

Administrative Changes to ANGI 36-2101, *ASSIGNMENTS WITHIN THE AIR NATIONAL GUARD (ANG)*

OPR: NGB/A1P

References throughout to “A1POP” are hereby changed to “A1PO.”

References in Paragraphs 4.2.9.1. and 4.2.9.2. to “excess” are hereby changed to “overgrade.”

22 August 2012

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

**AIR NATIONAL GUARD INSTRUCTION
36-2101**



10 APRIL 2012

Personnel

**ASSIGNMENTS WITHIN THE AIR
NATIONAL GUARD (ANG)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and describes the responsibilities and provides authority, guidance, and procedures for establishing and conducting Assignment within the ANG officer and enlisted members as defined by this instruction. References to units and members of the ANG pertain only to organizations and persons having federal recognition. Any supplements to this instruction will be forwarded to National Guard Bureau, Chief, Force Management Division (NGB/A1P) for review and approval. Refer recommended changes and questions about this publication to NGB/A1P using AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through Force Support Squadron to NGB/A1P. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>. The Privacy Act of 1974 affects this instruction and the Privacy Act System of Records Notice (SORN) **F036 AF PC N, Unit Assigned Personnel Information**, applies. Maintain and dispose of all records created as a result of the prescribed processes IAW AFI 33-332, Air Force Privacy Act Program.

SUMMARY OF CHANGES

This publication reorganizes text and tables. Changes and/or adds new requirements and procedures for the administration of assignments execution for the Air National Guard. Updates references to laws, instructions and office symbols. Clarifies and integrates policies placed in effect since last publication such as incorporating ANG Guidance Memorandums, renewed policy for Non-Rated Vice Wing Commander Assignment and, Message Logs which moved the

Exceptional Promotion Program (EPP) guidance to ANGI 36-2502, Promotion of Airmen (effective April 2011). Removed authority to assign AGRs to First Sergeant positions.

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Chapter 1

GENERAL

1.1. Responsibilities.

1.1.1. The National Guard Bureau (NGB), ANG, Directorate of Manpower, Personnel and Services (NGB/A1), has overall responsibility for providing policy and guidance. NGB/A1 is the approval authority for assignment waivers and exceptions not authorized in this instruction. NGB/A1 is responsible for monitoring and managing overall assignment statistics and data.

1.1.2. The Adjutant General (TAG). TAG of each state is responsible for implementing, monitoring and enforcing 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, adequately briefed on career impacting assignment issues, and that a viable personnel force management plan is in place to ensure that it meets the needs of the ANG.

1.1.4. The Force Support Squadron (FSS) 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. They are responsible for ensuring that all assignment actions comply with this instruction and updating all assignment actions in the personnel data system 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. The Military Personnel Management Office (MPMO) is responsible for coordinating the assignment of members returned to state upon completion of their ANG Title 10 Statutory Tour IAW ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*.

Chapter 2

ASSIGNMENT INSTRUCTIONS AND PROGRAMS

2.1. Introduction.

2.1.1. The primary purpose of the ANG assignment system is to assign ANG members to enhance unit effectiveness and meet the personnel resource needs of each ANG unit while maintaining a healthy force structure and ensuring fiduciary responsibility.

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 (UMD) positions. To achieve 100 percent objective, assignment in excess status is authorized for trainees in the student flight in accordance with (IAW) Paragraph 2.16., and for selected Air Force Specialty Codes (AFSCs) IAW 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 IAW Paragraph 2.15.), 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 must 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 The State Headquarters.

2.1.5. 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.

2.2. General Instruction.

2.2.1. Following appointment or enlistment in the ANG, initial assignments will be made 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, *Classifying Military Personnel (Officer and Enlisted)* 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 the *Air Force Officer Classification Directory (AFOCD)*, and the *Air Force Enlisted Classification Directory (AFECD)*, before assignment to a UMD position.

2.2.2. Unit commanders will select personnel for assignment to authorized UMD positions consistent with individual's AFSC, skill level, and grade to meet the unit's Unit Tasking Code (UTC) requirements. Each unit will provide assignment change data to its servicing FSS, which will establish procedures to ensure it is entered into the personnel data system. The FSS will review unit assignment data change requests to ensure that ANG policies are

being met. Under no circumstances will the FSS update information in the Personnel Data System (PDS) that is not in compliance with this instruction. Unit commanders and the FSS must take appropriate action to meet the intent of this instruction and ensure the ANG is a viable resource for mobilization.

2.2.2.1. Commanders and the FSS must work together to fill all UMD positions, either through reassignment or through recruiting.

2.2.2.2. Airmen must be assigned to authorized UMD positions based on the Resource Identifier Code (RIC) IAW Attachment 4. If the unit needs to move the RIC between two UMD positions a Manpower Change Request (MCR) must be requested through NGB/A1M. In addition, the MPS/HRO will ensure the member's Tech-ID and Active Duty Codes (ACDU) are updated correctly in the Personnel Data System (PDS) any time their status changes.

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

2.2.4. Exceptions to the objective of maintaining manning at 100 percent of UMD 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:

2.2.4.1. Undergraduate Flying Training (UFT). Individuals may be recruited to fill UFT training line numbers. A rated vacancy must exist at the time a member is reassigned from the student flight. Multiple rated members cannot be assigned to one UMD position and share allotted flying hours.

2.2.4.2. Individuals recruited against AFSCs 41XX, 44XX, 45XX, or 48XX authorizations under the Early Commissioning Program for Physicians IAW **Paragraph 2.12**.

