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Personnel

**ASSIGNMENTS WITHIN THE
AIR NATIONAL GUARD**



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This instruction establishes procedures for the assignment and utilization of members of the Air National Guard (ANG). References to units and members of the ANG pertain only to organizations and persons having federal recognition. Unless otherwise indicated, instructions and procedures indicated herein apply equally to officers and airmen. The paperwork Reduction of 1974 as amended in 1996 affects this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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Chapter 1

GENERAL

1.1. Responsibilities.

1.1.1. The National Guard Bureau (NGB), ANG, Directorate of Diversity, Personnel and Training (ANG/DP), has overall responsibility for providing guidance. ANG/DP is the approval authority for assignment exceptions not authorized in this instruction and is responsible for monitoring overall assignment statistics and data.

1.1.2. Adjutant General (AG). Each AG is responsible for implementing the policies and procedures within the state as outlined in this instruction.

1.1.3. Unit commanders will ensure their personnel are assigned to authorized positions within their unit and that a viable personnel force management plan is in place as provided for in this instruction.

1.1.4. The Military Personnel Flight (MPF) is responsible for ensuring each unit assigned is complying with this instruction. They are also responsible for providing guidance, monitoring and assisting each unit commander with developing a force management plan. MPFs are responsible for updating all assignment actions in Military Personnel Data System (MILPDS) correctly and in a timely manner.

1.1.5. The state Human Resource Office (HRO) is responsible for monitoring the assignment of Active Guard/Reserve (AGR) members and military technicians.

1.1.6. When the term “State” or “States” is addressed, this term includes all 50 states and territories; Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

Chapter 2

ASSIGNMENT INSTRUCTIONS AND PROGRAMS

2.1. Introduction :

2.1.1. The primary purpose of the Air National Guard (ANG) assignment system is to assign ANG members to enhance unit effectiveness and meet the personnel resource needs of each ANG unit.

2.1.2. The objective of the ANG assignments system is to attain and maintain at least 100 percent manning of all Unit Manpower Document Guard (UMDG) positions. To achieve this 100 percent objective, excess conditions will be allowed for trainees to be assigned to the student flight (Paragraph 2.18.) and for selected Air Force Specialty Codes (AFSCs) (Paragraph 2.2.4.) to be manned above a 100 percent level.

2.1.3. ANG assignments will be made for all members without regard to color, race, religion (except chaplains), ethnic background, national origin, or gender (except where prohibited by law see Paragraph 2.17.) consistent with requirements for physical capabilities. Assignments will be based solely on the abilities of individuals to perform productively in the jobs for which they are being considered.

2.1.4. Retraining of personnel may be needed to minimize the number of excess and overgrade conditions.

2.1.4.1. Assignments should not occur unless they are part of a comprehensive personnel force management plan.

2.1.4.2. All assignments of officers and enlisted personnel, Master Sergeants and above, will be monitored by ANG State Headquarters.

2.2. General Instruction.

2.2.1. Following appointment or enlistment in the ANG, initial assignments will be made in accordance with (IAW) guidance provided in this instruction. All assignments within the ANG will be consistent with the classification instruction and procedures contained in AFI 36-2101, *Military Personnel Classification Policy (Officers and Airmen)* and consistent with enlistment, appointment, promotion, demotion, retention, and separation procedures outlined in applicable United States Air Force (USAF) and ANG directives. Members must meet at least the entry-level qualification criteria or be granted the appropriate waiver prior to career field assignment as specified in AFMAN 36-2105, *Officer Classification*, and AFMAN 36-2108, *Airman Classification*, before assignment to a UMDG position.

2.2.2. Unit commanders will select personnel for assignment to authorized UMDG positions consistent, when possible, with individual AFSC, skill level, and grade to meet unit manpower needs. Each unit will provide assignment change data to its servicing MPF (IAW AFCSM 36-699, *Base Level Military Personnel System, User's Manual*), which will establish procedures to ensure it is entered into the MILPDS. MPFs will review unit assignment data change requests to ensure the requirements of ANG policies are being met. Unit commanders will take appropriate action in cooperation with MPFs to meet the intent of ANG instruction and to ensure the ANG is a viable resource for mobilization.

2.2.2.1. Commanders and MPFs must work together to fill all UMDG positions, either through reassignment or through recruiting. Leaving some positions vacant because of the desire to match

a member's grade to a UMDG grade and assigning them as excess is not an effective manning procedure. It often masks a unit's real needs and may contribute to degradation of readiness as reported in personnel "C" status/Status of Resource and Training System (SORTS) ratings. Reassigning excess personnel to vacant positions, even though they may be overgrade, is preferable to continuing a vacancy or excess imbalance. Positions vacant for more than 30 days are considered open for recruiting unless there is someone in the training pipeline scheduled to fill the position, or it is being left vacant to support the compatible assignment for a full-time position currently advertised to be filled.

2.2.2.2. Members wishing to voluntarily separate prior to their Estimated Time of Separation (ETS) will contact their servicing MPF for appropriate instructions. As a minimum, members, with the assistance of their MPFs, will refer to ANGI 36-2607, *Air National Guard Retention Programs*, for separation processing procedures and use the attached letter reference in the instruction for submitting their request for early separation. If the member's letter for separation is approved, the MPF will project the member as a loss with a date of separation of 90 days after the date of the approval letter, and enter the separation into the MILPDS. The member will be coded as excess (**Table 4.1.**, Rule 5.) with an expiration to match their separation date. Requests to separate earlier than the 90 days must contain justification and be approved by the State's AG. In addition, members who receive mandatory separation (e.g., maximum age, ETS, reenlistment denial, selective retention action, or promotion deferral) or who have applied for retirement, do not need to submit a letter of request for separation. A force management plan that uses historical loss rates as a basis for projecting losses may be used. In those cases, accessions of members against projected losses are authorized. Projected losses must be entered in the MILPDS as soon as the member's request for early separation has been approved.

2.2.3. Assignments of UMDG vacancies must be made in conjunction with state and unit personnel force management plans.

2.2.4. ANG/DP will announce selected AFSCs which units may fill to higher levels based upon service needs. Every effort will be made to assign members recruited under this authority to a UMDG vacancy within two years. Officers and enlisted members will have an excess expiration date IAW **Table 4.1.**

2.2.5. Exceptions to the objective of maintaining manning at 100 percent of UMDG authorizations, and ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*, and ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*, are permitted as follows:

2.2.5.1. Undergraduate Flying Training (UFT). Individuals may be recruited to fill UFT Training Line Numbers. If a rated vacancy, projected vacancy, or UMDG growth position does not exist at the time a member is reassigned from the student flight, then the reassignment transaction must include the appropriate excess code IAW **Table 4.1.**, Rule 8. If a rated vacancy occurs, the UFT member must be assigned to it. If the excess condition has not been resolved within the time frame permitted by **Chapter 4** of this instruction, a request for excess extension must be processed through The Adjutant General (TAG).

2.2.5.2. Individuals recruited against physician authorizations (AFSCs 44XX, 45XX, or 48XX) or Health Services Administrator authorization under the Early Commissioning Program for Physicians (see Paragraph **2.14.**).

2.3. Assignment of Full-Time Personnel. Military technicians and military duty personnel must be assigned as the position incumbent to a military UMDG position compatible with their full-time duties and responsibilities. Under no circumstances will military technicians or AGR personnel be assigned in an excess status without written approval from ANG/DP, to include projected losses within 24 months. Care must be exercised to ensure unit/AFSC compatibility is not violated when reassignments are made. Assignment of individuals in military duty status will be made IAW ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, and this instruction. ANGI 36-101 will take precedence where conflict exists.

2.3.1. Commanders should identify a percentage of UMDG military positions to be used for the compatible assignment of full-time personnel. This identification should reflect the percentage of full-time authorizations of the unit and be proportionately distributed by military grade to preclude a concentration of full-time personnel in the more senior grades. This percentage of positions should be kept available for the hiring and assignment of full-time personnel.

2.3.2. Upon assignment of the full-time member, a previous drill status incumbent must be placed in an excess status for up to two years, reassigned or retained IAW [Table 4.1.](#) and [Table 4.2.](#) (See Paragraph [4.1.](#) for excess assignment procedures).

2.3.3. First Sergeants. Emphasis should be placed on the selection of a Drill Status Guardsman. Military technicians and AGRs may be assigned as a unit first sergeant (Duty Air Force Specialty Code (DAFSC) 8F000) only once in their career, and this term will be no less than three years from date of assignment and no more than six years from date of graduation from the USAF First Sergeants Academy. If assigned, TAG must approve a local exception to the compatibility criteria. The following conditions apply for Military Technicians and AGRs:

2.3.3.1. Waivers to leave the position prior to three years from date of assignment must be processed through the ANG First Sergeant Functional manager. Waivers to extend the maximum term will not be considered.

2.3.3.2. Upon completion of their assignment, military technicians and AGRs must be reassigned to a UMDG position with a compatible AFSC that will support the individual's current grade. Commanders must exercise sound force management practices to ensure reassignment complies with this provision. Only in unique mission essential situations and in the best interest of the ANG, where this requirement can not be met, the member's Command Chief Master Sergeant may request an overgrade waiver (should the Support Personnel Manning Document (SPMD) position support the current grade). All requests must include complete justification and a favorable TAG endorsement. Air National Guard, Personnel Management Section (ANG/DPFOM) and the ANG First Sergeant Functional Manager retain approval authority. Overgrade status will not exceed 24 months from date of assignment or ETS, whichever is less.

2.3.4. State/Wing Command Chief Master Sergeant. Emphasis should be placed on the selection of a traditional guardsman. However, TAG may approve a local exception to the compatibility criteria to allow a full-time person to serve as a Command Chief Master Sergeant. The following conditions apply:

2.3.4.1. Terms will be no less than three years and will not exceed six years from date of assignment. Waivers to extend will not be considered. The only exception would apply to a Wing Command Chief Master Sergeant who is consecutively reassigned to the State Command Chief Master Sergeant position. TAG may allow traditional guard and full-time personnel to be reassigned in an overgrade status. Reassignment in overgrade status will be to positions with an authorized grade of

senior master sergeant only. Reassignment in an excess status will be permitted for traditional guard members only. The overgrade or excess conditions will not exceed 24 months from date of assignment or ETS, whichever is less.

2.3.4.2. Excess assignment to a Command Chief Master Sergeant position is not authorized.

2.3.4.3. AGRs cannot be promoted above the authorized military grade of their UMDG position.

2.3.4.4. Prior to assignment as a Command Chief Master Sergeant, military technician and military duty personnel must serve at least 12 months in a specialty that is compatible with their full-time UMDG position (i.e., immediately prior to appointment as a Command Chief Master Sergeant). This condition may not be waived.

2.3.4.5. States must ensure that there is a chief master sergeant AGR controlled grade resource available when selecting AGR personnel in the grade of senior master sergeant to fill the Command Chief Master Sergeant position. If the state does not have the AGR controlled grade resource, then other promotable candidates must be considered or a chief master sergeant controlled grade must be obtained prior to placement.

2.4. Assignment of Family Members. No family member may be assigned to a unit (as defined by Personnel Accounting Symbol (PAS) code) commanded by a relative. Other assignments of family members must meet the following criteria:

2.4.1. Prior to effecting the assignment, the unit commander must conclude there exists neither a potential conflict of interest nor the possibility of preferential treatment on the part of either family member.

2.4.2. The family members must be separated by at least two levels of supervision.

2.4.3. One family member cannot be in the other's rating chain as first or second level rater/reviewer.

2.4.4. Under no circumstances will a member be assigned as a commander, Command Chief Master Sergeant, or First Sergeant to a unit in which a family member is assigned. This condition is not waivable. Commanders are considered as being within the first level of supervision for all members within their respective unit. Command Chief Master Sergeants and First Sergeants are considered as being within the first level of supervision for all enlisted members within their respective unit.

2.4.5. If immediate reassignment is not possible, limited waivers may be granted (except for those assigned to command, Command Chief Master Sergeant, and First Sergeant positions) by TAG; however, in no case will any waiver be approved without a demonstrated plan for resolution within a one-year period.

