

Personnel

**APPOINTMENT OF OFFICERS IN THE AIR NATIONAL GUARD OF THE
UNITED STATES AND AS RESERVES OF THE AIR FORCE**

This instruction establishes policies, procedures and criteria for appointment and Federal recognition of officers below the grade of general in the Air National Guard of the United States and as Reserves of the Air Force. It implements appropriate provisions of 10 U.S.C. and 32 U.S.C. and is to be used in conjunction with AFI 36-2005, *Appointment In Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force and United States Air Force (Temporary)*. Copies of state supplements to this instruction will be provided to ANG/DP.

SUMMARY OF REVISIONS

This is the first publication of ANGI 36-2005, superseding NGR (AF) 36-2, 31 August 1992. Allows attendance at the Academy of Military Science prior to completion of security clearance. It delegates approval authority to The Adjutant General for education waivers. Eliminates documents to expedite the Air National Guard appointment process.

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1. General Information.

1.1. Statutory Authority. The statutory authority for appointments made under this instruction are contained in 32 U.S.C., Sections 305, 307, 308, 310, 312; and 10 U.S.C. 12201, 12202, 12203, 12204, 12205, 12206, 12212, 2104, 8067, and 12207.

1.2. Responsibilities.

1.2.1. The National Guard Bureau (NGB) has overall responsibility of establishing policies, procedures and criteria for Federal recognition of officer appointments.

1.2.2. The Air National Guard, Personnel and Training (ANG/DP) has the responsibility for approving applications for Federal recognition and Reserve of the Air Force appointment, and for monitoring compliance with the policies and procedures contained in this instruction:

- Approving applications for initial appointment as authorized in AFI 36-2005, *Appointment in Commissioned Grades & Designation & Assignment in the Professional Categories – Reserves of the AF and USAF*
- Granting Federal recognition for ANG officers.
- Advising ANG/DPT of any changes in applicant's status after referral for training.

1.2.3. The Adjutant General has responsibility for implementing policies and procedures and establishing effective officer appointment programs.

- Reviews appointment and Federal recognition applications for compliance with established policies and procedures.
- Advises ANG/DP of any change in applicant's status after application is submitted for Federal recognition.
- Ensures that the applicant meets the moral, ethical, and professional standards expected of an ANG officer.

1.2.4. Unit commanders at all levels have the responsibility for filling officer vacancies within their personnel force management plan.

1.2.5. The Military Personnel Flight (MPF) is responsible for:

- Advising and assisting unit commanders on officer vacancies.
- Scheduling applicants for appropriate testing, medical examinations, processing security clearance, obtaining completed results, and providing administrative support.
- Enlisting applicants for Line of the Air Force appointment when the applicant has no previous commissioned service.
- Completion of Constructive Service Credit Worksheets, see Attachments 6 and 7.
- Scheduling applicants for Federal Recognition Board Proceedings IAW NGR (AF) 36-3, *Federal Recognition Boards for Appointment or Promotion in The Air National Guard* (when required).
- Ensure that all documents and forms required by this instruction are completed and forwarded through command channels to ANG/DP.

2. Appointment Policies.

2.1. The selection of officers for appointment in the ANG is a function of the State. Appointments are made without regard to race, color, creed, national origin, sex, or age, except where specifically authorized by this instruction or AFI 36-2005. By authority of the Secretary of the Air Force, appointments are Federally recognized in the ANGUS at the discretion of the Chief, National Guard Bureau.

2.2. A reserve officer of any uniformed service (except Public Health Service) will not be Federally recognized in a grade, other than the permanent grade currently held, unless the officer is being considered for reappointment to or from a different competitive category.

2.3. Appointments in the ANG in commissioned grades of lieutenant colonel and below will be made by the President alone. Appointment in the ANG in commissioned grades above lieutenant colonel must be nominated by the President and confirmed by the Senate. Federal recognition Examining Boards will be convened in accordance with NGR (AF) 36-3 for appointment in the ANG.

2.4. Appointment as a Reserve of the Air Force is for an indefinite period. The tenure and acceptance of an appointment as a Reserve of the Air Force is necessary for Federal recognition in the ANGUS.

2.5. The effective date of Federal recognition will be the date that an individual is appointed to the ANG and executes the Oath of Office (NGB Form 337), or the date of the Federal Recognition Examining Board (NGB Form 89), whichever is later.

- 2.6. All non-prior service applicants seeking an initial line officer appointment must be enlisted prior to initiating an appointment package. A request for a security clearance must be initiated immediately. Enlistment waivers submitted for the purpose of appointment must specifically include a request for waivers of both enlistment and appointment criteria. A copy of waivers approved by ANG/DP for enlistment must be forwarded with the appointment application to ANG/DP. Waivers approved solely for enlistment will not automatically be accepted for appointment processing.
- 2.7. Applicants enlisted for the sole purpose of appointment are not required to take the Armed Service Vocational Aptitude Battery (ASVAB) as long as a qualifying Air Force Officer Qualifying Test (AFOQT) has been administered and qualifying scores received.
- 2.8. Forms listed in Attachment 5 completed for enlistment, can be submitted with an appointment application if they have been completed and signed within the last 12 months.
- 2.9. All non-prior-service officers incur an eight year Military Service Obligation (MSO).
- 2.10. All officers incur a service commitment IAW ANGI 36-2101, *Assignments within The Air National Guard*.
- 2.11. A professional category officer appointed under the authority of AFI 36-2005, is not required to complete 84 days Initial Active Duty Training (IADT) in order to perform active duty. Completion of the Air Force Commissioned Officer Training (COT) course or waiver of such course is considered "equivalent" IADT.
- 2.12. ANG physicians, nurses, and dental officers will be awarded a primary AFSC in the specialty or sub-specialty they are most qualified. This qualification will be based on training, experience, license, and standards set forth in AFMAN 36-2105, *Officer Classification* and AFI 36-2005.
- 2.13. Assignment of Officers. All officers appointed under the provisions of this instruction must be assigned to a UMD (Unit Manning Document) position IAW ANGI 36-2101.
- 2.14. Persons Ineligible for Appointment or Federal Recognition. AFI 36-2005 lists conditions that make applicants ineligible for appointment or Federal recognition.
- 2.15. AFI 48-123, *Medical Examinations and Standards*, identifies disqualifying medical conditions.
- 2.16. Dependency Status. All applicants who have dependents under the age of 18 years of age must complete an AF Form 357, **Family Care Certification**. The AF Form 357 must be verified and approved by the unit commander. For the purpose of this instruction, a dependent is:
- Any unmarried, natural, or adopted child(ren) of the applicant (includes the unborn child of a pregnant spouse or cohabitant) under the age of 18. For male applicants, the term natural child includes any child born out wedlock (includes unborn child to be born out of wedlock) that the applicant claims or a court order determines is his.
 - Stepchild, spouse's natural, adopted, or one or more stepchild(ren), under 18 years of age, who reside with the applicant or spouse.
 - Any brothers, sisters, nephews, nieces, cousins, or any person under the age of 18 years for whom the applicant or spouse has legal or physical custody.

3. Eligibility Criteria For ANG Appointment.

- 3.1. Citizenship. All applicants must submit proof of citizenship and be citizens of the United States IAW Title 32, U.S.C., Section 313.
- 3.2. Age. For initial line appointment, members must be 18 years or older and commissioned prior to his/her 35th birthday. For other appointment categories refer, to AFI 36-2005, Table 2.1.
- 3.3. Grade. All initial line appointments are made in the grade of second lieutenant. Professional category initial appointees may qualify for a higher grade due to constructive service credit rules in effect at the time of appointment IAW AFI 36-2005. Completion of Constructive Service Computation Worksheet in Attachment 6 is required.
- 3.4. Physical Requirements. All applicants must be medically qualified IAW AFI 48-123, and must meet the weight requirements of AFI 40-502, *The Weight Management Program*. Medical examinations for Undergraduate Flying Training (UFT), any flying positions or special operational duty, must be submitted to ANG/SG with subsequent processing to the appropriate waiver/certification authority. Waiver for applicants who do not meet medical standards IAW AFI 48-123 will be forwarded to ANG/SGP.
- 3.5. Individuals drawing disability compensation from the United States Government:
- Individuals may not become members of the ANG unless they are medically certified by ANG/SGP and waive their disability compensation for the days that they receive Federal pay for services as members of the

ANG. A current copy of the current Veterans Administration (VA) medical evaluation must be included with the appointment medical examination.

