

**BY ORDER OF THE  
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION  
38-202**



**30 MARCH 2011**

***Manpower And Organization***

**AIR NATIONAL GUARD ENLISTED  
GRADES PROGRAM**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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This instruction establishes policy for an enlisted grades program for all Air National Guard (ANG) military positions at the unit level. The instruction is applicable to all enlisted grades included in Unit Manpower Document (UMD) funded military end-strength numbers, except those organizations, AFS(s), Special Duty Identifiers or Reporting Identifiers identified in advance by the ANG Command Chief or Director, Air National Guard. This instruction will be implemented by Career Field Functional Managers (CFFM)/Office of Primary Responsibility (OPR) and the Air National Guard Manpower, Organization and Resources Division. The ANG Enlisted Grades Program is designed to ensure that enlisted grades are equitably distributed throughout all ANG field level units. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://my.af.mil/afirms/afirms/afirms/rims.cfm>

***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Changes include but are not limited to changes to the Enlisted Grades Council guidance and implementation.

**1. Introduction.** This paragraph provides general information on the ANG Enlisted Grades Program's objectives and major program participants.

1.1. Program Objectives. The ANG Enlisted Grades Program is designed to meet the following objectives:

1.1.1. Ensure compliance with established grade percentages.

1.1.1.1. Provide a method/procedure that will equitably distribute enlisted grades throughout all ANG field level units.

1.1.1.2. Provide Directorate Enlisted Grades Council representatives/Career Field Functional Managers (CFFMs) the authority to allocate grades in their Air Force Specialties (AFSs) they represent.

1.2. **Enlisted Grades Council (EGC).** The council will convene and review the enlisted grade structure every two years. The Director, Air National Guard can direct an enlisted grade review at any time deemed necessary. The major participants in the ANG Grades Program are: ANG Command Chief, CFFMs, EGC representatives, a representative from the ANG Manpower Office and the Enlisted Field Advisory Council (EFAC) representatives. The responsibilities for each of these participants are as follows:

1.2.1. ANG Command Chief. Responsible for ensuring compliance with this instruction. Chairs the EGC and presents recommendations to the DANG.

1.2.1.1. CFFMs. Regardless of the Program Element Code (PEC), responsible for coordinating AFS(s) with Functional Area Managers (FAMs) and ensuring the grades allocations and distribution process supports mission requirements and career progression within their AFS(s). Conducts a review of the AFS/career fields and determines distribution while maintaining a zero within-grade balance of the total grades allocated for their AFS(s).

1.2.1.2. EGC representatives. A Chief Master Sergeant Representative is assigned by each A Staff and Special Staff Director (per attachment 1). These representatives are responsible for the overall grades structure of all AFS(s) within their areas and represent the ANG corporate process on enlisted grades.

1.2.1.3. ANG Manpower, Organization and Resources Division. Manpower administers the ANG Enlisted Grades Program and co-chairs the EGC. This is accomplished by ensuring the program parameters and percentage constraints are established and in compliance. Manpower maintains and provides the ANG Enlisted Grades data. Baseline data for this process is current end of fiscal year data from the manpower database. Manpower will schedule the council meetings. Manpower is also responsible for accurately reflecting and maintaining enlisted grades in the manpower data system.

1.2.1.4. Enlisted Field Advisory Council (EFAC). EFAC will provide three representatives for the EGC. These members represent the voice of the field in the ANG corporate process on enlisted grades.

## **2. Enlisted Grade Percentages and Allocation Process.**

2.1. ANG Enlisted Grade Percentages. The percentages are the cornerstones of the ANG Enlisted Grades Program and are applicable to all ANG field level units. They are defensible to Air Staff, are not to be exceeded and are a percentage of total ANG funded enlisted end-strength numbers.

- 2.1.1. CMSgt 2%
- 2.1.2. SMSgt 5%
- 2.1.3. MSgt 18.5%
- 2.1.4. TSgt 25.5%
- 2.1.5. SSgt 49%

Note: The percentages are applicable to all enlisted grades included in funded military end-strength numbers, except organizations, AFS(s), Special Duty Identifiers or Reporting Identifiers identified in advance by the ANG Command Chief or Director, Air National Guard.

2.2. ANG Enlisted Grades Allocation Process. The first foundational rule will be to apply the percentages established in paragraph 2.1. The second criteria will be to ensure no Unit Type Code (UTC) was broken after applying the percentages. The final rule is all disconnects will be identified and brought to the EGC for resolution.

2.2.1. Any out of cycle grade requests that exceed the percentages and will cause a disconnect must be coordinated with the EGC.

**3. Implementation.** CFFMs/EGCs will work with manpower to revise the Unit Manpower Document (UMD) to reflect the grade changes generated by the ANG Enlisted Grades Allocation Process.

HARRY M. WYATT III, Lieutenant General,  
USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**AFS**—Air Force Specialty

**ANG**—Air National Guard

**CFFM**—Career Field Functional Manager

**CRTC**—Combat Readiness Training Center

**DANG**—Director Air National Guard

**EFAC**—Enlisted Field Advisory Council

**EGC**—Enlisted Grades Council

**FAM**—Functional Area Manager

**OPR**—Office of Primary Responsibility

**PEC**—Program Element Code

**UMD**—Unit Manpower Document

**UTC**—Unit Type Code

**Attachment 2**

**AIR FORCE SPECIALTY RESPONSIBILITIES BY A STAFF AND SPECIAL STAFF  
DIRECTORATE**

**A2.1. NGB/A1 - 3Sx, 3M0**

**A2.2. NGB/A2 - 1Nx, 1A8, 9Sx**

**A2.3. NGB/A3 - 1Ax, 1Cx, 1P0, 1Sx, 1Tx, 1Wx**

**A2.4. NGB/A4 - 2Ax, 2Fx, 2Gx, 2Mx, 2Px, 2Rx, 2Sx, 2Tx, 2Wx, 6Cx**

**A2.5. NGB/A6 - 3Dx**

**A2.6. NGB/A7 - 3Ex, 3Px**

**A2.7. NGB/FM - 6Fx**

**A2.8. NGB/SG - 4x**

**A2.9. NGB/CF -3Nx, 5Jx, 5Rx, 8Fx, 8Rx, 9Ex, 9Gx, HRAs**