote ANG enlisted personnel posthumously, provided such promotion is without monetary benefit. Revocation of promotion orders must be with consent of the State Adjutant General and the statement of consent included in the revocation. See Figures 21, 22, 23, 24 and 25.

Figure 21. Promotion of Multiple Personnel.

The following named airmen, 140 FW, COANG, Buckley ANG Base, CO 80011-5000, are promoted in the COANG as a ResAF to the grade indicated, effective date as indicated and DOR as indicated. Authority: ANGI 36-2502.

TO CMSGT (E-9)

SMSGT ROBERT M. JONES, 000-00-0000, HQ COANG, EFFECTIVE DATE: 2 APR 01, DOR: 2 APR 01.

TO TSGT (E-6)

SSGT HARRY E. SLATE, 000-00-0000, 120 WF, EFFECTIVE DATE: 2 APR 01, DOR: 2 APR 01.

TO SSGT (E-5)

SGT GEORGE A. CARLSON, 000-00-0000, 140 CAMS, EFFECTIVE DATE: 2 APR 01.

SGT JOHN J. SMITH, 000-00-0000, HQ COANG, EFFECTIVE DATE: 2 APR 01, DOR: 2 APR 01.

Figure 22. Promotion of One Enlisted Individual.

TSGT VINCENT TORRES, 000-00-0000, 111 MSSQ, PAANG, Willow Grove Reserve Facility, Willow Grove, PA 19090-5000, is promoted to MSGT (E-7) in the PAANG as a ResAF effective and with DOR 1 Jul 00. Authority: ANGI 36-2502.

Figure 23. Posthumous Promotion.

SSGT GLENN B. CARTER, 000-00-0000, 162d Communications Squadron, AZANG, Tucson, IAP, AZ 85706-6020 is posthumously promoted to TSGT (E-6) in the AZANG effective 17 Aug 00, without monetary benefit. Authority: ANGI 36-2502.

Figure 24. Revoke Demotion.

Para 10, SO AA-141, this HQ, 10 Aug 00, purporting to demote SGT EARL TRAVER, 000-00-0000, this HQ, to grade SGT is without original basis of authority and null and void as determined by the State of Maryland. Therefore, this order is revoked. Authority: ANGI 36-2502.

Figure 25. Revoke Promotion.

Para 13, SO AA-141, this HQ, 10 Jan 01, purporting to promote SGT JAMES A. CRANE, 000-00-0000, 108 MSSQ, McGuire AFB, NJ, to grade SSGT is without original basis of authority as determined by The Adjutant General, and is revoked as being null and void. Airman ineligible per ANGI 36-2502.

42.3. Publish demotion orders for ANG enlisted personnel according to ANGI 36-2503, *Administrative Demotion of Airmen*.

42.4. Publish discharge orders for ANG enlisted personnel according to AFI 36-3209. See Figures 26 and 27.

Figure 26. Discharge Without Service Obligation.

SSGT ROBERT L. LONG, 000-00-0000, (Mailing address: 2424 Meakin Drive, Windsor, CT 06095-5000) is relieved from assignment with the 103CSS, PAS: B70TFWBT, CTANG, Bradley IAP, Windsor Locks, CT 06097-5000 and honorably discharged from the CTANG and as a member of the Reserve of the Air Force effective 29 Jan 01. Furnish Airman with NGB Form 438. Authority: AFI 36-3209, Chapter 2, SPD: (*enter appropriate code*).

Figure 27. Discharge With Service Obligation.

SRA KENNETH T. ZAUGG, 000-00-0000, (Mailing address: 1923 Bristol Road, Windsor Locks, CT 06096) is relieved from assignment with the 118FS, PAS: B70TFWBT, Bradley IAP, Windsor Locks, CT 06097-5000 and honorably discharged from the CTANG effective 15 Feb 01, will be transferred to the Reserve of the Air Force and assigned HQ ARPC, Denver CO 80280-5000 effective 16 Feb 01. Furnish Airman with NGB Form 438a. Authority: AFI 36-3209, SPD: (*enter appropriate code*).