- The applicant will be advised that it is his/her responsibility to ensure that he/she does not receive dual compensation from the Veterans Administration and Federal pay for ANG duty on the same day (See paragraphs 80204 and 80303, Part 8, *DOD Military Pay and Allowance Manual*).

3.6. An applicant must be able to qualify for the AFSC of the position appointed to and be able to upgrade to the fully qualified level. The mandatory AFSC requirements of AFMAN 36-2105 must be met or waived by the appropriate authority.

3.7. Positions Requiring Aeronautical Rating:

- Applicants for a position requiring an aeronautical rating must possess such rating or be eligible for award of the appropriate USAF aeronautical rating. Applicants who possess or have possessed an aeronautical rating and who have been disqualified from aviation service or whose aeronautical orders have been invalid for five years or more, must appear before a Flying Evaluation Board (FEB) IAW AFI 11-402, *Aviation and Parachute Service, Aeronautical Ratings and Badges*, prior to state appointment.
- Officers who have been trained by other than USAF Flight Training, must appear before an Aeronautical Rating Board (ARB) IAW AFI 11-402, and be approved by ANG/DPT for a USAF Aeronautical Rating prior to state appointment.
- If the applicant is a rated officer transferring from the active Air Force or from the Air Force Reserve to a flying position, the aeronautical order must be revalidated IAW AFI 11-402.

3.8. ANG pilot candidates who are non-prior service or enlisted prior-service must successfully complete Enhanced Flight Screening (EFS) prior to entry into Undergraduate Pilot Training (UPT).

3.9. All applicants for UPT must be administered the Basic Attributes Test (BAT) at an Air Force approved testing facility prior to approval for appointment.

3.10. Constructive Service Credit. Constructive service credit will be determined IAW AFI 36-2604, *Service Dates and Dates of Rank*, and AFI 36-2005.

3.11. Pre-commissioning Training Requirements:

- Line officer applicants who have not held a commission in the Armed Forces must complete the Academy of Military Science (AMS) or other pre-commissioning officer training programs identified in AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*.
- All applicants must agree to attend required formal training for the specialty to which appointed within the time frame specified (Attachment 2). All training will be requested using the pipeline management system.
- Professional officers are exempt from pre-commissioning training requirements. All officers initially appointed in professional specialties must agree to complete the COT course normally within 18 months of appointment (Attachment 2).

3.12. Security Requirements. Each applicant must meet the security requirements of AFI 31-501, *Personnel Security Management Program*. All officer applicants with the exception of UFT may be appointed before completion of the appropriate security investigation provided they complete the Statement of Agreement at Attachment 2. UFT applicants must possess a completed NAC (National Agency Check) with a Secret Clearance prior to attending UFT.

3.13. Education and AFOQT Requirements. A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post Secondary Education is required for all appointments. Education requirements for specific AFSCs are contained in AFMAN 36-2105 and AFI 36-2005. AFOQT requirements are contained in Table 3.2. Appointments in professional specialties are exempt from AFOQT requirements.

Table 3.1. Grade Point Average (GPA) Requirements for Non-College Graduates.

RULE	If the applicant has completed	The minimum acceptable GPA is:
1.	90 but less than 105 semester hours or 135 but less than 157 quarter hours	2.30
2.	105 but less than 120 semester hours or 157 but less than 180 quarter hours	2.20
3.	120 or more semester hours or 180 or more quarter hours	2.10

Table 3.2. An AFOQT Minimum Score Requirements for Appointment

RULE	If the applicant has	and is to be appointed	Then the minimum score is (Note 1)				
			Verb	Quant	Pilot	Nav	Total
1.	a bachelor's degree	to attend UPT	15	10	25	10	50 [+] = 50
2.		to attend UNT	15	10	10	25	50 [+] = 50
3.		all other line officers	15	10	NA	NA	NA
4.	not completed a bachelor's degree	to attend UPT	30	25	50	25	90 [+] = 90
5.		to attend UNT	30	25	25	50	90 [+] = 90
6.		all other line officers	30	25	NA	NA	NA

NOTE 1: "Total" is the minimum composite score needed when adding both "Pilot" and "Nav" scores together. Example: UPT applicant has a bachelor's degree and scores "35" Pilot and "15" NAV, the applicant meets the minimum scores required to attend UPT.

3.14. Exceptionally well-qualified initial appointment applicants may request a waiver of the degree requirement. To be eligible for a degree waiver, applicants must possess a consolidated transcript from an accredited 4-year degree granting institution. See Tables 3.1. and 3.2. for minimum requirements.

- The applicant must initiate the education waiver. The waiver request must outline a degree plan that will result in a four-year degree by the end of the fifth year of commissioned service.
- The commander must justify the selection of a non-degree candidate. Include the following:
 - Number of candidates considered for the position.
 - Explanation as to why the individual is considered the most qualified.
 - Explanation of other factors which may assist in evaluating the applicant based on the "whole person" concept.

3.14.1. The Adjutant General or the Assistant Adjutant General for Air is the approval authority for education waivers. Further delegation is not authorized.

3.14.2. Officers transferring from another service or from another component of the Air Force and former officers must possess a baccalaureate or higher degree from an accredited educational institution.

4. Initial Appointment Review Procedures.

4.1. Prior to appointment in the State and Federal recognition board action, an appointment request must be submitted through command channels to ANG/DP for approval of Temporary Federal Recognition (when authorized in Attachment 5). Permanent Federal recognition is granted by ANG/DP. The original appointment application and Oaths of Office must be forwarded to HQ ARPC/DSMD upon granting of permanent Federal recognition. The original certified college transcript must be submitted to AFIT/RR upon appointment in the Air National Guard. Appointment applications will be submitted IAW paragraph 4 of this instruction.

4.2. Forms and documents required for each category of appointment are listed in Attachment 5.

4.3. Verification of Social Security Number. Each applicant must have a valid Social Security Card (commercial facsimile not authorized) for verification of the SSAN and, at least one other official document showing the SSAN (i.e., driver's license, Internal Revenue Service (IRS) Form W-2, etc.)

4.4. Temporary Federal Recognition. ANG/DP will provide verbal approval for temporary appointment of health professionals, chaplains and prior-service officers within 3 workdays of receipt of application via E-mail/FAX. Temporary Federal recognition of judge advocates is not authorized. Information required for Temporary Federal recognition in Attachment 9 must be forwarded to ANG/DP via E-mail or FAX. The appointment allows the State to grant Temporary Federal Recognition IAW Title 32, U.S.C. 308. Temporary Federal Recognition becomes automatically permanent in 180 days unless granted earlier by ANG/DP.

4.4.1. The Adjutant General or the Assistant Adjutant General will review the documents listed in Attachment 5 for Temporary Federal Recognition and the Constructive Service Credit Worksheets (Attachments 6 and 7) to determine the grade and constructive service credit for appointment. The State must submit Attachment 9 information, Constructive Service Credit Worksheets (Attachments 6 and 7) to ANG/DP via E-mail or FAX to ANG/DP for temporary appointment approval.

4.4.2. Members who have been appointed and granted Temporary Federal Recognition may not attend formal schools, or perform routine medical examinations to include the privilege to practice IAW AFI 44-119, *Medical Service Clinical Quality Management*, until permanent Federal Recognition has been granted.

