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Personnel

**THE AIR NATIONAL GUARD STATUTORY
TOUR PROGRAM POLICIES AND
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This is a new publication. Air National Guard (ANG) personnel may volunteer to serve on active duty under the National Guard Bureau, Title 10, United States Code, Section 12301(d), Armed Forces Statutory Tour of Duty Program (Statutory Tour Program). While on active duty they serve as members of the Air National Guard of the United States (ANGUS) in a Reserve of the Air Force status. Tours of duty are available in the Statutory Tour Program at many locations that include, but are not limited to, the National Guard Bureau (NGB), the Air National Guard Readiness Center (ANGRC), the Office of the Secretary of Defense (OSD), the office of the Secretary of the Air Force (SAF), Headquarters, United States Air Force (HQ USAF), the Major Commands (MAJCOM) and other Air National Guard Operating Locations (ANG/OL). By their service, members of the ANGUS provide the NGB and its federal mission with a positive influence on the development and implementation of plans, programs, and policies, and they provide their expertise in functional and operational areas to staff agencies within the Department of Defense (DoD). The overall benefit of the Statutory Tour Program is the enhancement of NGB's mission by helping (1) Management decisions to reflect current ANG missions and weapons system requirements while at the same time (2) Providing ANGUS personnel with the opportunity to apply their exceptional field experience and expertise in a policy making environment. This instruction applies to all ANG members serving in the Statutory Tour Program under Title 10 U.S.C., Section 12301 (d).

Section A—POLICY AND PROCEDURES

1. Responsibilities:

1.1. Chief of the National Guard Bureau (CNGB) or designated representative is the final recommending authority for all tours of duty on the NGB Joint Staff.

1.2. Director of the Air National Guard (NGB/CF) or designated representative is the final approval authority for review actions [See Year Group Assignment Process (YGAP), Para 6.1. and Statutory Tour Review Process (STRP), Para 6.2.] and appeals, except review actions occurring at 1st Air Force.

1.3. Commander of 1st Air Force (1st AF/CC) is the final approval authority for all review actions occurring at 1st AF.

1.4. The Functional Director is defined in [Attachment 1](#), Terms. The senior ranking member “in charge” of the Functional Directorate and the approval or recommending authority for all actions of ANG Statutory Tour Program personnel attached to MAJCOMs. Notwithstanding, all personnel actions will be routed through the Functional Director to the Functional Directorate of Organization Management (ANG/OM).

1.5. ANG Assistant (CG) is defined in [Attachment 1](#), Terms. The CG provides leadership, supervision and direction to the ANG Advisor and all ANG personnel attached to the MAJCOM. The CG is responsible for implementing NGB/CF policy at the MAJCOM.

1.6. ANG Advisor is defined in [Attachment 1](#), Terms. The ANG Advisor is responsible for implementing the guidance and policy provided by the ANG Assistant. The ANG Advisor provides administrative oversight for all attached ANG personnel to include personnel attached to Numbered Air Forces (NAF), Training Centers, and Air University. The ANG Advisor is the primary point of contact for ANG Integrated Staff manpower and personnel actions at their respective MAJCOM. The ANG Advisor is responsible on a day-to-day basis for representing the ANG on those issues affecting ANG units gained to the MAJCOMs.

1.7. ANG Functional Advisor is defined in [Attachment 1](#), Terms. The ANG Functional Advisor serve as a direct functional liaison between the MAJCOM functional organizations and the ANG Functional Directors.

2. Filling Vacancies. The methods for filling existing or projected vacancies in the Statutory Tour Program are nationwide or internal advertisement, priority selection, or reassignments. ANG/OM should be contacted whenever action is required to fill a vacancy in the Statutory Tour Program.

2.1. Nationwide Advertising. Nationwide advertising allows any member with a current ANG, Air Force Reserve, or active duty Air Force affiliation to apply for statutory tour positions, unless otherwise stated in the announcement.