43. Movement Orders. The Secretary of the Air Force through HQ USAF provides authority to constitute ANG units with allotment to the NGB. The NGB, with the approval of the Governor, directs the movement of a Federally recognized ANG unit while in a non-Federalized status. Only the respective Adjutant General can publish movement orders.

44. Contingency, Exercise, Deployment (CED) Orders. The MANPER-B system will be used to generate CED orders, in accordance with AFI 10-215, *Personnel Support for Contingency Operations*, Chapter 4.

45. Counterdrug Support Program Orders:

45.1. Primary duties of ANG personnel supporting the counterdrug program will be performed in direct support of the counterdrug mission. Members will not directly participate in drug interdiction activities of the National Guard or in any activities in violation of Title 10 U.S.C., Section 375 or Title 18 U.S.C., Section 1385 (interdiction, search & seizure, arrest, etc.).

45.2. Orders for personnel selected for state counterdrug coordinator positions will be managed in accordance with ANGI 36-101, except that tour length may be limited by the UMD position authorization.

46. Workday Utilization Codes (WUCs). A WUC will be placed on all active duty orders. Appropriate WUCs will be identified by those requesting the preparation of orders. A listing of current WUCs is reflected in ANGI 36-2001.

Table 1. Series of Administrative Orders.

R U L E	A	B	C	D	E	F
	If the order pertains to	Authority (Note 5)	Federal or State States (Note 2)	Publish in Series (Note 3)	Command Element	Format or Form
ACTIVE DUTY & TRAINING						
1	AGR (See ANGI 36-101)	32 U.S.C. 502f	State	A	By Order of Gov	IAOS
2	Annual Training	32 U.S.C. 503	State	A	By Order of Gov	IAOS
3	Initial Active Duty	10 U.S.C. 12301(d), ANGI36-2001	Federal	AC	By Order of SAF	IAOS

4	Service Schools in Military Status	32 U.S.C. 504/505	State	A	By Order of Gov	IAOS
5	Military Personnel Appropriations (MPA Workdays)	10 U.S.C. 12301(d), ANGI36-2001, AFI 36-2619	Federal	R	By Order of SAF	ADPS or IAOS
SPECIAL TRAINING						
6	General	32 U.S.C. 505	State	A	By Order of SAF	IAOS
	a Counterdrug Support	32 U.S.C. 502 & ANGI 36-2001 or 10 U.S.C. 12301(d) & ANGI 36-2001	State Federal	A AC	By Order of Gov By Order of SAF	IAOS IAOS
7	USAF Mission Support	10 U.S.C. 12301(d)	Federal	AC	By Order of SAF	IAOS
8	Civil Disturbance & Riot Control Operations of Training (Note 2)	10 U.S.C. 331	Federal	AC	By Order of SAF	IAOS
9	Competitive Events	32 U.S.C. 504	State	A	By Order of Gov	IAOS
10	Conversion Training	32 U.S.C. 504	State	A	By Order of Gov	IAOS
11	Emergency Evaluation	10 U.S.C. 12301(d)	Federal	AC	By Order of SAF	IAOS
12	Ferrying Aircraft (Note 5)	10 U.S.C. 12301(d)	Federal	AC	By Order of SAF	IAOS
		or 32 U.S.C. 503	State	A	By Order of Gov	IAOS
13	JCS Exercise	10 U.S.C. 12301(d)	Federal	AC	By Order of SAF	IAOS
14	Joint Army/AF-ANG (Special Mission)	10 U.S.C. 12301(d)	Federal	AC	By Order of SAF	IAOS
15	Special Short Tours	10 U.S.C. 12301(d)	Federal	AC	By Order of SAF	IAOS
PCS TRAVEL						
16	Military	JFTR Vol 1	State	A	By Order of Gov	IAOS
17	Civilian/Technician	JTR Vol 2	State	A	By Order of Gov	IAOS

