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Communications & Information

AIR NATIONAL GUARD SPECIAL ORDERS

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This instruction provides specific instructions for unique Air National Guard (ANG) requirements for automated administrative orders using the ANG Reserve Orders Writing System (AROWS) and the Integrated Automated Orders System (IAOS). Use this instruction in conjunction with Air Force Instruction (AFI) 33-328, *Administrative Orders*; AFI 65-103, *Temporary Duty Orders*; Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*; and Joint Travel Regulations (JTR), Volume 2, *Department of Defense Civilian Personnel*. Authorities to maintain records are Title 10, United States Code (U.S.C.), Section 8013, *Secretary of the Air Force: Power and Duties: Delegation By*; JFTR, Volume 1; and JTR Volume 2. Refer to **Attachment 1** for a glossary of references and supporting information. All records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, subject to *The Privacy Act of 1974* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil. States are encouraged to supplement this instruction to meet local needs. ANG units may submit recommended changes to this instruction to NGB/A6I.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

This revision changes the title from AIR NATIONAL GUARD ADMINSTRATIVE ORDERS to AIR NATIONAL GUARD SPECIAL ORDERS. It rewords, reorganizes and renumbers paragraphs for clarity. In retains instructions related to IAOS or manual composition of orders. It updates supporting references, Figures and Attachments. It renames and moves Table 1 to **Attachment 3**.

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1. Applicability: The AROWS and IAOS systems are the ANG standard for computer generated orders. Safeguards on privacy act information within these systems will follow AFI 33-332, *Privacy Act Program.* All ANG orders writing activities (OWA), i.e., State Headquarters, Wings, GSUs, and Detachments, must create all orders using these systems. If a conflict exists between this instruction and AFI 33-328, contact NGB/A6I.

2. Restrictions on Publication of Special Orders.

- 2.1. Only NGB/A1, Adjutants General, or ANG units can generate orders for the ANG or its members. ANG organizations of one state cannot generate special orders that affect ANG organizations of another state without the consent of NGB/A1 and governors concerned. AROWS will only allow the Human Resource Office (HRO) the authority to generate special orders on members outside of their state. Statutory tour orders are generated by the ANG Organization Management Directorate (NGB/OM).
- 2.2. Do not generate special orders directing members to perform duty outside the states without the consent of the governor and individual concerned. The term "states" is defined as the 50 states, Puerto Rico, Virgin Islands, Guam, the District of Columbia, and U.S. territories.
- 2.3. Duty performed outside the states, as defined in paragraph 2.2., will be performed under the appropriate Title 10 USC. Duty will not be performed in a military technician or inactive duty status. This restriction will not be waived.
- 2.4. NGB/A1 will generate orders granting and withdrawing federal recognition.
- 2.5. Participation in training without pay and allowances is authorized in accordance with ANGI 36-2001.
- 2.6. Individuals will not attend service schools in a no pay and allowances military status.
- **3. 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. Automated special orders need not be signed as long as proper approval is documented before orders are certified.
 - 3.1. Authority to Publish Orders. Commanders, State Adjutants General or designated air representatives, may publish orders.
 - 3.2. Orders Writing Activities (OWA). State Adjutants General, Commanders at all levels, or designated representatives, will establish OWAs.
 - 3.2.1. Management of special orders will not be centralized. OWAs will generate, distribute, and maintain record copies of orders that they initiate.
 - 3.2.2. Aeronautical Orders. The Chief, Flight Management Office (FMO), Host Operations System Management (HOSM), or designated representative will generate, distribute, and maintain record copies of Aeronautical Orders.
 - 3.2.3. Contingency, Exercise, Deployment (CED) orders and all P series orders. The Chief, Military Personnel Flight (MPF), or designated representative within the MPF will generate, distribute, and maintain record copies of CED orders and all P series orders.

- 3.2.4. Active Guard Reserve (AGR) Tour Orders. The HRO at each individual State Headquarters will generate, distribute, and maintain record copies of AGR tour orders.
- 3.3. The Office of Primary Responsibility (OPR) for each type of ANG order is listed in **Attachment**2. As required, the OPR will provide functional guidance, supplement functional directives and answer questions relating to their type of order.
- 3.4. Publishing Self-executing Orders for ANG Members Performing Alert Duty or OCONUS Missions.
 - 3.4.1. ANG members, regardless of status, will not depart the CONUS unless they are in an appropriate Title 10 status. The AROWS system will automatically populate orders with the paragraph applicable to each ANG member as reflected below. However, if the AROWS system is not functional, or for any other reason an IAOS or manual order must be produced, orders specialists must include one of the following paragraphs as applicable on all ANG orders.
 - 3.4.1.1. Alert Missions: Use one of the following mandatory paragraphs for ANG member's orders supporting alert missions.
 - 3.4.1.1.1. Aircrew: "By Order of the Secretary of the Air Force, or delegated official, ANG aircrew members performing alert duty will automatically convert to Title 10 U.S.C. 12301(d) when accomplishing an operational federal mission. Members will revert to their original/previous status upon completions of such duty."
 - 3.4.1.1.2. Other ASA/Alert duties, such as aerospace warning and aerospace control: "By Order of the Secretary of the Air Force, or delegated official, ANG members performing duties related to the air sovereignty mission (aerospace warning, aerospace control, etc., as required) will automatically convert o Title 10 U.S.C. 12301(d) when accomplishing an operational/federal mission. Members will revert to their original/previous status upon completion of such duty/mission."
 - 3.4.1.2. OCONUS Missions: The following paragraph is mandatory for and applies to all other ANG members to include AGR's (other than alert related duties). This statement will be placed on all AGR tour orders in addition to all other call to duty orders for ANG members:
 - 3.4.1.2.1. By Order of the Secretary of the Air Force, or delegated official, ANG members will automatically convert to Title 10 U.S.C. 12301(d) when performing OCONUS duty. Members will revert to their original/previous status upon return to the CONUS."
- **4.** NGB 336. NGB 336, Air National Guard (ANG) Orders Application Request, must be used by all ANG OWAs to initiate all special orders, except personnel administrative orders. (Future versions of AROWS will include the capability to produce personnel administrative orders.)