2.2. Internal Advertising. Under internal advertising, vacancies may be filled only by current ANG Title 10 statutory tour members. [This does not include active duty for Special Work (ADSW) personnel.]

2.3. Priority Selection. Priority selection will be used on a limited basis as directed by CNGB, NGB/CF or 1st AF/CC. This method will be used to fill a vacancy without utilizing any method of advertising. Statutory Tour Review Process recommendation and NGB/CF (or 1st AF/CC when applicable) approval is required to fill a vacancy with this method. Functional Directors must submit rationale explaining the uniqueness of the situation, the reason why the position should not be advertised and why the nominee is uniquely qualified above other available personnel within the same career field.

2.4. Reassignments:

2.4.1. Lateral Reassignment. A current statutory tour member may be reassigned from one position to another, as long as the rank of the positions are the same. The member’s current Date of Separation (DOS) will not be adjusted unless the reassignment occurs simultaneously with a review action or results in a Permanent Change of Station (PCS).

2.4.2. Management Directed Reassignment. Statutory tour members are subject to management directed reassignments. CNGB, NGB/CF or 1 AF/CC management directed reassignments are not advertised.

3. Application Process. Interested members or applicants will respond to a formal announcement (Military Vacancy Announcement or MVA). These announcements can be viewed on the ANG web page. Agencies requesting a “fill” will include in the MVA information of interest on the position being announced and, in most cases, mandatory criteria for filling the vacancy. The member or applicant must address all mandatory criteria in his or her response to the MVA. Mandatory criteria announced in the MVA will not be waived. All applications that meet the mandatory criteria announced in the MVA will be forwarded to the selecting official for review and selection. Applications or responses to MVAs are to be submitted to ANG/OM and must arrive by the close of business closeout date. If the application packages does not arrive by the closeout date it will not be considered. When applying for multiple MVAs, separate applications are required. The requisite contents of all applications will be as stated in the MVA.

4. Nomination Process. Application packages meeting the criteria of the MVA from qualified applicants will be forwarded to selecting officials. The selecting officials will review packages and forward their nominee’s name along with a second and third choice (if applicable) to ANG/OM for notification and selection. Interviews are strongly encouraged for a select number of candidates found to be best qualified for the position, as determined by the selecting official. Official ANG notification to the selectee/nominee is the responsibility of ANG/OM. **IT IS IMPERATIVE THAT NO COMMITMENT BE MADE TO ANY APPLICANT OR ORGANIZATION UNTIL SUCH TIME AS ANG/OM HAS COMPLETED ITS PROCESSING OF THE APPLICATION AND PUBLISHED THE REQUIRED ORDERS.** NOTE: Orders will not be published until the selectee/nominee has signed a Statement of Understanding (**Attachment 2**), and ANG/OM has completed all other administrative processing that is required to fill the vacancy. This process applies primarily when vacancies are advertised. Vacancies filled by priority selection and reassignment will differ (See **2.3.** and **2.4.**).

5. Assignments.

5.1. Initial Assignment. The member will be assigned to duty with the publishing of the appropriate orders. While serving on active duty, members must serve with the consent of the Governor or the Adjutant General as the Governor’s designee. Notwithstanding, ANGUS personnel remain on the rolls of their respective State in the event of a return to State control. Selected members are responsible for hand-carrying medical, dental, personnel, and training records to the new duty location, IAW AFI 36-2608, Military Personnel Records System, Para 2.15., and 2.16., Table A6, Rule 1. The member’s initial tour length will be 4 years, unless Mandatory Separation Date (MSD) dictates otherwise and is considered a probationary tour. Members on an initial probationary tour who are not recommended for extension during YGAP will be returned to state control and may not appeal. All individuals selected for an initial tour will sign **Attachment 2** (Statement of Understanding). All individuals assigned to the Statutory Tour Program are subject to the Uniform Code of Military Justice (UCMJ). Duty locations will be based on the needs of the NGB. If in the event a current statutory tour member is selected from a nationwide advertisement, a new tour of 4 years will be granted and considered as a successive tour (See Para **5.3.**). Military technicians and Active Guard/Reserve (AGR) personnel who are selected for the Statutory Tour Program have restoration rights to their former jobs and, therefore, are encouraged to familiarize themselves with ANGI 36-101, The Active Guard/Reserve (AGR) Program, (See ANGI 36-101, Para 2.5.).