TEMPORARY DUTY						
18	Military	JFTR Vol 1	State	T	By Order of Gov	IAOS
19	Civilian/Technician	JTR Vol 2	State	T	By Order of Gov	IAOS
20	Permissive	AFI 36-3003/ ANGI 34-107	State	T	By Order of Gov	IAOS
21	Invitational (Non-DOD)	JTR Vol 2	State	T	By Order of Gov	IAOS
ORGANIZATIONAL ACTIONS						
22	Appointment, Promotion, Discharge (State Status)	NGR (AF) 36-4 & ANGI 36-2005	State	A	By Order of Gov	IAOS
23	Federal Recognition/ Promotion/ Withdrawal	NGR (AF) 36-1, NGR (AF) 36-3, NGR(AF)36-04 & ANGI 36-2005	Federal	A	By Order of SAF	Composed Order
24	Enlistment of Airmen	ANGI 36-2002	State	P	By Order of Gov	Composed Order
25	Promotion & Demotion of Airmen	ANGI 36-2502 & ANGI 36-2503	State	A	By Order of Gov	Composed Order, IAOS or AF 2096
26	Revocation of Order Demoting Airmen	ANGI 36-2503	State	A	By Order of Gov	Composed Order
27	Separation/Transfer	AFI 36-3209	State	P	By Order of Gov	Composed Order, IAOS
28	Announcement of Death of ANG Personnel	State Regs	State	P	By Order of Gov	Composed Order, IAOS
29	Termination of Federal Recognition by reason of death	AFI 36-2209	Federal	M	By Order of SAF	Composed Order
30	Extension of Temporary Federal Recognition for Pay Purposes	ANGI 36-2005	Federal	M	By Order of SAF	Composed Order
31	Federal Awards & Decorations	AFI 36-2803	Federal	G	By Order of SAF	Composed Order

32	State Awards & Decorations	State Regs	State	P	By Order of Gov	Composed Order
33	Appointment of Investigating Officers, Board & Committees	AFI 51-602	State	M	By Order of Gov	Composed Order
34	Activation	AFI 10-402, AFI 38-101	State	G	By Order of Gov	Composed Order
35	Inactivation	AFI 38-101	State	G	By Order of Gov	Composed Order
36	Assignment	AFPD 38-5	State	G	By Order of Gov	Composed Order
37	Attachment	AFPD 38-5	State	G	By Order of Gov	Composed Order
38	Redesignation	AFPD 38-5	State	G	By Order of Gov	Composed Order
39	Reorganization	AFPD 38-5	State	G	By Order of Gov	Composed Order
40	Unit Training Assembly Scheduling	ANGI 36-2001	State	M	By Order of Gov	Composed Order
41	Assumption of Command	32 U.S.C. & AFI 51-604	State	G	By Order of Gov	Composed Order, IAOS
42	Movement Order	State Statute	State	M	By Order of Gov	Composed Order
MOBILIZATION						
43	Federal	AFI 33-328	Federal	AC	By Order of Gov	Composed Order
44	State	State Statute	State	A	By Order of Gov	Composed Order
45	Temporary Tours (MPA Man-Day)	10 U.S.C. 12301(d), AFCSM 36-699v1 & AFI 36-2619	Federal	R	By Order of Gov	Composed Order
46	Selective Mobilization	10 U.S.C. 331, 332, 333, 3500 & 12406, AFI 10-402 & AFH 10-416	Federal	R	By Order of SAF	Composed Order
47	Presidential Reserve Call-up (PRC)	10 U.S.C. 12304, AFI 10-402 & AFH 10-416	Federal	R	By Order of SAF	Composed Order

48	Partial Mobilization	10 U.S.C. 12302, AFI 10-402 & AFH 10-416	Federal	R	By Order of SAF	Composed Order
49	Full Mobilization	10 U.S.C. 12301, AFI 10-402 & AFH 10-416	Federal	R	By Order of SAF	Composed Order
50	Total Mobilization	10 U.S.C. 12301 & Additional Titles 10 and 50 Emergency Authorities, AFI 10-402 & AFH 10-416	Federal	R	By Order of SAF	Composed Order

NOTES:

1. Use the command element FOR THE ADJUTANT GENERAL (CHIEF OF STAFF, or COMMANDING GENERAL) when legislative or regulatory authority to publish is vested in the State Adjutant General/Chief of Staff. Use the command element FOR THE COMMANDER, when publishing authority is further delegated by the Adjutant General to designated units.
2. If under State Statute, use the appropriate command and signature element.
3. Non-IAOS users may add a second or third letter if there is a need to further identify a series by the preparing office, unit or type of action. DO NOT use "AC" as a series designator, as it is reserved within IAOS for Federal orders.
4. Rule 13, Ferrying Aircraft, cite 10 U.S.C. 12301(d) when aircraft are transferred on behalf of the Active Force or from the manufacturing point to the unit assuming accountability. When aircraft are ferried between unit and depot or between states, cite 32 U.S.C. 503.
5. When ordered to perform Annual Training, OCONUS orders will reflect 10 U.S.C. 12301(d), rather than 32 U.S.C. 503.
6. R-series orders are to use the records disposition in Table 37-13, Rule 2.1 of AFMAN 37-139 (will convert to AFMAN 33-322 Vol 4).

PAUL A. WEAVER, JR., Major General, USAF
Director, Air National Guard

OFFICIAL

DEBRA N. LARRABEE, Colonel, USAF
Chief, Support Services

4 Attachments

1. Glossary of References and Supporting Information
2. Federal Mobilization of a Unit/Individuals
3. Demobilization of a Unit/Individuals
4. ANG Admin Orders Office of Primary Responsibility

Attachment 1
GLOSSARY OF REFERENCES, and Supporting Information

References

Title 10, Unites States Code, Section 8013, *Secretary of the Air Force: Power and Duties: Delegation By*

JFTR Vol 1, *Uniformed Service Members*

JTR Vol 2, *Department of Defense Civilian Personnel The Privacy Act of 1974*

AFCSM 36-699V1, *Personnel Data Systems*

AFH 10-416, *Personnel Readiness and Mobilization*

AFI 10-215, *Personnel Support for Contingency Operations*

AFI 10-402, *Mobilization Planning*

AFI 33-328, *Administrative Orders*

AFI 35-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Reserve Commissioned Officers*

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

AFI 36-2608, *Military Personnel Records System*

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFI 36-3209, *Separation & Retirement Procedures for Air National Guard & Air Force Reserve Members*

AFI 38-101, *Air Force Organization*

AFI 51-602, *Boards of Officers*

AFI 51-604, *Appointment To and Assumption of Command*

AFI 65-103, *Temporary Duty Orders*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

AFMAN 37-139, *Records Disposition Schedule (will convert to AFMAN 33-322 Vol4)*

ANGI 34-107, *Air National Guard Morale, Welfare and Recreation Programs, Activities and Facilities*

ANGI 36-101, *The Active Guard/Reserve (AGR) Program*

ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*

ANGI 36-2101, *Assignments within the Air National Guard*

ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States Air Force and as Reserves of the Air Force*

ANGI 36-2502, *Promotion of Airmen*

ANGI 36-2503, *Administrative Demotion of Airmen*

NGR (AF) 36-4, *Federal Recognition of Promotion in the ANG of the US and as a Reserve of the AF below the grade of General Officer*

Abbreviations and Acronyms

AFI – Air Force Instruction

AFSC – Air Force Specialty Code

ANG – Air National Guard
AGR – Active Guard Reserve
CED – Contingency, Exercise, Deployment
HQ ARPC – Headquarters Air Reserve Personnel Center
IAOS – Integrated Automated Orders System
IDT – Inactive Duty Training
JFTR – Joint Federal Travel Regulations
JTR – Joint Travel Regulations
MAJCOM – Major Command
MPF – Military Personnel Flight
NGR (AF) – National Guard Regulation (Air Force)
O&M – Operations and maintenance
OPR – Office of Primary Responsibility
PAS – Personnel Account Symbol
PCS – Permanent Change of Station
PAFSC – Primary Air Force Specialty Code
SO – Special Order
SUTA – Split Unit Training Assembly
SOC – Schedule of Changes
SSN – Social Security Number
TDY – Temporary Duty
TPR – Technical Personnel Regulations
UCMJ – Uniform Code of Military Justice
UMD – Unit Manpower Document
UTA – Unit Training Assembly

Terms

Active Duty (Title 10, U.S.C.)—Any period of voluntary or involuntary active duty under Title 10 U.S.C. that exceeds 139 days and is performed in direct support of an Air Force mission and as further defined in ANGI 36-2001.