5. ANG Orders Heading.

5.1. State status (Title 32 USC): include the state, generating activity and location. See Figure 1.

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

NEW YORK AIR NATIONAL GUARD HEADQUARTERS, 105 AIRLIFT WING (AMC) ONE MILITIA WAY NEWBURGH NY 12550-5042

5.2. Federal status (Title 10 U.S.C.). Include DEPARTMENT OF THE AIR FORCE, NATIONAL GUARD BUREAU, generating activity and location. See **Figure 2.**

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

DEPARTMENT OF THE AIR FORCE NATIONAL GUARD BUREAU HAWAII AIR NATIONAL GUARD HEADQUARTERS, 154 WING GROUP 360 MAMALA BAY DRIVE HICKAM AFB HI 96853-5517

- 5.3. The order type, number and date will be generated by AROWS or IAOS.
- **6. ANG Orders Body.** Use AROWS/IAOS order format. Follow the guidelines of AFI 33-328, paragraph 2.3.3 for composed orders. Composed orders are only generated in IAOS.
- **7. ANG Orders Close.** (Reference AFI 33-328, paragraph 2.3.4.) Use the authority lines listed below for computer generated orders. Also, refer to **Attachment 3** "Series of Special Orders," notes 1 and 2 of this instruction.
 - 7.1. For Title 10 status orders use: BY ORDER OF THE SECRETARY OF THE AIR FORCE
 - 7.2. For Title 32 status orders use: BY ORDER OF THE GOVERNOR
- **8.** Series of Special Orders. Attachment 3 "Series of Special Orders," indicates the series to use for specific actions.
- 9. Numbering and Dating Special Orders.
 - 9.1. Automated system generated orders are assigned a series, squadron code, number and date upon certification of funds.
 - 9.2. Manual Contingency plan required. Manually prepare special orders in the AROWS/IAOS formats when the systems are not operational for an extended time period. When the systems return to operation, enter the manually prepared orders in sequence and prior to any new orders generation.
- 10. Changes to Orders -- Modifications (Amendments) and Cancellations (Revocations).
 - 10.1. Modify special orders after the effective date, provided the new date will be in the same fiscal year. In cases where a verbal order is required, refer to AFI 33-328.

- 10.2. Cancellation of orders.
 - 10.2.1. Rescind an order when some action has been taken on a published order, such as a Government Transportation Request.
 - 10.2.2. Revoke an order when no action occurs against the original order.
- 10.3. Do not modify an order to shorten a tour of duty for a member of the ANG who becomes injured or contracts an illness while performing duty prescribed by the order. To continue the member's status generate a medical hold order with the same title and series as the original order.
- 10.4. 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.

11. Record Copies - Maintenance, Disposition, Retirement and Retrieval.

- 11.1. Maintenance and Disposition. Each OWA must maintain and dispose of all record sets of their orders and background material according to AF Records Disposition Schedule (AF RDS). Each ANG State Headquarters will ensure all flying units and geographically separated units (GSUs) within their state have adequate storage facilities for retiring record sets of orders. The ANG State Headquarters may elect to perform retirement and storage at the State headquarters level. OWAs are responsible for ensuring that all orders are properly managed through their lifecycle.
- 11.2. In March 2005, the AF mandated electronic records management implementation be in place by May 31, 2005 for all AF and ANG units. The guide *AF Electronic Records Management (ERM) Solution "using existing resources"* provides details on establishing and maintaining electronic records. This guidance is in place until a formal AF records management application (RMA) is fielded. Any ANG electronic order writing systems that can generate an electronic order file will be managed in accordance with the AF ERM Solution and additional guidance from AF or NGB/A6I.
- 11.3. Orders not maintained electronically will continue with current records management procedures until their disposition is met; they are transitioned into an ERM system; or a formal AF RMA is fielded. It is understood that reference terms for Records Management, will apply to either paper or electronic forms.
 - 11.3.1. File the generated copy of each order in numerical sequence by series. The file folders (either paper or electronic folders) of record sets of orders "Record Set" can be marked to distinguish them from extra copies.
 - 11.3.2. Requests for orders, modifications, cancellations, coordinations, approvals, letters, messages, theater clearances, etc., are considered background material. File background material in separate folders from the record sets of orders. This will aid in destroying the request on retirement of the record copy. Annotate the background material in the lower right-hand corner to show the order number to which it pertains. Electronic file annotations will be made on the Windows Properties summary dialog for the file in accordance with guidance from the *AF ERM Solution* guide.
 - 11.3.3. Post each modification or cancellation 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 date of the special order. For example: Modified by

- SO AT-111, 22 Jun 2005. Electronic file annotations will be made on the Windows Properties summary dialog for the file in accordance with guidance from the *AF ERM Solution* guide.
- 11.4. Retirement and Retrieval. Retire and retrieve records in accordance with policy and procedures set forth by the State Headquarters within the individual state. If no State policies or procedures are available, then follow the AFIs, AFMANs applicable to Records Management.
- **12.** Command Actions, Assumption of Command, Appointment of Commanders, and Opening and Closing of Headquarters. (Reference AFI 51-604, *Appointment To and Assumption of Command*.) Use AROWS or IAOS to generate these orders.
- 13. Organizational Actions. The State controlled units are those ANG units not on Federal duty; hence, the Governor of the state, as Commander-in-Chief, is responsible for the promulgation of orders announcing organizational actions. Authority is Title 32 U.S.C. 104, and AFI 38-101. An establishment is considered an Organizational Management Action, not an Organizational Action. There is no requirement to generate orders implementing organizational management actions, but states may establish such procedures if desired. Such actions are not within the intent of Title 32 U.S.C. 104(c).
 - 13.1. Designations, Activation and Assignment. Include the title of unit designated, station, unit of assignment, gaining command, effective date and authority. See **Figure 3.**

Figure 3. Example of Designations, Activation and Assignment of a Unit. (AFPD 38-5)

"The 145th Combat Communications Squadron is designated and activated at Hickam AFB, HI; assigned to Headquarters, Hawaii Air National Guard, 360 Mamala Bay Drive, Hickam AFB HI 96853-5517; gaining command: Pacific Air Force (PACAF): effective 1 Oct 05. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltrs, DAF/MO 185r, 17 Sep 05, and ANG/XPMP, 19 Sep 05, Subject: Activation of the 145th Combat Communications Squadron."