5.2. Rated Officer Assignments. There are some tours of duty in the Statutory Tour Program that have been identified as requiring rated expertise and active flying responsibilities, Rated Position Identifier (RPI) 8.

5.2.1. Selectees assigned to RPI 4 & 8 must be U.S. Air Force rated officers. Those assigned to RPI-4 will NOT maintain flying currency or actively fly in the performance of their official duties. Those assigned to RPI-8 will maintain flying currency and will actively participate in flying activities, unless otherwise medically or professionally disqualified.

5.2.2. All RPI 4 & 8 positions must be validated by ANG/OM. Validation will be based upon the duties and responsibilities identified on the Unit Manpower Document (UMD) position description. These position descriptions must support the assignment of an active flying code and will not be changed solely to accommodate a specific individual. A RPI-8 position may be coded as "K" (inactive) as determined by ANG/XO based on the individual's rating and the availability of an aircraft.

5.2.3. Rated officers assigned to RPI-4 (non-flying) may participate in limited flying activities in an indoctrination status when approved by ANG/XO. Indoctrination flying is addressed in ANG Sup 1 to AFI 11-401.

5.2.4. All rated officers, regardless of RPI codes, receiving Aviation Career Incentive Pay (ACIP) or Hazardous Duty Incentive Pay (HDIP) are required to maintain a current flight physical (AF Form 1042).

5.2.5. Individual Flight Records (IFRs) for all rated, non-rated, and enlisted aircrew members assigned to the Washington DC Metropolitan Area, including the Pentagon and ANGRC, will be transferred to and maintained by the ANG Flight Management Office. Flight records for those aircrew members assigned to other locations will coordinate custodial responsibilities with the ANG Flight Management Office. In most cases the flight records will be maintained at the member's duty location.

5.2.6. The designated "host" unit will maintain aircrew Standardization Evaluation and training records. Host units will be determined during in-processing with the ANG Flight Management Office.

5.3. Successive Tours. Successive tour lengths will be 4 years, unless otherwise specified. A statutory tour member's successive tour begins on the extension's effective date.

5.4. Service Schools and Fellowships. Applications of all statutory tour members for Service Schools and Fellowships, i.e., Intermediate Service School (ISS), Senior Service School (SSS), and Fellowships, must be routed through their supervisory chain of command to ANG/OM. Individuals that are selected to attend ISS, SSS, or participate in Fellowships will have a follow-on plan approved through the STRP. (See paragraph 6.2.)

5.5. Promotions. Individuals recommended for promotion while participating in the Statutory Tour Program must meet all mandatory criteria IAW ANGI 36-2502, Promotion of Airmen, or NGR 36-4, Federal Recognition of Promotion in the Air National Guard Of the United States and as a Reserve of the Air Force Below the Grade of General Officer. The Functional Director or designated representative must approve a promotion request prior to it being submitted to ANG/OM for processing. In addition to regulatory requirements, a minimum of a bachelors degree is required for promotion to Major and above. Officers meeting Reserve Officer Personnel Management Act (ROPMA) Promotion

Boards must complete the appropriate level Professional Military Education (PME) to accept promotion while on a statutory tour. Failure to complete PME will result in a promotion delay IAW AFI 36-2504. The AF Form 709, Promotion Recommendation Form, for majors will be signed by the senior rater with a "Do Not Promote" for failure to complete PME.