4.5. Permanent Federal Recognition.

4.5.1. Permanent Federal Recognition must be requested by the State within 30 days of receiving approval from ANG/DP for temporary appointment. Permanent Federal Recognition will be extended once the State takes the following actions:

- Publish State appointment orders.
- Examine the applicant (when required) by a Federal Recognition Board IAW NGR (AF) 36-3.
- Complete NGB Form 89, **Proceedings of a Federal Recognition Examining Board**, IAW NGR (AF) 36-3, when applicable.
- Complete NGB Form 337, **Oaths of Office**.
- Complete AF Form 133, **Reserve of the Air Force Oath of Office** (if applicable).
- Forward forms/documents above and the documents required in Attachment 5 to HQ ARPC/DSMD.

4.5.2. Notify ANG/DP by E-mail or FAX of the date of officer appointment. Provide the following information for Permanent Federal Recognition; Name, Social Security Number of officer appointed, date and number of the State Appointment Order, and Effective Date of Appointment.

4.6. Federal Recognition of AMS Graduates:

4.6.1. On the date of graduation, candidates will meet a Federal Recognition Examining Board at the Academy of Military Science and Federal recognition will be extended on that date.

4.6.2. A copy of the state appointment order will be forwarded to ANG/DP prior to graduation from AMS. State appointment order will read "Effective upon satisfactory completion of AMS and acceptance by a Federal Recognition Board."

4.6.3. AMS will complete and forward all copies of the board proceedings (NGB Form 89, NGB Form 337, and AF Form 133) to ANG/DP.

4.6.4. Federal recognition will be extended by ANG/DP. Copies of the Federal Recognition order, NGB Forms 89 and 337 will be furnished to the State of each officer appointed and forwarded to HQ ARPC/DSMD.

5. Professional Appointments.

5.1. Professional appointments will be processed IAW AFMAN 36-2105, AFI 36-2005, and this instruction.

5.2. Applicants must meet the minimum education requirements IAW AFMAN 36-2105. Effective 1 October 2000, registered nurse applicants must possess a bachelor's degree in nursing accredited by the National League of Nursing. Non-baccalaureate degree nurses appointed prior to 1 October 2000 are exempt from this requirement. However, non-baccalaureate degree nurses are encouraged to pursue a bachelor's degree in nursing or a health related field prior to being considered for promotion by a mandatory Major's Reserve Central Selection Board.

5.3. The applicant must meet the age requirements IAW AFI 36-2005 for the grade the appointment is made. The appointment grade is based on constructive service credit awarded IAW AFI 36-2005.

5.4. Applicants must not have had a previous appointment terminated for cause, or determined ineligible for appointment IAW AFI 36-2005.

5.5. The appointment policies and eligibility criteria as outlined in paragraphs 2 and 3 of this instruction must be met.

5.6. Applications for appointment of judge advocates must be approved by HQ USAF/JA.

5.7. For graduates of Foreign Medical Colleges:

- A letter of interview from a Medical Service Liaison Officer (MSLO).
- NOTE: A list of approved MSLOs is maintained by ANG/SG. In those cases where an interview with a MSLO cannot be arranged, a letter of interview documented by the medical unit commander will suffice.

5.8. An Educational Council of Foreign Medical Graduates (ECFMG) or Fifth Pathway certificate must be attached to the application. (All graduates of foreign medical colleges must have the ECFMG certificate.)

5.9. ANG Early Commissioning Program (ECP) Physicians, ANGI 41-102), *Early Appointment Program for Physicians*.

5.9.1. Appointments under this program are made only in the grade of second lieutenant for non-prior service applicants.

5.9.2. The ECP is designed for all medical students enrolled in an approved school of medicine or osteopathy. Only those accredited schools located in the United States, Puerto Rico, or Canada are acceptable for student participation in this program.

5.9.3. Applicants must meet the eligibility criteria for appointment prescribed in AFI 36-2005 and ANGI 41-102 with the exception being a degree in business, management, or related area of study.

5.9.4. Applicants considered for appointment under the ECP are exempt from the requirement for completion of GRE/GMAT.

5.10. Processing applications:

5.10.1. Initial appointment application is required IAW paragraph 4.

5.10.2. All applicable forms/documents indicated in Attachment 5 must be completed.

5.11. Appointment and Temporary Federal Recognition. ANG/DP will provide approval for Temporary Federal Recognition of health professionals, chaplains and prior service officers IAW paragraph 4.4 and 4.5. Temporary Federal Recognition of judge advocates is not authorized.

6. Transfer and Appointment of Air Force Reserve and Regular Air Force Officers.

6.1. Air Force officers on active duty may apply for a Palace Chase or Palace Front assignment with the ANG IAW AFI 36-3205, *Applying for the Palace Chase and Palace Front Programs*.

6.2. Appointment of United States Air Force Reserve Officers and Regular Air Force Officers. For appointment of Air Force Reserve Officers, the ANG unit must obtain a conditional release (AF Form 1288) from the Air Reserve Personnel Center (ARPC) or the Air Force Reserve unit. The conditional release will be forwarded to the State Adjutant General for approval of Temporary Federal Recognition. Permanent Federal Recognition will be granted by ANG/DP. Regular Air Force officers applying for appointment in the ANG must qualify for appointment as a Reserve of the Air Force IAW AFI 36-2005. To obtain a reserve appointment, the officer must sign a Reserve Oath (AF Form 133).

6.2.1. Forms and documents required for each category of appointment are listed in Attachment 5.

6.2.2. Air Force Reserve Officers appointed to professional categories must hold the AFSC in the particular specialty.

6.2.3. An officer of the Air Force Reserve who is Federally recognized as an officer of the ANG retains a Reserve of the Air Force commission.

6.2.4. Officers must possess a minimum of a bachelors degree. The provisions of paragraph 3.14 concerning non-college graduates do not apply.

6.3. A rated officer's aeronautical order will be revalidated IAW AFI 11-402.

6.4. Processing applications:

6.4.1. Initial appointment application is required IAW paragraph 4.

6.4.2. All applicable forms/documents indicated in Attachment 5 must be completed.

6.4.3. Appointment and Temporary Federal Recognition. ANG/DP will provide approval for Temporary Federal Recognition of health professionals, chaplains and prior-service officers IAW paragraphs 4.4 and 4.5. Temporary Federal recognition of judge advocates is not authorized.

7. Appointment of Officers of Other Uniformed Services and Former Officers.

7.1. If the applicant is a member of another uniformed service, he/she must obtain a conditional release from that branch of service.

7.2. Former officers of any uniformed service may be appointed to the ANG provided they are qualified IAW AFI 36-2005.

7.3. Former officers and officers of other uniformed services are appointed to their current grade or grade held at discharge. If reappointed to a competitive category the officer had not previously served in, the grade upon reappointment may be lower or higher than officer's previous grade.

7.4. The initial appointment requirements as outlined in paragraph 2 of this instruction must be met.

7.5. The officer must satisfy the age requirements specified in AFI 36-2005, Table 2.1. The appointment grade is based on constructive service credit awarded IAW AFI 36-2005.

- 7.6. Applicants must not have had a previous appointment terminated for cause, or determined ineligible for appointment IAW AFI 36-2005.
- 7.7. For professional specialty positions, the education and experience prescribed in AFMAN 36-2105 and AFI 36-2005 are mandatory.
- 7.8. For line officer positions, the officer must meet the minimum requirements of AFMAN 36-2105 and must possess at least a bachelors degree.
- 7.9. For rated positions, officers who have been trained by other than USAF flight training must appear before an ARB IAW AFI 11-402 and be approved by ANG/DPT for award of a USAF aeronautical rating prior to appearing before a Federal Recognition Board. Some former officers and officers of other services may require a FEB. Refer to AFI 11-402 for applicable circumstances requiring an FEB.
- 7.10. Processing Applications.
- 7.10.1. Initial Appointment Application is required IAW Chapter 4.
- 7.10.2. All applicable forms/documents at Attachment 5 must be completed.
- 7.10.3. The ANG unit must submit the appointment application to the State Adjutant General for approval. The State Adjutant General's office will request approval for temporary Federal recognition from ANG/DP IAW Chapter 4 of this instruction.
- 7.11. Appointment and Temporary Federal Recognition. Temporary appointments and permanent Federal recognition will be made IAW paragraphs 4.4 and 4.5.