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

NOTE: NGB/A1M 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, 26b must be cited in the orders as the effective date of activation.

13.2. Redesignation. Include old and new unit designation(s), station(s), unit(s) of command, closing and opening of a headquarters, assignment, gaining command, effective date and authority. See **Figure 4.**

Figure 4. Example of Redesignation of a Unit.

"The 105th Communications Flight, Stewart ANGB, One Militia Way, Newburgh NY, is redesignated 105th Combat Communications Squadron, with no change in station or gaining command (AMC); effective 1 Nov 05. Unit will continue in assignment to Headquarters, New York Air National Guard. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltrs DAF/MO 331r, 3 Oct 05, and ANG/XPMP, 5 Oct 05, Subject: Redesignation of the 105th Combat Communications Squadron."

13.3. Assignment. Places a unit with an existing military organization. Include title of unit assigned, designation of unit to which assigned, station gaining command, effective date and authority. See **Figure 5.** or **Figure 6.**

Figure 5. Assignment of a Unit.

"The 145th Air Refueling Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is assigned to the 171st Air Refueling Wing, same station, with no change in gaining command (AMC), effective 1 Nov 05. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 1 Oct 05, Subject: Assignment of Air Refueling Units."

Figure 6. Relieved from Assignment of a Unit.

"The 161st Air Refueling Group, AZ ANG, Phoenix, AZ, is relieved from assignment to the 171st Air Refueling Wing, CAANG, Van Nuys, CA, effective 1 Nov 05, with no change in gaining command (AMC). Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 1 Oct 05, Subject: Reassignment of Air Refueling Units."

NOTE: If a unit assignment is changed and is not in conjunction with an Activation, Inactivation, Redesignation, or Change of Station, it will not appear on the Air Force Schedule of Changes (SOC). NGB/A1/XPM is not required to accomplish an Organizational Action, but would be required to do a Personal Account Symbol (PAS) Action to change the PARENT PAS of the effected unit.

13.4. Inactivation. Include designation of unit subject to inactivation, station, disposition of personnel, equipment, unit allocations, effective date, and authority. See **Figure 7.** or **Figure 8.**

Figure 7. Inactivation of a Unit.

"The 101st Weather Flight, Otis ANGB, MA, is inactivated effective 16 Dec 05. Assign personnel in accordance with instructions furnished. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 21 Jan 05, Subject: OAL 92-14 – Inactivation of Six Weather Flights; and Ltr, DAF/MO 239r, 13 Dec 00, Subject: Organizational Actions Affecting Certain Air National Guard Units."

Figure 8. Inactivation of a Unit.

"The 112th Civil Engineering Squadron, Greater Pittsburgh International Airport, Coraopolis, PA, is inactivated effective 20 Dec 05. Assign personnel in accordance with instructions furnished the 112th Fighter Group. Return supplies and equipment to supply channels in accordance with current directives. Close and dispose of organizational records in accordance with governing directives. Likewise, dispose of funds and submit final reports according to governing directives. Unit will revert to the control of the National Guard Bureau. Authority: Titles 10 and 32 U.S.C.; AFPD 38-5; Ltr, ANG/XPMP, 29 Nov 05, 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

- 13.5. 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 generate orders implementing organizational management action; but States may establish such procedures if desired. Such actions are not within the intent of Title 32 U.S.C. 104(c).
- 13.6. Attachment. This places an establishment, a unit, or part of a unit with a military organization other than its parent organization, without making it a part of that organization. An establishment, unit or part of a unit may be attached for operational control, administrative control, and/or logistics 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. See **Figure 9.**

Figure 9. Attachment of a Unit.

"The 553d Air Force Band, with station at Harrisburg International Airport, PA, is relieved from assignment to the 193d Special Operations Wing, same station, effective 30 Sep 05, and is assigned to Headquarters, Pennsylvania Air National Guard effective 1 Oct 05, and attached to 193d Special Operations Wing for support. There will be no change in authorized strength of station. Concurrent with this action, the 193d Special Operations Wing will continue to furnish MPF, fiscal and logistics support. Command supervision, administration and scheduling will be assumed by the new organization of assignment. Authority: Titles 10 and 32 U.S.C.; AFI 38-101.

NOTE: If 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 SOC. NGB/A1A8 is not required to accomplish an Organizational Action or a PAS Action.

- 13.7. Mobilization/Activation. Federally mobilized ANG units and activated individuals remain allocated to the State and will upon being demobilized revert to the control of the State. In the event of Federal mobilization, generate orders in accordance with policies and instructions set forth in AFI 33-328, using gaining command supplements and this publication. If only operational control of mobilized ANG personnel by the gaining MAJCOM is exercised and administrative controls remain with the ANG, generate orders utilizing the proper format.
- 13.8. Demobilization/Deactivation. Include designation of unit/individuals subject to demobilization or deactivation, authorized strength, station assignment, unit of assignment (when applicable), gaining command, effective date and authority. NOTE: To generate orders, format them in accordance with state authority and statutes. For deactivation of ANG personnel where only operational control was exercised by the gaining MAJCOM and administrative controls remained with the ANG, generate orders utilizing the proper format.
- 13.9. 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.
- 13.10. Change of Stations. Include unit designation, current station, new station (to include address), gaining command, effective date and authority. See **Figure 10.**

Figure 10. Change of Station.