5.6. Officer Performance Reports (OPR) and Enlisted Performance Reports (EPR). The Functional Director is responsible for ensuring that OPRs and EPRs are promptly completed on members assigned to his or her functional directorate whether statutory tour personnel or regular Air Force members, IAW AFI 36-2406, Officer and Enlisted Systems and ANG Regulation 36-62, Enlisted Performance Appraisal.

5.7. Tour Curtailment. As mentioned above, statutory tours have a specified start and end date. However, exceptions are as follows:

5.7.1. Voluntary Curtailment. A member desiring to terminate his or her tour prior to their DOS must request curtailment in writing through their Functional Director to ANG/OM. Request should include reason for curtailment and indicate a requested DOS (where possible, allow 60 days notice). If the request is disapproved, the member's tour of duty will remain unchanged with the same DOS. Active duty service commitments, on a case-by-case basis, will be a factor to be considered in the decision to grant the request. However, members should not take any action toward terminating their participation in the Statutory Tour Program until new orders are published and received reflecting the revised DOS.

5.7.2. Mandatory Separation From Statutory Tour Program. Personnel will be separated for the reasons below, regardless of the expiration date of their current tour. Retention is not authorized. The involuntary separation procedures of paragraph 5.7.3. do not apply; however, members must be given as much advance notice of separation as possible, ordinarily not less than 90 days. Separation of any member currently in the Statutory Tour Program is required when:

5.7.2.1. Officers Reach Their Mandatory Separation Date (MSD). Officers will be separated upon reaching their maximum years of service unless they have completed between 18 and 20 years of active Federal service for retirement purposes (Sanctuary zone). Officers who are in the sanctuary zone will have their MSD extended until the end of the month in which they reach retirement eligibility. Requests for extension of MSD must be forwarded through ANG/DP.

5.7.2.2. Enlisted Personnel Reach Age 60. Enlisted personnel will be separated upon reaching age 60 unless they have completed between 18 and 20 years of active Federal service for retirement under 10 USC 8914. Enlisted members in the sanctuary zone when reaching age 60 will have their MSD extended until the end of the month in which they reach retirement eligibility. Requests for extensions beyond age 60 must be forwarded through ANG/DP, upon member's attaining 18 years of Federal active duty and qualifying for the provisions of the sanctuary zone.

5.7.2.3. The Required Security Clearance is withdrawn, cancelled or cannot be obtained.

5.7.3. Involuntary Separations and Separations for Cause from Statutory Tour Program.

Except as specified in paragraph 5.7.1., personnel will be involuntarily separated from the Statutory Tour Program only IAW procedures prescribed herein. NGB/CF will review all recommendations for involuntary separation under this paragraph and will make the final determination of

whether a member's tour of duty will be curtailed, as recommended or the member will be retained in the Statutory Tour Program. This authority may not be delegated.

5.7.4. Guidelines For Involuntary Separation:

5.7.4.1. Functional Directors may recommend a member's tour be curtailed prior to DOS based upon the grounds listed in 5.7.5. or for any other reasons of incompatibility with the Statutory Tour Program. In recommending an involuntary curtailment of tour, the Functional Director will document counseling or issue a memorandum of counseling or reprimand when an individual's degree of efficiency, performance of duty, military conduct, or the commission of any derogatory act makes the issuance of such document appropriate. Normally, a counseling statement (AF Form 174, Record of Individual Counseling may be used) or a memorandum of reprimand will be documented in the supervisor's or Functional Director's records before initiating involuntary separation action. When the reason for separation, however, warrants immediate separation, counseling or a memorandum of reprimand may be omitted. Individuals being counseled will verify, in writing, acknowledgement of the counseling session.

5.7.4.2. When deciding whether to initiate involuntary separation action, the following factors must be considered:

5.7.4.2.1. The seriousness of the events or conditions that form the basis for initiating separation proceedings. Consider the effect of the member's continued retention on military discipline, good order, and morale. The likelihood that the events or conditions will continue or recur.