2.2.4.3. NGB/A1 will announce selected AFSCs that units may fill to higher levels based upon service needs. Announcements will be made each Fiscal Year (FY) through the Recruiting and Retention Initiatives. Changes to the initiatives may be made by NGB/A1 at any time based on the needs of the ANG. Excess expiration dates will be IAW **Table 4.1**.

2.2.4.3.1. States will not exceed the grade manning levels for enlisted personnel as outlined in **Attachment 3**.

2.3. Assignment of Full-Time Personnel. Assign military technician and AGR personnel the incumbent to a military UMD position compatible with their full-time duties and responsibilities. Care must be exercised to ensure unit and AFSC compatibility is not violated when reassignments are made. Assignment of individuals in AGR 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. Only under mission unique situations and in the best interest of the ANG will NGB/A1 authorize military technicians or AGR personnel to be assigned in an excess status. An excess assignment request will be submitted IAW Paragraph 4.2.9.1. of this instruction.

2.3.2. First Sergeants. Emphasis should be placed on the selection of a Drill Status Guardsman (DSG). Effective 1 January 2012 AGRs are not authorized assignment against a First Sergeant position unless there is a valid full time requirement for a First Sergeant on the manning document. There will be no AGRs (RIC 148, AGR) assigned against the First Sergeant (RIC 128, DSG). For those AGR members who are assigned against the First Sergeant RIC 128 prior to 1 January 2012, once they vacate the position, it will no longer be filled by an AGR. Military Technicians may be assigned to the First Sergeant position 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, AFI 36-2113, *The First Sergeant*, Chapter 7. If a technician is selected, TAG must approve a local exception to the compatibility criteria, ensuring ANG First Sergeant Functional Manager coordination.

2.3.2.1. 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.

2.3.2.2. Upon completion of their assignment, military technicians and those AGRs who were previously authorized assignment must be reassigned to a UMD 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 cannot be met, the member's Command Chief Master Sergeant may request an overgrade waiver to support the current grade. All requests must include complete justification and a favorable TAG endorsement. NGB/A1P 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 earlier.

2.3.3. State/Wing CCM. Emphasis should be placed on the selection of a DSG. However, TAG may approve a local exception to the compatibility criteria to allow a full-time person to serve as a CCM. The following conditions apply:

2.3.3.1. Prior to assignment as a CCM, military technician and AGR personnel must serve at least 12 months in a specialty that is compatible with their full-time UMD position (i.e., immediately prior to appointment as a CCM). This condition is not waivable.

2.4. Assignment of Family Members. Family members must be separated by at least two levels of supervision within their unit [as defined by their Personnel Accounting Symbol (PAS)]. This condition is not waivable. Commanders are within the first level of supervision for all members within their respective unit. CCMs and first sergeants are within the first level of supervision for all enlisted members within their respective unit. This does not preclude family members from being assigned within a subordinate organization. For example: a state CCM with a family member assigned within the state is acceptable because it meets the rule for two levels of supervision between them. A first sergeant at the group level must also meet the requirement of two levels of supervision between them. Assignment of family members must meet the following criteria:

2.4.1. Prior to 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. Care must be given to watch for perceptions of preferential treatment or loss of impartiality, thereby compromising the integrity of the command and supervisory functions.

2.4.2. One family member cannot be in the other's rating chain as first or second level rater/reviewer. Reference AFI 36-2406, *Officer and Enlisted Evaluation Systems*, when establishing rater/reviewer.

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 facility sends the FSS 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 FSS enters the appropriate DEPLOYMENT STATUS PHYS code in the current personnel data system with an availability date equal to the expiration date shown on the AF 422. Reference AFPAM 48-133, *Physical Examination Techniques*, for detailed instructions on completing AF 422. Thirty calendar days before the deployment availability expiration date, the FSS verifies the date of availability with the medical facility. The availability date is extended or canceled based on 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 incompatible with an ANG career. Promptly refer all members who cannot travel by air 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 in 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. There are no waivers or exceptions to this instruction 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. Personnel in Retraining Status. Personnel in retraining status as a result of voluntary action, realignment, reorganization, UMD change, or to meet ANG needs will be assigned to a projected UMD vacancy or UMD growth position. Every effort will be made to ensure that assignment to a position for retraining does not result in an overgrade situation.

2.7.1. If the retraining status is a result of an enlisted member's voluntary action, and the position is not commensurate with the member's current grade, a demotion will be initiated to be effective with the date of transfer as outlined in ANGI 36-2503, *Administrative Demotion of Airmen*.

2.7.2. Personnel in retraining status who become overgrade as a result of an NGB directed unit realignment, reorganization, or UMD change may be retained in grade only under the provisions outlined in **Chapter 4**.

2.8. State Headquarters Assignments:

2.8.1. Officers being considered for appointment to positions of Adjutant General (AG) or assistant AG must be appointed IAW ANGI 36-2501, *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. All other assignment actions will be IAW this instruction.

2.8.2. NGB, Human Resources (NGB/HR) will maintain and provide to each state annually or as requested an active duty listing for members on an ANG Statutory Tour (includes NGB and its operating locations), and United States Property and Fiscal Officers. TAGs 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. TAGs should include ANG Statutory Tour members in the state force management plans.

2.9. Air Force Reserve Individual Mobilization Augmentees (IMAs) and Category "E" Reservists: AF Reserve (AFRES) IMAs and category "E" reservists may be attached to ANG units for training with the approval of TAG. 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.

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

2.10.1. The NGB-General Officer Actions (NGB-GO) is the office of primary responsibility for all general officer actions.

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

2.10.3. General officer personnel reassignments will not take place to positions, which have a grade authorization below that of the member. An officer in Adjutant General Corps (AGC) position must be re-appointed under ANGI 36-2501 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.