8. Reappointment of Officers between Competitive Categories.

- 8.1. Officers may apply for appointment between competitive categories. If approved, the officer will be tendered a new appointment and assigned to the professional specialty or line position. Upon acceptance of the reappointment, previous appointments held will be withdrawn.
- 8.2. The appointment policies and eligibility criteria as outlined in paragraph 2 of this instruction must be met.
- 8.3. Processing applications:
- 8.3.1. Initial appointment application is required IAW paragraph 4.
- 8.3.2. All applicable forms/documents in Attachment 5 must be completed.
- 8.3.3. Appointment and Temporary Federal Recognition. ANG/DP will provide approval for Temporary Federal Recognition of health professionals, chaplains and prior service officers IAW paragraph 4.4 and 4.5. Temporary Federal Recognition of judge advocates is not authorized.
- 8.3.4. A reappointment application must be completed with the forms/documents in Attachment 5
- 8.3.5. The grade and service dates [Total Federal Commissioned Service Date (TFCSD), Total Years of Service (TYSD), and DOR] for an officer reappointed to a different competitive category will be made IAW AFI 36-2604 and AFI 36-2005 and may be higher or lower than previously held (Attachment 2).
- 8.4. The ANG unit must submit the appointment application to the State Adjutant General for approval. The State Adjutant General's office will request approval for Temporary Federal Recognition from ANG/DP IAW paragraph 4.4.

9. Tenure-of-Office Appointments below General Officer Grades and Reappointment of General Officers.

- 9.1. Tenure-of office appointments will be processed as outlined in the Initial Appointment Review IAW paragraph 4 of this instruction.
- 9.2. Appointment will be IAW AFMAN 36-2105 for Adjutant General or Assistant Adjutant General.
- 9.3. Grade:
- 9.3.1. No appointment can be made above the grade of colonel under the provisions of this instruction. (See NGR (AF) 36-1 for grades above colonel)
- 9.3.2. Officers or former officers of the Armed Forces who have attained the temporary or permanent grade of colonel or below, will be Federally recognized at the highest grade held.
- 9.3.3. Nominees for Adjutant General who do not have any commissioned service may be Federally recognized in the grade qualified for appointment under the provisions of AFI 36-2005.
- 9.4. An Assistant Adjutant General must have been a commissioned officer in one of the branches of the US Armed Forces for a period of at least nine years.

9.5. Upon removal from a tenure-of-office position, an officer who is Federally recognized in his/her current grade solely as a result of his/her assignment to that position must apply for a new appointment in the ANG or transfer to retired reserve status. The state may appoint the individual to the ANG of the state concerned in the highest grade held prior to his assignment to the tenure-of-office position. Forward the following documents to ANG/DP:

- AF Form 24, **Application for Appointment**
- State appointment order
- SF Forms 88 and 93
- Initial appointment review is required IAW paragraph 4.

9.6. Reappointment of general officers to the grade of colonel. Reappointment of general officers to the grade of colonel will be processed IAW paragraph 8.

9.7. The ANG unit must submit the appointment application to the State Adjutant General for approval. The State Adjutant General's office will request approval for Temporary Federal Recognition from ANG/DP in accordance with paragraph 4.4.

9.8. Appointment and Temporary Federal Recognition. Temporary appointments and permanent Federal recognition will be made IAW paragraphs 4.4 and 4.5.

10. Transfer of ANGUS Officers between States.

10.1. Reappointment of officers between states, when no change in competitive category is involved, may be accomplished without prior approval by ANG/DP. Competitive category transfers must be processed IAW paragraph 8.

10.2. Applicants submit requests for conditional release through command channels to their state headquarters. If approved, the applicant to appointed in the gaining State. Physical examinations must be reviewed and certified by the gaining State Air Surgeon prior to appointment.

10.3. To maintain continuity, separation from the ANG of the losing State and appointment to the ANG in the Air National Guard of the gaining State must be effective on consecutive dates.

10.4. Following receipt of an appointment order from the gaining State, the losing State will prepare a state separation order transferring the officer to the gaining State with an effective date on the day prior to appointment to the gaining State.

10.5. Federal Recognition. Gaining State request Federal recognition (Attachment 8) by E-mail or FAX to ANG/DP. All documents are maintained at the state level. ANG/DP processes transfer and extends Federal recognition to the gaining State and withdraws Federal recognition from the losing State. Federal recognition will be made IAW paragraph 4.5.

10.6. When transferring officers between ANG units and states, the losing State separation order will never read "and as a Reserve of the Air Force."

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

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

Attachment 1

Glossary of References and Supporting Information

References

- AFI 11-402, *Aviation and Parachute Service, Aeronautical Ratings and Badges*
 AFI 31-501, *Personnel Security Management Program*
 AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force and United States Air Force*
 AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs.*
 AFI 36-2604, *Service Dates and Dates Of Rank*
 AFI 36-3205, *Applying for the Palace Chase And Palace Front Programs*
 AFI 36-3209, *Separation & Retirement Procedures for ANG Reserve Members*
 AFI 38-101, *Air Force Organization*
 AFI 40-502, *The Weight Management Program*
 AFI 44-119, *Medical Service Clinical Quality Management*
 AFI 48-123, *Medical Examinations and Standards*
 AFMAN 36-2105, *Officer Classification*
 ANGI 36-2101, *Assignment within The Air National Guard.*
 ANGI 41-102, *Early Appointment Program for Physicians*
 NGR (AF) 36-1, *Federal Recognition of General Officers Appointment & Promotion in the ANG of the US as a Reserve of the AF*
 NGR (AF) 36-3, *Federal Recognition Boards for Appointment or Promotion in The Air National Guard*

*Abbreviations and Acronyms**Definitions*

AD	Active Duty
AFI	Air Force Instruction
AFOQT	Air Force Officer Qualifying Test
AFSC	Air Force Specialty Code
AGR	Active Guard Reserve
AMS	Academy of Military Science
ANG	Air National Guard
ANGUS	Air National Guard of the United States
ARB	Aeronautical Rating Board
ARC	Air Reserve Components
ARPC	Air Reserve Personnel Center
DOR	Date of Rank
DP	Director of Personnel & Training
ECFMG	Educational Council for Foreign Medical Graduates
ECP	Early Commissioning Program
FEB	Flying Evaluation Board
HQ	Headquarters
IADT	Initial Active Duty Training
IFT	Introductory Flight Training
MPF	Military Personnel Flight
MSO	Military Service Obligation
NAC	National Agency Check
NGR	National Guard Regulation

PDS	Personnel Data System
ResAF	Reserve of the Air Force
RegAF	Regular Air Force
SAF	Secretary of the Air Force
TFCS	Total Federal Commissioned Service Date
TYSD	Total Years Service Date
UFT	Undergraduate Flying Training
UMD	Unit Manning Document
USAFR	United States Air Force Reserve
U.S.C.	United States Code

Terms

Active Status. All reserve commissioned officers of the Air Reserve Components (participating and non-participating) who are not on the Inactive Status List Reserve Section (ISLRS) or in the Retired Reserve.

Air Force Specialty (AFS). A group of positions requiring common qualifications; each AFS has a title and code.

Air Force Specialty Code (AFSC). A combination of letters and numbers used to identify an AFS. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes or suffixes are authorized for use with the numerical codes.

Air Reserve Components (ARC). Reserve components of the United States Air Force consisting of all Federally recognized units, organizations, and members of the Air National Guard of the United States and the United States Air Force Reserve.

Air National Guard of the United States (ANGUS). A reserve component of the United States Air Force consisting of all Federally recognized units, organizations, and members of the Air National Guard of the states and territories, the District of Columbia, Puerto Rico, the Virgin Islands and Guam.