2.5. Assignment of Members with Physical Limitations. Worldwide Air Force commitments call for each member serving in active status to be physically qualified for immediate global deployment. This includes all locations without regard to climate, physical ailments, need for special diet or medications, or available medical treatment. A member with physical limitations is identified and promptly referred to a medical facility for evaluation as shown in AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*, and AFI 48-123, *Medical Examinations and Standards*.

2.5.1. Temporary Medical Deferment. A member may be temporarily deferred from worldwide assignment availability when accepted medical principles make it known that a physical defect that prevents worldwide service is temporary and should be resolved within 12 months. The medical facil-

ity sends the MPF notification of a temporary medical deferment on an AF 422, *Physical Profile Serial Report*. When the AF 422 shows a "4T" in the "revised" line of Section II of the form, the MPF enters the appropriate DEPLOYMENT STATUS PHYS code in MILPDS with an availability date equal to the expiration date shown on the AF 422. Reference AFPAM 48-133, *Medical Examination Techniques*, for detailed instructions on completing AF 422. 30 calendar days before the deployment availability expiration date, the MPF verifies the date of availability with the medical facility. The availability date is extended or canceled as required on the basis of a new AF 422. Temporary deferments must not extend beyond 12 months from the date when the underlying defect was deemed, or clearly should have been deemed disqualifying for worldwide duty. Assignment instruction for pregnant personnel is outlined in ANGI 40-104, *Pregnancy of Air National Guard Personnel*.

2.5.2. Movement of ANG Personnel. Air transportation is the primary mode of travel for the movement of all ANG military personnel. Inability of a member to accept air transportation as the primary mode of travel is considered to be incompatible with an ANG career. A member who cannot travel by air is referred promptly to a medical facility for evaluation by a medical board under AFI 48-123. If a restriction on air travel is due to physical disability as shown AFI 48-123, referral to a Medical Evaluation Board (MEB) is mandatory. If restriction on air travel is the result of any reason other than physical disability, the medical board takes action shown in AFI 48-123 and forwards the case for proper administrative action.

2.6. Assignment of Former Members of the Peace Corps:

2.6.1. Former members of the Peace Corps are not assigned duty in the intelligence field for a period of four years following termination of membership. Airmen are not assigned in an intelligence capacity to any foreign country in which they previously served as Peace Corps members. Waivers to this instruction are not possible and will not be considered due to overriding national interests.

2.6.2. The term "former members of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff members of the Peace Corps. The term does not include persons who attended Peace Corps training, but never went overseas with the Peace Corps. Persons who attended training only are restricted from being assigned duties in an intelligence capacity only to foreign countries for which trained to serve in the Peace Corps.

2.7. Assignment of Air Reserve Component (ARC) Obligated Members: (Military Service Obligation (MSO) only) Commanders should accept into their units obligated members of the ANG or United States Air Force Reserve (USAFR) who change their residence. AFI 36-2115, *Assignments within the Reserve Components*, provides applicable procedures.

2.7.1. When a UMDG vacancy, projected vacancy, or UMDG growth position is not available, the obligated member will be assigned as excess to an authorized position in the AFSC and grade for which he or she is qualified. When the obligated member is an Incentive Program participant and is assigned as an excess, the member must be processed IAW ANGI 36-2607.

2.7.2. Obligated members (enlisted and officer) who are excess to their assigned positions will be identified with an excess code IAW [Table 4.1.](#), Rule 3.

2.8. Personnel in Retraining Status. Personnel in retraining status as a result of voluntary action, realignment/reorganization, or to meet ANG needs will be assigned to a projected UMDG vacancy, pro-

jected vacancy, or UMDG growth position. Every effort will be made to ensure that assignment to a position for retraining does not result in an overgrade situation.

2.8.1. If an overgrade condition cannot be avoided, and the retraining status is a result of an enlisted member's (Technical Sergeant (TSgt) and above) voluntary action, demotion, to coincide with the grade of the UMDG position will be initiated to be effective with the date of transfer as outlined in ANGI 36-2503, *Administrative Demotion of Airmen*.

2.8.2. Personnel in retraining status who become overgrade as a result of an NGB directed unit realignment/reorganization may be retained in grade only under the provisions outlined in [Chapter 4](#).

2.9. ANG State Headquarters Assignments:

2.9.1. Officers being considered for appointment to positions of AG or assistant AG must be appointed IAW NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force*, or ANGI 36-2005, as appropriate. Authorized manning levels for ANG state headquarters will be IAW ANGI 38-101, *ANG State Headquarters Manpower and Organization Guide*. All other assignment actions will be in accordance with this instruction.

2.9.2. ANG/OM will maintain and provide to each state an active duty listing for members on active duty (Title 10 United States Code {USC}) in support of the NGB (includes NGB and its operating locations), and United States Property and Fiscal Officers. The Adjutant General concerned should maintain regular contact with these individuals while they are on active duty to determine if they plan to return to the state ANG at the end of their active duty tours.

2.10. Air Force Reserve Individual Mobilization Augmentees (IMAs) and Category "E" Reservists: AF Reserve IMAs and category "E" reservists may be attached to ANG units for training with the approval of The Adjutants General. Such attachment does not require these individuals to be reported in the unit's strength. When such individuals are attached, the provisions of AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, must be followed.

2.11. General Officer Assignments or Colonels Assigned to General Officer Positions:

2.11.1. The National Guard Bureau-General Officer Actions (NGB-GO) is the Office of Primary Responsibility for all general officer actions.

2.11.2. The high visibility of senior officer personnel management caused by frequent congressional review requires close monitoring by NGB-GO and each Adjutant General. The reassignment of a federally recognized general officer, or colonel, or the assignment of any officer, regardless of grade, to a general officer or colonel position, should not be finalized until prior coordination with NGB-GO is completed and TAG reviews and approves the action.

2.11.3. Senior officer (colonel and above) personnel reassignments will not take place to positions, which have a grade authorization below that of the member. An officer in a tenure of office position must be re-appointed under NGR (AF) 36-1 and ANGI 36-2005 as appropriate, before they can be assigned to a line position. NGB-GO will review the assignment status of general officers and colonels to general officer positions. An officer who vacates a tenure of office position to revert to a line position will be appointed at the highest grade previously held as a line officer.

2.11.4. Prerequisites and procedures for Federal recognition in general officer grades are set forth in NGR (AF) 36-1.

2.11.5. The Assistant Program, managed by NGB-GO, includes positions graded colonel and above. The program includes ANG officers selected to represent the ANG at Major Command (MAJCOM) and Air Staff levels and ANG officers selected to represent all Reserve Components at Commander in Chief (CINC) and Joint Staff levels.

2.12. Assignment of Initial Appointees. Officers receiving an initial appointment in the grade of lieutenant colonel or below must remain in the AFSC for which appointed for at least three years from the date of their appointment unless waived by The Adjutant General.

2.13. Assignment of Officers with Aeronautical Ratings. UMDG positions that require the incumbent to possess an aeronautical rating are identified by an Aircrew Position indicator (API) other than "0." All officers assigned to rated positions must hold the aeronautical rating required for the position to which assigned. See ANGI 38-101 for restriction on assignment of rated personnel within the state headquarters.

2.13.1. Assignment of Rated Officers to a non-rated API 0. Rated officers may be assigned from rated positions to non-rated positions for periods up to four years to provide for rated career broadening experience. Care should be exercised in these assignments to ensure rated officers do not lose their entitlement to Aviation Career Incentive Pay (ACIP) because of either not meeting a current gate or exceeding the time allowed to attain the next higher gate. Rated officers assigned to non-rated positions are not authorized to perform flying duties.

2.13.2. Assignment of Officers Medically Disqualified for Rated Duty. Rated officers medically disqualified for aviation service may only be assigned to a non-rated position (API 0) for which qualified; or, if no such positions are available, must be separated from the ANG. In unusual mission essential cases, TAG, may authorize the assignment of a medically disqualified rated officer to a rated staff level (API 3) position not requiring active flying duties. Medically disqualified rated officers assigned to rated staff positions are not authorized to participate in flying duties. Members approved for these assignments must be medically disqualified for aviation service IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

2.13.3. AFI 48-101, *Aerospace Medical Operations, the Aerospace Medicine Program*, flight surgeon and other medical support personnel must be attached to the base medical unit for duty. During the attachment, the Officer Performance Report (OPR) rater will be the Base Medical Unit Commander.

2.13.4. Reassignment of rated officers to non-rated duties for cause. Commanders have the right and responsibility to assign officers. In cases where a rated officer is reassigned for cause, pending administrative review, flying evaluation board or withdraw of federal recognition board, etc., the commander may assign a rated member to any position under his or her control. Flight management rules for qualification for aviation pay apply.

2.14. Assignment of Additional Physicians. The following instructions apply when processing a physician appointment or an appointment under the Early Commissioning Program for Physicians:

2.14.1. Physicians. If a unit identifies a recruitable physician for whom a vacancy does not exist, the commander may request appointment of the individual as excess to any existing physician position other than a medical facility commander position.

2.14.1.1. The UMDG excess code specified in **Table 4.1.**, Rule 9 will be used to identify the excess assignment.

2.14.1.2. Excess flight surgeons will be limited to the number the commander of the wing/group has determined can be supported with sufficient proficiency flights to maintain currency. If flying support capability changes after this determination, excess flight surgeons that cannot maintain currency must be reassigned to non-flying physician positions. Flight surgeon requirements are according to AFI 11-202, Volume 1, *Aircrew Training*, but in no case are they less than the requirements indicated in AFI 11-202, Table 1.

2.14.2. Early Commissioning Program for Physicians. If a unit identifies an individual qualified for appointment under the Early Commissioning Program for Physicians, upon approval of the appointment application by ANG/DP, the applicant will be assigned as an excess to an existing Health Services Administrator position, AFSC 41A1. This excess assignment will be used for persons appointed under the program even if the existing Health Services Administrator position is vacant.

2.14.2.1. The UMDG excess code specified in **Table 4.1.**, Rule 10 will be used to identify this excess assignment. The excess assignment is authorized until the individual is reappointed as a Medical Corps officer or 48 months, whichever is less.

2.15. Legal Officer Assignments: For assignment as a legal officer, a member must be qualified for the award of the 51JX AFSC as prescribed in ANGI 36-2005, and be identified as a Judge Advocate by the Judge Advocate General, USAF. ANGI 36-2005 explains how requests for appointment to legal (judge advocate) officer positions are processed.

2.16. Chaplain Assignments. An ANG chaplain must have the official endorsement of their religious organization, be appointed in the ANG IAW ANGI 36-2005 and be currently performing in an active ministerial role or position, such as parish pastor, institutional chaplain, or denominational executive. Wing Commanders and Wing Chaplains must ensure a suitable religious balance is reflected in the staffing of the chaplain section.

2.17. Assignment of Women. Female members are restricted/closed from assignment to positions consistent with the definition and assignment rule for direct ground combat. Women applying for entry into direct combat skills will be reviewed on a case-by-case basis. Applications will be submitted through command channels to ANG/DP for processing to the Secretary of the Air Force, who is the final approval authority.

2.18. Assignment to Student Flight.

2.18.1. General.

2.18.1.1. Members assigned to a student flight, though not reflected in a unit's mission strength, can be counted when determining whether or not a vacancy, a projected vacancy, or a UMDG growth vacancy exists in a unit. Student flight personnel are projected gains to a unit, therefore these positions should not normally be considered for recruitment. An example of an exception is when a fully qualified recruit can be replaced in a position projected for someone from the student flight. In this case, assign the fully qualified recruit and make the student flight projected excess following completion of initial skills training.

2.18.1.2. The training pipeline consists of the following categories of personnel who must be assigned to the student flight.

2.18.1.2.1. Non-Prior Service personnel who have been enlisted and are awaiting initial active duty for training (IADT) or who were enlisted for the purpose of processing for an appointment as ANG officers.