2.10.4. Prerequisites and procedures for Federal recognition in general officer grades are set forth in ANGI 36-2501.

2.10.5. The ANG Special 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 Combatant Command and Joint Staff levels.

2.10.6. General officers may only be assigned to flying positions authorized by the Chief of Staff of the Air Force.

2.11. Assignment of Rated Personnel. UMD 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 IAW AFI 11-401, *Aviation Management*.

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

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

2.12.1.1. The UMD excess code specified in Table 4.1., Rule 4 will be used to identify the excess assignment.

2.12.1.2. 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*, no exceptions will be considered.

2.12.2. 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 NGB/A1, 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.

2.12.2.1. The UMD excess code specified in **Table 4.1**, Rule 4 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.

2.13. Legal Officer Assignments: For assignment as a legal officer, a member must be appointed as a Judge Advocate (AFSC 51JX) as prescribed in ANGI 36-2005

2.14. Chaplain Assignments. For assignment as a chaplain, a member must be appointed as a Chaplain (AFSC 52RX) as prescribed in ANGI 36-2005.

2.15. Assignment of Women. Female members are restricted 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 NGB/A1 for processing to the Secretary of the Air Force, who is the final approval authority.

2.16. Assignment to Student Flight.

2.16.1. General.

2.16.1.1. All members assigned to a student flight, are considered part of total inventory strength for a unit for recruiting and effective manning purposes, but not considered part of a unit's mission strength. That is why members assigned to the student flight are counted when determining whether or not a vacancy, a projected vacancy, or a UMD growth vacancy exists in a unit, but not considered when determining overall mission readiness. Student flight personnel are projected gains to a unit, therefore these positions should not be considered for recruitment.

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

2.16.1.2.1. Non-Prior Service (NPS) 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.

2.16.1.2.2. NPS personnel attending 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.

2.16.1.2.3. 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.

2.16.1.2.4. 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.

2.16.1.3. The training pipeline does not consist of the following categories of personnel who must be assigned to the Student Flight.

2.16.1.3.1. AGRs, regardless of training status, will not be assigned to the Student Flight.

2.16.1.3.2. 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.

2.16.1.4. Grades and quantities for each type of AFSC requirement are reflected on the UMD. 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. UMD excess or overgrade codes will remain "space" (indicating not applicable) regardless of the excess/overgrade situation that actually exists within the student flight.

2.16.1.5. The appropriate training reporting identifiers must be updated as the member progresses from awaiting training through completion of required training IAW AFI 36-2101.

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

2.16.2.1. Upon completion of formal training, a member will be assigned to the unit and UMD 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-skill level upgrade training.

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

2.17.1. Notification of UMD changes will be provided by written correspondence from NGB, Manpower (NGB/A1M). Although other offices may provide input concerning UMD changes, approved changes will be announced only by NGB/A1M. This notification will be followed by modification of the affected units' UMDs.

2.17.1.1. Occasionally, changes to UMDs 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 UMD requirements to unit recruiting programs.

2.17.2. The date the position is to be deleted will be shown in the authorization through date (TRU) column. Personnel will not be recruited or reassigned to positions being deleted from the UMD in the 12 months prior to the TRU date.

2.17.3. The date a new position is to be added will be shown in the authorization effective date (EFF) column. Individuals may be recruited/selected for assignment or reassignment to these new positions as long as there is a current UMD position with the same AFSC available.

2.17.3.1. Non-prior service individuals enlisted or appointed against projected UMD growth position will be initially assigned to the Student Flight. Upon completion of required training, members will be assigned to the UMD growth position, if it is available. If EFF date of new position has not consummated, the member will be assigned to a current UMD position within the same AFSC. If another member already occupies this position, the member may be authorized to remain in excess IAW **paragraph 4.1.6.**

2.17.3.2. Prior service personnel will be assigned to the UMD growth position unless a Student Flight assignment is required by Paragraph 2.16. If EFF date of new position has not consummated, the member may be assigned to a current UMD position within the same AFSC. If another member already occupies this position, the member may be authorized to remain in excess IAW **paragraph 4.1.6**.

2.18. Assignment to Excess or Overgrade.

2.18.1. Any time a member of the ANG is placed in an excess or overgrade status, to include initial enlistment or 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.

2.18.2. 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.

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

2.18.2.1.1. Reassignment to valid position within the same Air Force Specialty (AFS).

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

2.18.2.1.3. Be voluntarily demoted (if overgrade) to the authorized grade of the current position IAW ANGI 36-2503 (Enlisted only).

2.18.2.1.4. Separation from the ANG in accordance AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

2.18.2.1.5. Request an extension of the expiration date to NGB/A1P, only under mission unique situations and in the best interest of the ANG IAW **Paragraphs 4.1.8** and **4.2.9**.

2.18.2.2. A copy of the signed NGB 36-11 will be provided to the servicing FSS. The commander and member must sign the form. If a member refuses to sign the NGB 36-11, the commander will write "Member Refused to Sign" in the member's signature block. It is incumbent on the unit commander to keep members informed of their status and to continually work with the member to rectify the excess or overgrade condition.

2.18.3. The FSS 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.

2.18.4. Each FSS is charged with coding each excess or overgrade condition properly within the personnel data system in a timely manner. The FSS will produce and provide a listing at least quarterly to each commander identifying those currently assigned excess or overgrade and 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 FSS with a viable plan for resolution of each excess or overgrade condition.

2.18.5. 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 IAW **Paragraph 2.10**.