"The 145th Communications Flight, North Carolina Air National Guard, Charlotte Air National Guard Base, Charlotte, NC, is transferred to the Badin Air National Guard Station, P.O. Box 263, Badin, NC, 28009-0263, with no change in gaining command (ACC) effective 1 Jun 05. Unit will continue in assignment to Headquarters, North Carolina Air National Guard. Authority: AFPD 38-5; and NGB Ltr dtd 25 Jul 05, Subject: OAL 91-07, Change in Station – 145th Communications Flight."

NOTE: State orders should be generated and distributed upon receipt of the NGB/A1 Organizational Action Letter (OAL). The OAL letter and number must be cited in the order. NGB/A1 will initiate action to issue Report of Inspection for Federal Recognition, NGB-113a. Change of Station Certificate, upon receipt of State orders.

- **14. Award of Individual Decorations.** Generate orders for State awards according to State statutes. Generate orders for Federal awards according to AFI 33-328.
- **15. Unit Awards and Decorations.** Generate orders for State awards according to State policy. Generate orders for Federal awards according to AFI 33-328.
- **16.** Ordering ANG Personnel to Active Duty. ANG personnel who go on extended active duty in accordance with AFH 10-402, AFH 10-416, AFI 36-2619, AFI 36-2002, and AFI 36-2008 require orders in accordance with AFI 33-328.

17. Temporary Duty and Travel.

- 17.1. AROWS or IAOS generated travel orders will reflect actual days of TDY.
- 17.2. 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.
 - 17.2.1. Air National Guard personnel in a non-training status are not placed on funded TDY (including travel time to and from) at any one location for more than 179 days in accordance with the JFTR, Chapter 7.
- 17.3. Do not generate permissive TDY orders for ANG personnel performing Active Duty Training (ADT) or Inactive Duty Training (IDT). Do not grant ANG military technicians permissive TDY for morale, welfare, or recreation activities as defined in JTR Vol 2 and ANGI 34-107.
- 17.4. Contact the Accounting and Finance Office servicing the home unit to determine the appropriate fund citation for "Return to Duty Travel" of ANG members.
- 17.5. Mission (MSN) and administration (ADM) travel codes and categories of travel required AFI 33-328.
- 17.6. Commanders will identify circumstances when locally funded special authorizations are permissible while attending a school in TDY status.
- 17.7. The orders issuing/approval official for AROWS/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.
- **18.** Classified Orders. Do not use AROWS/IAOS to generate classified orders.
- **19. TDY Travel of Personnel Performing Inactive Duty Training (IDT).** Members performing IDT away from their permanent duty station and whose TDY location is not within commuting distance, receive travel and per diem in accordance with JFTR Chapter 4. Generate temporary duty inactive duty order(s) for members traveling in IDT status.
- **20.** 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:
 - 20.1. from approved military status to approved civilian status,
 - 20.2. approved civilian status to approved military status,

- 20.3. inactive duty status to active duty status, or
- 20.4. 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.
- **21. Invitational Travel Orders (Temporary Duty Other).** When issuing Invitational Travel Orders, follow JFTR/JTR, Appendix E along with this instruction.

22. Military Technician Travel Orders.

- 22.1. Use AROWS/IAOS to generate Military Technician travel orders.
- 22.2. ANG members will use quarters commensurate with military grade, not civil service grade, i.e., GS-9/CMSgt.
- 22.3. Include the appropriate statement in the "remarks" section:
 - 22.3.1. Member can travel outside normal duty hours due to mission requirements.
 - 22.3.2. Member cannot travel outside normal duty hours.
- **23.** Active Guard Reserve (AGR) Orders. Do not list AGR personnel on orders with traditional guardsmen performing annual, special or school training.
 - 23.1. Include the statement, "Member is ordered to active duty (voluntarily), according to Title 32 U.S.C. 502(f) unless sooner relieved by competent authority."
 - 23.2. Include the following information in the remarks section of the order:
 - 23.2.1. Unit Manpower Document Active (UMDA). PAS code, functional code, position description number, position title, authorized military grade and authorized civilian grade, if applicable.
 - 23.2.2. The AFSC for enlisted personnel.
 - 23.2.3. The statement, "Authority is given for any mission-directed OCONUS TDY, and that the individual will automatically be placed under Title 10 U.S.C. 12301(d) for duration of TDY, and will automatically revert to Title 32 U.S.C. 502(f) after completion of TDY."
 - 23.2.4. For aircrew members performing alert duties, the statement, "Authority is given for any period of alert duty, and that the individual will automatically be placed under Title 10 U.S.C. 12301(d) for the duration of that period of duty, and will automatically revert to Title 32 U.S.C. 502(f) after completion of the period of alert duty."
 - 23.3. Funding information in accordance with AFI 65-601, Volume 1.
 - 23.4. Initial AGR Tour orders will also include the Total Active Federal Military Service Date (TAF-MSD) in order to process accession transactions (Ref: DFAS-DEM 7073-3 Chapter 24).
 - 23.5. Complete duty location address including zip code.
- **24.** UCMJ Jurisdiction of Air National Guard Personnel. The UCMJ applies to members of the ANG ordered to active duty or active duty training under provisions of Title 10 U.S.C. The UCMJ does not apply to those members under the provisions of Title 32 U.S.C., but such members must adhere to State military justice or State civil law provisions, as appropriate. ANG members performing statutory tours

within their respective State or territory under Title 10 U.S.C. are assigned to the 201st Mission Support Squadron, which falls under the court-martial jurisdiction of the Air Force District of Washington. When performing duty under Title 32 U.S.C., jurisdiction rests with the State Adjutant General. When performing duty under Title 10 outside the United States and its territories, ANG members must defer to the military justice and administrative actions of the host command and its subordinate and higher commands. The provisions of AFI 33-328 do not apply to ANG personnel except when performing duty under Title 10 U.S.C., as stated above. In accordance with NGB/CF letter, dated 11 May 2005, Subject: Status of Air National Guard Members Deploying OCONUS, the orders for every ANG member in Title 10 status will include the following language:

Member is assigned to the 201st MSS, ANGRC, Andrews AFB, MD for ADCON, and attached for a Federal (Operational or Training) Mission to (AD unit of attachment, such as 31 FW, HQ ACC, 1 AF, etc.,) for OPCON and Specified ADCON. Member is further directed to perform duty at (name of installation, such as Aviano AB, IT; Langley AFB, VA; Tyndall AFB, FL, etc; this includes "home station")

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

Figure 11. Announcement of Death of ANG Member.

"Announcement is made of the death on 15 Dec 05 of MAJ JOE R. DOE, 000-00-0000, 191 FS, MI ANG, Selfridge ANGB, MI 19027-5000. Permanent address: XXXX XX St, Detroit, MI 19050-0000."

- **26.** Unit Training Assembly (UTA) Orders. Generate these orders as stated in ANGI 36-2001, consolidated by State headquarters, base, wing, or group. The next higher level of command within the State or the State Headquarters can generate orders for units at squadron level or below. Duty hours as shown in the order will include time authorized for meals. For example, 0730 to 1600 indicates an 8½-hour duty day which authorizes a half-hour for dining. Also include:
 - 26.1. Designation and location of unit(s) concerned.
 - 26.2. Date, time and location of each UTA.
 - 26.3. Statement, "All members of the designated unit(s) are hereby ordered to attend unit training assemblies shown on this training schedule."
 - 26.4. Equivalent training periods, when authorized. Comply with instructions in ANGI 36-2001.
 - 26.5. 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."
 - 26.6. Authority, i.e., "Title 32 U.S.C., Section 502; Title 37 U.S.C., Section 206; ANGI 36-2001," and any local directives.
 - 26.7. List months, UTA dates, alternate dates, UTA numbers and authorized SUTA periods.

27. Appointment, Promotion and Separation of ANG Officers.

27.1. State adjutants generals will generate State appointment, promotion and separation orders according to the following examples. See Figure 12., Figure 13., Figure 14. and Figure 15.

Figure 12. Appointment of ANG Member. (ANGI 36-2005)

1ST LT KATHY P. ERICKSON (SSAN) is appointed CAPTAIN in the NDANG and assigned to 119FW, PAS: J21CTFMHZ, NDANG, Hector International Airport, Fargo, ND 58102-1051. HOR: (Enter home of record), effective 1 Mar 05. Authority: ANGI 36-2005

Figure 13. State Officer Appointment. (ANGI 36-2005)

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 05. HOR: (*Enter home address*). Authority: ANGI 36-2005. Officer is granted Temporary Federal Recognition effective 4 Mar 05. Member agrees to remain a member of the Selected Reserve during his appointment as an officer in the ANG. On 4 Mar 05, this individual will appear before a Federal Recognition Board for examination of qualifications for Federal Recognition in the ANGUS, grade and position indicated and as a member of the ResAF. Continuation of this appointment is contingent upon extension of Federal Recognition by Chief, NGB.

Figure 14. Discharge of Officer Not on EAD. (AFI 36-3209)

MAJOR WALTER R. BOGGS, (SSAN), is relieved from assignment with the 103FW, PAS: B70TFWBT, CT ANG Bradley IAP Windsor Locks, CT 06096-5000, (AFSC 1125D) and honorably discharged from the Connecticut ANG effective 1 Mar 05. Officer is transferred to USAFR (SF31FLX9) and assigned to HQ Air Reserve Personnel Center, Denver, CO 80205-5000, effective 2 Mar 05. Mailing address: 29 Main Street, Hartford CT 06118-5000. Authority: AFI 36-3209. SPD: (enter appropriate code).

Figure 15. Promotion of Officer. (ANGI 36-2504)

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 05 or upon approval of Federal Recognition. Authority: (ANGI 36-2504).

27.2. Posthumous Promotion of ANG Officers. Generate these orders according to NGR (AF) 36-4 (ANGI 36-2504).

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

Figure 16. Federal Recognition of Appointment. (ANGI 36-2504)

By order of the Secretary of the Air Force, announcement is made of the extension of Federal recognition of appointment of CAPT JOHN J. DOE, (SSAN), HQ CT ANG, 133 ARSQ, effective 2 Nov 05 (Title 32 USC 305 and 307).

Figure 17. Vacating Tenure of Office. (ANGI 36-2504)

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 GA ANG, effective 7 Dec 05, by reason of vacating tenure of the office position as Assistant AG (AIR). (Title 32 USC 305 and 307).

Figure 18. Federal Recognition of Promotion. (ANGI 36-2504)

By order of the Secretary of the Air Force and Direction of the President, MAJOR MARY L. COE, (SSAN), HQ LA ANG, 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 05. Authority: AFI 36-2504 and ANGI 36-2504.

Figure 19. Withdrawal of Federal Recognition. (ANGI 36-2504)

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 CH ANG, effective 4 Sep 05. ANGI 36-2504, (Pre-ROPMA).