2.18.1.2.2. Non-Prior Service personnel undergoing Initial Active Duty Training (IADT), to include Basic Military Training (BMT)/technical school, flight-screening program, officer commissioning program, and home station on-the-job training (OJT) leading to the award of a 3-skill level AFSC.

2.18.1.2.3. AGRs, regardless of training status, will not be assigned to the student flight.

2.18.1.2.4. Second and First Lieutenants involved in initial and upgrade flying training activities, including undergraduate pilot training (UPT), undergraduate navigator training (UNT), survival training, initial mission aircraft training either at a Flying Training Unit (FTU) or home station, and home station checkout for mission qualification following FTU training.

2.18.1.2.5. Prior service (PS) personnel from another branch of the Armed Forces or another component of the Air Force who have no convertible skill usable by the Air Force in the event of mobilization will be assigned to the student flight until their AFSC training is completed. However, a PS enlistee with an awarded AFSC (3-skill level or higher) based upon their prior service, but who is retraining into another career field with the ANG, could be mobilized before retraining is complete and be used in the awarded AFSC based upon prior service; therefore, assignment to the student flight is not required.

2.18.1.3. Grades and quantities for each type unit are reflected on the UMDG. However, there is no limit to the number of officers or enlisted personnel that may be assigned to a single authorization, to include a grade limitation. UMDG excess or overgrade codes will remain "space" (indicating not applicable) regardless of the excess/overgrade situation that actually exists within the student flight.

2.18.1.4. The appropriate training reporting identifiers must be updated as the member progresses from awaiting training through completion of required training.

2.18.2. Reassignment of Student Flight Personnel upon Completion of Training:

2.18.2.1. Upon completion of formal training, a member will be assigned to the unit and UMDG position for which originally recruited. Personnel who lack a security clearance will be retained in the student flight when such clearance is mandatory to function in the AFSC of assignment, or to complete required 3 level upgrade training.

2.18.2.2. A member recruited as excess may be reassigned as UMDG excess until assignment to a vacancy can be accommodated through attrition. Officers who remain excess for more than two years and enlisted personnel who attain the 5-skill level in their AFSC and are still an excess, should be considered for voluntary retraining into a specialty which has a vacancy subject to the following restrictions:

2.18.2.2.1. A Non-Prior Service enlisted member who has attended a formal technical training course for award of the 3-skill level will not be allowed to retrain until three years after com-

pleting such a course. **EXCEPTION:** Members may retrain if they have been selected for a full-time position and retraining is required.

2.18.2.2.2. Enlisted members who received an incentive enlistment bonus will only be allowed to retrain into another incentive bonus AFSC or be processed IAW ANGI 36-2607.

2.18.2.2.3. An officer who has attended a formal technical training school, other than Undergraduate Pilot Training (UPT), Undergraduate Navigator Training (UNT), or Air Battle Manager (ABM) Undergraduate training, should not be allowed to retrain until three years after completing such a course, except when the individual has been selected for a full-time position where retraining is required.

2.18.2.2.4. Officers who complete training listed in **Table 5.2.**, Rules 1, 2, 3 and 4 should not be allowed to retrain until completion of the required officer ANG service commitment. The commander for navigators going to UPT or rated personnel who are medically disqualified for aviation service may waive these restrictions.

2.19. Assignment Resulting From UMDG Change or UMDG Growth. A UMDG may change through the addition and, or deletion of positions. Major changes to UMDGs are identified to the states and units as soon as possible; normally one year before the conversion or activation date.

2.19.1. Notification of UMDG changes is provided by written correspondence from the Air National Guard, Plans, Programs and Manpower directorate (ANG/XPM). Although other offices may provide input concerning UMDG changes, approved changes will be announced only by ANG/XPM. This notification will be followed by modification of the affected units' UMDGs.

2.19.1.1. The date the position is to be deleted will be shown in the authorization through date (TRU) column. Personnel should not normally be recruited for nor reassigned to positions being deleted from the UMDG within the next 12 months.

2.19.1.2. The date a new position is to be added will be shown in the authorization effective date (EFF) column. These positions may be filled immediately by either recruiting or reassignment action.

2.19.1.3. Non-prior service individuals enlisted or appointed against projected UMDG growth position will be initially assigned to the student flight. Enlisted personnel will remain in the student flight until completion of IADT. Officers will remain assigned to the student flight until they have completed the Academy of Military Science (AMS) and any other required formal training. Upon completion of required training, members will be assigned to the UMDG growth position.

2.19.1.4. Prior service personnel will be assigned to the UMDG growth position unless a student flight assignment is required by Paragraph **2.18.1.2.4.** above.

2.19.2. Occasionally, changes to UMDGs must be accomplished by a method other than that described above. In these situations, NGB will make every attempt to maintain programming and funding integrity while minimizing the impact of added UMDG requirements to unit recruiting programs.

2.20. Assignment to Excess or Overgrade.

2.20.1. Any time a member of the ANG (lieutenant colonel and below) is placed in an excess or overgrade status, to include initial enlistment and appointment, the member will be counseled by their

commander as to the reason why the condition occurred, the overgrade or excess code, effective date, expiration date and what could happen as a result of this assignment.

2.20.2. Unit commanders must exercise due care in making assignment/reassignment decisions, giving primary considerations to mission need and ANG requirements. When a commander places a member in an excess or overgrade condition, they are tasked with having the member sign NGB 36-11, *Statement of Understanding*. This form identifies the assignment condition and outlines what could take place prior to or upon reaching the expiration date.

2.20.2.1. During the counseling, the member will be briefed on the following possible actions:

2.20.2.1.1. Reassignment to valid position within the same AFS.

2.20.2.1.2. Retrain to another vacant position commensurate with the member's grade.

2.20.2.1.3. Be voluntarily demoted (if overgrade) to the authorized grade of the current position in accordance with ANGI 36-2503, Paragraph 3.6. (Enlisted only).

2.20.2.1.4. Separation from the Air National Guard in accordance AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*; in Paragraph 2.25.2. (Officers) and Paragraph 3.17. (Enlisted).

2.20.2.1.5. Request an extension to the expiration date to ANG/DPFOM, based on the best interest of the Air National Guard (See Paragraph 2.21).

2.20.2.2. A copy of the signed NGB 36-11 will be provided to the servicing MPF. The commander and member must sign the form. The MPF will ensure the excess or overgrade code and dates are entered into MILPDS and that the NGB 36-11 is filed in the Unit Personnel Record Group (UPRG). The form will be maintained in the UPRG until the excess or overgrade condition no longer exists. It is incumbent on the unit to keep members informed of their status and to continually try to rectify the excess or overgrade situation.

2.20.3. The MPF must monitor all actions within their serviced units to ensure that excess and overgrade situations do not occur as a result of assignment/reassignments except as authorized by this instruction.

2.20.4. The MPF will make every effort to balance excesses and shortages among serviced units. Each MPF is charged with coding each excess or overgrade condition properly within MILPDS in a timely manner. The MPF will produce and provide a listing at least quarterly to each commander identifying those currently assigned excess or overgrade and unit whose condition will expire within twelve months. This listing will be used by each commander for force management decisions in regards to excess or overgrade assignments/reassignments. The listing will be returned to the MPF with a viable plan for resolution of each excess or overgrade condition.

It is incumbent on the unit commander to keep members informed of their status and to continually try to rectify the excess or overgrade situation.

2.20.5. No officer regardless of grade may be placed in an excess status against a general officer authorization without prior coordination and approval by NGB-GO (see Paragraph 2.11.2.).

2.20.6. Overgrade status is not authorized in the general officer grades (see Paragraph 2.11.3.).

2.20.7. No officer regardless of grade may be placed in an excess status against a colonel officer authorization without prior coordination and approval by ANG/DP.

2.20.8. In accordance with Paragraph [2.11.3.](#), overgrade status is not authorized in the colonel officer grades. Exceptions to this may be submitted in accordance with Paragraph [3.1.2.](#)

2.20.9. No officer regardless of grade may be placed in an excess status against a commander position. Only under mission unique situations and in the best interest of the ANG will this be authorized by ANG/DP.

2.21. Extension of an Initial Excess or Overgrade Status: If, after all factors have been reviewed, a request for extension of an initial assignment to excess or overgrade condition is considered in the best interest of the Air National Guard, submit the request for extension, through the MPF and State Headquarters, to The Adjutant General. This request for extension of an initial excess or overgrade assignment will then be submitted to ANG/DPFOM for review and disposition. The request must include a definitive plan for resolving the condition within 24 months, how the excess/overgrade condition occurred, and why the extension is in the best interest of the Air National Guard. Request for extension of an excess assignment to a general officer authorization must be submitted to NGB-GO. Each request for an extension to an initial excess or overgrade status must be submitted according to the format in [Attachment 2.](#)

2.22. Assignment of Acquired Immune Deficiency Syndrome Members.

2.22.1. Members on active duty entitled to military medical health care and who have serologic evidence of Human Immuno-deficiency Virus (HIV) shall be medically evaluated to determine fitness for continued service. Those individuals who show no evidence of clinical illness or other impairment related to HIV infection shall not be separated solely on the basis of serologic evidence of HIV infection. Medical evaluations for sero-positive HIV members on active duty are conducted at Wilford Hall Medical Center, Lackland AFB, Texas. Evaluation, once completed, must be forwarded to Air National Guard, Surgeon General Directorate (ANG/SG) for evaluation and determination as to continued ANG service.

2.22.2. Members not entitled to military medical health care who display serologic evidence will be transferred to the Standby Reserves if they cannot be used in a non-deployable position. These members will be referred to their private physicians for medical care and counseling.

2.23. Assignment to Senior Master Sergeant and Chief Master Sergeant Positions

2.23.1. Master Sergeants assigned to senior master sergeant positions must complete the USAF Senior NCO Academy in-residence or by correspondence within 36 months of assignment.

Master Sergeants being considered for assignment to chief master sergeant positions must complete the USAF Senior NCO Academy in-residence or by correspondence prior to the assignment action.

2.23.2. The assignment of a member to a senior master sergeant, or chief master sergeant position, which is two or more grades below that authorized, must obtain approval from The Adjutant General prior to assignment action.

2.24. Assignment of Lieutenant Colonel Inspector General (IG) (IG – Traditional Only). One traditional Air National Guard lieutenant colonel position has been assigned to each flying wing. This position will be utilized to assist in the resolution of potential ANG members concerns and issues prior to the escalation to a higher command authority. This Special Duty Identifier (SDI 87G0) lieutenant colonel position will be assigned to the wing headquarters command section. Waiver to assign full-time member to this

position will not be approved. Assignment to this position is restricted to traditional members only, because of the potential conflict of interest between full-time positions and the independence of the IG.

2.25. Assignment of the US Air Force Overseas Short-Tour Ribbon. Retroactive to 1 January 1995, ANG members qualify for the award of the Air Force Overseas Short-Tour Ribbon by performing 90 or more consecutive or accumulated days overseas, in a deployed or temporary duty (TDY) status in any three-year period.

2.25.1. Overseas duty prior to 1 January 1995 may not be used to qualify.

2.25.2. Qualified service is that performed in a TDY status outside the United States and its territories (Continental United States, Alaska, Hawaii, US Virgin Islands, Puerto Rico, Guam, etc.).

2.25.3. A member may qualify prior to the end of the three-year period, but only once (initial or subsequent awards) in any three-year period.

2.25.4. Subsequent awards will be based on a rolling three-year window. Qualifying duty may not be double counted.

2.26. NGB Sponsored Programs.

2.26.1. Lieutenant Colonel Augmentation Program (LCAP). This is a grade augmentation program used to free promotion opportunities for officers selected for mandatory promotion to Lieutenant Colonel and to retain those same officers who are overgrade, beyond current expiration dates.

2.26.1.1. States will be authorized to augment a number of Unit Manpower Document (UMD) major positions commensurate with 3.5% of total officer authorizations in that state. Rounding will be to the nearest number; as an example, a state authorized 152 officers will be permitted 5 augmentations (5.32 rounded to 5).