2.18.6. Overgrade status is not authorized in the general officer grades IAW **Paragraph 2.10**.

2.18.7. No officer regardless of grade may be placed in an excess status against a colonel officer authorization. Only under mission unique situations and in the best interest of the ANG will this be authorized by NGB/A1.

2.18.8. Senior officers (colonel and above) personnel reassignments will not take place to positions which have a grade authorization below that of the member. Only under mission unique situations and in the best interest of the ANG will this be considered by NGB/A1 for colonel assignments in overgrade, IAW **Paragraph 3.1.4**.

2.18.9. 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 NGB/A1.

2.18.10. The assignment of an ANG member in dual status (excess and overgrade) is not authorized.

2.18.11. Any member assigned in an excess or overgrade status must be reassigned to the first available position commensurate with their grade and for which they are qualified.

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

2.18.13. No member may be retained in an overgrade status if member is assigned to a UMD 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.

2.19. Assignment of Acquired Immune Deficiency Syndrome Members.

2.19.1. 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 Air Force Base, Texas. Evaluation, once completed, must be forwarded to NGB, Surgeon General Directorate (NGB/SG) for evaluation and determination as to continued ANG service.

2.19.2. 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.

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

2.20.1. Any member assigned to a senior master sergeant position must complete the USAF Senior Non-Commissioned Officer Academy (SNCOA) in-residence or by correspondence within 36 months of assignment.

2.20.2. Any member assigned to a chief master sergeant position must have already completed the USAF SNCOA in-residence or by correspondence prior to the assignment action.

2.20.3. The assignment of a member to a senior master sergeant, or chief master sergeant position, who is two or more grades below that authorized, must obtain approval from TAG prior to assignment action.

2.21. Assignment of Lieutenant Colonel Inspector General (IG) (Traditional Only). One traditional ANG 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.

2.22. NGB Sponsored Programs.

2.22.1. 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.

2.22.1.1. States will be authorized to augment a number of 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 five augmentations (5.32 rounded to 5).

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

2.22.1.3. 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 NGB, Officer Programs Section (NGB/A1POP).

2.22.1.4. 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.

2.22.1.5. Each State Headquarters must submit a request for input of the overgrade to NGB/A1POP. An endorsement to the promotion recommendation and overgrade request must clearly state the following; TAG approval under authority of this paragraph, grade, name, social security numbers, DAFSC, and length of overgrade period authorized by TAG.

2.22.1.6. NGB/A1POP will update the overgrade code "4" in the personnel data system. The overgrade expiration date will not exceed six years from the ROPMA promotion effective date, or MSD whichever is earliest.

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

2.22.1.8. 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.

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

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

2.22.1.11. NGB/A1POP will monitor state utilization for effectiveness and ensure proper utilization.

2.22.2. Non-Rated Vice Wing Commander Assignment. NGB has the authority to assign non-rated ANG colonels to vice wing commander positions. Each case is reviewed and the needs of the service weighed accordingly. Assignment request are to be submitted through NGB/A1POP for approval by Commander, Air National Guard Readiness Center (ANGRC/CC).

2.22.2.1. When submitting your requests to NGB/A1POP, the following must be included.

2.22.2.1.1. Wing Commander memorandum justifying needs and special skills of member.

2.22.2.1.2. An endorsement from TAG (or delegated representative not lower than the Director of Staff – Air).

2.22.2.1.3. A current Records Review RIP.

2.22.2.1.4. Any UMD rating data to ensure the correct API codes are accurately updated.

2.22.2.2. The full time position description, since its revision in 2000, will remain the same and will include the previously approved AFSC identified as compatible (Operations, Maintenance, or Mission Support Group Commander).

2.22.2.3. All grade inversion restrictions established by the Air Force or NGB-J1-TN still apply.

2.22.3. Non Weapon System Qualified Wing Commander. NGB has the authority to approve assignment of an officer to a wing commander position who is not, or could not be, qualified in the weapon systems for that wing.

2.22.3.1. When submitting your requests to NGB/A1POP, the following must be included.

2.22.3.1.1. Wing Commander memorandum justifying needs and special skills of member.

2.22.3.1.2. An endorsement from TAG (or delegated representative not lower than the Director of Staff – Air).

2.22.3.1.3. A current Records review RIP.

2.22.3.1.4. Endorsement from NGB/A3 stating that they will approve the assignment.

2.22.3.2. All grade inversion restrictions established by the Air Force or NGB-J1-TN still apply.

2.23. Retention of Members Released from ANG Statutory Tour, Title 10 United States Code (USC). Upon completion of a Title 10 USC tour in ANG status individuals may be assigned as excess or overgrade to an existing position for 24 months with NGB/A1 approval (Colonels and below).

Chapter 3

REASSIGNMENT PROCEDURES

3.1. Reassignment of Personnel Serviced by the Force Support Squadron or Between Units Located in the Same State: Reassignment of a member between units serviced by the same FSS 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, Volume 1, *Military Personnel Section (MPS) Management and Military Personnel Data System (MilPDS) User Guidelines*.

3.1.1. A voluntary change of assignment to a 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 IAW ANGI 36-2503, Paragraph 3.8. Members will not be retained in an overgrade condition.

3.1.2. Only in mission unique situations, as approved by NGB/A1P, will enlisted members in grades technical sergeant through chief master sergeant be reassigned to a UMD position that will cause an excess condition for reasons not outlined elsewhere in this instruction. Such assignments will last no longer than 12 months.

3.1.3. Enlisted members who have received an incentive who elect to retrain into another AFSC may be subject to recoupment IAW ANGI 36-2602, *Air National Guard Recruiting and Retention Programs*.

