BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

AIR NATIONAL GUARD INSTRUCTION 37-101
31 JULY 1994

Information Management

AIR NATIONAL GUARD ADMINISTRATIVE ORDERS

This instruction explains how administrative orders are written, reproduced, and distributed. It applies to Air National Guard (ANG) units and members as well. Authority: Title 10 USC 8013; Title 5 USC Chapter 57, Subchapter 1; Authority: Title 10 USC 8013; Title 5 USC Chapter 57, Subchapter 1; and Executive Order 9397, 22 November 1943. The Integrated Automated Orders System (IAOS) is the Air National Guard standard computer generated orders system. Units with IAOS capability will create all orders that are available within IAOS. Air National Guard units are encouraged to submit recommended changes to this instruction.

SUMMARY OF CHANGES

This revision incorporates decentralized management and publication of administrative orders as directed by the Air Force; identifies the orders issuing or approval authority as the orders authenticator; and adds a list of Office of Primary Responsibility (OPR) for orders.

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1. Applicability. Only those portions of AFR 10-7 and AFI 37-128 as addressed in this instruction apply to the Air National Guard. If a conflict exists between this instruction and other parts of AFR 10-7 or AFI 37-128, take the action deemed to be in the best interest of the ANG and notify ANGRC/SCOS.

2. Terms Explained:

2.1. Active Duty (Title 10, USC). Any period of voluntary or involuntary active duty under Title 10 USC that exceeds 139 days and is performed in direct support of an Air Force mission, and as further defined in NGR (AF) 50-1.

2.2. Active Duty Training (Federal Status-Title 10, USC). Voluntary active duty to receive training that cannot be provided during annual training (AT), inactive duty training (IDT), initial active duty for training (IADT), formal school tours, Professional Military Education (PME), or technical training, and as further defined in NGR (AF) 50-1.

2.3. Full Time Training (State Status-Title 32, USC). Training or other duty, with or without pay, authorized for members of the ANG as defined in NGR (AF) 50-1. It includes full time training of individuals or units where the strength accountability and the command jurisdiction remain with the State authorities.

2.4. Commuting Distance. The duty station commander determines commuting distance.

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

2.6. Vicinity Travel. (Use of Privately Owned Conveyance (POC) Between Residence or Permanent Duty Station (PDS) and an Alternate Work Site Within the Local Area - Reference JFTR, paragraph U3505). Use of a POC is used for travel between a member's residence or the PDS, and one or more alternate work sites within the local area. Examples are listed in the JFTR. Refer to the JFTR, paragraph U3320, for travel to and from a common carrier terminal.

2.7. Discharge. The definitions in ANGRs 39-10 and 36-05 will be used for processing discharges.

2.8. Active Guard Reserve (AGR) (Active Duty Status-Title 10, 32 USC). Air National Guard members who are ordered to active duty or full time National Guard duty as defined in NGR (AF) 35-2.

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

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

2.11. Contingency, Exercise, Mobility (CEM) Orders. CEM orders are generated to place members on TDY for contingencies, exercises, or mobility purposes.

2.12. Active Duty Special Work (ADSW). Duty tours in support of the NGB or the Air National Guard Readiness Center (ANGRC) for short duration projects or other administrative/support functions.

3. Restrictions on Publication. (Reference AFI 37-128, paragraph 1-3):

3.1. Only the National Guard Bureau, adjutants general, or ANG units can publish orders for the ANG or its members. ANG organizations of one state cannot publish orders that affect ANG organizations of another state without the consent of the NGB and governors concerned.

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

3.3. Duty performed outside the States will be performed under Title 10 USC. Duty will not be performed in a military technician or inactive duty status. This paragraph will not be waived.

3.4. The NGB will publish orders granting and withdrawing federal recognition.

3.5. Participation in training without pay is authorized in accordance with NGR (AF) 50-1.

3.6. Individuals will not attend service schools in a nonpay military status.

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

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

4.1.1. Aeronautical Orders. The Chief, Flight Management Office (FMO), Host Operations System Management (HOSM), or designated representative.

4.1.2. CEM and Military Personnel Appropriations (MPA) orders and all P series orders. The Chief, CBPO, or designated representative within the CBPO.

4.2. The Offices of Primary Responsibility (OPRs) for various types of ANG orders are listed at attachment 3. As required, the OPR will provide functional guidance, supplement functional directives and answer questions relating to their orders.

5. ANG Orders Heading - What to Include:

5.1. State status (Title 32 USC): include the state, publishing activity, and location. EXAMPLE:

ARIZONA AIR NATIONAL GUARD
HQ, 162ND FIGHTER GROUP (ACC)
TUCSON IAP, AZ 86706-6028

Figure 1. State Status (Title 32 USC).

5.2. Federal status (Title 10 USC): include DEPARTMENT OF THE AIR FORCE, NATIONAL GUARD BUREAU, publishing activity, and location. EXAMPLE:

DEPARTMENT OF THE AIR FORCE
NATIONAL GUARD BUREAU
HQ, 162ND FIGHTER GROUP (ACC)
TUCSON IAP, AZ 86706-6020

Figure 2. Federal Status (Title 10 USC)

5.3. Include the type, number of and date when publishing state or federal status orders. For additional information, see AFI 37-128, paragraph 2.2.

6. ANG Orders Body. Use IAOS order format. Follow the guidelines of AFI 37-128, paragraph 2.3. for composed IAOS or manually prepared orders.

7. ANG Orders Close. (Reference AFI 37-128, paragraph 2.4.). Use the authority lines listed below for computer generated orders. Also, refer to table 1-1, notes 1 and 2, this instruction.

7.1. BY ORDER OF THE SECRETARY OF THE AIR FORCE

7.2. BY ORDER OF THE GOVERNOR

7.3. FOR THE ADJUTANT GENERAL

7.4. FOR THE CHIEF OF STAFF

7.5. FOR THE COMMANDING GENERAL

7.6. FOR THE COMMANDER

8. Numbering and Dating Administrative Orders. AFI 37-128, paragraph 2.5.1. applies with these modifications:

8.1. IAOS generated orders are automatically numbered and dated.

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

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

9. Citing Authority for Publication. (Reference AFI 37-128, paragraph 2.6.).

10. Forms for Orders. (Reference AFI 37-128, paragraph 2.7.). Refer to AFI 37-128 and other applicable instructions for publishing orders not generated with IAOS.