2.26.1.2. States may use this grade augmentation authority to retain existing overgrade lieutenant colonels beyond current expiration date or to promote officers mandatory selected for promotion to that grade. There is no limitation of this program to specific specialties or promotion categories.

2.26.1.3. ANG officers promoted or retained under this authority must be the sole occupant of a UMD position in the grade of major and must be identified to the Air National Guard, Officer Programs Section (ANG/DPFOO).

2.26.1.4. The expiration date will not exceed six years from the Reserve Officer Promotion Management Act (ROPMA) promotion effective date, or, mandatory separation date (MSD), whichever is earliest. Officers promoted under this authority will be promoted on their normal ROPMA promotion effective date.

2.26.1.5. Each State headquarters must submit a request for input of the overgrade to ANG/DPFOO. An indorsement to the promotion recommendation and overgrade request must clearly state the following; TAG approval under authority of this paragraph, grade, name, social security numbers, Duty Air Force Specialty Code (DAFSC) and length of overgrade period authorized by the Adjutant General.

2.26.1.6. ANG/DPFOO will update the overgrade code "4" in MILPDS. The overgrade expiration date will not exceed six years from the ROPMA promotion effective date, or MSD whichever is earliest.

2.26.1.7. LCAP promotions will not be counted against the authorized versus assigned when determining if a position vacancy exists.

2.26.1.8. TAG has full authority to specify utilization of the augmented positions while adhering to the established limitations of this program and instruction. The LCAP is intended to provide total overgrade management of augmented lieutenant colonel authorizations. It can be used to assure continued ANG readiness by averting the premature loss of experienced officer resources due to ROPMA implementation and current ANG officer experience/grade distribution.

2.26.1.9. The LCAP will not exceed overall lieutenant colonel grade authorizations, and it will not exceed statutory limitations on overall officer grade strength.

2.26.1.10. The LCAP will permit an additional number of promotions to lieutenant colonel and the retention of current lieutenant colonels beyond previously established expiration dates.

2.26.1.11. ANG/DPFOO will monitor state utilization for effectiveness and ensure proper utilization.

2.26.2. Exceptional Promotion Program (EPP). This program was developed to provide promotion opportunity to senior master sergeant and chief master sergeant for traditional guard members when UMDG authorizations do not exist.

2.26.2.1. This program is not an extension of the Deserving Airman Promotion Program as outlined in ANGI 36-2502, *Promotion of Airmen*, but a competitive process, which will be used for selecting nominees.

2.26.2.2. It is recommended states and or territories use a selection panel consisting of, at a minimum, the state, territory and wing command chief master sergeants (CCMs) and the state human resource advisor (HRA). States may conduct their boards at anytime during the calendar year. Each promotion cycle will begin on 1 November and end on 31 October the following year.

2.26.2.3. Exceptional Promotion Program (EPP) is a state and territory controlled program and allocations do not count against each state's or territories E8 and or E9 authorized billets.

2.26.2.4. Each state or territory qualifies for one of three categories, as defined in ANGI 38-101, as Category A, B and C. Category A states are allocated one E8 and one E9; Category B states are allocated two E8 and two E9 billets, and Category C states are allocated three E8 and three E9 billets. States that cannot utilize their E9 allocations are authorized to promote additional E8s. Example: A Category B state may promote four E8s or three E8s and one E9. States are not authorized to promote additional E9s for unused E8 billets. Under no circumstances will a state exceed its authorized allocations.

2.26.2.5. The following assignment criteria are non-waiverable and will be used to determine eligibility for this promotion program:

2.26.2.5.1. This promotion program applies to traditional guard members only. Military technicians and AGR (both full-time and part-time) personnel are not eligible for promotion under EPP.

2.26.2.5.2. Nominees promoted under EPP must be the sole occupant to the position to which they are assigned.

2.26.2.5.3. The nominees will not be excess to unit requirements or become excess within the subsequent two years following promotion.

2.26.2.5.4. Nominees selected under EPP cannot be promoted to a position two grades above the UMD authorization.

2.26.2.5.5. Nominees must complete a statement of understanding to be transferred to the retired reserve or be discharged on the third anniversary of the promotion, unless assigned to a valid UMD vacancy commensurate with the member's current grade of E-8 or E-9. A demotion action at the end of the third anniversary of the promotion is not an option. A waiver or exception to policy is not authorized.

2.26.2.5.6. Nominees must be within three years of qualifying for a reserve retirement at the time of submission with 17 years of satisfactory service based on their current AF 526, *ANG/USAFR Point Credit Summary*, a computer generated form. Partial year calculations are not authorized.

2.26.2.5.7. Nominees must meet all the criteria listed above, to include the eligibility requirements listed in ANGI 36-2502, Table 2.1. on the date the promotion board is held.

2.26.2.5.8. Traditional guard members assigned as First Sergeants may be considered for EPP.

2.26.2.6. Members recommended for promotion under EPP must be identified to ANG/DPFOM for review and disposition. Each ANG headquarters will follow the following procedures: a recommendation letter signed by TAG, the cover letter will contain; name, SSN, DAFSC, unit and requested date of promotion (minimum 15 workday turnaround by ANG/DPFOM) and a current record review rip.

2.26.2.7. Once the qualifications of the member are verified by ANG/DPFOM, a recommendation will be forwarded to the appropriate ANG headquarters for TAG approval of the EPP promotion.

2.26.2.8. The overgrade code "5" will be updated in MILPDS by ANG/DPFOM with an expiration date of three years. Extensions of the overgrade period will not be authorized.

2.26.2.9. If the member must extend in order to meet the ANG service commitment for promotion, MILPDS will not be updated until receipt of the extension/reenlistment documents from the appropriate ANG headquarters.

Chapter 3

REASSIGNMENT PROCEDURES

3.1. Reassignment of Personnel Serviced by the Military Personnel Flight or Between Units Located in the Same State: Reassignment of a member between units serviced by the same MPF or between units located in the same state must have the concurrence of both gaining and losing unit commanders or be directed by higher authority. This action will normally be initiated by the gaining unit IAW instructions contained in AFCSM 36-699.

3.1.1. Only in mission essential unique situations will enlisted members in grades technical sergeant through chief master sergeant be reassigned to a UMDG position that will cause an excess or overgrade condition for reasons not outlined elsewhere in this instruction. Each request to place an enlisted member in excess or overgrade under this Paragraph must be fully justified in writing by TAG and forwarded to ANG/DP for review. Such assignments will last no longer than 12 months and must be approved by TAG. See ANGI 36-2503, for voluntary reduction to fill a specific vacancy.

3.1.1.1. No enlisted member (regardless of their grade) will be reassigned as an excess or overgrade to create a vacancy to permit the promotion of another ANG member.

3.1.2. Only in rare mission essential and unique situations as approved by ANG/DP will officers in grades of colonel be reassigned to a UMDG position that will cause an excess or overgrade condition for reasons not outlined elsewhere in this instruction. Such assignments will last no longer than 12 months. Each request to place an officer in the grade of colonel in excess or overgrade status under this Paragraph must be fully justified in writing by TAG and forwarded to ANG/DP for review.

3.1.2.1. No officer will be reassigned as an excess or overgrade solely to create a vacancy to permit the promotion of another officer.

3.1.2.2. ANG members will not be reassigned from a lower graded UMDG position to a higher graded UMDG position for the purpose of promotion, with the intention of returning the member back to their previous held position which will cause the member to become overgrade or excess.

3.1.3. The Military Personnel Flight (MPF) will monitor reassignment actions within their serviced units to ensure that excess and overgrade situations do not occur as a result of reassignments except as authorized by this instruction. Unit commanders will exercise due care in making reassignments, giving primary consideration to mission needs and ANG requirements. MPFs will make every effort to balance excesses and shortages among serviced units and make periodic recommendations to unit commanders (especially wing/group commanders) on appropriate actions to be taken.

3.2. Reassignments to Another Component:

3.2.1. Release of a member to another component or another state will be authorized only with concurrence of the appropriate gaining and losing commander/AG. Requests should not be automatically approved, but be evaluated on an individual basis with judgment made on the merits of each situation.

3.2.2. Requests for release from assignment to allow enlistment or appointment in another component or ANG unit of another state will be processed IAW instructions contained in ANGI 36-2005, ANGI 36-2002, AFI 36-3209, AFI 36-2004, *Inter-service Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*, and AFI 36-2115. If the individual fails to affiliate with another unit within the prescribed time limits, the commander will initiate separation action, IAW the procedures

outlined in AFI 36-3209. ANG members transferring to another state must meet the requirements contained in ANGI 36-2002, Paragraph 4.2.

3.3. Reassignment to the Individual Ready Reserve (IRR). Guidance is provided in AFI 36-3209, and AFI 36-2115. Orders separating members from the ANG and assigning them to the IRR will indicate that the members are assigned to ARPC, Denver CO 80280-5000.

3.4. Reassignment of Airmen Subject to Demotion. An airman who is demoted under ANGI 36-2503, for failure to maintain standards or is recommended for demotion but whose demotion is not approved, may be reassigned to another organization at his or her request. Requests for reassignments are granted by the demotion authority, and are denied only by the next higher commander in the chain of command or TAG if a determination is made that the reassignment would not be in the best interests of the ANG.

3.5. Retention of Persons Employed by Foreign Governments. With the approval of the Secretary of the Air Force, an individual may remain in a Reserve status while employed by a foreign government or by a firm controlled in whole or in part by a foreign government. Requests for such approval should be addressed to the Secretary of the Air Force and sent through ANG channels to ANG/DP. The request should include the name of the country, the title of the position, and a brief description of the duties to be performed. The Chief, NGB, will return the finalized case to TAG. A member so employed who fails to get approval for the employment is subject to discharge under AFI 36-3209.

Chapter 4

RETENTION IN ASSIGNMENT

4.1. Retention in an Excess Status. Members assigned or retained as excess must be assigned to the first available position commensurate with their grade and for which they are qualified. All expiration dates are the maximum allowed, but commanders may establish lesser dates as necessary to meet mission objectives. The retention of an ANG member in dual status is not authorized. Excess assignments will not be made for the sole purpose of promoting another member except as indicated in Paragraph **4.1.5.4**. The retention of members with 20 years or more of satisfactory service is not authorized, unless authority is granted under the conditions outlined in this chapter. Members may be retained in an excess status under the following conditions:

4.1.1. A traditional guardsman, who is excess to authorized strength due to NGB directed unit realignment/reorganization, may be retained as excess for 24 months from the effective date of the UMDG changes under the following conditions:

4.1.1.1. Military technicians and military duty personnel must be assigned as position incumbents to UMDG positions compatible with their full-time positions upon NGB directed unit realignment/reorganization.

4.1.1.2. Enlisted members with a military service obligation may be retained for 24 months or until their ETS, whichever is less.

4.1.1.3. Officers with a military service obligation may be retained for 24 months or until completion of their military service obligation, whichever is less.

4.1.1.4. Members without a military service obligation who become excess due to an NGB directed unit realignment/reorganization, and have less than 20 years of satisfactory service for retirement, will be identified by an excess code with an expiration date Not-to-Exceed (NTE) 24 months from the effective date of the UMDG change. Retention of members within the active duty or reserve Sanctuary Zone is outlined in Paragraph **4.4**.

4.1.1.5. Retention of traditional guardsmen with 20 years of satisfactory service or more for retirement will require full justification by the unit commander, a definitive plan for resolving the condition within a reasonable time frame, and TAG approval (maximum 24 months). Forward these requests to ANG/DPFOM for processing excess assignment code "3" in the MILPDS. TAG does not retain approval authority for officer grades of O-6 and higher.

4.1.1.6. Requests for retention beyond the initial excess code expiration date will be forwarded to TAG for recommendation and ANG/DPFOM in turn, for final approval. If approved, the excess assignment code "3" will be updated in MILPDS by ANG/DPFOM.