3.1.4. Only in mission unique situations, as approved by NGB/A1P, will officers in grades of colonel and below be reassigned to a UMD 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.

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

3.1.6. The FSS 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.

3.2. 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 interest of the ANG.

3.3. 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 the individual's chain of command to NGB/A1. The request should include the name of the country, the title of the position, and a brief description of the duties to be performed. A member so employed who fails to get approval for the employment is subject to discharge under AFI 36-3209.

3.4. Command Chief Master Sergeant (CCM). Upon completion of their CCM term, DSG and military technicians must be reassigned to a compatible UMD position commensurate with their grade. Commanders must exercise sound force management practices to ensure reassignment complies with all provisions outlined in this instruction. Only in mission unique situations and in the best interest of the ANG, where this requirement cannot be met, TAG may allow DSG 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 DSGs only.

Chapter 4

RETENTION IN ASSIGNMENT

4.1. Retention in an Excess Status. All expiration dates are the maximum allowed, but commanders may establish lesser dates as necessary to meet mission objectives. ANG members (enlisted and officer) who are excess to their assigned positions will be identified with an excess code IAW Table 4.1. Members may be retained in an excess status under the following conditions:

Table 4.1. Excess Codes Officer and Enlisted.

R U L E	A	B	C	E
	If the member's status is:	and the reason for the condition is:	then the code is:	IAW Paragraph
1.	DSG (Officer or Enlisted)	NGB directed unit realignment, reorganization, or UMD change and the member has less than 18 years of satisfactory service for retirement	C	4.1.1
2.	DSG (Officer or Enlisted)	A military technician or AGR was assigned to UMD position occupied by DSG to accommodate compatible assignment with UMD position	C	4.1.2
3.	DSG (Officer or Enlisted)	The member was assigned as an obligor and no UMD vacancy, projected vacancy, or UMD growth position exists	C	4.1.3
4.	DSG (Officer or Enlisted)	Member was enlisted or appointed in excess status in an AFSC authorized manning above 100 percent	C	4.1.4
5.	DSG (Enlisted Only)	The member is a projected loss for whom a replacement has been recruited or assigned	K	4.1.5
6.	DSG (Officer Only)		C	
7.	DSG (Officer or Enlisted)	Enlisted, appointed, or reassigned for a UMD growth position which has not been added to the UMD	C	4.1.6
8.	DSG (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service	C	4.1.7
9.	DSG, Military Technician, or AGR	Any reason approved by NGB/A1	3	4.1.8

	(Officer or Enlisted)			
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4.1.1. A DSG, who is in an excess status due to NGB directed unit realignment, reorganization, or UMD change may be retained as excess under one of the following conditions:

4.1.1.1. Members with a military service obligation (MSO) will be retained until completion of MSO, or until ETS/MSD, whichever is earliest.

4.1.1.2. Members without an MSO will be retained 24 months from the effective date of the UMD change, or until ETS/MSD, whichever is earliest.

4.1.2. Military technicians and AGRs must be assigned as position incumbents to UMD positions compatible with their full-time positions upon NGB directed unit realignment, reorganization, or UMD change. Under no circumstances will an individual be initially accessed, assigned or reassigned into a position occupied by a military technician or AGR.

4.1.2.1. When a UMD position is required for a military technician or AGR, the incumbent DSG must be reassigned. The DSG is reassigned for retraining or to any vacant or projected vacant UMD position compatible with their grade and AFSC. If no vacancy exists or is projected to exist and retraining is not feasible, the member may be retained as excess in another position occupied by a DSG under one of the following conditions:

4.1.2.1.1. Members with a military service obligation (MSO) will be retained until completion of MSO, or until ETS/MSD, whichever is earliest.

4.1.2.1.2. Members without an MSO will be retained 24 months from the assignment effective date.

4.1.3. Individuals assigned as an obligor and no UMD vacancy, projected vacancy, or UMD growth position is 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 until completion of MSO. When the obligated member is an Incentive Program participant and is assigned as an excess, the member must be processed IAW ANGI 36-2602.

4.1.4. Enlistment or appointment of personnel in excess status are permitted if the member's specialty is authorized a higher than 100 percent manning level under the provisions found IAW Paragraph 2.2.4. of this instruction.

4.1.5. Commanders may authorize recruitment of replacements for DSG 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 length of the excess condition will be established by the commander and will not exceed 24 months.

4.1.5.3. Promotions of the assigned replacement to the grades of senior master sergeant or chief master sergeant are authorized provided the member meets all other criteria for promotion IAW ANGI 36-2502, *Promotion of Airmen*. The promotion will not cause the state to exceed authorized grade ceilings as identified in ANGI 36-2502, Attachment 2.

4.1.6. Members may be assigned in excess based on UMD Growth as referenced in **Paragraph 2.17**. The length of the excess condition will not exceed the EFF date of the UMD growth position.

4.1.7. If a member has completed at least 18 years but less than 19 years of satisfactory service for retirement, the length of the excess condition will not exceed their completion of 20 years satisfactory service for retirement, third anniversary of established date of separation, or age 62, whichever is earlier.

4.1.7.1. If member has completed at least 19 years but less than 20 years of satisfactory service for retirement, the length of the excess condition will not exceed their completion of 20 years satisfactory service for retirement, second anniversary of established date of separation, or age 62, whichever is earlier.

4.1.8. Excess assignments approved at NGB level.

4.1.8.1. NGB Approved Initial Excess Assignment: For excess assignments requiring NGB approval as outlined in this instruction, the unit commander will submit a request using the template found in Attachment 2. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forward to NGB/A1P. Disapproval to the assignment request may be made at any level.