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

12. Language, Codes, and Abbreviations. (Reference AFI 37-128, paragraph 2.9.).

13. Information Required to Identify Personnel. AFI 37-128, paragraph 2.10.1. applies with these additional comments. IAOS accesses the required personnel identification data. Follow paragraph 2.10.1. or other prescribing directives for orders not included in IAOS.

14. Verbal Orders. (Reference AFI 37-128, paragraph 3.1.).

15. Changes to Orders - Amendments, Rescissions, and Revocations. AFI 37-128, Section B, applies, with these additions:

15.1. Amend Annual or Special Training orders after the effective date, provided the new date will be in the same fiscal year. In cases where a verbal order is required, refer to AFI 37-128, paragraph 3.1.

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

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

16. Corrected Copies. (Reference AFI 37-128, paragraph 3.9.).

17. True Copies. (Reference AFI 37-128, paragraph 3-10.).

18. Printed Information on Reverse of Orders. (ReferenceAFI 37-128, paragraph 3.11.).

19. Record Copies - Maintenance, Disposition, Retirement and Retrieval:

19.1. Maintenance and Disposition. Each publishing activity must maintain and dispose of all record sets of their orders and background material according to AFI 37-133, volume 2, (formerly AFR 4-20, volume 2, table 10-3.) Archiving location will be as designated by the State Headquarters. Publishing activities are responsible for making sure that all orders are properly reproduced, distributed, maintained, and disposed of.

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

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

19.1.3. Post each amendment, revocation, or rescission to the record set. Post in ink on the left margin of the original. If more space is needed, post in another obvious place without defacing the order. Include the type of action, and the number and year

of the special order, for example, "Amended-SO A-111, 1993."

19.2. Retirement and Retrieval. Retire and retrieve records in accordance with State instructions.

20. Length of Orders and Continuation Lines. (Reference AFI 37-128, paragraph 2.11.). An IAOS generated order is automatically published with a heading and page number and may be more than one sheet. Orders not generated by IAOS will be published in accordance with AFI 37-128, paragraph 2-11. Refer to ANGR 26-2 for orders pertaining to organizational actions.

21. Paper Size, Margins, and Numbering. (Reference AFI 37-128, paragraph 2.1.).

22. Order Reproduction. (Reference AFI 37-128, paragraph 4.1.).

23. Orders Distribution. (Reference AFI 37-128, paragraph 4.2.). ANG authentication offices will establish their minimum distribution requirements.

24. Command Actions, Assumption of Command, Appointment of Commanders, and Opening and Closing of a Headquarters. (Reference AFI 51-504). EXCEPTION: A Governor appoints commanders without regard to seniority.

25. Organizational Actions. The State controlled units are those ANG units not on Federal duty; hence, the Governor of the state, as Commander-in-Chief, is responsible for the promulgation of orders announcing organizational actions. Authority is Title 32 USC 104, and ANGR 26-2. An establishment is considered an Organizational Management Action, not an Organizational Action. There is no requirement to publish orders implementing organizational management actions, but states may establish such procedures if desired. Such actions are not within the intent of Title 32 USC 104(c).

25.1. Designations, Activation, and Assignment. Include title of unit designated, station, unit of assignment, gaining command, effective date, and authority. EXAMPLE:

"The 228th Combat Communications Squadron is designated and activated at McGhee Tyson ANGB, TN; assigned to Headquarters, Tennessee Air National Guard; gaining command: Air Combat Command (ACC): effective 1 Oct 92. Authority: Titles 10 and 32 USC; ANGR 26-2; Ltrs, DAF/MO 185r, 17 Sep 91, and ANGRC/XP, 19 Sep 91, Subject: Activation of the 228th Combat Communications Squadron."

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

NOTE: ANGRC/XPMR will initiate action to issue NGB Form 5, Federal Recognition Certificate, upon receipt of State orders activating the unit and receipt of the completed NGB Form 113a, Report of Inspection for Federal Recognition. The actual date of Federal recognition as documented in Section IV, 20b of the NGB Form 113a must be cited in the orders as the effective date of activation.

25.2. Redesignation. Include old and new unit designation, station, unit of Commanders, and closing and opening of a Headquarters. See assignment, gaining command, effective date and authority. EXAMPLE:

"The 228th Tactical Combat Communications Squadron, McGhee Tyson ANGB, TN, is redesignated 228th Combat Communications Squadron, with no change in station or gaining command (ACC); effective 16 Jun 92. Unit will continue in assignment to Headquarters, Tennessee Air National Guard. Authority: Titles 10 and 32 USC; ANGR 26-2; Ltrs DAF/MO 331r, 29 May 92, and ANGRC/XP, 5 Jun 92, Subject: Redesignation of the 228th Tactical Combat Communications Squadron".

Figure 4. Redesignation of a Unit.

NOTE: State orders should be published and distributed upon receipt of ANGRC/XPMR Organizational Action Letter (OAL). Both the DAF/MO letter and the OAL letter must be cited in the order. ANGRC/XPMR will forward the NGB Form 5a, Redesignation Certificate, following receipt of the order.

25.3. Assignment. Places a unit with an existing military organization. Include title of unit assigned, designation of unit to which assigned, station gaining command, effective date, and authority. EXAMPLE:

"The 145th Air Refueling Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is

assigned to the 171st Air Refueling Wing, same station, with no change in gaining command (AMC), effective 1 Nov 92. Authority: Titles 10 and 32 USC; ANGR 26-2; and Ltr, ANGRC/XP, 1 Oct 92, Subject: Assignment of Air Refueling Units."

Figure 5. Assignment of a Unit.

or

"The 161st Air Refueling Group, AZANG, Phoenix, AZ, is relieved from assignment to 171st Air Refueling Wing, CAANG, Van Nuys, CA, effective 1 Nov 92, with no change in gaining command (AMC).
Authority: Titles 10 and 32 USC: ANGR 26-2; Ltr, ANGRC/XP, 1 Oct 92, Subject: Reassignment of Air Refueling Units."