Armed Forces. For the purpose of this instruction, a term used to denote all components of the Army, Navy, Air Force, Marine Corps and Coast Guard.

Appointment as a Reserve of the Air Force. Appointment to the permanent grade in which Federally recognized as a member of the Air National Guard. On the date a member executes an AF Form 133, he/she has accepted a Reserve of the Air Force appointment.

Authorized Grade. The grade appearing on the Unit Manpower Document (UMD) for the position an individual is assigned.

Competitive Category. Categories of officers in a specific corps: line, judge advocate, chaplain, medical, dental, nurse, medical services and biomedical science.

Dependent For the purpose of this instruction, a dependent is:

- A spouse
- An unmarried, natural, or adopted child(ren) under the age of 18.
- Stepchild, spouse's natural, adopted child under 18 years of age
- Any relative or any person under the age of 18 for whom the applicant or spouse has legal or physical custody.
- Any person over the age of 18 incapable of self-care for which the applicant has assumed responsibility for care.

Excess. A member who is excess to the total authorized strength for the AFSC assigned.

Federal Recognition. Acknowledgment by the Federal Government that an individual assigned within the ANG meets the Federal standards for the grade and position assigned. This authority has been delegated to the Chief, National Guard Bureau.

Grade. All appointments in the ANG in the permanent grade of second lieutenant through colonel.

Health Care Practitioners. A trained professional who independently provides direct health care service to a patient. Includes physicians, dentists, podiatrists, nurse anesthetists, nurse practitioners, nurse midwives, physician assistants, optometrists, clinical psychologists, clinical social workers, physical therapists, occupational therapists, audiologists, and speech pathologists.

Key Federal Employees. A civilian assigned against an appropriated fund position that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the agency to function effectively.

Line of the Air Force Officers. Officers appointed to all AFSCs except Professional Specialties.

Military Duty Personnel. Those members of the ANGUS in Active Guard Reserve (AGR) status under Title 32 U.S.C. 502(f) (Full-Time National Guard Duty) and Statutory Tour officers.

Military Service Obligation (MSO). The period of time a member must serve in a Regular or Reserve component of the Armed Forces as required by the Military Selective Service Act of 1967 or Title 10, U.S.C. 651, as amended.

Overgrade. An individual's permanent grade exceeds the authorized grade of the UMD position he/she is assigned.

Professional Specialties. Judge advocate, chaplain, and health professionals (to include medical, nurse, dentist, bio-medical and medical service Corps).

Projected Vacancy. A projected vacancy is created when an individual submits a written document of intent to separate, or when he/she is being mandatorily separated. Military technicians or military duty personnel with a projected Date of Separation (DOS) or military duty tour completion date will not be considered a projected vacancy solely on the basis of their DOS or tour completion date.

Projected UMD Growth. New UMD positions that have been funded to the UMD with a future effective date, as certified by ANG/XP.

Rated Officer. All line officers appointed to AFSCs requiring a USAF aeronautical rating.

Reserve of the Air Force. The Federal status granted to members of the ANGUS and the Air Force Reserve.

Service Commitment. Period of time a member is obligated to serve in the ANG as an initial accession, in exchange for in-residence training, or entitlements IAW ANGI 36-2101.

Student Flight. A separate, Federally recognized ANG flight established for the purpose of administratively segregating those ANG members in the training pipeline from operationally ready ANG members.

UMD Position. An authorization appearing on the UMD.

Unit Manpower Document (UMD). A document listing all positions within an ANG unit.

Uniformed Services. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration and Public Health Service.

Unit. A separate and distinct organization meeting the definitions of AFI 38-101, *Air Force Organization*.

Worldwide Availability. Availability of all members for the full scope of military duties.

Attachment 2**Statement of Agreement and Understanding Required for ANGUS Appointment**

In conjunction with my application for appointment, I certify that I understand and agree to the requirements I have initialed below:

____ 1. (LINE OFFICER APPLICANTS ONLY) I agree to attend the Air National Guard Academy of Military Science prior to my appointment.

____ 2. (ALL APPLICANTS) Any formal training required for full qualification in the appointment specialty is considered a condition of appointment. I agree to enter that training within 18 months unless otherwise authorized in AFMAN 36-2105, in which case, I agree to complete training within three years of my appointment. I understand that failure to attend such training or elimination from such training, may result in separation from the ANG.

____ 3. (INITIAL APPOINTMENT AS JUDGE ADVOCATE) I agree to attend the Commissioned Officer Training (COT) Course and the Judge Advocate Staff Officer Course within 12 months of my appointment. Additionally, I agree to complete at least one week of training at an active duty JAG office in each of the first two years of my appointment.

____ 4. (INITIAL APPOINTMENT AS CHAPLAIN) I agree to attend the Commissioned Officer Training (COT) Course and the Chaplain Orientation Course within 24 months of my appointment.

____ 5. (ALL APPLICANTS) I understand that my appointment is being accomplished prior to completion of the required security investigation and/or ANG/SG medical certification. I further understand that if I fail to meet these requirements within 180 days from date of Temporary Federal Recognition, I will be determined unacceptable for appointment as a commissioned officer, and will be discharged from my appointment and receive an Honorable Discharge Certificate.

____ 6. (ALL APPLICANTS) I certify that I [am] [am not] a Key Federal Employee. In the event I am identified as a Key Federal Employee, I understand I must present a certificate of availability from my civilian employment indicating that in the event of a partial or full mobilization, I will be available for active military duty.

____ 7. (INITIAL APPOINTMENT OF NON-COLLEGE GRADUATES IN LINE SPECIALTIES ONLY) I understand that as a condition of my appointment in the ANG, I agree to obtain a bachelor's degree by the end of my fifth year of commissioned service. I further understand that if I do not complete a bachelor's degree by the end of my fifth year of commissioned service, I will be discharged from the ANG and as a Reserve of the Air Force IAW AFI 36-3209. Furthermore, I understand to be eligible for position vacancy promotion to captain, I must possess a bachelor's degree. I understand that I am not eligible to transfer to the USAF or AFRES until I have completed my degree requirement.

____ 8. (HEALTH PROFESSIONAL APPLICANTS WHO HAVE 21 OR MORE YEARS OF CONSTRUCTIVE SERVICE CREDIT IAW AFI 36-2005) I understand that appointment in the grade of lieutenant colonel requires approval by the President and that this process may add several months to my application processing time. In the event that I otherwise qualify for appointment in the grade of lieutenant colonel, I hereby consent to and request appointment as a major, pending approval by the President. In the event my name is not approved by the President, I understand that I may be honorably discharged from all appointments. NOTE: ANG/DP will notify the State Headquarters of applicants who qualify for appointment as a lieutenant colonel.

____ 9. (CHAPLAINS, MEDICAL, DENTAL, NURSE, AND BIO-MEDICAL SCIENCE CORPS) I have been counseled and understand that I may request to be retained in an active status beyond my Mandatory Separation Date to enable me to obtain 20 satisfactory years of service or to age 67, whichever is earlier. I know that I must

remain qualified for active status in an ANG or Air Force Reserve program, otherwise my status may be terminated under provisions of law or instruction prior to my reaching age 67.

____10. (INITIAL APPOINTMENT OF HEALTH PROFESSIONALS) I agree to attend the Commissioned Officer Training Course within two years of my ANG appointment.

____11. (EARLY COMMISSIONING PROGRAM (ECP) APPLICANTS) I understand that I am applying for appointment in the ANG of the United States under the ECP for physicians. If approved for appointment, I will be appointed as a Health Service Administrator until such time as I complete medical school. Upon completion of my medical education, and if otherwise qualified, I will be re-appointed as a physician. I further understand and agree:

- I will serve with the ANG as directed, unless sooner relieved by competent authority, for a minimum period of four years from the date I am re-appointed as a physician. I further agree to remain a member of the Ready Reserve during the tenure of my appointment as an ANG officer.
- If I fail to complete the requirement for award of a Doctor of Medicine or Doctor of Osteopathy degree; acceptable to the Air Force Surgeon General, then my Federal recognition will be withdrawn by the Chief, National Guard Bureau, and I will be separated from the ANGUS.