- 27.4. Termination of Federal Recognition by Reason of Death. HQ ARPC/DPAE advised that AFI 36-3002, and AFI 36-2608, both contain provisions in policy that eliminate the need to generate Federal recognition termination orders by reason of death. In accordance with AFI 36-3002, when an individual is deceased the MPF produces a casualty report and enters the appropriate personnel transaction in MIL PDS. AFI 36-2608 establishes the death order as a permanent document filed in the deceased members Master Personnel Records Group to be retired at the St. Louis Records Center.
- **28.** Enlistment, Promotion, Demotion and Discharge of ANG Enlisted Personnel. The State Adjutant General will generate orders effecting enlistment, promotion, demotion and discharge of enlisted personnel, unless otherwise delegated.
 - 28.1. ANGI 36-2005 identifies the enlistment action. See Figure 20.

Figure 20. Enlistment of Personnel. (ANGI 36-2002)

SRA MICHAEL P. MCNEILL, 000-00-0000, having enlisted in the ID ANG and as a member of the ResAF for a period of three (3) years is assigned to the 124 RMS, eff 25 Nov 05. HOR: (*enter home address*) DOB: (*enter*), non-fly, DOR: 25 Nov 00. Authority: ANGI 36-2002.

28.2. Generate promotion orders for ANG enlisted personnel according to ANGI 36-2502. Promote ANG enlisted personnel posthumously, provided such promotion is without monetary benefit. Cancellation (Revocation) of promotion orders must be with consent of the State Adjutant General and the statement of consent included in the revocation. See Figure 21., Figure 22., Figure 23., Figure 24. and Figure 25.

Figure 21. Promotion of Multiple Personnel. (ANGI 36-2502)

The following named airmen, 140 FW, CO ANG, Buckley ANG Base, CO 80011-5000, are promoted in the CO ANG 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 CO ANG, EFFECTIVE DATE: 2 APR 05,

DOR: 2 APR 05. TO TSGT (E-6)

SSGT HARRY E. SLATE, 000-00-0000, 120 WF, EFFECTIVE DATE; 2 APR 05,

DOR: 2 APR 05. TO SSGT (E-5)

SGT GEORGE A. CARLSON, 000-00-0000, 140 CAMS, EFFECTIVE DATE: 2 APR 05.

SGT JOHN J. SMITH, 000-00-0000, HQ CO ANG, EFFECTIVE DATE: 2 APR 05,

DOR: 2 APR 05.

Figure 22. Promotion of One Enlisted Individual. (ANGI 36-2502)

TSGT VINCENT TORRES, 000-00-0000, 111 MSSQ, PA ANG, Willow Grove Reserve Facility, Willow Grove, PA 19090-5000, is promoted to MSGT (E-7) in the PA ANG as a ResAF effective and with DOR 1 Jul 05. Authority: ANGI 36-2502.

Figure 23. Posthumous Promotion. (ANGI 36-2502)

SSGT GLENN B. CARTER, 000-00-0000, 162 Communications Squadron, AZ ANG, Tucson, IAP, AZ 85706-6020 is posthumously promoted to TSGT (E-6) in the AZ ANG effective 17 Aug 05, without monetary benefit. Authority: ANGI 36-2502.

Figure 24. Cancel (Revoke) Demotion. (ANGI 36-2502)

Para 10, SO AA-141, this HQ, 10 Aug 05, 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 cancelled. Authority: ANGI 36-2502.

Figure 25. Cancel (Revoke) Promotion. (ANGI 36-2502)

Para 13, SO AA-141, this HQ, 10 Jan 05, purporting to promote SGT JAMES A. CRANE, 000-00-0000, 108 MSSQ, McGuire AFB, NJ, to grade SSGT is without original basis of authority as determined by The Adjutant General, and is cancelled as being null and void. Airman ineligible per ANGI 36-2502.

- 28.3. Generate demotion orders for ANG enlisted personnel according to ANGI 36-2503.
- 28.4. Generate discharge orders for ANG enlisted personnel according to AFI 36-3209. See **Figure 26.** and **Figure 27.**

Figure 26. Discharge Without Military Service Obligation (MSO). (AFI 36-3209)

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, CT ANG, Bradley IAP, Windsor Locks, CT 06097-5000 and honorably discharged from the CT ANG and as a member of the Reserve of the Air Force effective 29 Jan 05. Furnish Airman with NGB Form 438. Authority: AFI 36-3209.

Figure 27. Discharge With Military Service Obligation (MSO). (AFI 36-3209)

SRA KENNETH T. ZAUGG, 000-00-0000, (Mailing address: 1923 Bristol Road, Windsor Locks, CT 06096) is relieved from assignment with the 118FS, PAS: B70TFWBT, Bradley IAP, Windsor Locks, CT 06097-5000 and honorably discharged from the CT ANG effective 15 Feb 05, will be transferred to the Reserve of the Air Force and assigned HQ ARPC, Denver CO 80280-5000 effective 16 Feb 05. Furnish Airman with NGB Form 438a. Authority: AFI 36-3209.

- **29. Movement Orders.** The Secretary of the Air Force, through HQ USAF, provides authority to constitute ANG units with allotment to the ANGRC. The ANGRC, with the approval of the governor, directs the movement of a federally recognized ANG unit while in a non-federalized status. Only the respective Adjutant General can generate movement orders.
- **30.** Contingency, Exercise, Deployment (CED) Orders. The MANPER-B system will be used to generate CED orders, in accordance with AFI 10-215.

31. Counterdrug Support Program Orders:

- 31.1. Primary duties of ANG personnel supporting the counterdrug program will be performed in direct support of the counterdrug mission (ANGI 10-801). Members will not directly participate in drug interdiction activities of the National Guard or in any activities in violation of Title 10 U.S.C., Section 375 or Title 18 U.S.C., Section 1385 (interdiction, search & seizure, arrest, etc.).
- 31.2. Orders for personnel selected for state counterdrug coordinator positions will be managed in accordance with ANGI 36-101, except that tour length may be limited by the SPMD/UMD position authorization.
- **32. 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 annual training WUCs is reflected in ANGI 36-2001. All other WUCs are listed on the FM website under the Budget tab at https://fmserver.ang.af.mil/FMHome/ShowPage.aspx?Page=Budget\Budget DataCodes.
- 33. Forms/IMTs Prescribed. NGB 336, Air National Guard (ANG) Orders Application Request.