Figure 5.1. Relieved From Assignment of a Unit.

NOTE: If a unit assignment is changed and is not in conjunction with an Activation, Inactivation, Redesignation, or Change of Station, it will not appear on the Air Force Schedule of Changes (SOC). ANGRC/XPMR is not required to accomplish an Organizational Action, but would be required to do a PAS Action to change the PARENT PAS of the effected unit.

25.4. Inactivation. Include designation of unit subject to inactivation, station, disposition of personnel, equipment, unit allocations, effective date, and authority. EXAMPLE :

"The 101st Weather Flight, Otis ANGB, MA, is inactivated effective 16 Dec 92. Assign personnel in accordance with instructions furnished. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 USC; ANGR 26-2; Ltr, ANGRC/XPM, 21 Jan 92, Subject: OAL 92-14 - Inactivation of Six Weather Flights; and Ltr, DAF/MO 239r, 13 Dec 91, Subject: Organizational Actions Affecting Certain Air National Guard Units."

Figure 6. Inactivation of a Unit.

or

"The 112th Civil Engineering Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is inactivated effective 20 Dec 91. Assign personnel in accordance with instructions furnished the 112th Fighter Group. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 USC; ANGR 26-2; and Ltr, ANGRC/MPM, 29 Nov 91, Subject: Inactivation of ANG Units."

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

Figure 6.1. Inactivation of a Unit.

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

25.6. Attachment. Places an establishment, a unit, or part of a unit with a military organization other than its parent organization, without making it a part of that organization. An establishment, unit or part of a unit may be attached for operational control, administrative control, and/or logistic support. Include designation and station of unit subject to attachment designation and station of major unit to which attached, purpose of attachment, effective date, and authority. EXAMPLE:

"The 553rd Air Force Band, with station at Harrisburg International Airport, PA, is relieved from assignment to the 193rd Special Operations Group, same station, effective 30 Sep 90, and is assigned to Headquarters, Pennsylvania Air National Guard effective 1 Oct 90, with attachment to 193rd Special Operations Group for support. There will be no change in authorized strength of station. Concurrent with this action, the 193rd Special Operations Group will continue to furnish CBPO,

fiscal and logistics support. Command supervision, administration and scheduling will be assumed by the new organization of assignment. Authority: Titles 10 and 32 USC, and ANGR 26-2.

Figure 7. Attachment of a Unit.

NOTE: If an attachment is changed and is not in conjunction with an Activation, Inactivation, Redesignation, or Change of Station, it will not appear on the Air Force Schedule of Changes (SOC). ANGRC/XPMR is not required to accomplish an Organizational Action or a PAS Action.

25.7. Federally Mobilized ANG Units. Federally mobilized ANG units remain allocated to the State and will upon being demobilized revert to the control of the State. In the event of Federal mobilization, publish orders in accordance with policies and instructions set forth in AFR 28-5, using gaining command supplements and this publication. If only operational control of mobilized ANG personnel by the gaining MAJCOM is exercised and administrative controls remain with the ANG, publish orders utilizing the format in attachment 1.

25.8. Demobilization. Include designation of unit(s) subject to demobilization, authorized strength, station assignment, unit of assignment (when applicable), gaining command, effective date, and authority.

NOTE: To publish orders, format them in accordance with state authority and statutes. For demobilization of ANG personnel where only operational control was exercised by the gaining MAJCOM and administrative controls remained with the ANG, publish orders utilizing the format in attachment 2.

25.9. State Duty. Include designation of unit(s) called to State duty, purpose of call, days authorized, effective date of call, date of release, and authority.

25.10. Change of Stations. Include unit designation, current station, new station, gaining command, effective date, and authority. EXAMPLE:

"The 145th Communications Flight, North Carolina Air National Guard, Charlotte Air National Guard Base, Charlotte, NC, is transferred to the Badin Air National Guard Station, P.O. Box 263, Badin, NC, with no change in gaining command (ACC) effective 1 Jun 92. Unit will continue in assignment to Headquarters, North Carolina Air National Guard. Authority: ANGRC 26-2; and NGB Ltr dtd 25 Jul 92, Subject: OAL 91-07, Change in Station - 145th Communications Flight."

Figure 8. Change of Station.

NOTE: State orders should be published and distributed upon receipt of the ANGRC/XPMR Organizational Action Letter (OAL). The OAL letter and number must be cited in the order. ANGRC/XPMR will initiate action to issue NGB Form 5b, Change of Station Certificate, upon receipt of State orders.

26. Award of Individual Decorations. Publish orders for State awards according to State statutes. Publish orders for Federal awards according to AFR 10-7, paragraph 2-10.

27. Memorialization Program and Dedication Ceremonies. (Reference AFR 10-7, paragraph 2-12).

28. Unit Awards and Decorations. Publish orders for State awards according to State policy. Publish orders for Federal awards according to AFR 10-7, paragraph 2-13.

29. Ordering ANG Personnel to Active Duty. ANG personnel who go on extended active duty in accordance with AFRs 28-5, 35-41 Vol 4, 45-21, and 45-26, require orders in accordance with AFR 10-7, paragraphs 2-15 or 2-16.

30. Temporary Duty and Travel. AFR 10-7, paragraphs 2-21 through 2-30 apply to the ANG with these modifications.

30.1. IAOS generated travel orders need not reflect "APPROX NO. OF DAYS OF TDY" or "PROCEED O/A". (Reference AFR 10-7, figure 2-2, items 10a and 10b).

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

30.3. Do not publish permissive TDY orders for ANG personnel performing Active Duty Training (ADT) or Inactive Duty Training (IDT). Do not grant ANG military technicians permissive TDY for

morale, welfare, or recreation activities as defined in AFR 36-26 and ANGR 215-1.

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

30.5. Mission (MSN) and administration (ADM) travel codes and categories of travel required by AFR 10-7, figure 2-2, item 9, are not necessary for ANG units publishing orders.