4.1.2. Reenlistments and extensions of enlisted personnel in excess status are permitted only if the member's specialty is authorized a higher than 100 percent manning level under the provisions of this instruction, or excess status for a specified period of time has been authorized by TAG and ANG/DP. Officers (with the exception of colonels and general officers) who are excess, unless protected under a provision of law or instruction, will be discharged, separated, or retired, as appropriate, at the end of any authorized retention period unless specific authority is granted by TAG or ANG/DP, as appropriate.

4.1.3. When a UMDG position is required for a military technician or military duty assignment, the incumbent traditional guard member may be reassigned for retraining or reassigned to any vacant or projected vacant UMDG position compatible with their grade and for which the traditional guardsman can be expected to qualify. If no vacancy exists or is projected to exist and retraining is not feasible, the member may be retained as excess. Under no circumstances will an individual be initially accessed, assigned or reassigned into a position occupied by a military technician or AGR.

4.1.3.1. The excess code expiration for an enlisted member will not exceed 24 months from the date the member becomes excess unless the member has an unfulfilled Military Service Obligation (MSO). Enlisted members with an unfulfilled MSO will be retained for 24 months or until ETS, whichever is less. Staff sergeants may be retained, regardless of excess assignment, until reaching 20 years satisfactory service.

4.1.3.2. The excess code expiration for officers will expire 24 months from date the member becomes excess unless the member has an unfulfilled MSO. Officers with an unfulfilled MSO will be retained for 24 months or until the MSO is completed, whichever is less.

4.1.4. Specific excess codes for enlisted personnel and officers are provided in [Table 4.1](#).

4.1.5. Commanders may assign replacements to authorized positions up to 24 months prior to the separation or retirement of assigned members under the following conditions:

4.1.5.1. The original incumbent will become excess immediately upon the assignment of the replacement.

4.1.5.2. The member placed in the excess condition will not be a military technician or AGR. Only in rare circumstances will a military technician or AGR member, be placed in an excess condition. Prior to making an assignment action that would result in a military technician or AGR becoming excess, ANG/DPFOM review and approval is required.

4.1.5.3. The length of the excess condition will be established by the commander and will not exceed 24 months.

4.1.5.4. Promotions to the grades of senior master sergeant or chief master sergeant is authorized provided the member meets all other criteria for promotion in accordance with ANGI 36-2502 and the promotion will not cause the state to exceed authorized grade ceilings as identified in [Attachment 3](#). A military technician or AGR member placed in an excess condition is not eligible for promotion.

4.1.6. The excess member must understand and acknowledge in writing, that the excess condition is limited to 24 months, and that further retention is contingent upon assignment to a vacant, valid position commensurate with their grade. They will be notified and briefed in accordance with Paragraphs [2.20.1](#) and [2.20.2](#).

4.2. Extension of Initial Excess Status.

4.2.1. A request for extension of a member placed in an excess status is outlined in Paragraph [2.21](#). The proper format for requesting an extension to the excess status is outlined in [Attachment 2](#).

Table 4.1. Excess Codes Officer and Enlisted (Notes 1., 2., and 5.)

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	and the expiration date of the code is:	IAW Paragraph
1.	Traditional Guard Member (Officer or Enlisted)	NGB directed unit realignment or reorganization and the member has less than 18 years of satisfactory service for retirement	C	24 months from the date the member becomes excess unless the member has an unfulfilled MSO. Enlisted members with an unfulfilled MSO will be retained for 24 months or until ETS, whichever is less; Officers will be retained until the date their MSO is completed or 24 months, whichever is less.	4.1.1.2. , 4.1.1.3. , 4.1.1.4.
2.	Traditional Guard Member (Officer or Enlisted)	A military technician or AGR was assigned to UMDG position occupied by traditional guard member to accommodate compatible assignment with UMDA position	C	24 months from the date the member becomes excess unless the member has an unfulfilled MSO. Enlisted members with an unfulfilled MSO will be retained for 24 months or until ETS, whichever is less; Officers will be retained until the date their MSO is completed or until ETS, whichever is less.	4.1.3.1.
3.	Traditional Guard Member (Officer or Enlisted)	The member was assigned as an obligor and no UMDG vacancy, projected vacancy, or UMDG growth position exists	C	The date the member's MSO will be completed.	2.7.1.

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	and the expiration date of the code is:	IAW Paragraph
4.	Traditional Guard Member, Military Technician, or AGR (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service (or Active Duty for AGRs)	C	The date the member should complete 20 years of satisfactory service (or Active Duty for AGRs).	4.5.1. , 4.5.2.
5.	Traditional Guard Member Enlisted Only	The member is a projected loss for whom a replacement has been recruited or assigned	K	24 months from the date of assignment or ETS, whichever is less.	2.2.2.2. , 2.3.2. , 4.1.5.
6.	Traditional Guard Member (Enlisted Only)	Member was enlisted, reenlisted, or extended in excess status in a critical AFSC authorized manning at 100 percent and above	C	Not To Exceed (NTE) member's ETS or 20 years satisfactory service.	2.2.4.
7.	Traditional guard Member (Officer Only)	Member was appointed and or assigned to an AFSC authorized over 100 percent manning when authorized by ANGRC	C	The date of the member's assignment plus 24 months.	2.2.4.
8.	Traditional Guard Member (Officer Only)	The officer was appointed to fill a UFT quota but no UMD vacancy, projected vacancy, or UMD growth position exists	C	The date the officer's reassignment from the student flight plus 24 months.	2.2.5.1.
9.	Traditional Guard Member (Officer Only)	Appointment of an excess physician (44XX, 45XX, 48XX)	C	NTE Mandatory Separation Date.	2.14.1.
10.	Traditional Guard Member (Officer Only)	Appointment of Health Services (41XX) Administrator, under the Early Commissioning Program	C	NTE 48 months from the date of the member's assignment.	2.14.2.

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	and the expiration date of the code is:	IAW Paragraph
11.	Traditional Guard Member (Officer or Enlisted)	Enlisted, appointed, or reassigned for a UMDG growth position which has not been added to the UMDG	C	The date of the member's assignment plus 24 months.	2.19.
12.	Traditional Guard Member (Officer Only)	The officer is a projected loss for whom a replacement has been appointed or assigned	C	24 months from the date of assignment of the replacement or the member's MSD, whichever occurs first.	4.1.5.
13.	Traditional Guard Member, Military Technician, or AGR (Officer or Enlisted)	Approved by ANG/DP or NGB-GO	2	As determined by ANG/DP or NGB-GO	2.21. , (Notes 3. and 4.)
14.	Traditional Guard Member, Military Technician, or AGR (Officer or Enlisted)	Any reason approved by ANG/DP	3	As determined by ANG/DP.	2.21. , 2.20.1.5. (Notes 3. and 4.)

NOTES:

1. Request for placement in excess status for officers in the grade of colonel must be submitted to ANG/DP.
2. Dual Status is not authorized.
3. All MILPDS transactions for colonel and below are updated by ANG/DPFOM, General Officer Actions, NGB-GO.
4. General officers cannot be coded as excess in positions in which the primary incumbent is also a general officer.
5. Reference ANGI 36-101, Chapter 4.

4.3. Retention in an Overgrade Status. Any member assigned or retained as overgrade must be assigned to the first available position commensurate with the grade and for which they are qualified. All expiration dates are the maximum allowed, but commanders may establish lesser dates as necessary to meet mission objectives. The retention of an ANG member in dual status is not authorized and overgrade

assignments will not to be made for the sole purpose of promoting another member. Members may be retained in an overgrade status under the following conditions:

4.3.1. Enlisted personnel and officers below the grade of colonel, who become overgrade as a result of NGB directed unit realignment or reorganization and are neither military technicians nor military duty personnel, may be retained as follows:

4.3.1.1. Staff sergeants may be enlisted, reenlisted, retained, or extended regardless of the overgrade assignment. The expiration date of the code is as follows:

4.3.1.1.1. Traditional guard members should not exceed 20 years satisfactory service. Initial retention of those members with 20 years of satisfactory service or more for retirement will require full justification by the unit commander, a plan for resolving the condition within a reasonable time frame, and TAG approval. The request must include a definitive plan for resolving the condition within 24 months, how the excess/overgrade condition occurred, and why the extension is in the best interest of the Air National Guard. Each request for an extension to overgrade status must be submitted according to the format in [Attachment 2](#).

4.3.1.1.2. AGRs will not exceed 20 years of total active military service.

4.3.1.2. Enlisted personnel in grades of technical sergeant through chief master sergeant may be retained in a lower graded UMDG position for a period not to exceed members ETS or a maximum of 20 years satisfactory service.

4.3.1.3. Lieutenant colonels may be retained in a lower graded UMDG position for 24 months. Further retention is authorized only if the UMDG position is no more than one grade below that of the officer and specifically approved by TAG.

4.3.1.4. Officers who have completed 20 years or more of satisfactory service for retirement under the provisions of 10 USC 12731, *Age and Service Requirements*, may not be retained in an overgrade status unless specifically approved by TAG not to exceed 24 months unless the officer has a MSO. This action will require review and update by ANG/DPFOM in MILPDS. TAG does not retain approval authority for officer grades of O-6 and higher.

4.3.2. A military technician who becomes overgrade as a result of NGB directed unit realignment or reorganization may be retained in a UMDG position with an authorized grade of not more than one grade below that of the member until she/he reaches age 55 for Civil Service Retirement System (CSRS) or is otherwise eligible for an immediate, unreduced civil service retirement annuity whichever is earliest. If the member is retiring under the Federal Employee Retirement System (FERS), she/he will be retained until reaching age 57 or is otherwise eligible for an immediate, full (basic and supplement) annuity whichever is earliest. HRO coordination is required. Upon NGB directed unit realignment, reorganization, or reassignment, technicians must be assigned to vacant, compatible positions commensurate with their grade in priority over traditional guard members.

4.3.3. A military duty member who becomes overgrade as a result of NGB directed unit realignment/reorganization, or reassignment may be retained in an UMDG position with an authorized grade of not more than one grade below that of the member until the member completes 20 years of total active military service. Upon NGB directed unit realignment, reorganization, or reassignment member must be assigned to vacant, compatible positions commensurate with their grade in priority over traditional guard members.

4.3.4. When an officer receives a mandatory promotion as defined by NGR (AF) 36-4, and there is no vacant position for a reassignment in the new grade, TAG may permit retention of the individual as an overgrade IAW the following:

4.3.4.1. Promotion to Lieutenant Colonel. A traditional guard member, who has not completed 20 or more years of satisfactory service for retirement under the provisions of 10 USC 12731, may be retained in a UMDG position with an authorized grade not more than one grade below the promoted grade of the officer. The period of authorized retention in an overgrade status will be until the officer completes 20 years, 90 days satisfactory service, is qualified for retired pay and has three years time in grade (TIG); or, reaches MSD--whichever is sooner. The member will not be reassigned to a lower graded position solely because of sanctuary status.

4.3.4.2. Military technicians. Officers who are employed as military technicians and would become overgrade as a result of mandatory promotion may be retained in a UMDG position with an authorized grade not more than one grade below that of the member.

4.3.4.3. Military technicians employed under the Civil Service Retirement System (CSRS). TAG may approve the retention until the CSRS technician officer qualifies for an immediate, unreduced civil service annuity or age 55, whichever is earliest.

4.3.4.4. Military technicians employed under the Federal Employee Retirement System (FERS). TAG may approve retention until the FERS technician officer qualifies for an immediate, full (basic and supplement) annuity or age 57, whichever is earliest.

4.3.4.5. A copy of the written approval will be forwarded to ANG/DPFOM for review and update in MILPDS for lieutenant colonels and below. HRO coordination is required.

4.3.4.6. Military Duty Officers. Military duty officers who receive a mandatory promotion to lieutenant colonel may be retained in a UMDG position with an authorized grade not more than one grade below that of the member until the officer completes 20 years of active military service. When military duty grade comparability guidelines will be exceeded, mandatory promotion will be involuntarily delayed, IAW AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*. The period of authorized retention in an overgrade status for lieutenant colonels will be until the officer is qualified for military retirement pay and has three years time-in-grade (TIG); or, reaches MSD--whichever is sooner. The member will not be reassigned to a lower graded position solely because of sanctuary status. Officers will be given priority over other force management alternatives for placement in a UMDG position authorizing the new grade.