5.7.4.2.2. Whether the actions of the member resulted or are likely to result in an adverse impact on accomplishment of the Statutory Tour Program. Substandard performance of duties.

5.7.4.2.3. The member's potential for further service.

5.7.4.2.4. The member's military record, this includes past contribution to the ANG, assignments, awards and decoration, evaluations, ratings, memorandums of commendation, records of non-judicial punishment, records of involvement with civilian authorities, and any other matter deemed relevant by the separation authority (NGB/CF).

5.7.5. Grounds for Separation. The following breaches of discipline are examples of action that are incompatible with service in the Statutory Tour Program. Serious consideration should be given to involuntarily separating a member from statutory tour for these reasons:

5.7.5.1. Acts of misconduct, whether or not connected with the member's official duties to include conviction for the illegal use of drugs or abuse of alcohol. Moral or professional dereliction. Loss of professional qualifications required for the performance of assigned duties. Substandard performance of duties or failure to perform assigned duties.

5.7.5.2. Acts or expressed sentiments of discrimination, harassment, or prejudice. Failure to maintain medical qualification, physical fitness, or weight standards. Failure to attain or maintain a skill level compatible with the Unit Manning Document (UMD) assignment.

5.7.6. Procedures. The supervisor or Functional Director must submit a recommendation through supervisory channels to ANG/OM to involuntarily separate a member from the Statutory Tour Program. The following procedures will be followed:

5.7.6.1. The supervisor or Functional Director is required to submit a fully substantiated and documented recommendation to ANG/OM. ANG/OM will consult with NGB Judge Advocate (NGB-JA). Upon completion of administrative and legal reviews, ANG/OM will issue to the member a letter of notification (LON) informing him or her of the recommendation and the proposed action to involuntarily curtail their tour of duty prior to DOS. Appropriate written documentation substantiating the specific reasons for the recommendation will be provided to the member and forwarded with the LON. Once formally notified, a member has the right to submit a written rebuttal and response to the recommendation and a review of the action by NGB/CF. The member's response must include information responding to the reason for the action and justification supporting retention. The member's response must be received within 15 calendar days from date of receipt of notification. When personal notification is not practicable or otherwise available, notice will be forwarded to the member's last known address, certified with return receipt requested. All available and reasonable means for notifying a member must be exhausted to accomplish notification. The member's response or rebuttal will be included with the supervisor's/Functional Director's recommendation at all times the matter is reviewed. If the member fails to respond within 15 days, NGB/CF will direct that orders be issued curtailing their tour of duty. Upon NGB/CF notification of early curtailment, the member will have 90 days to transition back to the State.

5.7.6.2. The member may be given the opportunity, but will not be required, to submit a written request for voluntary release from the Statutory Tour Program in lieu of involuntary separation. Personnel pending involuntary separation from the Statutory Tour Program will be provided the assistance of military legal counsel upon request.

5.7.6.3. Upon receipt of the written request for review, NGB/CF will appoint an investigating officer (IO) to conduct a review of the actions (to include all documentation) and to make recommendations on the issue of whether the member should be involuntarily curtailed or retained in the Statutory Tour Program. The IO must be a commissioned officer, senior in grade to the member under review, and may not be in the chain of command of either the member or the Functional Director making the recommendation. The IO will review the submissions and make written recommendations within 10 working days. Where the IO deems necessary, he or she may solicit additional information from either side as well as conduct interviews of the parties and witnesses in order to narrow all issues or reconcile disputed material facts. Interviews of the parties and witnesses shall be accomplished with sworn affidavits where possible. Any extension of the 10-day period for completing the investigation shall be submitted directly to NGB/CF with sufficient justification warranting the time being requested.