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

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

31. Variations In Itinerary. (Reference AFR 10-7, paragraph 2-31, including notes 1 and 2).

32. Classified Orders. (Reference AFR 10-7, paragraph 2-32 applies with this modification.) IAOS is not to be used to generate classified orders, but may be used to make "True Extract" copies as defined in AFR 10-7, paragraph 1-18.

33. TDY Travel of Personnel Performing Inactive Duty Training. Members performing IDT away from their permanent duty station and whose TDY location is not within commuting distance receive travel per diem in accordance JFTR Chapter 7. Publish orders the same as TDY travel of AGR personnel and include a statement that the individual is performing inactive duty for training. Travel and per diem entitlements will only apply during inclusive IDT dates. Include the organization's operations and maintenance (O&M) funds citation for such travel.

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

34.1. from approved military status to approved civilian status,

34.2. approved civilian status to approved military status,

34.3. inactive duty status to active duty status, or

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

35. Invitational Travel Orders. AFR 10-7, paragraph 2-57 applies with this modification. Publish Invitational Travel Orders for members of Congress, foreign personnel, candidates for public office, etc., after NGB-PA approves the request.

36. Military Technician Travel Orders.

36.1. Use DD Form 1614 for military technician PCS travel. AFR 10-7, figure 2-13 contains instructions for completing DD Form 1614. Categories of travel required by AFR 10-7, figure 2-2, item 9, are not necessary for ANG activities publishing orders.

36.2. ANG members will use quarters commensurate with military grade, not civil service grade, i.e., GS-9/CMSgt. Refer to TPR 900, 935.

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

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

36.3.2. Member can not travel outside normal duty hours.

37. AGR Orders. Do not list AGR personnel on orders with traditional guardsmen performing annual, special, or school training.

37.1. Refer to AFR 10-7, paragraph 2-15 for instructions for preparing orders. The following information supplements AFR 10-7, chapter 2, section B.

37.1.1. AFR 10-7, paragraph 2-15a(3). Component: Air National Guard.

37.1.2. AFR 10-7, paragraph 2-15a(10). Include the statement, "Member is ordered to active duty (voluntarily), according to Title 32 USC 502(f) unless sooner relieved by competent authority."

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

37.2.1. SPMD PAS code, functional code, position description number, position title, authorized military grade and authorized civilian grade, if applicable.

37.2.2. The AFSC for enlisted personnel.

37.2.3. The statement, "Authority is given for any mission-directed OCONUS TDY, and that the individual will automatically be placed under Title 10 USC 672(d) for duration of TDY, and will automatically revert to Title 32 USC 502(f) after completion of TDY."

37.2.4. For aircrew members performing alert duties, the statement, "Authority is given for any period of alert duty, and that the individual will automatically be placed under Title 10 USC 672(d) for the duration of that period of duty, and will automatically revert to Title 32 USC 502(f) after completion of the period of alert duty."

37.3. Funding information in accordance with AFM 172-1 Volume IV:

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

37.3.2. PCS travel: P543 funds, station 380100.

37.3.3. Uniform gratuities (officers): P543, station 380100.

37.3.4. Transportation: P543, station 380100.

38. UCMJ Jurisdiction of Air National Guard Personnel. The UCMJ applies to members of the ANG ordered to active duty or active duty training under provisions of Title 10 USC. The UCMJ does not apply to those members under the provisions of Title 32 USC, but such members must adhere to State military justice or State civil law provisions, as appropriate. Courts martial jurisdiction for ANG members performing duty within their respective State or territory under Title 10 USC rests with the Air Force Advisor assigned to the State/wing/gaining command. When performing duty under Title 32 USC, jurisdiction rests with the State Adjutant General. When performing duty under Title 10 outside the United States and its territories, ANG members must defer to the military justice and administrative actions of the host command and its subordinate and higher commands. The provisions of AFR 10-7, paragraphs 2-46, 2-47, and 2-48 do not apply to ANG personnel except when performing duty under Title 10 USC, as stated above.

39. Military Personnel Actions. Refer to AFM 30-130.

40. Announcement of Death of ANG Personnel (State Action). Include date of death, the unit of assignment, and permanent address. EXAMPLE:

"Announcement is made of the death on 15 Dec 91 of MAJ JOE R. DOE, 000-00-0000, 191 FS, MIANG, Selfridge ANGB, MI 19027-5000. Permanent address: XXXX XX St, Detroit, MI 19050-0000.

Figure 9. Announcement of Death of ANG Member.

41. Appointment of Imprest Fund Cashier. Appoint individuals as Cash Purchasing Agents to an active Air Force accounting and finance officer where an ANG unit makes small purchases of supplies and services, other than personal, with imprest funds (authority is AFR 171-101). Appointment order will include:

41.1. Grade, name, SSAN, component, and unit.

41.2. Name, location, and DSN of Air Force accounting and finance officer whom he/she is servicing as agent.

41.3. Maximum amount of funds entrusted.

41.4. Cite of Air Force appropriations.

41.5. Date of termination of appointment.

41.6. Authority: AFR 177-101 and AFR 177-108. EXAMPLE:

(Principal)(per paragraph 7, SO M-12, 1 Jul 92).

"MSGT ROBERT T. SMITH, 000-00-0000, 144 MSSQ, Fresno ANG Base, Fresno, CA 93726-5000, is appointed IMPREST FUND CASHIER TO CAPT J.C. GEORGE, USAF, DSN 6714, Chief Accounting and Finance Division, Castle AFB, CA, effective 1 Jul 92. CAPT GEORGE is authorized to "entrust" to MSGT SMITH an imprest fund for one thousand dollars ($1,000) upon presentation of this order. This appointment will end 30 Jul 93. Authority: AFR 177-101 and AFR 177-108.

Figure 10. Appointment of Imprest Fund Cashier.

42. Unit Training Assembly Orders. Publish these orders as stated in NGR (AF) 50-1, consolidated by State headquarters, base, wing, or group. The next higher level of command within the State or the State Headquarters can publish orders for units at squadron level or below. Duty hours as shown in the order will include time authorized for meals. For example, 0730 to 1600 indicates an 8 1/2 hour duty day which authorizes 1/2 hour for dining. Also include:

42.1. Designation and location of unit(s) concerned.

42.2. Date, time and location of each UTA.

42.3. Statement, "All members of the designated unit(s) are hereby ordered to attend unit training assemblies shown on this training schedule."