4.3.5. ANG/DP will periodically announce the manning levels (percentage) in the chief master sergeant and senior master sergeant grades that must not be exceeded in each state (See [Attachment 3](#)). This level will normally exceed 100 percent to accommodate individuals who were promoted under the unit vacancy promotion system (ANGI 36-2502), and whose UMDG position grade was subsequently reduced by NGB unit realignment/reorganization or other UMDG change. NCOs will be promoted to chief master sergeant or senior master sergeant only if they meet the unit vacancy promotion criteria of ANGI 36-2502. States are to maintain chief master sergeant and senior master sergeant manning levels at or below the published percentage level, regardless of the assignment status of personnel in these grades. For example, if the authorized level is 110 percent and a state is authorized 10 chief master sergeants, then only 11 may be assigned in the state, even though four of them are assigned against other than a chief master sergeant authorization.

4.3.6. ANG/DP will periodically announce ANG manning level objectives in the grade of master sergeant, and technical sergeant for each state (See [Attachment 3](#)). This extra percentage is permitted to accommodate individuals who have been or can be promoted to these grades without regard to vacancy (i.e. Deserving Airman Promotion Program (DAPP)) and overgrades resulting from NGB directed unit realignment/reorganization. The manning levels for master sergeant and technical sergeant will be established as ANG ceilings, which states may not exceed. States manned below the objective levels may promote airmen up to the levels indicated. These enhanced manning ceilings are designed to accommodate unit vacancy promotions, deserving airman promotions, and overgrades resulting from manning document adjustments. Under no circumstances, including unit vacancy promotions, will a state exceed these ceilings. Each state is expected to allocate senior NCO promotions in a fair and equitable manner among all the units in the state. Each promotion to technical sergeant and above must be considered in light of its impact on the unit and state force management plans plus the immediate and long range potential of the member.

4.3.6.1. The Deserving Airman Promotion Program is not to be used as a substitute for unit vacancy promotions. As this promotion action will cause an overgrade assignment, commanders should have a force management plan in effect to resolve this condition by the member's ETS or 24 months, whichever is less. DAPP promotions should be reserved for a very limited number of truly outstanding and deserving members who have demonstrated potential for positions of increased responsibility.

4.3.6.2. Members who become overgrade as a result of promotion under the DAPP will be administered IAW Paragraph 4.2.8.

4.3.7. The additional percentage referenced in [Attachment 3](#) is not an authorization to over-man the total number of authorizations in any unit. The authorization permitted is only for the number of personnel in each grade. Each member must be the only individual assigned to the UMDG position he or she occupies. AFSC and position manning in ANG units is to remain at 100 percent of authorizations, exclusive of personnel assigned to the student flight or as otherwise permitted by this instruction. While the extra manning for each grade does allow for discretionary promotions under the Deserving Airman Program, it is not the ANG intent for all units to be manned at the maximum allowable percentage for each grade. Each unit's goal should be that no grade is more than 100 percent with exceptions, within the allowable percentages, made to accommodate deserving airman promotions and retention of valuable overgrade members.

4.3.8. Enlisted members promoted to the grades of technical sergeant or master sergeant under the provisions of the Deserving Airman Promotion Program may be retained in a UMDG position not more than one grade below that of the member. The authorized period of overgrade status is as follows:

4.3.8.1. If a member is promoted to the grade of technical sergeant or master sergeant under the Deserving Airman Promotion Program, the period of overgrade condition is the member's ETS or 24 months, whichever is less.

4.3.8.2. If a military duty member is promoted to the grade of master sergeant under the Deserving Airman Promotion Program, the period of overgrade condition is not to exceed 24 months.

4.3.8.3. If a military duty member is promoted to the grade of technical sergeant under the Deserving Airman Promotion Program, the period of overgrade condition is the member's ETS or 24 months, whichever is less.

4.3.9. TAG may permit individuals who were assigned to Command Chief Master Sergeant positions to retain their grade for a period of up to the date of assignment plus 24 months or ETS, whichever is less.

4.3.10. Members may not be retained in an overgrade status if any of the following conditions apply:

4.3.10.1. Member is assigned to a UMDG position with an authorized grade two or more grades below that of the member. In unusual circumstances where no other assignment is possible and the member's continued service is essential to mission accomplishment, TAG may approve waivers of this provision; however, no waiver request for enlisted members serving in the grades of senior master sergeant, chief master sergeant, or officer grades of colonel or above will be approved.

4.3.11. When a UMDG position is required for a military technician or military duty assignment; the incumbent traditional guard member may be reassigned as an overgrade. The period of the overgrade condition will be the date of assignment plus 24 months or 20 years satisfactory service, whichever is less. For officers, the period of overgrade condition will be the date of assignment plus 24 months unless the officer has an unfulfilled MSO. If the officer has an unfulfilled MSO, the expiration is the date the MSO will be completed or 24 months, whichever is less.

4.3.12. Voluntary Change of Assignment. A voluntary change of assignment to a unit manning document (UMD) position which has a lower grade authorization than that currently held by an enlisted member will result in demotion to the lower UMD grade in accordance with ANGI 36-2503, Paragraph 3.4. Members will not be retained in an overgrade condition.

4.3.13. Specific overgrade codes for enlisted personnel and officers are provided in [Table 4.2](#).

4.4. Retention of Members Released from Title 10 USC Tours. Upon completion of a Title 10 USC tour in ANG status, and with the state's request, individuals may be assigned as excess or overgrade to an existing position for 24 months with ANG/DP approval (Colonels and below).

4.5. Retention of Members in the Active Duty or Reserve Sanctuary Zone.

4.5.1. If a member has completed at least 18 years but less than 19 years of satisfactory service for retirement, then retain the member until completion of 20 years satisfactory service for retirement, or third anniversary of established date of separation, whichever is earlier. If member has completed at least 19 years but less than 20 years of satisfactory service for retirement, then retain the member until completion of 20 years satisfactory service for retirement, or second anniversary of established date of separation, whichever is earlier. Members will be separated upon completion of the sanctuary period unless retained under some other provision of law.

4.5.2. Members will be retained in an excess or overgrade status until they have completed the sanctuary period. The excess/overgrade code expiration date will be the date of projected completion of 20 years satisfactory service assuming that each year will be a satisfactory year.

4.5.3. While in sanctuary, members may still be discharged for cause or for physical disability. The attainment of maximum age (age 60) by an officer, with the exception of those with an approved age waiver under Title 10, USC Section 14703, *Authority to retain chaplains and officers in medical specialties until specified age*, overrides the sanctuary provisions. Accordingly, officers who have entered sanctuary must still be separated on the last day of the month they attain age 60.

4.5.4. Retention of AGRs in active duty sanctuary is outlined in ANGI 36-101.

4.6. Extension of Initial Overgrade Status.

4.6.1. A request for extension of a member placed in an overgrade status is outlined in Paragraph [2.21](#). The proper format for requesting an extension to the overgrade status is outlined in [Attachment 2](#).

Table 4.2. Overgrade Codes Officer and Enlisted (Notes 1., 2., and 6.)

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	And the expiration date of the code is:	IAW Paragraph
1.	Traditional Guard Member (Officer Only)	NGB directed unit realignment or reorganization and the member has less than 18 years of satisfactory service for retirement	P	The date the Officer should complete 20 years of satisfactory service.	4.3.1., 4.3.1.1.1.
2.	Military Technician (Officer Only)		CSRS - Age 55 or is otherwise eligible for an immediate, unreduced civil service retirement annuity whichever is earliest. FERS - Age 57 or is otherwise eligible for an immediate, full (basic and supplement) annuity whichever is earliest.	4.3.2. (Note 7.)	
3.	AGR Member (Officer Only)		L	The date the Officer should complete 20 years of total active military service.	4.3.3.
4.	Traditional Guard Member with less than 18 years of satisfactory service (Officer or Enlisted)	The member became overgrade as a result of reassignment to support the compatible assignment of a military technician or AGR member	P	The date of the member's reassignment plus 24 months, or 20 years of satisfactory service whichever is less.	4.3.11.

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	And the expiration date of the code is:	IAW Paragraph
5.	Traditional Guard Member (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service (or total active military service for AGRs)	P	The date the member should complete 20 years of satisfactory service (or total active military service for AGRs).	4.5.2.
6.	Military Technician (Officer or Enlisted)		H		
7.	AGR Member (Officer or Enlisted)		L		
8.	Traditional Guard Member serving in the grade of Technical Sergeant and Master Sergeant.	NGB directed unit realignment or reorganization	P	The member's ETS not to exceed (NTE) a maximum of 20 years of satisfactory service.	4.3.1.2.
9.	Traditional Guard Member serving in the grade of Senior Master Sergeant or Chief Master Sergeant.	NGB directed unit realignment or reorganization	P	The member's ETS.	4.3.1.2.
10.	Military Technician (Enlisted)	NGB directed unit realignment or reorganization	H	CSRS - Age 55 or is otherwise eligible for an immediate, unreduced civil service retirement annuity whichever is earliest. FERS - Age 57 or is otherwise eligible for an immediate, full (basic and supplement) annuity whichever is earliest.	4.3.2. (Note 7.)
11.	AGR Member (Enlisted)	NGB directed unit realignment or organization	L	The date the member completes 20 years of total active military service.	4.3.3.

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	And the expiration date of the code is:	IAW Paragraph
12.	Traditional Guard Member	The member was promoted under the Deserving Airman Promotion Program to the grade of Technical Sergeant	D	The member's ETS or 24 months, whichever is less.	4.3.8.1. (Note 4.) 4.3.8.3. (Note 4)
13.	Military Technician		D		
14.	AGR Member		D		
15.	Traditional Guard Member	The member was promoted under the Deserving Airman Promotion Program to the grade of Master Sergeant	D	The member's ETS or 24 months, whichever is less.	4.3.8.1. (Note 4.)
16.	Military Technician		D		
17.	AGR Member		D	NTE 24 months.	4.3.8.2. (Note 4.)
18.	Traditional Guard Member with less than 18 years of satisfactory service (Officer Only)	The member received a mandatory promotion	P	Until the officer completes 20 years, 90 days satisfactory service, is qualified for retired pay and has three years time in grade (TIG); or, reaches MSD-- whichever occurs first.	4.3.4.

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	And the expiration date of the code is:	IAW Paragraph
19.	Military Technician continuously employed prior to 1 Jul 55 (Officer Only)		H	CSRS - Age 55 or is otherwise eligible for an immediate, unreduced civil service retirement annuity whichever is earliest. FERS - Age 57 or is otherwise eligible for an immediate, full (basic and supplement) annuity whichever is earliest.	4.3.4.3., 4.3.4.4. (Note 7.)
20.	Military Technician continuously employed after 30 Jun 55 (Officer Only)				
21.	AGR Member with less than 18 years active military service (Officer Only)	The officer received a mandatory promotion (member must occupy a UMDG position which authorizes the higher grade)	L	See appropriate Paragraph.	4.3.4.6.
22.	Traditional Guard Member	The member's immediate past assignment was a Command Chief Master Sergeant and retention of grade was authorized by TAG upon reassignment	P	The date of the member's assignment plus 24 months or ETS, whichever is less.	4.3.9.
23.	Military Technician		H		
24.	AGR Member		L		
25.	Traditional Guard Member, Military Technician, or AGR (Officer or Enlisted)	Any reason approved by ANG/DP	2	As determined by ANG/DP.	2.21., 2.20.2.1.5. (Notes 3. and 5.)
26.	Traditional Guard Member, Military Technician, or AGR (Officer or Enlisted)	Any reason approved by ANG/DP	3	As determined by ANG/DP.	2.21., 2.20.2.1.5. (Notes 3. and 5.)