4.1.8.2. NGB Approved Excess Assignment Extension: If, after all factors have been reviewed and a request for extension of an initial assignment to excess condition is considered in the best interest of the ANG, the unit commander will submit a request for extension using the template found in Attachment 2. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forward to NGB/A1P. Disapproval to the assignment request may be made at any level.

4.2. Retention in an Overgrade Status. All expiration dates are the maximum allowed, but commanders may establish lesser dates as necessary to meet mission objectives. Members may be retained in an overgrade status under the following conditions:

Table 4.2. Overgrade Codes Officer and Enlisted.

R U L E	A	B	C	E
	If the member's status is:	and the reason for the condition is:	then the code is:	IAW Paragraph: (See Note 1)
1.	DSG (Officer and Enlisted Only)	NGB directed unit realignment, reorganization, UMD change	P	4.2.1.
2.	Military Technician		H	

	(Officer and Enlisted)			
3.	AGR (Officer and Enlisted)		L	
4.	DSG (Officer Only)	The member received a mandatory promotion	P	4.2.2
5.	Military Technician (Officer Only)		H	
6.	AGR (Officer Only)		L	
7.	DSG, Military Technician, or AGR (Enlisted Only)	The member was promoted under the DAPP	D	4.2.3
8.	DSG (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	4.2.4
9.	Military Technician (Officer or Enlisted)		H	
10.	AGR (Officer or Enlisted)		L	
11	DSG, Military Technician, or AGR (Officer Only)	LCAP	4	4.2.5 (Note 2)
12.	DSG (Enlisted Only)	EPP	5	4.2.6 (Note 2)
13.	DSG (Enlisted Only)	The member's immediate past assignment was a CCM and retention of grade was authorized by TAG upon reassignment	P	4.2.7
14.	DSG (Officer or Enlisted)	Any reason and the member has completed 18 but less than 20 years of satisfactory service (for DSG and military technicians) or TAFMS (for AGRs)	P	4.2.8
15.	Military Technician (Officer or Enlisted)		H	
16.	AGR (Officer or Enlisted)		L	
17.	DSG, Military Technician, AGR (Officer and Enlisted)	Any reason approved by NGB/A1	3	4.2.9 (Note 2)

NOTES:

1. Military Technician and AGR assignments must be coordinated through HRO.

2. This code can only be updated by NGB/A1P.
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4.2.1. DSG and AGR enlisted personnel and officers below the grade of colonel, who become overgrade as a result of NGB directed realignment, reorganization, or UMD change may be retained for 24 months or 20 years of satisfactory service (or TAFMS for AGRs), whichever occurs first.

4.2.1.1. Military technician enlisted personnel and officers below the grade of colonel, who become overgrade as a result of NGB directed realignment, reorganization, or UMD change may be retained as follows:

4.2.1.1.1. If retiring under the Civil Service Retirement System (CSRS), the member may be retained until 55th birthday or otherwise eligible for an immediate, unreduced retirement annuity whichever occurs first. HRO coordination is required.

4.2.1.1.2. If retiring under the Federal Employee Retirement System (FERS), the member may be retained until 57th birthday or otherwise eligible for an immediate, full retirement annuity whichever occurs first. HRO coordination is required.

4.2.2. When an officer receives a mandatory promotion as defined by AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 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:

4.2.2.1. A DSG may be retained until the he/she completes 20 years plus 90 days satisfactory service, is qualified for retired pay, and has three years time in grade (TIG); or, reaches MSD, whichever is earliest.

4.2.2.2. A military technician member may be retained until age 55 for CSRS, or until age 57 for FERS.

4.2.2.3. An AGR member may be retained until the completion of 20 years of TAFMS and has three years time-in-grade (TIG); or reaches MSD, whichever is earliest.

4.2.3. A member who becomes overgrade as a result of promotion under the Deserving Airman Promotion Program (DAPP) will be retained until ETS, or 24 months from promotion effective dates, whichever is earliest.

4.2.4. When a UMD position is required for the assignment of a military technician or AGR; the incumbent DSG may be reassigned as an overgrade. The period of the overgrade condition for enlisted members will be the date of assignment plus 24 months or until the member reaches 20 years satisfactory service, whichever is earliest. 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.

4.2.5. A member approved under LCAP, IAW [Paragraph 2.22.1](#) may be retained for a period not to exceed six years from the promotion effective date, or reaches MSD, whichever is earliest.

4.2.6. A member promoted under the Exceptional Promotion Program (EPP) may be retained for three years from the promotion effective date IAW ANGI 36-2502. Under no circumstances will an extension to this expiration date be considered.

4.2.7. TAG may permit individuals who were previously assigned to CCM positions to retain their grade for 24 months or ETS, whichever is earliest.

4.2.8. If a member has completed at least 18 years but less than 19 years of satisfactory service for retirement, the length of the overgrade condition will not exceed their completion of 20 years satisfactory service for retirement, third anniversary of established date of separation, or age 62, whichever is earlier.

4.2.8.1. If a member has completed at least 19 years but less than 20 years of satisfactory service for retirement, the length of the overgrade condition will not exceed their completion of 20 years satisfactory service for retirement, second anniversary of established date of separation, or age 62, whichever is earlier.

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

4.2.9. Overgrade assignments approved at NGB level.

4.2.9.1. NGB Approved Initial Excess Assignment: For excess assignments requiring NGB approval as outlined in this instruction, the unit commander will submit a request using the template found in Attachment 2. The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forward to NGB/A1P. Disapproval to the assignment request may be made at any level.