42.4. Equivalent training periods, when authorized. Comply with instructions in NGR (AF) 50-1.

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

42.6. Authority, i. e., "Title 32 USC, Section 502, Title 37 USC, Section 206, NGR (AF) 50-1," and any local directives.

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

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

43.1. State adjutants generals will publish State appointment, promotion, and separation orders according to the following examples.

1ST LT KATHY P. ERICKSON (SSAN) is appointed CAPTAIN in the NDANG and assigned to 119FG, PAS: J21CTFMHZ, NDANG, Hector International Airport, Fargo, ND, 58102-1051. HOR: (Enter home of record, effective 1 Mar 92. Authority: NGR (AF) 36-2.

Figure 11. Appointment of ANG Officer.

WILLIAM J. CLARK III, (SSAN), is appointed 2DLT in the Idaho ANG and assigned to 190RS, PAS: C60TFL45, Boise Air Terminal, Boise, ID 83709-5000, effective 4 Mar 92. HOR: (Enter home address). Authority: NGR (AF) 36-2. Officer is granted Temporary Federal Recognition effective 4 Mar 92. Member agrees to remain a member of the Selected Reserve during his appointment as an officer in the ANG. On 4 Mar 92, this individual will appear before a Federal Recognition Board for examination of qualifications for Federal Recognition in the ANGUS, grade and position indicated, and as a member of the ResAF. Continuation of this appointment is contingent upon extension of Federal Recognition by Chief, NGB.

Figure 11.1. State Officer Appointment.

MAJOR WALTER R. BOGGS, (SSAN), is relieved from assignment with the 102FG, PAS: B70TFWBT, CTANG Bradley IAP Windsor Locks, CT 06096-5000, (AFSC 1125D), and honorably discharged from the Connecticut ANG effective 1 Mar 92. Officer is transferred to USAFR (SF31FLX9) and assigned to HQ Air Reserve Personnel Center, Denver, CO 80205-5000, effective 2 Mar 92. Mailing address: 29 Main Street, Hartford, CT 06118-5000. Authority: ANGR 36-05.

Figure 11.2. Discharge of Officer Not on EAD.

1ST LT JOHN B. MAJORS, (SSAN), 111 FS, PAS: xxxxxxx, Ellington ANGB, TX 78101-5000 (AFSC 1125D, Position: CAPT, Functional Code: 3310) is promoted to the grade of CAPTAIN in the Texas ANG, effective 1 May 92 or upon approval of Federal Recognition. Authority: NGR (AF) 36-4.

Figure 11.3. Promotion of Officer.

43.2. Posthumous Promotion of ANG Officers. Publish these orders according to NGR (AF) 36-4.

43.3. The Chief, NGB, will publish orders extending/vacating Federal recognition of State appointment/promotion according to the following examples:

By order of the Secretary of the Air Force, accouncement is made of the extension of federal recognition of appointment of CAPT JOHN J. DOE, (SSAN), HQ CTANG, 133 ARSQ, effective 2 Nov 93(Title 32 USC 305 and 307).

Figure 12. Federal Recognition of Appointment.

By order of the Secretary of the Air Force, announcement is made of the withdrawal of Federal recognition from BRIGADIER GENERAL JOHN L. PEASE, (SSAN), HQ GAANG, effective 7 Dec 93, by reason of vacating tenure of the office position as "Assistant AG (AIR).

Figure 12.1. Vacating Tenure of Office.

By order of the Secretary of the Air Force and Direction of the President, MAJOR MARY L. COE, (SSAN), HQ LAANG, is extended Federal recognition and promotion ResAF to the grade of LIEUTENANT COLONEL per USC 593, 8366(c), 8374, and 8374 and 8379 (Pre-ROPMA), with promotion service date (PSD) and effective date 2 Feb 93. Authority: AFI 36-2504 and NGR (AF) 36-4 (Pre-ROPMA).

Figure 12.2. Federal Recognition of Promotion.

By order of the Secretary of the Air Force, announcement is made of the withdrawal of Federal recognition and discharge as a Reserve of the Air Force of MAJOR COURTNEY BLANC, (SSAN), HQ CHANG, effective 4 Sep 93. ANGR 36-014, (pre-ROPMA).

***Figure 12.3. Withdrawal of Federal Recognition.**

43.4. Termination of Federal Recognition by Reason of Death. Paragraph 43-3 is modified and expanded to include current narrative and associated authorities for granting/withdrawing federal recognition of appointments and promotions in the ANG. Deleted is the reference to "termination of Federal Recognition by Reason of Death". HQ ARPC/DPAE advised that AFI 36-3002, (formerly AFR 30-25) and AFI 36-2608, (formerly AFR 35-44) both contain provisions in policy that circumvent the need to publish Federal recognition termination orders by reason of death. IAW AFI 36-3002, when an individual is deceased, the CBPO produces a casualty report and enters a Personnel Transaction Identifier 966 (PTI) into the Personnel Data System (PDS). The PTI 966 generates a computer-generated death order and serves as authority for terminating military status. AFI 36-2608 establishes the death order as a permanent document filed in the deceased members Master Personnel Records Group to be retired at St. Louis Records Center.)

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

44.1. NGR (AF) 39-9 identifies the enlistment action. EXAMPLE:

SRA MICHAEL P. MCNEILL, 000-00-0000, having enlisted in the IDANG and as a member of the ResAF for a period of three (3) years is assigned to the 124 RMS, eff 25 Nov 91. HOR: 411 Ada Street, Boise, ID 83702-5000. DOB: 17 Nov 71, non-fly, DOR: 25 Nov 91. Authority: NGR (AF) 39-9.

Figure 13. Enlistment of Personnel.

44.2. Publish promotion orders for ANG enlisted personnel according to ANGI 36-2502. Promote ANG enlisted personnel posthumously, provided such promotion is without monetary benefit. Revocation of promotion orders must be with consent of the State Adjutant General and the statement of consent included in the revocation.