____12. (ALL APPLICANTS) I agree to remain a member of the ANG of the United States for a period of 4 years from date of appointment. I understand that this service commitment will be served concurrently, unless otherwise specified, with any other service commitments I have or may incur. UFT applicants incur a 7 or 8 (circle one) year service commitment IAW ANGI 36-2101.

____13. (APPLICANT'S RECEIVING SEVERANCE/SEPARATION PAY) I have been counseled and understand the following information from DoD Reg 7000.14R, *DoD Financial Management Regulation*.

“A member who has received SSB and who later qualified for retired or retainer pay shall have deducted a portion of such retired or retainer pay until an amount equal to the gross amount of such SSB has been deducted. The portion deducted shall be equal to a fraction determined by dividing the years of service for which the member received SSB by the total years of service used in computing the members retired or retainer pay.”

____14. (ALL APPLICANTS) I certify I (am) (am not) a single parent with custody or joint custody of a dependent child. (See paragraph 2.16.)

____15. (ALL APPLICANTS) I certify I (am) (am not) married to another military member with dependents. (See paragraph 2.17.)

____16. (ALL RATED APPLICANTS) I understand that I will not be authorized to perform flying duties until receipt of Permanent Federal Recognition and valid aeronautical orders.

(SIGNATURE)

(APPLICANTS TYPED NAME, SSAN)

Subscribed and sworn to before me at _____(location) on _____(date).

(SIGNATURE)

(TYPED NAME, GRADE OF OFFICER)

Attachment 3

Unit Commander Indorsement for Initial Appointment Review

(Required for all applications submitted)

MEMORANDUM FOR: (Command/State Channels)
ANG/DPP
3500 Fetchet Avenue
Andrews AFB, MD 20762-5157

SUBJECT: Application for Appointment as a Reserve of the Air Force -- (Grade, Name, and SSAN)

Forwarded for Initial Appointment Review IAW paragraph____, ANGI 36-2005. (For initial commissioning of line officers add: Request quota for AMS class _____, starting _____.)

The statements of the applicant have been verified and are considered to be correct. His/her appointment is desired to fill the vacant position of:

(Provide the following information)

Grade: _____
AF Specialty Title: _____
AFSC: _____
UMD position number: _____
Unit of Assignment: _____
PAS Code: _____

(If appropriate, add the following:)

Caused by the loss or projected loss of:
Grade: _____
Name: _____
SSAN: _____
Loss or Projected Known Loss Effective Date: _____

(Signature element of Commander)
(Signature on all copies)

Atch
(List all documents/forms
required in Attachment 5)

Subsequent indorsements recommending approval will bear the signature of commanders, TAG, or authorized representative.

Attachment 4

State Indorsements to ANG/DP for Federal Recognition Board (Sample)

MEMORANDUM FOR: (MPF Concerned) DATED: _____
(President of the Federal Recognition Board)

Subject officer has been approved for appointment.

Request subject officer be examined IAW NGR (AF) 36-3 (if applicable) to determine individual's qualifications. Appointment of the officer in the ANG will be accomplished upon receipt of the attached documents.

(SIGNATURE)
TYPED NAME, GRADE, TITLE

CERTIFICATION BY MPF: DATED: _____

() Subject officer was examined by a Federal Recognition Board on _____.
(Day, Month, Year)

() IAW NGR (AF) 36-3 subject officer was not required to meet a Federal Recognition Board.

(SIGNATURE)
TYPED NAME, GRADE, TITLE

TO: TAG, _____ FROM: _____
(MPF)

Request for state appointment orders and subject officer be extended Federal recognition.

(SIGNATURE)
TYPED NAME, GRADE, TITLE

TO: ANG/DP FROM: TAG, _____

Request subject officer be extended Federal recognition. Subject officer was appointed in state effective: _____, Special Order # _____, Dated _____.

(SIGNATURE)
TYPED NAME, GRADE, TITLE

_____ Attachments (List)

Attachment 5

Documents Required For ANG Appointment

RULE	IF TYPE OF APPOINTMENT IS:	THEN TEMPORARY FEDERAL RECOGNITION IS:	FOR PERMANENT FEDERAL RECOGNITION:	THEN FORWARD APPLICATION:
1	LINE OF THE AIR FORCE NON-RATED (INITIAL COMMISSION)	(NOT AUTHORIZED)	The following documents are required: <ul style="list-style-type: none"> • Commander’s Letter (Atch 3) • AF Fm 24 • SF 88 (approved by certified by ANG/SG) • AF Fm 2030 • Certificate of AFOQT Scores • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • Justification for Selection of Non-College Graduate • <i>AF Fm 357 (if applicable)</i> • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander’s Request for Waiver of AFI 36-2005 (if applicable) 	Through command channels to State Headquarters. Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval and Permanent Federal Recognition.
2	LINE OF THE AIR FORCE (UFT APPLICANTS) INITIAL COMMISSION	(NOT AUTHORIZED)	The following documents are required: <ul style="list-style-type: none"> • Commander’s Letter (Atch 3) • AF Fm 24 • SF 88, 93, 520, and Report of Med. Exam, Electrocardiogram • AF Fm 2030 • Certificate of AFOQT Scores • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 215 	Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval IAW para 4 of this instruction. Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.

			<ul style="list-style-type: none"> • Basic Attributes Test Scores (UPT Only) • Private Pilot License or IFT Completion (if applicable) • Justification for Selection of Non-College Graduate (if applicable)(if applicable) • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005 (if applicable) 	
3	LINE OF THE AIR FORCE NON-RATED (OFFICERS FROM OTHER COMPONENTS AND FORMER OFFICERS)	(AUTHORIZED) The following documents must be completed for Temporary Appointment: <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) 	The following documents must be completed for Permanent Federal Recognition: <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction. Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.

<p>4</p>	<p>LINE OF THE AIR FORCE RATED (OFFICERS FROM OTHER COMPONENTS AND FORMER OFFICERS)</p>	<p>(AUTHORIZED)</p> <p>The following documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • AF Fm 357 (if applicable) • Consolidated Certified College Transcript • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • Flying Evaluation Board Proceedings (if applicable) • Aeronautical Rating Board Proceedings (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) <p><i>NOTE:</i> Rated officers are not authorized to perform flying duties until permanent Federal recognition is granted.</p>	<p>The following documents must be completed for Permanent Federal Recognition:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • AF Fm 357 (if applicable) • Consolidated Certified College Transcript • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • Flying Evaluation Board Proceedings (if applicable) • Aeronautical Rating Board Proceedings (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>
<p>5</p>	<p>TRANSFER FROM USAF OR USAF RESERVES</p>	<p>(AUTHORIZED)</p> <p>The following</p>	<p>The following documents must be completed for Temporary Appointment:</p>	<p>Upon review and approval by State Headquarters,</p>