Active Duty Training (Federal Status-Title 10, U.S.C.)—Voluntary active duty to receive training that cannot be provided during annual training (AT), inactive duty training (IDT), initial active duty for training (IADT), formal school tours, Professional Military Education (PME), or technical training and as further defined in ANGI 36-2001.

Active Duty Special Work (ADSW)—Duty tours in support of the NGB or the ANG. For short duration projects or other administrative/support functions.

Active Guard Reserve (Active Duty Status-Title 10 and 32, U.S.C.)—Air National Guard members who are ordered to active duty or full time National Guard duty as defined in ANGI 36-2101.

Call—The constitutional authority that confers power on the Congress and the President of the United States to issue orders through the Governors of the States to bring into federal service such units and members of the ANG as the President deems necessary to “execute the laws of the United States, suppress insurrection and repel invasion.”

Commuting Distance—The duty station commander determines commuting distance.

Constructive Travel Time—Travel computation which results from the most traveled route between two points. Members normally will not board or depart a common carrier between 2400 and 0600.

Contingency, Exercise, Deployment (CED) Orders—CED orders are generated to place members on TDY for contingencies, exercises or deployment purposes.

Discharge—The definitions in AFI 36-3209 will be used for processing discharges.

Full Time Training (State Status-Title 32, U.S.C.)—Training or other duty, with or without pay, authorized for members of the ANG as defined in ANGI 36-2001. It includes full time training of individuals or units where the strength accountability and the command jurisdiction remain with the State authorities.

Order—The procedure through which the members of the ANGUS enter the active military service.

Vicinity Travel—Use of Privately Owned Conveyance (POC) between residence or permanent duty station (PDS) and an alternate work site within the local area – reference JFTR, paragraph U3505. Use of a POC is used for travel between a member's residence or the PDS and one or more alternate work sites within the local area. Examples are listed in the JFTR. Refer to the JFTR, paragraph U3320, for travel to and from a common carrier terminal.

Attachment 2
Federal Mobilization of a Unit/Individuals

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 130TH AIRLIFT GROUP (AMC)
YEAGER AIRPORT
CHARLESTON, WEST VIRGINIA 25311-5000
Personnel Data-Privacy Act of 1974 (5USC 522a)

SPECIAL ORDER
AR-XX

9 Jul 93

A2.1. By direction of the President, the following named officers and airman are ordered to extended active duty involuntary according to the Presidential Executive Order, 18 Jan 91 and Secretary of Defense Memorandum, 19 Jan 91. The period of active duty will not exceed 12 months (unless extended to a maximum of 24 months), starting with the day each individual signs in for duty under Title 10 USC 12302 or USC 12304, whichever is earlier, unless sooner relieved. Place from which ordered to active duty is the same as HOR for each individual.

A2.2. ASSIGNMENT: Assigned to the 130th XXXXXXXX XXXXXX, PAS: XXXX, WVANG, Yeager Airport, Charleston, WV. Members will be under Operational Control of HQ AMC, Scott AFB, IL. Personnel administrative control will remain within the Air National Guard.

A2.3. GENERAL INSTRUCTIONS: Authority: Title 10 USC 12302, Hq AMC CRISIS ACTION TEAM MSG 241390Z, JAN 91. Execution-Presidential Mobilization of Selected Ready Reserve-OPERATION DESERT STORM. HQ AMC CRISIS ACTION TEAM MSG 241400Z, JAN 91.

A2.4. REPORTING INSTRUCTIONS: Member will report to the Commander 130th XXXXXXXX XXXXXX, PAS: XXXXXXXX, Yeager Airport, Charleston, WV 25311-5000, not later than XX XXX XX. Member will be released from active duty on XX XXX XX.

CPT JOHNSON, WILLIAM T., XXX-XX-XXXX, 70270, NON-RATED, NOT ON FLYING STATUS, (INCLUDE HOME ADDRESS, CITY, STATE & ZIP CODE,) M70QFM93, NONE, SECRET, NAC SEP 85, COMMUTE: YES, GENEVA CONVENTION CATEGORY: II.

XX
XXXXX.

XX
XXXXXX.