The following named airmen, 140 FW, COANG, Buckley ANG Base, CO 80011-5000, are promoted in the COANG as a ResAF to the grade indicated, effective date as indicated, and DOR as indicated. Authority: ANGI 36-2502. TO CMSGT (E-9) SMSGT ROBERT M. JONES, 000-00-0000, HQ COANG, EFFECTIVE DATE: 2 APR 92, DOR: 2 APR 92. TO TSGT (E-6) SSGT HARRY E. SLATE, 000-00-0000, 120 WF, EFFECTIVE DATE: 2 APR 92, DOR: 2 APR 92. TO SSGT (E-5) SGT GEORGE A. CARLSON, 000-00-0000, 140 CAMS, EFFECTIVE DATE: 2 APR 92. SGT JOHN J. SMITH, 000-00-0000, HQ COANG, EFFECTIVE DATE: 2 APR 92, DOR: 2 APR 92.

Figure 14. Promotion of Multiple Personnel.

TSGT VINCENT TORRES, 000-00-0000, 111 MSSQ, PAANG, Willow Grove Reserve Facility, Willow Grove, PA 19090-5000, is promoted to MSGT (E-7) in the PAANG as a ResAF effective and with DOR 1 Jul 92. Authority: ANGI 36-2502.

Figure 14.1. Promotion of One Enlisted Individual.

SSGT GLENN B. CARTER, 000-00-0000, 162d Communications Squadron, AZANG Tucson, IAP, AZ 85706-6020 is posthumously promoted to TSGT (E-6) in the AZANG effective 17 Aug 92, without monetary benefit. Authority: ANGI 36-2502.

Figure 14.2. Posthumous Promotion.

Para 10, SO AA-141, this HQ, 10 Aug 92, purporting to demote SGT EARL TRAVER, 000-00-0000, this HQ, to grade SGT is without original basis of authority and null and void as determined by the State of Maryland. Therefore, this order is revoked. Authority: ANGI 36-2502.

Figure 14.3. Revoke Demotion.

Para 13, SO AA-14, this HQ, 10 Jan 92, purporting to promote SGT JAMES A. CRANE, 000-00-0000, 108 MSSQ, McGuire AFB, NJ, to grade of SSGT, is without original basis of authority as determined by The Adjutant General, and is revoked as being null and void. Airman ineligible per ANGI 36-2502.

Figure 14.4. Revoke Promotion

44.3. Publish demotion orders for ANG enlisted personnel according to NGR (AF) 39-30.

44.4. Publish discharge orders for ANG enlisted personnel according to ANGR 39-10.

SSGT ROBERT L. LONG, 000-00-0000, (Mailing address: 2424 Meakin Drive, Windsor, CT 06095-5000) is relieved from assignment with the 103CSS, PAS: B70TFWBT, CTANG, Bradley IAP, Windsor Locks, CT 06097-5000, and honorably discharged from the CTANG and as a member of the Reserve of the Air Force effective 29 Jan 92. Furnish Airman with NGB Form 438. Authority: ANGR 39-10, Chapter 2, SPD: KBK.

Figure 15. Dischange Without Service Obligation.

SRA KENNETH T. ZAUGG, 000-00-0000, (Mailiing Address: 1923 Bristol Road, Windsor Locks, CT 06096) is relieved from assignment with the 118FS, PAS: B70TFWBT, Bradley IAP, Windsor, Locks, CT 06096-5000, and honorably discharged from the CTANG effective 15 Feb 92, will be transferred to the AFRes and assigned HQ ARPC, Denver CO 80280-5000 effective 16 Feb 92. Furnish airman with NGB Form 438a. Authority: ANGR 39-10, Chapter 2. SPD: MBK.

Figure 15.1. Discharge With Service Obligation.

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

46. Contingency, Exercise, Mobility (CEM) Orders. The MANPER-B system will be used to generate CEM orders.

47. Counterdrug Support Program Orders:

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

47.2. Orders for personnel selected for state counterdrug coordinator positions will be managed in accordance with ANGR 35-03, except that tour length may be limited by the SPMD/UMD position authorization.

48. Workday Utilization Codes (WUCs). A WUC will be placed on all active duty orders. Appropriate WUCs will be identified by those requesting the preparation of orders. A listing of current WUCs is reflected in NGR (AF) 50-1.

TABLE 1

SERIES OF ADMINISTRATIVE ORDERS

RULE	If the Order Pertains To	Authority (Note 5)	Federal or State States (Note 2)	Publish In Series (Note 3)	Command Element	Format or Form
ACTIVE DUTY & TRAINING						
1	AGR (See ANGR 35-03)	32USC502f	State	A	By Order of Gov	IAOS
2	Annual Training	32USC503	State	A	By Order of Gov	IAOS
3	Initial Active Duty	10USC672d	Federal	AC	By Order of SAF	IAOS
4	Service Schools in Military Status	32USC504/505	State	A	By Order of Gov	IAOS
5	Active Duty Special Work (ADSW)	10USC672d & NGR (AF) 50-1;	Federal	AC	By Order of SAF	IAOS
	a Counterdrug Support	10USC672d, or	Federal or	AC	By Order of SAF	IAOS
		32USC502	State	A	By Order of Gov	IAOS
6	Military Personnel Appropriations MPA Workdays)	10USC672d, NGR (AF) 50-1, AFR 35-41, Vol 4	Federal	R	By Order of SAF	ADPS or IAOS
SPECIAL TRAINING						
7	General	32USC505	State	A	By Order of SAF	IAOS
	a Counterdrug Support	32USC502 & NGR (AF) 50-1,	State	A	By Order of Gov	IAOS
		or 10USC672d & NGR (AF) 50-1	Federal	AC	By Order of SAF	IAOS
8	USAF Mission Support	10USC672d	Federal	AC	By Order of SAF	IAOS