	<p>LINE OF THE AIR FORCE (RATED/NON-RATED) AND CHAPLAINS</p>	<p>documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • AF Fm 1288 • AF Fm 2030 • Statement of Agreement (Atch 2) • AF Fm 357 (if applicable) • Consolidated Certified College Transcript (applicants currently awarded the AFSC they are entering do not require transcripts. If there are mandatory requirements in AFMAN 36-2105, a copy of the official transcript is required) • DD Fm 2088 • Interview by ANG/HC • Flying Evaluation Board Proceedings (if applicable) <p><i>NOTE:</i> Rated officers are not authorized to perform flying duties until permanent Federal recognition is granted.</p>	<ul style="list-style-type: none"> • Commander's Letter (Atch 3) • AF Fm 1288 or Letter Requesting Conditional Release • AF Fm 2030 • Statement of Agreement (Atch 2) • AF Fm (if applicable) • Consolidated Certified College Transcript (if applicable) • Flying Evaluation Board Proceedings (if applicable) <p><i>NOTE:</i> Rated officers are not authorized to perform flying duties until permanent Federal recognition is granted.</p>	<p>application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>
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6	TRANSFER FROM USAF OR USAF RESERVES	(NOT AUTHORIZED)	The following documents must be completed for Permanent Federal	Through command channels to State Headquarters.
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	(JUDGE ADVOCATES)		<p>Recognition:</p> <ul style="list-style-type: none"> • Commander’s Letter (Atch 3) • AF Fm 1288 or Letter Requesting Conditional Release • Drug Abuse Certificate • Statement of Agreement (Atch 2) • Certificate of Admission to Bar, current legal standing • Interview by Active Duty Staff Judge Advocate • Resume or Chronology of Experience • Officer Performance Reports (if applicable) 	<p>Upon review and approval by State Headquarters, application will be forwarded to ANG/DP for approval and Permanent Federal Recognition.</p>
7	PROFESSIONAL APPOINTMENT (NURSE CORPS)	<p>(AUTHORIZED)</p> <p>The following documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • Commander’s Request for Waiver of AFI 36-2005, (if applicable) • DD Fm 785 (if 	<p>The following documents must be completed for Permanent Federal Recognition:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander’s Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander’s Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>

		applicable) Current State License		
8	PROFESSIONAL APPOINTMENT (MEDICAL SERVICE CORPS)	(AUTHORIZED) The following documents must be completed for Temporary Appointment: <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • GRE/GMAT Scores 	The following documents must be completed for Permanent Federal Recognition: <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • GRE/GMAT Scores • DD Fm 785 School (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction. Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.
9	PROFESSIONAL APPOINTMENT (BIO-MEDICAL SCIENCE CORPS)	(AUTHORIZED) The following documents must be completed for Temporary Appointment: <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved 	The following documents must be completed for Permanent Federal Recognition: <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) 	Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction. Within 30 days of Temporary Appointment request for Permanent Federal Recognition must

		<p>by ANG/SG)</p> <ul style="list-style-type: none"> • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 785 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • Current State License (if applicable) 	<ul style="list-style-type: none"> • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • Certificate of Citizenship (if applicable) • AF Fm 357 (if applicable) • Current State License • DD Fm 785 (if applicable) • DD Fm 214 • Commander's Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	<p>be submitted IAW para 4.</p>
10	<p>PROFESSIONAL APPOINTMENT (MEDICAL CORPS)</p>	<p>(AUTHORIZED)</p> <p>The following documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 1) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship • DD Fm 785 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) 	<p>The following documents must be completed for Permanent Federal Recognition:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets • Commander's Letter (Atch 2) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 1) • Consolidated Certified College Transcript or Medical Diploma • AF Fm 357 (if applicable) • Certificate of Citizenship • Current State License (Verified) • Medical Diploma (Verified) • Certificate of Internship (Verified) • Certificate of Residency (Verified) 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>

		<ul style="list-style-type: none"> • Current State License 	<ul style="list-style-type: none"> • Certificate of Fellowship (Verified) • Educational Council for Foreign Medical Graduates (if applicable) (Verified) • Certificate of Board Certification (Verified) (if applicable) • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) <p>prior-service records to include appointment, promotion, and discharge orders/oaths</p>	
11	PROFESSIONAL APPOINTMENT (DENTAL CORPS)	<p>(AUTHORIZED)</p> <p>The following documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved by certified State Air Surgeon) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • Certificate of Citizenship (if applicable) • AF Fm 357 (if applicable) • DD Fm 785 (if applicable) • Commander's Request for Waiver of AFI 36- 	<p>The following documents must be completed for Permanent Federal Recognition:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by certified State Air Surgeon) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm (if applicable) • Certificate of Citizenship (if applicable) • Current State License (Verified) • Dental Diploma (Verified) • Certificate of Internship (Verified) • Certificate of Residency (Verified) • Certificate of Fellowship (Verified) 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>

		2005 (if applicable) <ul style="list-style-type: none"> • Current State License 	<ul style="list-style-type: none"> • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005 (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	
12	INITIAL APPOINTMENT (JUDGE ADVOCATE)	(NOT AUTHORIZED)	The following documents must be completed for Permanent Federal Recognition: <ul style="list-style-type: none"> • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • Certificate of Admission to Bar, current legal standing • Interview by Active Duty Staff Judge Advocate • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	Through command channels to State Headquarters. Upon review and approval by State Headquarters, application will be forwarded to ANG/DP for approval and Permanent Federal Recognition.
13	PROFESSIONAL APPOINTMENT (CHAPLAIN CORPS)	(AUTHORIZED) The following documents must be completed for Temporary Appointment:	The following documents must be completed for Permanent Federal Recognition: <ul style="list-style-type: none"> • Service Credit Computation 	Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary

		<ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 2088 • Interview by ANG/HC • DD Fm (if applicable) <p>Commander's Request for Waiver of AFI 36-2005, (if applicable)</p>	<p>Worksheets (Atchs 6 and 7)</p> <ul style="list-style-type: none"> • Commander's Letter (Atch 3) • AF Fm 24 • SF 88 (approved by ANG/SG) • AF Fm 2030 • Statement of Agreement (Atch 2) • Consolidated Certified College Transcript • AF Fm 357 (if applicable) • Certificate of Citizenship (if applicable) • DD Fm 2088 • Interview by ANG/HC • DD Fm 785 (if applicable) • DD Fm 214 (if applicable) • Commander's Request for Waiver of AFI 36-2005, (if applicable) • prior-service records to include appointment, promotion, and discharge orders/oaths 	<p>Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>
<p>14</p>	<p>REAPPOINTMENT BETWEEN COMPETITIVE CATEGORIES (E.G., LINE to MSC, MSC to MC, LINE TO JAG, LINE TO CHAPLAIN, etc.)</p>	<p>(AUTHORIZED)</p> <p>The following documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • AF Fm 24 • Certificate of Physical Fitness if current physical on file • Statement of Agreement (Atch 1) • Consolidated Certified College Transcript • Current State License (if 	<p>The following documents must be completed for Permanent Federal Recognition:</p> <ul style="list-style-type: none"> • Service Credit Computation Worksheets (Atchs 6 and 7) • Commander's Letter (Atch 2) • AF Fm 24 • Certificate of Physical Fitness if current physical on file • Statement of Agreement (Atch 1) • Consolidated Certified College Transcript • DD Fm 2088 (if applicable) • Interview by ANG/HC (if applicable) • prior-service records to include appointment, 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para 4.</p>

		<p>applicable)</p> <ul style="list-style-type: none"> • DD Fm 2088 (if applicable) • Interview by ANG/HC (if applicable) 	<p>promotion, and discharge orders/oaths (if applicable)</p> <ul style="list-style-type: none"> • Certificate of Admission to Bar, current legal standing (if applicable) • Interview by Active Duty Staff Judge Advocate (if applicable) • Current State License (Verified) (if applicable) • Medical Diploma (Verified) (if applicable) • Certificate of Internship (Verified) (if applicable) • Certificate of Residency (Verified) (if applicable) • Certificate of Fellowship (Verified) (if applicable) • Educational Council for Foreign Medical Graduates (if applicable) (Verified) • Certificate of Board Certification (Verified) (if applicable) 	
15	TENURE OF OFFICE APPOINTMENTS/ REAPPOINTMENTS OF GENERAL OFFICERS	(NOT AUTHORIZED)	<p>The following documents are required:</p> <ul style="list-style-type: none"> • Commander's Letter (Atch 3) • AF Fm 24 • Certificate of Physical Fitness if current physical on file • Statement of Agreement (Atch 2) 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval of Temporary Appointment IAW para 4 of this instruction.</p> <p>Within 30 days of Temporary Appointment request for Permanent Federal Recognition must be submitted IAW para4.</p>

16	TRANSFER OF ANGUS OFFICERS BETWEEN STATES	<p>(AUTHORIZED)</p> <p>The following documents must be completed for Temporary Appointment:</p> <ul style="list-style-type: none"> • Letter from TAG with unit 	<p>The following documents are required:</p> <ul style="list-style-type: none"> • Gaining State Appointment Order 	<p>Upon review and approval by State Headquarters, application will be submitted via E-mail/FAX to ANG/DP for approval.</p> <p>Within 30 days of Temporary Appointment</p>
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		indorsement		request for Permanent Federal Recognition must be submitted IAW para 4.
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Forms referred to in Attachment 5.

