

Manpower and Organization

ANG STATE HEADQUARTERS MANPOWER/ORGANIZATION GUIDE

This instruction implements Air Force Policy Directive (AFPD) 38-1 and establishes organizational structures and manpower requirements for Air National Guard (ANG) State Headquarters for all States, Puerto Rico, and the District of Columbia. This manpower guide does not apply to the Virgin Islands or Guam due to the number of military authorizations in those locations.

SUMMARY OF CHANGES: This regulation is a complete rewrite of ANG Pamphlet 26-4. This revision consolidates categories A and B and abolishes category D, eliminates flexible Air Force Specialty Codes (AFSCs) and eliminates the requirement for Rated Position Identifier (RPI) Code 8 for the Chief of Staff. Establishes the Assistant Adjutant General for Air as the State ANG Commander. Establishes new grades and requirements in section one as reflected on table 4. Deletes reference to USP&FO authorizations. Updates table 5 (full-time requirements) to reflect change in categories. Provides new maximum grade authorizations for Human Resources Office (HRO) (table 6). Updates attachment 1 to reflect new categories A, B, and C.

1. State Manpower Categories. Manpower requirements for State Headquarters are determined according to funded military authorizations in the state, excluding student flights. Attachment 1 is a list of states by manpower category. ANG/MPM will review the state categories bi-annually. Revised Unit Manning Documents (UMDs) reflecting category changes will be effective the first quarter of fiscal year (FY).

Category	Funded Military Requirements
A	Up to 2500
B	2,501 to 4,500
C	Over 4,500

2. UMD. Each State Headquarters UMD consists of three sections. Guidance on each section is as follows:

2.1. Section 1 identifies those requirements which are based on fulfilling the state and federal mission of the headquarters. Each state will be authorized mandatory positions as shown in tables 1, 2, or 3.

2.1.1. Air Force Specialty Codes (AFSCs) remain constant. Certain key positions have mandatory grade requirements as indicated in table 4. Grade deviations for these positions will not be approved. All remaining grades may be aligned against any position as authorized in tables 1, 2, or 3. Executive Staff Support Officers (ESSOs) may be assigned to a general officer billet, but can not be promoted to general officer. (Reference NGR (AF) 36-1 paragraph 9b(6)).

2.1.2. Requests for grade changes to section one will be forwarded to Air National Guard, Manpower and organization (ANG/MPM). ANG/MPM will be responsible for coordinating general officer changes with National Guard Bureau--General Officer Management/AF (NGB-GO/AF).

2.1.3. Full-time requirements for section one are shown on table 5.

2.1.4. The Adjutant General (TAG), Assistant Adjutant General for Air, and The Chief of Staff will be Rated Position Identifier (RPI) Code 0. The State Director of Operations will be RPI Code 8.

2.1.5. When an Air National Guard, United States (ANGUS) officer is appointed as TAG, the State will forward the State assignment order to NGB-GO/AF. NGB-GO/AF will inform ANG/MPM of the additional general officer authorization for section one. Without exception, the only RPI authorized this position is "0".

2.2. Section two is an administrative identification of NGB controlled authorizations, all of which vary from state to state. The following manpower requirements are authorized only for the tenure of office of the current incumbents:

2.2.1. ANG assistants - selected in accordance with ANG PAM 36-15, Air National Guard Assistant Program, to perform special duties for the NGB. Without exception, the only RPI authorized these positions is "0".

2.2.2. State Drug Interdiction positions.

2.3. Section three provides UMD positions for the full-time Human Resources Office (HRO). Military UMD authorizations will not be allocated in excess of the ANG HRO requirement as identified by ANG/MPM (see table 6 for specific details on authorizations). These positions are to be filled by full-time personnel occupying HRO positions. When requesting a UMD authorization, a letter from TAG/ESSO should be forwarded to ANG/MPM identifying the technician position description number. When an incumbent vacates the position and the intent is not to immediately fill with an Air Guard member, submit notification, to include UMD position number, to ANG/MPM. (Note: No ANG Active Guard Reserve (AGR) nor traditional guardsman may be assigned to the HRO.)

3. Realignments. Grade and position realignments will not be authorized between sections.

Table 1			
CATEGORY A			
Section 1			
Mandatory Military Manpower Requirements			
Functional Area	Position Title	AFSC	RPI
Command	AAG/Commander	90GO	0
	Chief of Staff	90GO	0
	Executive/Information Management	37A4	0
SEA	Information Management	3A0X1	NA
	Senior Enlisted Advisor	9E000	NA
Medical	State Air Surgeon	48G4	5
Legal	State Judge Advocate	51J4	0
Public Affairs	Public Affairs Officer	35P4	0
Operations	Director of Operations	10C0	8
	Plans Officer	16R4	0
	Operations Resource Management	1C0X2	NA
	Information Management	3A0X1	NA
Support	Director of Support	30C0	0
	Personnel Staff Officer	36P4	0
	Personnel Craftsman/Journeyman (2)	3S0X1	NA
	Human Resource Force Management NCO	3S0X1	NA
C-4	Recruiting/Retention	8R000	NA
	Director of C-4	33S4	0
	Information Management	3A0X1	NA