TABLE 1 (CONTINUED)
SERIES OF ADMINISTRATIVE ORDERS

RULE	If the Order Pertains To	Authority (Note 5)	Federal or State States (Note 2)	Publish In Series (Note 3)	Command Element	Format or Form
9	Civil Disturbance & Riot Control Operations of Training (Note 2)	10USC331	Federal	AC	By Order of SAF	IAOS
10	Competitive Events	32USC504	State	A	By Order of Gov	IAOS
11	Conversion Training	32USC504	State	A	By Order of Gov	IAOS
12	Emergency Evaluation	10USC672d	Federal	AC	By Order of SAF	IAOS
13	Ferrying Aircraft (Note 5)	10USC672d or 32USC503	Federal State	AC A	By Order of SAF By Order of Gov	IAOS IAOS
14	JCS Exercise	10USC672d	Federal	AC	By Order of SAF	IAOS
15	Joint Army/ AF-ANG (Special Mission)	10USC672d	Federal	AC	By Order of SAF	IAOS
16	Special Short Tours	10USC672d	Federal	AC	By Order of SAF	IAOS
PCS TRAVEL						
17	Military	JFTR Vol I	State	A	By Order of Gov	IAOS
18	Civilian/ Technician	JTR Vol 2	State	A	By Order of Gov	IAOS
TEMPORARY DUTY						
19	Military	JFTR Vol 1	State	T	By Order of Gov	IAOS

TABLE 1 (CONTINUED)
SERIES OF ADMINISTRATIVE ORDERS

RULE	If the Order Pertains To	Authority (Note 5)	Federal or State States (Note 2)	Publish In Series (Note 3)	Command Element	Format or Form
.20	Civilian/ Technician	JTR Vol 2	State	T	By Order of Gov	IAOS
21	Permissive	AFR 35-26/ ANGR 215-1	State	T	By Order of Gov	IAOS
22	Invitational (Non-DOD)	JTR Vol 2	State	T	By Order of Gov	IAOS
ORGANIZATIONAL ACTIONS						
23	Appointment, Promotion, Discharge (State Status)	NGR (AF) 36-2 & 36-4	State	A	By Order of Gov	IAOS
24	Federal Recognition/ Promotion/ Withdrawal	ANGR 36-01, NGR (AF) 36-02, ANGR 36-03, & NGR (AF) 36-04	Federal	A	By Order of SAF	Composed Order
25	Enlistment of Airmen	NGR (AF) 39-9	State	P	By Order of Gov	Composed Order
26	Promotion & Demotion of Airmen	ANGI 36-2502 and NGR (AF) 39-30	State	A	By Order of Gov	Composed Order, IAOS or AF 2096
27	Revocation of Order Demoting Airmen	NGR (AF) 39-30	State	A	By Order of Gov	Composed Order
28	Separation/ Transfer	ANGRs 36-05 & 39-10	State	P	By Order of Gov	Composed Order, IAOS
29	Announcement of Death of ANG Personnel	State Regs	State	P	By Order of Gov	Composed Order, IAOS
30	Termination of Federal Recognition by reason of death	ANGRs 36-05 & 39-10	Federal	M	By Order of SAF	Composed Order

TABLE 1 (CONTINUED)
SERIES OF ADMINISTRATIVE ORDERS

RULE	If the Order Pertains To	Authority (Note 5)	Federal or State States (Note 2)	Publish In Series (Note 3)	Command Element	Format or Form
31	Extension of Temporary Federal Recognition for Pay Purposes	NGR (AF) 36-2	Federal	M	By Order of SAF	Composed Order
32	Federal Awards and Decorations	AFR 900-48	Federal	G	By Order of SAF	Composed Order
33	State Awards and Decorations	State Regs	State	P	By Order of Gov	Composed Order
34	Appointment of Investigating Officers, Board & Committees	AFR 11-31	State	M	By Order of Gov	Composed Order
35	Imprest Fund Cashier	AFR 177-01 & AFR 177-108	State	M	By Order of Gov	Composed Order
36	Activation	AFR 28-5	State	G	By Order of Gov	Composed Order
37	Inactivation	ANGR 26-2	State	G	By Order of Gov	Composed Order
38	Assignment	ANGR 26-2	State	G	By Order of Gov	Composed Order
39	Attachment	ANGR 26-2	State	G	By Order of Gov	Composed Order
40	Redesignation	ANGR 26-2	State	G	By Order of Gov	Composed Order
41	Reorganization	ANGR 26-2	State	G	By Order of Gov	Composed Order
42	Unit Training Assembly Scheduling	NGR (AF) 50-1	State	M	By Order of Gov	Composed Order

TABLE 1 (CONTINUED)
SERIES OF ADMINISTRATIVE ORDERS

RULE	If the Order Pertains To	Authority (Note 5)	Federal or State States (Note 2)	Publish In Series (Note 3)	Command Element	Format or Form
.43	Assumption of Command	32 USC and AFR 35-54	State	G	By Order of Gov	Composed Order
44	Movement Order	State Statute	State	M	By Order of Gov	Composed Order
MOBILIZATION						
45	Federal	AFR 28-5	Federal	AC	By Order of Gov	Composed Order
46	State	State Statute	State	A	By Order of Gov	Composed Order
47	Temporary Tours	10USC672d, AFM 30-130 & AFR 35-41, Vol 4	Federal	R	By Order of Gov	Composed Order

NOTES:
1. Use the command element FOR THE ADJUTANT GENERAL (CHIEF OF STAFF, or COMMANDING GENERAL) when legislative or regulatory authority to publish is vested in the State Adjutant General/Chief of Staff. Use the command element FOR THE COMMANDER, when publishing authority is further delegated by the Adjutant General to designated units.
2. If under State Statute, use the appropriate command and signature element.
3. Non IAOS users may add a second or third letter if there is a need to further identify a series by the preparing office, unit, or type of action. DO NOT use "AC" as a series designator, as it is reserved within IAOS for Federal orders.
4. Rule 13, Ferrying Aircraft, cite 10USC672d when aircraft are transferred in behalf of the Active Force or from the manufacturing point to the unit assuming accountability. When aircraft are ferried between unit and depot or between states, cite 32USC503.
5. When ordered to perform Annual Training, OCONUS orders will reflect 10USC672d, rather than 32USC503.