R U L E	A	B	C	D	E
	If the member's status is:	and the reason for the condition is:	then the code is:	And the expiration date of the code is:	IAW Paragraph
27.	Traditional Guard Member, Military Technician, or AGR (Officers Only)	Lieutenant Colonel Augmentation Program (LCAP)	4	Authorized by TAG, NTE six years from the ROPMA promotion effective date, or MSD, whichever is earliest.	2.26.1. (Note 5.)
28.	Traditional Guard Member (Enlisted)	Exceptional Promotion Program (EPP)	5	NTE three years from Effective Date of Rank.	2.26.2. (Note 5.)
29.	Traditional Guard Member, Military Technician, or AGR (Enlisted)	Temporary Floating Chief (T-Float)	6	As determined by TAG. Minimum period for all is 24 months. Maximum period - Member's ETS on the date of promotion.	(Note 5.)

NOTES:

1. Request for placement in overgrade status for officers in the grade of colonel must be submitted to ANG/DP.
2. Dual Status is not authorized.
3. Overgrade codes are not authorized for general officer positions.
4. Must meet promotion retainability in accordance with ANGI 36-2502, Table 1, Rules 6., 7., or 8., Column F. MILPDS input will be 24 months from Date of Rank minus one day.
5. All MILPDS transactions are updated by ANG/DPFOO.
6. Reference ANGI 36-101, Chapter 4.
7. Must be coordinated through HRO.

Chapter 5

SERVICE COMMITMENTS

5.1. General Instructions:

5.1.1. Service commitments are needed to ensure the ANG receives a return on its formal training investments in its members. All service commitments will be served concurrently and not be added together to increase a member's obligation to the ANG unless specifically indicated otherwise in this regulation.

5.1.2. The MPF will ensure each member is properly and thoroughly briefed on each commitment incurred as a result of action taken in accordance with [Table 5.1.](#), or [Table 5.2.](#) The MPF will ensure commitment requirements such as extensions or reenlistments are completed to cover the required period prior to entering into the required or requested action. The Remarks Section of the DD Form 4, *Enlistment or Reenlistment Agreement - Armed Forces of the United States*, Section 8b or NGB 66, *Extension of Enlistment in The Air National Guard and as a Reserve of The Air Force*, will specify the reason and duration of each service commitment. Members will not be allowed to attend training unless service commitment agreements are completed prior to attendance. All commitments incurred as a result of training begin on the day after that training is completed. No member will be allowed to attend a training course that cannot be expected to meet service commitments requirements, regardless of the reason.

5.1.3. Members who become excess to requirements, or who are selected for a full-time position may have any service commitment based on formal training they have received waived by their commander for purposes of retraining.

5.1.4. All Air National Guard service commitments will be documented.

5.2. Airmen Service Commitments:

5.2.1. Service commitments for enlisted personnel will be determined in accordance with (IAW) [Table 5.1.](#)

5.2.2. TAG may waive the service commitment for airmen who desire to enlist in an active component of the Armed Forces. When requests are approved, the member will be separated from the ANG and concurrently discharged as a Reserve of the Air Force.

5.2.3. TAG is the waiver authority for service commitments incurred as a result of promotion to Master Sergeant, Senior Master Sergeant or Chief Master Sergeant and should be approved only when it is in the best interest of the Air National Guard or for hardship not common to other Air National Guard members. This authority may not be delegated below TAG.

5.3. Officer Service Commitments:

5.3.1. Service commitments for officer personnel will be determined IAW [Table 5.2.](#)

5.3.2. TAG is the approval authority for officer service commitments. **NOTE:** Waivers of the service commitment requirements involving retraining because of aircraft conversion, AFSC conversion, or equipment changes, will be approved by TAG.

Table 5.1. Airman Service Commitments

R U L E	A	B	C	D
	Airman	Service Commitment (Notes 1. and 2.)	Beginning	Source Document
1.	Attends aircrew courses conducted by AETC and the operational commands	Three months for each academic week or part of academic week. (Notes 3. and 4.)	Date of course completion	Training Cert/Orders
2.	Attends field training detachment (FTD) courses	Six months	Date of course completion	Training Cert/Orders
3.	Attends technical training of less than 20 weeks (Note 5.)	Six times the length of training but not less than six months (Note 6.)	Date of course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
4.	Attends technical training of 20 weeks or more but less than 12 months (Note 5.)	Three years	Date of course completion	“
5.	Attends technical training of 12 months or more (Note 5.)	Four years	Date of course completion	“
6.	Attends any type of enlisted Professional Military Education (PME)	12 months (Note 7.) and AFI 36-2301, <i>Professional Military Education</i> , Table 5.	Date of course completion	Training Cert/Orders
7.	Attends off-duty education with tuition assistance (AGR only)	NONE: Member must have retain ability past course end date, see AFI 36-2306, <i>The Education Services Program</i> .	Date of course completion	NA
8.	Service commitment for attending formal schools cannot be determined in accordance with any other rule	(Note 8.)	NA	NA

R U L E	A	B	C	D
	Airman	Service Commitment (Notes 1. and 2.)	Beginning	Source Document
9.	Promotion to the grade of Master Sergeant	12 months – Traditional Guard 24 months - AGR	Date of promotion	Promotion orders or AF Form 2096, <i>Personnel Action</i>
10.	Promotion to the grade of Senior Master Sergeant	24 months	Date of promotion	Promotion orders or AF Form 2096, <i>Personnel Action</i>
11.	Promotion to the grade of Chief Master Sergeant	24 months	Date of promotion	Promotion orders or AF Form 2096, <i>Personnel Action</i>

NOTES:

1. Service commitments incurred as a result of two or more rules of this table are served concurrently.
2. The minimum service commitment for training received by a non-prior service enlistee during their initial active duty for training is three years.
3. The minimum service commitment for this type of training is 6 months and the maximum is 36 months.
4. Except for the instructor survival-training course, the service commitment for all survival training is six months.
5. Includes all in-residence formal training not specifically shown in other rules of this table.
6. Minimum service commitment of six months and a maximum of 36 months for training with an academic length of 20 weeks or more. Computation for six times the length of training: academic length x 1.4 (length in calendar days) x 6 divided by 30 equals service commitment in months (always round up).
7. Service commitment is incurred for resident courses only.
8. Contact ANG/DPFOM to determine appropriate service commitment.

Table 5.2. Officer Service Commitments

R U L E	A	B	C	D	E
	Type Training	Qualifiers	Service Commitment (Note 1.)	Is effective	Supporting Document
1.	UPT, UPT-H, SUPT, SUPT-H, SJUPT (Note 2.)	Entering training on or after 15 Jun 87, but before 1 Oct 99	Seven years	On the date of the original aeronautical rating	Aeronautical order
2.	UPT, UPT-H, SUPT, SUPT-H, SJUPT (Note 2.)	Entering training on or after 1 Oct 99	Ten years	On the date of the original aeronautical rating	Aeronautical order
3.	UNT, JUNT, SUNT	Entering training on or after 1 Oct 90	Six years	“	“
4.	Air Battle Manager (ABM) Undergraduate Training	N/A	Six years	Upon completion of ABM course	Any official document bearing the date training was completed such as certificate, special orders, or training report.
5.	Fixed Wing Qualification	N/A	Six years	Date of course completion	“
6.	Receives initial training in an aircraft major weapons system (MWS) group (Note 3.)	N/A	Five years	Date of course completion	“
7.	Receives initial training in a different aircraft of the same MWS group (Note 4.)	N/A	Three years	Date of course completion	“
8.	Receives initial training in an aircraft (not a MWS) (Note 5.)	N/A	Three years	Date of course completion	“
9.	Receives qualification (upgrade or mission) training in current aircraft (Note 6.)	N/A	Two years	Date of course completion	“

R U L E	A	B	C	D	E
	Type Training	Qualifiers	Service Commitment (Note 1.)	Is effective	Supporting Document
10.	Receives re-qualification training in an aircraft (Note 7.)	N/A	Three years	Date of course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
11.	Attends USAF Weapons School	N/A	Three years	Date of course completion	“
12.	AETC initial pilot instructor training (PIT), in-unit re-qualification for T-37, T-38, AT-38, T-43, or T-1	N/A	Three years	Date of course completion	“
13.	Attends Squadron Officer School/ Armed Forces Staff College	N/A	One year	Date of course completion	“
14.	Attends Intermediate Service School, Senior Service School (In-residence) or completes training at comparable schools of other armed services	N/A	Three years	Date of course completion	“
15.	Attends technical training of less than 20 weeks, includes Advanced Instrument School (AIS) (Note 8.)	N/A	Six times the length of training but not less than 6 months (Note 9.)	Date of course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
16.	Attends technical training of 20 weeks or more but less than 12 months (Note 8.)	NA	Three years	Date of course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.

R U L E	A	B	C	D	E
	Type Training	Qualifiers	Service Commitment (Note 1.)	Is effective	Supporting Document
17.	Attends technical training of 12 months or more (Note 8.)	N/A	Four years	Date of course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
18.	Survival school courses	N/A	Six months	Date of course completion	“
19.	Attends off duty education with tuition assistance (AGR only)	N/A	Two years AFI 36-2306, Paragraph 5.	Date of course completion	
20.	Field Training Detachment (FTD) courses	N/A	Six months		
21.	Service commitment cannot be determined IAW Rules above. (Note 10.)				

NOTES:

1. Service commitments incurred as a result of two or more rules of this table are served concurrently.
2. Applicants and commanders who provide proper documentation of a seven year commitment signed and dated prior to 1 Dec 98 for SUPT classes starting in fiscal year 00, will be recognized and honored by the NGB.
3. This is the first training experience in an aircraft of a major weapons system group; such as, Fighter/bomber systems (F-15, F-16, A-10, B-1), tanker systems (KC-135), airlift systems (C-5, C-141, C-130, C-17), and special duty aircraft (EC-130, HC-130, HH-60, counter drug aircraft). Cross-flow from fighter to non-fighter and non-fighter to fighter incurs a 5-year commitment.
4. This is training in a different type aircraft within the same MWS group, such as an F-16 pilot undergoing F-15 training. For this purpose all non-fighter aircraft are considered one group.
5. Examples are: C-9, C-12, C-20, C-21, C-22, C-23, C-26, C-27, C-29, C-32, C-37, C-38, C-135, C-140, CASA 212 and T-39 aircraft.