4.2.9.2. NGB Approved Excess Assignment Extension: If, after all factors have been reviewed and a request for extension of an initial assignment to excess condition is considered in the best interest of the ANG, the unit commander will submit a request for extension using the template found in [Attachment 2](#). The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forward to NGB/A1P. Disapproval to the assignment request may be made at any level.

Chapter 5

SERVICE COMMITMENTS

5.1. General Instructions:

5.1.1. Service commitments are needed to ensure the ANG receives a return on its 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. Service commitment waivers should be approved only when it is in the best interest of the ANG or for hardship not common to other ANG members. TAG is the waiver authority for service commitment. This authority may not be delegated below TAG.

5.1.3. The FSS will ensure each member is properly and thoroughly briefed on each commitment incurred as a result of action taken IAW **Table 5.1**, or **5.2**. The FSS 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*, or AF IMT 1411, *Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve*, will specify the reason and duration of each service commitment.

5.1.3.1. No member will be allowed to attend a training course that cannot be expected to meet service commitment requirements, regardless of the reason.

5.1.4. All ANG service commitments will be documented. Members will not be allowed to attend training unless service commitment agreements are completed prior to attendance.

5.1.5. All commitments incurred as a result of training begin on the day after that training is completed.

Table 5.1. Airman Service Commitments.

R U L E	A	B	C	D
	Airman	Service Commitment (Note 1)	Beginning	Source Document
1.	Attends aircrew courses conducted by Air Education and Training Command (AETC) and the operational commands	Three months for each academic week or part of academic week but no less than six months and no more than 36 months. (Note 2)	Day after course completion	Training Cert/Orders
2.	Attends field training detachment (FTD) courses	Six months	Day after course completion	Training Cert/Orders

3.	Attends technical training of less than 20 weeks (Note 3)	Six times the length of training but not less than six months	Day after 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 3)	Three years (Note 4)	Day after course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
5.	Attends technical training of 12 months or more (Note 3)	Four years	Day after course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
6.	Attends any type of enlisted Professional Military Education (PME) in-residence only	12 months	Day after course completion	Training Cert/Orders
7.	Promotion to the grade of Master Sergeant	12 months – DSG and military technician 24 months - AGR	Date of promotion	Promotion orders or AF Form 2096, <i>Personnel Action</i>
8.	Promotion to the grade of Senior Master Sergeant	EPP- 36 Months (Note 5) All Others- 24 months	Date of promotion	Promotion orders or AF Form 2096, <i>Personnel Action</i>
9.	Promotion to the grade of Chief Master Sergeant	EPP- 36 Months (Note 5) All Others- 24 months	Date of promotion	Promotion orders or AF Form 2096, <i>Personnel Action</i>
10.	Attends Air Force Basic Military Training	36 Months	Day after course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.

NOTES:

1. Service commitments incurred as a result of two or more rules of this table are served

concurrently.
2. Except for the instructor survival-training course, the service commitment for all survival training is six months.
3. Formal training not identified in other rules of this table.
4. 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).
5. Non waivable.

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	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	“	“
3.	UNT, JUNT, SUNT	Entering training on or after 1 Oct 99	Six years	“	“
4.	Air Battle Manager (ABM) Undergraduate Training	N/A	Six years	Day after 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	Day after course completion	“
6.	Receives initial training in an	N/A	Five years	Day after course	“

	aircraft major weapons system (MWS) group (Note 3.)			completion	
7.	Receives initial training in a different aircraft of the same MWS group (Note 4.)	N/A	Three years	Day after course completion	“
8.	Receives initial training in an aircraft (not a MWS) (Note 5.)	N/A	Three years	Day after course completion	“
9.	Receives qualification (upgrade or mission) training in current aircraft (Note 6.)	N/A	Two years	Day after course completion	“
10.	Receives re-qualification training in an aircraft (Note 7.)	N/A	Three years	Day after 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	Day after 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	Day after course completion	“
13.	Attends Squadron Officer School/ Armed Forces Staff College	N/A	One year	Day after 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	Day after 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.)	Day after 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	Day after course completion	Any official document bearing the date training was completed such as certificate, special orders, or training report.
17.	Attends technical training of 12 months or more (Note 8.)	N/A	Four years	Day after course completion	“
18.	Survival school courses	N/A	Six months	Day after course completion	“
19.	Attends off duty education with tuition assistance (AGR only)	N/A	Two years	Day after 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 FY 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 NGB/AIP to determine appropriate service commitment.					

Chapter 6

ANG CAREER FIELD SERVICE OBLIGATION

6.1. A NPS 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 completing such a course. EXCEPTION: Commanders may approve members to retrain if they have been selected for a full-time position or a mission critical AFSC within the squadron and retraining is required.

6.2. 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 TAG.

6.3. An officer who has attended a formal technical training school, other than UPT, UNT, or 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.

6.4. 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.