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

OFFICIAL

DEBORAH GILMORE
Acting Chief
Administrative Services

3 Attachments
1. Federal Mobilization of a Unit/Individuals
2. Demobilization of a Unit/Individuals
3. ANG Admin Orders Office of Primary Responsibility

Federal Mobilization of a Unit/Individuals

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 130TH AIRLIFT GROUP (AMC)
YEAGER AIRPORT
CHARLESTON, WEST VIRGINIA 25311-5000
Personnel Data-Privacy Act of 1974 (5 USC 552a)

SPECIAL ORDER
AR-XX

9 Jul 93

A1.1. By direction of the President, the following named officers and airman are ordered to extended active duty involuntary according to the Presidential Executive Order, 18 Jan 91 and Secretary of Defense Memorandum, 19 Jan 91. The period of active duty will not exceed 12 months (unless extended to a maximum of 24 months), starting with the day each individual signs in for duty under Title 10 USC 673 or USC 673b, whichever is earlier, unless sooner relieved. Place from which ordered to active duty is the same as HOR for each individual.

A1.2. ASSIGNMENT: Assigned to the 130th XXXXXXXXX XXXXX, PAS: XXXXX, WVANG, Yeager Airport, Charleston, WV. Members will be under Operational Control of HQ AMC, Scott AFB, IL. Personnel administrative control will remain with the Air National Guard.

A1.3. GENERAL INSTRUCTIONS: Authority: Title 10 USC 673, Hq AMC CRISIS ACTION TEAM MSG 241390Z, JAN 91. Execution-Presidential Mobilization of Selected Ready Reserve-OPERATION DESERT STORM. HQ AMC CRISIS ACTION TEAM MSG 241400Z, JAN 91.

A1.4. REPORTING INSTRUCTIONS: Member will report to the Commander 130th XXXXXXX XXXXX, PAS: XXXXXX, Yeager Airport, Charleston, WV 25311-5000, not later than XX XXX XX. Member will be released from active duty on XX XXX XX.

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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX

A1.5. CERTIFICATION: WUC: XX
FUND CITE: P&A XXXXXXX XXX XXXXX XXXXXX
ACCESSION/SEPARATION: TVL PD
XXXXXXX XXX XXXX.OM XXXX.OJ (OFF) XXXX.OM XXXX.OJ (ENL) XXXXXX
CIC: X X XXX XXXX XXXXXX TAC: FXXX (OFF) FXXX (ENL)
OFFICIAL Certifying Official: /S/ DAVID T BUCKALEW/S/

A1.6. AUTHENTICATION:
BY ORDER OF THE SECRETARY OF THE AIR FORCE

/S/OFFICIAL/S/
MARVIN W. STATON JR, CMSgt, WVANG
Chief, Customer Support

DISTRIBUTION: J

Demobilization of a Unit/Individuals

DEPARTMENT OF THE AIR FORCE
NATIONAL GUARD BUREAU, STATE OF NEW JERSEY
HEADQUARTERS, 170TH AIR REFUELING GROUP (ACC)
MCGUIRE AIR FORCE BASE, NEW JERSEY 08641-6005
Personnel Data-Privacy Act of 1974 (5 USC 552a)

SPECIAL ORDER 9 July 93
AC-357

A2.1. Relating to Special Order AC - 278, dtd 03 February 1991
Demobilization-Desert Storm

A2.2. ADDRESSING:
SSG BROWN, GOLDEN I, XXX-XX-XXXX, 170 SVF, G90SFCYL
TSG BROWN, ROBERT D, XXX-XX-XXXX, 170 SVF, G80SFCYL
SRA MODESTINA, GAIL, XXX-XX-XXXX, 17O SVF, G80SFCYL

A2.3. DUTY PERIOD AS READS: 06 FEB 91 THRU: The period of Active Duty will not exceed 12 months (unless extended to a maximum of 24 months), starting on the day each individual signs in for duty under Title 10 USC 673.
DUTY IS AMENDED TO READ: 06 FEB 91 THRU 10 JUN 91

A2.4. DEMOBILIZATION AUTHORITY: By direction of the President and Secretary of the Air Force (Reference D). Selected sub-elements of the Air National Guard of the United States as listed in item number two (2), will be released from Active Duty not later than 16 May 91. Ref HQ SAC OFFUTT AFB NE//SBS// msg, 011342Z MAY 91.

A2.5. FUND CITES: P&A: XXX XXXX XXX XXX XXX XXXXXX TVL & PER DIEM: XX XXXX XXXX.0 XXXX.0 XXXXXX CIC: X X XXX XXXX XXXXXX AAC: FXXX FXXX//GP//

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

THOMAS J. QUINN, CMSGT, NJANG
Chief, Customer Support

DISTRIBUTION: A

AIR NATIONAL GUARD ADMINISTRATIVE ORDERS
OFFICE OF PRIMARY RESPONSIBILITY (OPR)

ORDER DESCRIPTION	SERIES	ANGRC	BASE
Basic Military Training	AC	TE	DP
School-Military	A	TE	DP
School-Technician	T	TE	DP
School-AGR	T	TE	DP
Annual Training-Home Station (State)	A	FM	FM
Annual Training-Deployed (State)	A	FM	FM
Annual Training Deployed (Federal)	AC	FM	FM
Special Training-Home Station (State)	A	FM	FM
Special Training-Home Station (Federal)	AC	FM	FM
Special Training-Deployed (State)	A	FM	FM
Special Training-Deployed (Federal)	AC	FM	FM
Special Training-Deployed (State-In Lieu of Annual Training)	A	FM	FM
Military Personnel Appropriations-Home Station	R	DP	DP
Military Personnel Appropriations-Deployed	R	DP	DP
TDY-Technician	T	FM	FM
TDY-AGR	T	FM	FM
TDY-Active Duty	T	FM	FM
TDY-Inactive Duty	T	FM	FM
Invitational Travel Order	T	FM	FM
Contingency, Exercise, and Mobility (CEM)	T	DP	DP
Discharges	A	DP	DP
AGR Long Tour	A	DP	DP
Death Notices	P	DP	DP
Promotions	A	DP	DP
Enlisted Demotion	A	DP	DP

Notes:
1. Questions relating to the Integrated Automated Orders System (IAOS) should be directed to SC at ANGRC and IM at base level for all series of orders.
2. Pay and travel entitlement related questions should be directed to FM at ANGRC and base level.
3. All workday related questions should be directed to TE at ANGRC and FM at base level.