6. This is training to update the qualifications of crewmembers in the same aircraft, such as co-pilot upgrading to aircraft commander, crewmembers upgrading to instructor status, and crewmembers receiving mission qualification training.
7. This is training to re-qualify a crewmember in an aircraft in which previously qualified.
8. Includes AU/AFIT continuing education courses, weather courses, education or professional training not specifically shown in other rules of this table.
9. Minimum service commitment of 6 months and a maximum of 36 months for training with an academic length of 20 weeks or more. Computation for 6 times the length of training: academic length x 1.4 (length in calendar days) x 6 divided by 30 equals service commitment in months (always round up).
10. Contact ANG/DPFOM to determine appropriate service commitment.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 USC Section 12731, *Age and service requirements*

Title 10 USC Section 14703, *Authority to retain chaplains and officers in medical specialties until specified age*

Title 32 USC Section 502(f), *Required drills and field exercises*

Title 32 USC Section 709, *Technicians: employment, use, status*

AFCSM 36-699, *Base Level Military Personnel System, User's Manual*

AFI 11-202V1, *Aircrew Training*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges.*

AFI 38-101, *Air Force Organization*

AFI 48-101, *Aerospace Medical Operations, the Aerospace Medicine Program*

AFI 48-123, *Medical Examinations and Standards*

AFI 36-2004, *Inter-service Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*

AFI 36-2101, *Military Personnel Classification Policy (Officers and Airmen)*

AFI 36-2115, *Assignments within the Reserve Components*

AFI 36-2301, *Professional Military Education*

AFI 36-2306, *The Education Services Program*

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

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

AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*

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

ANGI 38-101, *ANG State Headquarters Manpower and Organization Guide*

ANGI 40-104, *Pregnancy of Air National Guard Personnel*

ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*

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

ANGI 36-2502, *Promotion of Airmen, Air National Guard*

ANGI 36-2503, *Administrative Demotion of Airmen*

ANGI 36-2607, *Air National Guard Retention Programs*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFPAM 48-133, *Medical Examination Techniques*

NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force*

Abbreviations and Acronyms

ABM—Air Battle Manager

AF—Air Force

ANG—Air National Guard

ACIP—Aviation Career Incentive Pay

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFS—Air Force Specialty

AFCSM—Air Force Communication Systems Manual

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFSC—Air Force Specialty Code

AG—Adjutant General

AGR—Active Guard Reserve

AIS—Advanced Instrument School

AMS—Academy of Military Science

ANG—Air National Guard

ANGI—Air National Guard Instruction

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

API—Aircrew Position Indicator

BMT—Basic Military Training

AU—Air University

CCM—Command Chief Master Sergeant

CINC—Components at Commander in Chief
CSRS—Civil Service Retirement annuity
DAFSC—Duty Air Force Specialty Code
DAPP—Deserving Airman Promotion Program
DD—Department of Defense
DP—Directorate of Diversity, Personnel and Training
DPFOM—Personnel Management Section
DPFOO—Officer Programs Section
EFF—Effective date
EPP—Exceptional Promotion Program
ETS—Estimated Time of Separation
FERS—Federal Employee Retirement System
FTD—Field Training Detachment
FTU—Flying Training Unit
GO—General Officer Actions
HIV—Human Immuno-deficiency Virus
HRA—Human Resource Advisor
HRO—Human Resources Office
IADT—Initial Active Duty Training
IAW—In Accordance With
IG—Inspector General
IMA—Individual Mobilization Augmentees
IRR—Individual Ready Reserve
JUNT—Joint Undergraduate Navigator Training
LCAP—Lieutenant Colonel Augmentation Program
MEB—Medical Evaluation Board
MILPDS—Military Personnel Data System
MPF—Military Personnel Flight
MSD—Marginal Support Date
MSD—Mandatory Separation Date
MSO—Military Service Obligation
MWS—Major Weapon Systems

NCO—Non-commissioned Officer
NGB—National Guard Bureau
NGR—National Guard Regulation
NPS—Non-prior service
OPR—Officer Performance Report
OPR—Office of Primary Responsible
OJT—On-The-Job-Training
PAS—Personnel Accounting Symbol
PIT—Pilot Instructor Training
PME—Professional Military Education
POC—Point of Contact
PS—Prior Service
ROPMA—Reserve Officer Promotion Management Act
SDI—Special Duty Identifier
SG—Surgeon General
SJUPT—Specialized Joint Undergraduate Pilot Training
SORTS—Status of Resource and Training System
SPMD—Support Personnel Manning Document
SSN—Social Security Number
SUNT—Specialized Undergraduate Navigator Training
SUPT—Specialized Undergraduate Pilot Training
SUPT-H—Specialized Undergraduate Pilot Training, Helicopter
TAG—The Adjutant General
TDY—Temporary Duty
TIG—Time in Grade
TRU—Through Date
UFT—Undergraduate-Flying Training
UPT—Undergraduate Pilot Training
UPT-H—Undergraduate Pilot Training, Helicopter
UMD—Unit Manpower Document
UMDG—Unit Manpower Document Guard
UNT—Undergraduate Navigator Training

UPMR—Unit Personnel Management Roster

UPRG—Unit Personnel Record Group

US—United States

USAF—United States Air Force

USAFR—United States Air Force Reserve

USC—United States Code

XPM—Plans, Programs & Manpower

Terms

Active Guard Reserve (AGR)—For the purpose of this instruction, the term AGR refers solely to personnel serving in the fulltime Air National Guard duty program under Title 32 USC 502(f), *Required Drills and Field Exercises*, for organizing, administering, recruiting, instructing or training members of the ANG.

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

Air Force Specialty Code (AFSC)—A combination of numbers and letters used to identify an AFS. Officer AFSCs consist of four characters/digits. Airmen AFSCs consist of five characters/digits. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes and suffixes are used with the numerical codes.

Authorized Grade— The grade that appears on a manpower document for a particular Unit Manning Document Guard (UMDG) position. Normally, the authorized grade is the highest grade that can be held by the incumbent of the position.

Command—An inherent military status by which a member is designated as being responsible for his or her subordinates or functions.

Direct Ground Combat— Women cannot be assigned to units whose primary mission is to engage in direct combat on the ground or be assigned to units that require collocation with direct ground combat units and to certain special operations units.

Dual Status—An individual simultaneously assigned to a position number in excess and overgrade status.

Effective Manning—The utilization of personnel in a position most needed. Computed as: number assigned minus the number in excess divided by the number authorized.

Excess— More than one individual assigned to the same position number.

Excess Code— Alpha or numeric code used in the MILPDS to designate an individual who is excess to their UMDG position. **Table 4.1.** lists excess codes for officer and enlisted personnel.

Family/Extended Family Member— A family relationship to another military member, including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Force Management Plan—This plan, at a minimum, should consider such items for each unit as overall manning, skill level of assigned members versus skill levels required, grade manning, specialty manning, mandatory separation dates, retirements, good years for retirement of members, experience of assigned personnel versus that needed, UMDG changes, desired full-time versus drill status mix, desired prior service (PS) versus non-prior service (NPS) personnel mix, etc. Such analysis should lead to a program for the management of the personnel force that provides the optimum career progression and promotion opportunity while keeping personnel in excess and overgrade status to a minimum.

Incentive—The money or equivalent authorized for enlisted members who enlist or reenlist, and officers who sign a commitment to serve in certain selected AFSCs and, or for specified periods of obligated service.

Military Duty Personnel—Those members of the ANG in full-time AGR status IAW Title 32 USC 502(f).

Military Technicians—Accepted Civil Service employees who are members of the ANG unit hired as technicians pursuant to Title 32 USC 709, *Technicians: Employment, Use, Status*.

Overgrade—A personnel assignment condition where an individual's grade is greater than the authorized grade indicated for the UMDG position to which assigned.

Overgrade Code—Alpha or numeric code used in the MILPDS to designate an individual whose grade exceeds that of the UMDG position to which they are assigned. [Table 4.2](#) lists overgrade codes for officer and enlisted personnel.

Personnel Accounting Symbol (PAS)—A data chain composed of military personnel flight (MPF) number, gaining major command identification, and PAS number.

Pipeline—The strength accounting status of those members of the ANG assigned to a student flight who are not qualified for mobilization and, or operational assignment because of training not yet completed.

Position Incumbent—The ANG member who is the official occupant of a UMDG position. Although circumstances (e.g., NGB directed unit realignment or reorganization) may require more than one person to be assigned to the same UMDG position, only one individual can be the position incumbent. All others will be coded excess.

Projected Known Loss/Projected Vacancy— A vacancy being created by an individual who has submitted a letter of intent to separate from the ANG or who receives a mandatory separation and whose loss will create a UMDG vacancy as defined herein. Military technicians or military duty personnel with a projected ETS or military tour completion date will not be considered as projected known losses solely on the basis of their ETS or DOS (See Paragraph [2.2.2.2](#)).

Projected UMDG Growth— These are new requirements (UMDG positions) that have been validated and have been added to the UMDG with an effective date in the future pending funds availability. The future effective date is reflected by fiscal quarter (e.g., 02/3); however, units may begin recruiting for these future requirements in that fiscal year.

Realignment/Reorganization—To rearrange or regroup the component elements and, or functions of a unit or establishment. The result may or may not be a change in the capability of the unit or establishment. Such actions must be at the direction or approval of ANG/XP.

Skill Level— The level of qualification within an awarded enlisted AFS, shown by the fourth character of an enlisted AFSC.

State—The individual states, Guam, Puerto Rico, the United States Virgin Islands, and District of Columbia wherein ANG units are established.

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

Supervise—The act or status of directing, managing, controlling, scheduling, or evaluating work assignments and, or duty performance of any individual.

Unit—Each separate and distinct functional organization meeting the definitions of AFI 38-101, *Air Force Organization*. In most cases, a unit is defined in manpower and personnel data systems by a single PAS code. However, operating locations and detachments that have their own PAS codes are not separate units, but are an integral part of their parent unit. Field training sites will be treated as units.

Unit Manpower Document Active (UMDA) (Formally known as SPMD)—A unit-specific document provided by ANG/XPM, which reflects, all validated full-time positions (requirements) and the authorized grade. It is ANG/XPM policy to place the highest attainable grade for each civilian position indicated on the fulltime manpower documents. This action, however, does not mean that each position is necessarily filled at the highest attainable grade.

Unit Manpower Document Guard (UMDG) (Formally known as UMD)—A document containing all authorized wartime and pre or post mobilization manpower positions and personnel assigned to those positions for an ANG unit.

UMDG Vacancy— An actual UMDG position that is neither occupied nor projected to be occupied by a student flight member. Each ANG unit and authorization is considered separately in this regard. Excesses in other AFSCs or units are not counted in determining vacancies.

Unit Personnel Management Roster (UPMR)—A roster acquired from the personnel data system by the MPF, which matches assigned personnel against UMDG authorizations.

Attachment 2

**SAMPLE LETTER FOR
EXTENSION TO AN INITIAL EXCESS OR OVERGRADE STATUS
UNIT LETTERHEAD**

DATE

MEMORANDUM FOR (HEADQUARTERS NAME and OFFICE SYMBOL)

ATTENTION: COMMANDER (next echelon of command)

FROM: (complete office symbol and address)

SUBJECT: Request for Assignment of _____ in

_____ Status. (Rank, Name, SSN)

(Excess/Overgrade)

1. Request authority to retain above member in (excess) (overgrade) status. The following information is provided:

a. Current unit manning in AFSC _____ / _____ PAS Code _____
Authorized Assigned

b. Current unit manning is _____ / _____ in member's current grade.
Authorized Assigned

c. Overall unit manning is _____ / _____
Authorized Assigned

d. Authorized Position Grade: _____

e. UMD Position Number: _____

f. Service computation date (Technicians only) _____

g. Satisfactory Service _____ / _____ / _____
Years Months Days

h. Requested overgrade/excess condition expiration date _____

i. Provide background information: What caused the excess/overgrade condition to occur.

j. Justification: Provide information you believe will completely justify approval of your request (i.e., mission impact).

k. *What is your plan to rectify the excess/overgrade situation (i.e., retirement, ETS, non-selection, etc.)?*

2. Point of contact is: _____

(Name, Grade, Office Symbol and DSN of POC)

(COMMANDER'S SIGNATURE)
(COMMANDER'S SIGNATURE BLOCK)

Attachment 3**GRADE MANNING LEVELS FOR ENLISTED PERSONNEL**

A3.1. Maintaining Strength and Grade Manning. States and units should manage personnel force management programs with the objective of achieving and maintaining strength and grade manning at 100 percent of that authorized on the UMDG. Recognizing that grade manning levels may need to be exceeded to accommodate deserving airmen promotions and retention of overgrade members with valuable skill requirements, an additional percentage is authorized. This additional percentage is to be used only to the degree necessary to effectively manage a personnel force management program and will not be used as a goal for enlisted promotion actions.

A3.2. Exceeding Manning Levels. States may not exceed 110 percent manning in the grades of chief master sergeant and senior master sergeant. Exceeding the 100 percent manning in these grades would strictly be based on a NGB directed unit realignment or reorganization. Promotions to these two grades will be accomplished under the unit vacancy promotion program as outlined in ANGI 36-2502, and will not exceed 100 percent. EPP promotions do not count against a states 100 percent manning.

A3.3. Specific Manning Levels. States should not exceed the manning levels specified for each grade listed below. Reassignment of personnel, to include cross training, should be encouraged to resolve overgrade assignments. Promotions to these grades may be accomplished under either the Unit Vacancy Promotion Program or Deserving Airman Promotion Program as outlined in ANGI 36-2502.

Master Sergeant - 120 percent
Technical Sergeant - 125 percent
Staff Sergeant and below - no restrictions