A2.5. CERTIFICATION: WUC: XX

FUND CITE: P&A XXXXXXXX XXX XXXX XXXXXXX
ACCESSION/SEPARATION: TVL PD
XXXXXXXX XXX XXXX.OM XXXX.OJ (OFF) XXX.OM.XXX.OJ
(ENL)XXXXXX
CIC: X X XXX XXXX XXXXXXX TAC: FXXX (OFF) FXXX (ENL)

OFFICIAL Certifying Official: /S/ DAVID T. BUCKALEW/S/

A2.6. AUTHENTICATION:
BY ORDER OF THE SECRETARY OF THE AIR FORCE

/S/OFFICIAL/S/
MARVIN W. STATON JR, CMSgt, WVANG
Chief, Information Systems

Distribution: J

**Attachment 3
Demobilization of a Unit/Individuals**

DEPARTMENT OF THE AIR FORCE
NATIONAL GUARD BUREAU, STATE OF NEW JERSEY
HEADQUARTERS, 170TH AIR REFUELING GROUP (ACC)
MCGUIRE AIR FORCE BASE, NEW JERSEY 08641-6005
Personnel Data-Privacy Act of 1974 (5USC 522a)

SPECIAL ORDER
AC-357

9 July 93

A3.1. Relating to Special Order AC-278, dtd 03 February 1991
Demobilization-Desert Storm

A3.2. ADDRESSING:
SSG BROWN, GOLDEN I. XXX-XX-XXXX, 170 SVF, G90SFCYL

A3.3. DUTY PERIOD AS READS: 06 FEB 91 THRU: The period of Active Duty will not exceed 12 months (unless extended to a maximum of 24 months), starting on the day each individual signs in for duty under Title 10 USC 12302.
DUTY IS AMENDED TO READ: 06 FEB 91 THRU 10 JUN 91

A3.4. DEMOBILIZATION AUTHORITY: By direction of the President and Secretary of the Air Force (Reference D). Selected sub-elements of the Air National Guard of the United States as listed in item number two (2), will be released from Active Duty not later than 16 May 91. Ref HQ SAC OFFUTT AFB NE/SBS/msg, 011342Z May 91.

A3.5. FUND CITES: P&A: XXX XXXX XXX XXX XXX XXXXX TVL & PER DIEM: XX XXXXXXXX.0 XXXX.0 XXXXXXX CIC: XX XXX XXXX XXXXXXX AAC: FXXX FXXX//GP//

A3.6. AUTHENTICATION:
BY ORDER OF THE SECRETARY OF THE AIR FORCE

THOMAS J. QUINN, CMSGT, NJANG
Chief, Information Systems

DISTRIBUTION: A

Attachment 4

Air National Guard Administrative Orders Office of Primary Responsibility (OPR)
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Order Description	Series	Base Opr	ANG Opr
Basic Military Training	AC	DP	DP
School			
- Military	A	DP	DP
- Technician	T	DP	DP
- AGR	T	DP	DP
Annual Training			
- Home State (State)	A	FM	FM
- Deployed (State)	A	FM	FM
- Deployed (Federal)	AC	FM	FM
Special Training			
- Home Station (State)	A	FM	FM
- Home Station (Federal)	AC	FM	FM
- Deployed (State)	A	FM	FM
- Deployed (Federal)	AC	FM	FM
- Deployed (State-In Lieu of Annual Training)	A	FM	FM
Military Personnel Appropriations (MPA)			
- Home Station	R	DP	DP

Order Description	Series	Base Opr	ANG Opr
- Deployed	R	DP	DP
TDY			
- Technician	T	FM	FM
- AGR	T	FM	FM
- Inactive Duty	T	FM	FM
Invitational Travel Order	T	FM	FM
Contingency, Exercise & Deployment (CED)	T	DP	DP
Discharges	A	DP	DP
AGR Long Tour	A	DP	DP
Death Notices	P	DP	DP
Promotions	A	DP	DP
Enlisted Demotion	A	DP	DP
Miscellaneous Questions			
- IAOS	-	SC	ANG/C4
- Pay and Travel entitlement	-	FM	FM
- Workday related	-	FM	FM