Table 2

CATEGORY B			
Section 1			
Mandatory Military Manpower Requirements			
Functional Area	Position Title	AFSC	RPI
Command	AAG/Commander	90GO	0
	Chief of Staff	90GO	0
	Executive/Information Management	37A4	0
	Information Management	3A0X1	NA
SEA	Senior Enlisted Advisor	9E000	NA
Medical	State Air Surgeon	48G4	5
Legal	State Judge Advocate	51J4	0
Public Affairs	Public Affairs Officer	35P4	0
Operations	Director of Operations	10C0	8
	Plans Officer	16R4	0
	Operations Resource Management	1COX2	NA
	Information Management	3A0X1	NA
Support	Director of Support	30C0	0
	Personnel Staff Officer	36P4	0
	Personnel Craftsman/Journeyman (3)	3S0X1	NA
	Human Resource Force Management NCO	3S0X1	NA
	Recruiting/Retention	8R000	NA
	Civil Engineer	32E4	0
C-4	Director of C-4	33S4	0
	Information Management	3A0X1	NA

Table 3			
CATEGORY C			
Section 1			
Mandatory Military Manpower Requirements			
Functional Area	Position Title	AFSC	RPI
Command	AAG/Commander	90GO	0
	Chief of Staff	90GO	0
	Executive/Information Management	37A4	0
	Information Management	3A0X1	NA
SEA	Senior Enlisted Advisor	9E000	NA
Medical	State Air Surgeon	48G4/90GO*	5
Legal	State Judge Advocate	51J4/90GO*	0
Public Affairs	Public Affairs Officer	35P4	0
Operations	Director of Operations	10C0/90GO	8**
	Plans Officer	16R4	0
	Operations Resource Management	1C0X2	NA
	Information Management	3A0X1	NA
	Logistical Plans Officer	25L4	0
Support	Director of Support	30C0/90GO*	0
	Personnel Staff Officer	36P4	0
	Personnel Craftsman/Journeyman (4)	3S0X1	NA
	Human Resource Force Management NCO	3S0X1	NA
	Recruiting/Retention	8R000	NA
	Civil Engineer	32E4	0
C-4	Director of C-4	33S4/90GO*	0
	Information Management	3A0X1	NA

*May be authorized as General Officer.

**General Officer RPI 4 only.

Table 4			
ANG STATE HEADQUARTERS			
Section 1			
Military Requirements by State Category			
Grade/Position	State Category		
	A	B	C
Maj Gen AAG/Commander	0	1	1
Brig Gen/AAG/Commander	1	0	0
Brig Gen/Chief of Staff	1	1	1
Brig Gen	0	0	1
Colonel	3	4	4
Lt Col	4	4	4
Major	1	1	1
Captain	1	1	1
OFFICER TOTAL	11	12	13
CMSgt/Senior Enlisted Advisor	1	1	1
CMSgt	1	1	1
SMSgt/State Senior Recruiter	1	1	1
SMSgt	1	1	2
MSgt	2	2	2
TSgt	2	3	3
SSgt	1	1	1
ENLISTED TOTAL	9	10	11
OVERALL TOTAL	20	22	24

Table 5			
ANG STATE HEADQUARTERS			
Section 1			
Full-Time Requirements by State Category			
Position	State Category		
	A	B	C
Administrative Officer	1	1	1
Military Personnel Management	1	1	1
Military Personnel Technician	1	2	3
Military Personnel Clerk	0	1	1
Secretary (Typing)	1	1	1
Recruiting/Retention Program Manager (SMSgt)	1	1	1
TOTAL	5	7	8

Table 6			
HRO Section 3 UMD Maximum Number/Grade Authorizations for HRO Full-Time Positions			
Maximum Grade*	Maximum Positions Authorization*	HRO Technician Grade	Remarks
Col	1	GM-13	HRO Only
Lt Col	1	GS-12	
Maj	1	GS-11	
Capt	As required	GS-11	
CMSgt	1	GS-11	
SMSgt	1	GS-09	
MSgt	1	GS-07	
TSgt	As required	GS-05	

***No exceptions**

NOTES:

1. Grades above are maximum and states may request lower grades than those reflected above.
2. No ANG AGR nor traditional guardsman may be assigned to the HRO.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

1 Attachment
ANG State Headquarters - By Category

Attachment 1

ANG STATE HEADQUARTERS - BY CATEGORY

Category A:	Alaska	Kansas	Oregon	
	Arkansas	Louisiana	Puerto Rico	
	Colorado	Maryland	Rhode Island	
	Connecticut	Minnesota	South Carolina	
	Delaware	Montana	South Dakota	
	District of Columbia	Nebraska	Utah	
	Florida	Nevada	Vermont	
	Idaho	New Hampshire	Virginia	
	Indiana	New Mexico	West Virginia	
	Iowa	North Carolina	Wisconsin	
	Kentucky	North Dakota	Wyoming	
	Maine	Oklahoma		
	Category B:	Alabama	Massachusetts	New Jersey
		Arizona	Michigan	Tennessee
		Georgia	Mississippi	Texas
Hawaii		Missouri	Washington	
Illinois				
Category C:	California	Ohio	Pennsylvania	
	New York			