Harry M Wyatt, 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 11-401, *Aviation Management*

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

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

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*

AFI 36-2113, *The First Sergeant*

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

AFI 36-2301, *Professional Military Education*

AFI 36-2306, *The Education Services Program*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

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*

AFI 48-123, *Medical Examinations and Standards*

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

AFPAM 48-133, *Physical Examination Techniques*

ANGI 36-6, *The Air National Guard Statutory Tour Program Policies and Procedures*

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

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 36-2501, *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*

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

ANGI 36-2503, *Administrative Demotion of Airmen*

ANGI 36-2602, *Air National Guard Recruiting and Retention Programs*

ANGI 36-2109, *The ANG Command Chief Master Sergeants Program*

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

AFECD, *Air Force Enlisted Classification Directory*

AFOCD, *Air Force Officer Classification Directory*

Abbreviations and Acronyms

A1—Directorate, Manpower, Personnel and Services

AIM—Manpower

A1P—Chief, Force Management Division

A1POP—Officer Programs

ABM—Air Battle Manager

ACDU—Active Duty Code

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFCSM—Air Force Communication Systems Manual

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFRES—Air Force Reserve

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AG—Adjutant General

AGC—Adjutant General Corps

AGR—Active Guard Reserve

AIS—Advanced Instrument School

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGRC—Air National Guard Readiness Center
API—Aircrew Position Indicator
AU—Air University
BMT—Basic Military Training
CCM—Command Chief Master Sergeant
CINC—Components at Commander in Chief
CSRS—Civil Service Retirement System
DAFSC—Duty Air Force Specialty Code
DAPP—Deserving Airman Promotion Program
DD—Department of Defense
DOS—Date of Separation
DSG—Drill Status Guardsman
DSN—Defense Switched Network
EFF—Effective date
EPP—Exceptional Promotion Program
ETS—Expiration Term of Service
FERS—Federal Employee Retirement System
FSS—Force Support Squadron
FTD—Field Training Detachment
FTU—Flying Training Unit
FY—Fiscal Year
GO—General Officer Actions
HIV—Human Immune-deficiency Virus
HRO—Human Resources Office
IADT—Initial Active Duty for Training
IAW—In Accordance With
IG—Inspector General
IMA—Individual Mobilization Augmentees
JUNT—Joint Undergraduate Navigator Training
LCAP—Lieutenant Colonel Augmentation Program
MAJCOM—Major Command
MCR—Manpower Change Request

MEB—Medical Evaluation Board
MILPDS—Military Personnel Data System
MSD—Mandatory Separation Date
MSO—Military Service Obligation
MWS—Major Weapon Systems
NGB—National Guard Bureau
NGR—National Guard Regulation
NPS—Non-prior service
OPR—Office of Primary Responsible
OJT—On-The-Job-Training
PAS—Personnel Accounting Symbol
PDS—Personnel Data System
PIT—Pilot Instructor Training
PME—Professional Military Education
POC—Point of Contact
PS—Prior Service
RIC—Resource Identifier Code
ROPMA—Reserve Officer Promotion Management Act
SDI—Special Duty Identifier
SG—Surgeon General
SJUPT—Specialized Joint Undergraduate Pilot Training
SNCOA—Senior Non-Commissioned Officer Academy
SSN—Social Security Number
SUNT—Specialized Undergraduate Navigator Training
SUPT—Specialized Undergraduate Pilot Training
SUPT-H—Specialized Undergraduate Pilot Training, Helicopter
TAFMS—Total Active Federal Military Service
TAG—The Adjutant General
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

UNT—Undergraduate Navigator Training

US—United States

USAF—United States Air Force

USAFR—United States Air Force Reserve

USC—United States Code

UTC—Unit Tasking Code

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 (UMD) 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.

Drill Status Guardsman (DSG)—Unit members who participate in unit training assemblies, traditionally one weekend per month and a two-week annual training period. Member's status can be verified through member's servicing personnel office. Also known as Traditional Guardsman.

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 the personnel data system to designate an individual who is excess to their UMD 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, UMD changes, desired full-time versus drill status mix, desired PS versus 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 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*.

Obligors—Airmen have an MSO and a temporary deferral from recall to mobilization because of key employee status, dual status (Reserve Officer/RegAF Enlisted), or nonmilitary delays/religious obligations. Training is NOT authorized and Airmen are not eligible to take correspondence courses for point credit.

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

Overgrade Code—Alpha or numeric code used in the personnel data system to designate an individual whose grade exceeds that of the UMD 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 FSS 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 UMD position. Although circumstances (e.g., NGB directed unit realignment, reorganization, UMD change) may require more than one person to be assigned to the same UMD 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 UMD vacancy as defined herein. Military technicians or AGRs

with a projected ETS or tour completion date will not be considered as projected known losses solely on the basis of their ETS or DOS.

Projected UMD Growth—These are new requirements (UMD positions) that have been validated and have been added to the UMD 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 FY.

Realignment, Reorganization, or UMD change—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 NGB/A1M.

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—A separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a PAS code. However, operating locations and detachments, which have their own PAS codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Centers (CRTC) will be treated as units

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

UMD Vacancy—An actual UMD position that is neither occupied after all assignments are made IAW this instruction 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.

Attachment 2

SAMPLE LETTER FOR EXCESS OR OVERGRADE ASSIGNMENT REQUESTS

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: _____
f. Tech ID: _____
g. Service computation date (Technicians only) _____
h. Satisfactory Service _____ / _____ / _____ Years Months Days
i. Requested (excess)/(overgrade) condition expiration date _____
j. Provide background information: What caused the excess/overgrade condition to occur.
k. Justification: Provide information you believe will completely justify approval of your request (i.e. mission impact).
l. 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 UMD. 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 100 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, reorganization, or UMD change. 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 state's 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 DAPP as outlined in ANGI 36-2502.

A3.3.1. **Master Sergeant** - 120 percent

A3.3.2. **Technical Sergeant** - 125 percent

A3.3.3. **Staff Sergeant and below** - no restrictions

Attachment 4

REPORTING IDENTIFICATION CODES

Table A4.1. Reporting Identification Codes.

RIC	Title
0028	ANG Officers – Drill
0034	ANG Officers – AGR
0036	ANG Officers – Student
0127	ANG Enlisted – Student
0128	ANG Enlisted - Drill
0148	ANG Enlisted - AGR
0170	ANG Civilian Technicians