5.7.6.4. The IO shall submit his recommendation to NGB/CF for review and approval. NGB/CF may order additional investigation if not satisfied that the matter in dispute has been fully developed. At the sole discretion of NGB/CF, NGB/CF may conduct its review by submitting matters in dispute to a Board of Officers as outlined in AFI 51-602. If the recommendation(s) of the IO (or Board, where applicable) are approved, the IO will be dismissed and a decision rendered. The decision of NGB/CF is final. If the decision is to affirm the recommendation of the Functional Director to curtail the member's tour of duty in the Statutory Tour Program, NGB/CF will direct that appropriate orders be prepared and the member will immediately begin steps to effect a return to state control. Members separated for cause may be considered for separation from active status in the ANG. If the member is to be concurrently discharged

from active status in the ANG while remaining in the Statutory Tour Program, the provision of AFI 36-3208 applies. If the decision is to retain the member, NGB/CF will direct that the case be fully dismissed or direct such other further action as deemed appropriate for retaining the member in the Statutory Tour Program.

5.7.7. Statutory Tour members involuntarily separated before the scheduled end of a tour who meet the eligibility requirements outlined in DoD Financial Management Regulation (FMR) (also see AFI 36-3207, Separating Commissioned Officers) may be eligible for separation pay.

5.7.8. Members released from the Statutory Tour Program for cause will not be considered for a subsequent or future tour in the Statutory Tour Program or Active Duty for Special Work (ADSW) tour. An involuntary release for cause for the purpose of this provision is a separation from the Statutory Tour Program under such conditions or circumstances that may authorize an involuntary discharge or a court-martial.

6. Review Processes. The review processes function as the corporate review of the statutory tour personnel management program to ensure consistent and fair policy implementation.

6.1. Year Group Assignment Process (YGAP). YGAP occurs annually to review all members whose DOS falls in the next calendar year. ANG/OM ensures that the Functional Director, supervisor, and member complete a Career Planning Worksheet (CPW) to review the member's possible continuation in the Statutory Tour Program. The Functional Director is responsible for ensuring that the CPW is completed, to include all necessary signatures, and returned to ANG/OM. The Functional Director approves actions for the ranks of Lieutenant Colonel and below for officers and Senior Master Sergeant and below for enlisted members provided the members do not exceed 20 years of active duty (AD). Actions pertaining to colonels, chief master sergeants and extensions beyond 20 years of AD are approved by NGB/CF or 1AF/CC. ANG/OM will notify the Functional Director of the disposition of the action. The YGAP convenes annually to review the CPWs, along with the actions listed in [6.2](#).

6.2. Statutory Tour Review Process (STRP). The STRP is conducted to review and approve the accession, reassignment or promotion of all 0-6 and E-9 actions, any action to extend a member's DOS beyond twenty years of AD, priority selections, and selections from an advertisement of non-ANG members.

6.2.1. STRP recommendations are forwarded for approval to NGB/CF or 1AF/CC as appropriate. Actions requiring STRP approval are not acted upon by ANG/OM until the appropriate approval is obtained. No commitment is made to individuals until the STRP is finalized and ANG/OM notifies the Functional Director.

6.3. Appeals Specific to YGAP and STRP Decisions. Members on a successive tour who will be returned to state at DOS as a result of a YGAP or STRP action may formally appeal the decision to NGB/CF through their supervisory chain of command to ANG/OM. Additionally, Functional Directors may appeal on behalf of the member if an extension is in the best interest of the NGB. Appeals must be submitted in writing to ANG/OM within 15 calendar days of YGAP/STRP notification. Appeals must respond to the reason for non-renewal and include information and justification that warrant continued participation in the Statutory Tour Program based on the needs of the NGB. All appeals will be processed in accordance with paragraph [5.7.6](#).

Section B—THE INTEGRATED STAFF**7. Definitions, Purpose and Mission.****7.1. Definition of terms:**

7.1.1. MAJCOM – For the purpose of this instruction, the reference to MAJCOM includes USAF Major Commands to include their assigned and gained NAFs, (excluding 1AF), Depots, Centers, Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs).