AF Forms

AF Form 24 Application for Appointment as Reserves of the AF or USAF without Component, Oct 98
 AF Form 133 Oath of Office, Mar 92
 AF Form 215 Officer Application for Flying Training, Oct 95
 AF Form 357 Family Care Certification, Aug 95
 AF Form 1288 Application for Ready Reserve Assignment, Jun 97
 AF Form 2030 USAF Drug Abuse Certificate, Mar 97

DD Forms

DD Form 214 Certificate of Release/Discharge for Active Duty, 1 Nov 88
 DD Form 785 Record of Disenrollment from Officer Candidate Type Training, 1 Jun 98
 DD Form 2088 Certificate of Ecclesiastical Endorsement, 1 Jan 97

NGB Forms

NGB Form 337 Oaths of Office, Apr 97

Standard Forms

SF 88 Report of Medical Examination, Oct 94
 SF 93 Report of Medical History, Jun 97

Attachment 6

CONSTRUCTIVE SERVICE COMPUTATION WORKSHEET					
1. NAME (LAST, FIRST, MIDDLE INITIAL)		2. SSAN		3. DATE PREPARED:	
4. DATE OF APPOINTMENT:		5. GRADE	6. DATE OF BIRTH		7. AFSC/DUTY TITLE
8. CREDITABLE EDUCATION	DEGREE/DATE	YEARS	MONTHS	DAYS	
	TOTAL EDUCATION CREDIT				
9. CREDITABLE EXPERIENCE	INCLUSIVE DATES	YEARS	MONTHS	DAYS	
	TOTAL EXPERIENCE CREDIT				
10. CREDITABLE PRIOR COMMISSIONED SERVICE					
BRANCH OF SERVICE	SOURCE DOCUMENTS	INCLUSIVE DATES	YEARS	MONTHS	DAYS
		TOTAL PRIOR SERVICE CREDIT			
REMARKS					
11. TOTAL CREDIT (ITEMS 8,9, & 10): _____ Years _____ Months _____ Days					
12. GRADE _____ EQUAL TO _____ Years Service Credit (Minimum Years Required for Grade Awarded)					
<i>(AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force And United States Air Force (Temporary), Table 2.1., RULE _____</i>					
13. CURRENT STATE REGISTRATION/LICENSE EXPIRES:					
14. NONCREDITABLE PRIOR-SERVICE (ENLISTED/INACTIVE)					
BRANCH OF SERVICE	SOURCE DOCUMENTS	INCLUSIVE DATES	YEARS	MONTHS	DAYS

Attachment 7

CONSTRUCTIVE SERVICE COMPUTATION WORKSHEET (CONTINUED)

<i>AFI 36-2005, TABLE _____</i>				
RULE	PERIOD	TOTAL TIME	% ALLOWED	SERVICE CREDIT
			TOTAL SERVICE CREDIT	

APPOINTMENT GRADE (*AFI 36-2005,, TABLE 2.1.*) _____

PSD COMPUTATION:

- 1. Service Credit _____
- 2. Minus amount of service credit required for grade _____
- 3. Promotion Service Credit _____
- 4. Promotion Service Date _____

Attachment 8

E-Mail/Fax Format

Interim Appointment of United States Air Force Reserve and Air Force Officers

State-to-State Transfer Appointment IAW ANGI 36-2005, Paragraph 10:

NAME: GRADE: SSAN:

LOSING UNIT AND STATE:

GAINING UNIT: PAS:
DAFSC: AUTH. GRADE: POS. #:

EFF. DATE OF APPOINTMENT:

STATE APPOINTMENT ORDER #: , DATED:

MPF PERSON INITIATING REQUEST: (GRADE, NAME)
COMMANDER REQUESTING APPT: (GRADE, NAME)
WING/GROUP COMMANDER APPROVING APPT: (GRADE, NAME)
STATE HQS PERSON APPRV. APPT: (GRADE, NAME)
STATE HQS PERSON FORWARDING REQUEST: (GRADE, NAME)

Appointment of Air Force Reserve and Regular Air Force Officers IAW ANGI 36-2005, paragraph 6:

NAME: GRADE: SSAN:

Present Assignment (ARPC OR AF INSTALLATION):

Projected Gaining Unit: PAS:
AFSC: AUTH. GRADE: POS. #:
Unit Manning (GROUP/WING OR GSU): AUTH: ASGN:

Appointment requested to (current vacancy) (projected vacancy - if projected vacancy, indicate incumbent's grade, last name, SSAN, projected date of separation, reason for projected separation).

The following documents are verified complete: AF Form 2030, 4-year service agreement, training agreement (if required), AF Form 357 (if required). If candidate does not hold the AFSC in which being assigned, all mandatory requirements of AFMAN 36-2105 must be certified as met.

Individual (was) (was not) interim appointed. If an interim appointment, all of the following statements must be true:

- candidate fully qualified in DAFSC to which assigned.
- candidate appointed to a vacant position or projected loss within 6 months.
- conditional release has been received.
- candidate certified medically qualified.
- rated officer candidate possesses valid aeronautical order.

State Appointment Order #: , DATED: _____

EFF. DATE OF APPOINTMENT:

MPF PERSON INITIATING REQUEST: (GRADE, NAME)
COMMANDER REQUESTING APPT: (GRADE, NAME)
WING/GROUP COMMANDER APPROVING APPT: (GRADE, NAME)
STATE HQS PERSON APPRV. APPT: (GRADE, NAME)
STATE HQS PERSON FORWARDING REQUEST: (GRADE, NAME)

Attachment 9E-mail/Fax Format
Request For Temporary AppointmentFROM: TAG, (NAME)
(ADDRESS)TO: ANG/DPP
3500 Fetchet Avenue
Andrews AFB MD 20762-5157

SUBJECT: Request for Temporary Appointment

Request approval authority to allow the temporary Federal recognition of the following named officer:

Name:	Grade:	SSAN:
Gaining Unit:	PAS:	
AFSC:	AUTH. GRADE:	POS. #:
Unit Manning: (Group/Wing or GSU):	AUTH: ASGN:	

Appointment requested to (current vacancy) (projected vacancy - if projected vacancy, indicate incumbent's grade, last name, SSAN, projected date of separation, reason for projected separation).

The following documents are verified complete: AF Fm 24, **Application for Appointment**, SF 88 (approved by certified State Air Surgeon), AF Fm 2030, **USAF Drug Abuse Certificate**, AF Form 357 (if applicable), Statement of Agreement (Atch 2), Consolidated Certified College Transcript, Certificate of Citizenship (if applicable), Flying Evaluation Board Proceedings (if applicable), Aeronautical Rating Board Proceedings (if applicable), DD Fm 2088, **Ecclesiastical Endorsement/Approval** (if applicable), Interview by ANG/HC (if applicable), Flying Evaluation Board Proceedings (if applicable), Current State License (if applicable), GRE/GMAT Scores (if applicable). *NOTE:* Rated officers are not authorized to perform flying duties until permanent Federal recognition is granted.

Constructive Service Computation Worksheets (Atch 6 and 7) have been completed and are attached.

MPF PERSON INITIATING REQUEST:	(GRADE, NAME)
COMMANDER REQUESTING APPT:	(GRADE, NAME)
WING/GROUP COMMANDER APPROVING APPT:	(GRADE, NAME)
STATE HQS PERSON APPRV. APPT:	(GRADE, NAME)
STATE HQS PERSON FORWARDING REQUEST:	(GRADE, NAME)