CHARLES V. ICKES, II Major General, USAF Deputy Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 U.S.C. §101, Definitions

10 U.S.C. § 8013, Secretary of the Air Force: Power and Duties: Delegation By

32 U.S.C. § 101, Definitions

AFCSM 36-699V1, Personnel Data Systems

AFH 10-416, Personnel Readiness and Mobilization

AFI 10-215, Personnel Support for Contingency Operations

AFI 10-402, Mobilization Planning

AFI 33-332, Privacy Act Program

AFI 33-328, Administrative Orders

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

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

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

AFI 36-2608, Military Personnel Records System

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

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

AFI 36-3002, Casualty Services

AFI 36-3003, Military Leave Program

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

AFI 38-101, Air Force Organization

AFI 51-602, Boards of Officers

AFI 51-604, Appointment To and Assumption of Command

AFI 65-103, Temporary Duty Orders

AFPD 38-5, Unit Designations

Air Force Electronic Records Management (ERM) Solution "Using existing resources" version 6.1

Air Force Records Disposition Schedule (available at https://afrims.amc.af.mil)

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

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

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

ANGI 36-2101, Assignments within the Air National Guard

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

ANGI 36-2503, Administrative Demotion of Airmen

JFTR Vol 1, Uniformed Service Members

JTR Vol 2, Department of Defense Civilian Personnel

NGB Form 5 – Federal Recognition Certificate

NGB Form 113a – Report of Inspection for Federal Recognition

NGB Form 438 – Honorable Discharge from the Armed Forces of the United States of America ANG

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

The Privacy Act of 1974

Abbreviations and Acronyms

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

ANG—Air National Guard

AROWS—ANG Reserve Orders Writing System

HQ ARPC—Headquarters Air Reserve Personnel Center

IAOS—Integrated Automated Orders Writing System

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations

MAJCOM—Major Command

NGR (AF)—National Guard Regulation (Air Force)

OPR—Office of Primary Responsibility

PAS—Personnel Account Symbol

PCS—Permanent Change of Station

PAFSC—Primary Air Force Specialty Code

SO—Special Order

SOC—Schedule of Changes

SSN—Social Security Number

TDY—Temporary Duty

TPR—Technical Personnel Regulations

UCMJ—Uniform Code of Military Justice

U.S.C.—United States Code

Terms

Active Duty (Title 10 U.S.C.)—Full time duty in the active military service of the United Sates. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (10 U.S.C. 101 (d) (1)).

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

Active Guard and Reserve (AGR) (Active Duty Status-Title 10 and Title 32 U.S.C.)—Active duty (Title 10) performed by a member of a reserve component (i.e., Air National Guard of the United States), or full time National Guard duty (Title 32) performed by a member of the Air National Guard, pursuant to an order to active duty or full-time National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instruction, or training the reserve components.

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

Active Service (AS)—Service on active duty or full-time National Guard duty. (10 U.S.C. 101 (d) (3))

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

Commuting Distance—The duty station commander determines commuting distance.

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

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

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

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

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

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

Attachment 2

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

ORDER DESCRIPTION	OPR
Basic Military Training	A1
Military	A1
Technician	A1
AGR	A1
Home State (State)	A1
Deployed (State)	A1
Deployed (Federal)	A1
Home Station (State)	A1
Home Station (Federal)	A1
Deployed (State)	A1
Deployed (Federal)	A1
Deployed (State-In Lieu of Annual Training)	A1
Counter Drug (Federal)	A1
Counter Drug (State)	A1
Home Station	A1
Deployed	A1
Technician	FM
AGR	FM
Inactive Duty	FM
Statutory Tour	OM
Invitational Travel Order	FM
Contingency, Exercise & Deployment (CED)	A1
Discharges	A1
AGR Long Tour	A1
Death Notices	A1
Promotions	A1
Enlisted Demotion	A1
IAOS	A6
Pay and Travel entitlement	FM
Workday related	FM
AROWS	FM

Attachment 3

AIR NATIONAL GUARD SERIES OF SPECIAL ORDERS

Serie	s of Special Orders				
	A	В	C	D	E
RULE	If order pertains to	Authority	Statute	Series	Command Element
	ACTIVATION/MOBILIZATION				
1	Full Mobilization	10 USC 12301 (a)	F	R(note 5)	By Order of SAF
2	Medical Hold	10 USC 12301 (h)	F	R	By Order of SAF
3	Partial Mobilization (PM)	10 USC 12302	F	R	By Order of SAF
4	Presidential Recall (PRC)	10 USC 12304	F	R	By Order of SAF
5	Voluntary Contingency (MPA)	10 USC 12301 (d)	F	R	By Order of SAF
6	Voluntary Non Contingency (MPA)	10 USC 12301 (d)	F	R	By Order of SAF
7	ACTIVE DUTY No Pay, No Allowances, Points Only	10 USC 12301 (h)	F	AC	By Order of SAF
8	No Pay, No Allowances, Points Only	32 USC 502 (f) (2)	S	AC	By Order of Gov
0	No Fay, No Allowances, Folints Only	32 USC 302 (1) (2)	3	A	By Order of Gov
	ACTIVE DUTY FOR SPECIAL WORK				
9	ADSW (Federal)	10 USC 12301 (d)	F	AC	By Order of SAF
10	ADSW (State)	32 USC 502(F)	F	AC	By Order of SAF
11	Medical Hold	10 USC 12301 (h)	F	AC	By Order of SAF
	ACD				
12	AGR Continuation Tour	32 USC 502 (f)	S	A	By Order of Gov
13	Initial Tour	32 USC 502 (f)	S	A	By Order of Gov
14	Temporary	32 USC 502 (f)	S	A	By Order of Gov
14	Temporary	32 03C 302 (1)	3	Α	by Oracl of Gov
	ANNUAL TRAINING				
15	Federal (Title 10)	10 USC 12301 (d)	F	AC	By Order of SAF
16	Medical Hold	32 USC 503	S	A	By Order of Gov

Serie	es of Special Orders				
	A	В	С	D	E
RULE	If order pertains to	Authority	Statute	Series	Command Element
17	Other	32 USC 503	S	A	By Order of Gov
18	Schools	32 USC 503	S	A	By Order of Gov
19	State (Title 32)	32 USC 503	S	A	By Order of Gov
	SCHOOL				
20	AGR School	Travel Only	S	T	By Order of Gov
21	Basic Military Training Only	10 USC 12301 (b)	F	AC	By Order of SAF
22	Initial Active Duty For Training	10 USC 12301 (b)	F	AC	By Order of SAF
23	Medical Hold	10 USC 12301 (h)	F	AC	By Order of SAF
24	Military Status	32 USC 502	S	A	By Order of Gov
25	Break In Training	10 USC 12301 (b)	F	AC	By Order of SAF
26	Technician Status	Travel Only	S	T	By Order of Gov
	SPECIAL TRAINING				
27	Counter Drug (Title 10)	10 USC 12301 (d)	F	AC	By Order of SAF
28	Counter Drug (Title 32)	32 USC 502	S	A	By Order of Gov
29	Federal (Title 10)	10 USC 12302 (d)	F	AC	By Order of SAF
	a. USAF Mission Support				
	b. Civil Disturbance & Riot Operations of Training (Note 2)				
	c. Emergency Evaluation				
	d. Ferrying Aircraft (Note 3)				
	e. JCS Exercise				
	f. Joint Army/AF-ANG (Special Mission)				
	g. Special Short Tours				
30	State (Title 32)		S	A	By Order of Gov
	a. General				
	b. Competitive Events				
	c. Conversion Training				

Serie	es of Special Orders				
	A	В	C	D	E
RULE	If order pertains to	Authority	Statute	Series	Command Element
	d. Ferrying Aircraft				
31	Medical Hold	10 USC 12301 (h)	F	AC	By Order of SAF
		10 000 12001 (11)			29 01401 01 5111
	TEMPORARY DUTY (TDY)				
32	Active	JFTR	S	T	By Order of Gov
33	AGR	JFTR	S	T	By Order of Gov
34	Inactive	JFTR	S	Т	By Order of Gov
35	Other	JFTR, JTR	S	T	By Order of Gov
	a. Invitational (Non-DoD)				
36	Technician	JTR	S	T	By Order of Gov
		•			
	ORGANIZATIONAL ACTIONS				
37	Appointment, Promotion, Discharge (State Status)	NGR (AF) 36-4 ANGI 36-2005	S	A	By Order of Gov
38	Federal Recognition/ Promotion/ Withdrawal	NGR (AF) 36-1 NGR (AF) 36-3 NGR (AF) 36-04 ANGI 36-2005	F	A	By Order of SAF
39	Enlistment of Airman	ANGI 36-2002	S	P	By Order of Gov
40	Promotion & Demotion of Airman	ANGI 36-2502 ANGI 36-2503	S	A	By Order of Gov
41	Revocation of Order Demoting Airman	ANGI 36-2503	S	A	By Order of Gov
42	Separation/Transfer	AFI 36-3209	S	P	By Order of Gov
43	Death Announcement	State Statute	S	P	By Order of Gov
44	Termination of Federal Recognition by reason of death	AFI 36-2209	F	M	By Order of SAF
45	Extension of Temporary Federal Recognition for Pay Purposes	ANGI 36-2005	F	M	By Order of SAF
46	Federal Awards & Decorations	AFI 36-2803	F	G	By Order of SAF
47	State Awards & Decorations	State Regulations	S	P	By Order of Gov

Serie	es of Special Orders						
	A	В	С	D	E		
RULE	If order pertains to	Authority	Statute	Series	Command Element		
48	Appointment of Investigating Officers, Boards, & Committees	AFI 51-602	S	M	By Order of Gov		
49	Activation	AFI 10-402 AFI 38-101	S	G	By Order of Gov		
50	Inactivation/Deactivation	AFI 38-101	S	G	By Order of Gov		
51	Assignment	AFI 38-5	S	G	By Order of Gov		
52	Attachment	AFI 38-5	S	G	By Order of Gov		
53	Redesignation	AFI 38-5	S	G	By Order of Gov		
54	Reorganization	AFI 38-5	S	G	By Order of Gov		
55	Unit Training Assembly Schedule	ANGI 36-2001	S	M	By Order of Gov		
56	Assumption of Command	32 U.S.C. AFI 51-604	S	G	By Order of Gov		
57	Movement Order	State Statute	S	M	By Order of Gov		
1	NOTES Use the command element FOR THE ADJUTANT GENERAL (CHIEF OF STAFF, or COMMANDING GENERAL) when legislative for regulatory authority to generate is vested in the state adjutant general/chief of staff. Use the command element FOR THE COMMANDER, when generating authority is further delegated by the adjutant general to designated units.						
2	If under State Statutes, use the appropriate of the state	priate command and	signature e	element.			
3	Rule 28d, Ferrying Aircraft, cite 10 U.S.C. 12301 (d) when aircraft are transferred on behalf of the active force or from the manufacturing point to the unit assuming accountability. Rule 29d, when aircraft are ferried between states, cite 32 U.S.C. 503.						
4	When ordered to perform Annual Training, OCONUS orders will reflect 10 U.S.C. 12301 (d), rather than 32 U.S.C. 503.						
5	R series orders use Table 37-13, Rule 2.1 of AF Records Disposition Schedule.						