7.1.2. MAJCOM Integrated Staff – For the purpose of this instruction, MAJCOM Integrated Staff is defined to include those ANG personnel, serving in 10 U.S.C. or 32 U.S.C. status, assigned and located at USAF MAJCOMs to include their assigned and gained NAFs, depots, centers, FOAs and DRUs. All ANG members assigned staff duties at the MAJCOM level are considered members of the MAJCOM Integrated Staff without regard for the source of their manpower authorization.

7.2. The purpose of the MAJCOM Integrated Staff is to create the seamless headquarters required to achieve Total Force Expeditionary Aerospace Force operations. The program blends two fundamentally different organizations (Federal active duty and State ANG) through an interdependent relationship built on trust, empowerment, common objectives and shared responsibilities (see [Figure 1](#)). The MAJCOM Integrated Staff program does not imply either organization is relinquishing its authority or responsibilities to the other. NGB/CF, through the ANG Functional Directors and in coordination with the ANG Field Councils and the MAJCOM Integrated Staffs, develops and provides all ANG policy, long range planning and budgetary programming guidance. The purpose of the MAJCOM Integrated Staff is to expedite coordination, streamline processes, reduce redundancies, facilitate access to the ANG and ensure that ANG requirements and priorities are resourced through appropriate planning and programming.

7.3. The mission of the MAJCOM Integrated Staff is to enhance the MAJCOM's ability to meet Commander in Chief (CINC) requirements through a well trained, modernized Total Force. The integrated staff process facilitates this by allowing the ANG to work with and through MAJCOM processes to fulfill force provider responsibilities and meet CINC requirements.

Figure 1. Delineation of NGB and MAJCOM Staff Responsibilities.

NGB Responsibilities per 10 U.S.C. 10503	Gaining MAJCOM Responsibilities per AFI 10-301
Prescribe the training discipline and training requirements for the ANG.	Establish the training standards and objectives for ANG forces.
Ensure that ANG units and members are trained by the states IAW approved programs and policies of, and guidance from the CSAF and the Secretary of the Air Force.	Review, monitor and evaluate training, readiness, and safety of ANG forces. Inform ANG of new techniques, procedures, tactics, and doctrine for inclusion into ANG training programs.
Monitor and assist the states in organization, maintenance and operation of ANG units.	Provide guidance, advice and assistance to solve specific problems related to command, staff and support functions, and operational readiness.
Issue directives, regulations, and publications consistent with approved Air Force policies.	Provide training publications for use by ANG forces.
Allocate unit structure, strength authorizations, and other resources to the ANG.	Provide advocacy and funding as lead command for equipment modifications and other acquisitions. Include the ANG in programming, contingency planning, and exercise planning and execution

8. Organization. Federal statute establishes placement of reservists on DoD staffs to function as ANG Advisors to facilitate a better understanding and incorporation of the reserve components. Specifically, 10 U.S.C. 10211 requires the Air Force to have ANG officers on extended active duty at MAJCOM Headquarters to participate in preparing and administering the policies and regulations affecting the ANG. Additionally, 10 U.S.C. 12310 authorizes ANG personnel to serve on extended active duty in connection with organizing, administering, recruiting, instructing, or training the ANG. ANG personnel assigned to the integrated staff under both of these sections support the MAJCOM in fulfilling its force provider responsibilities and provide a storehouse of continuity, knowledge and skill for executing the Total Force mission.

9. Roles and Responsibilities.

9.1. ANG Assistant responsibilities:

9.1.1. Represent, interpret and advocate the ANG position to the MAJCOM/CC. Interpret, advocate and implement NGB/CF policy at the MAJCOM.

9.1.2. Act as the senior ANG representative at the MAJCOM, responsible for the ANG MAJCOM Integrated Staff.

9.1.3. Provide ANG policy, supervision, and direction to the ANG Advisor.

9.1.4. Review periodically all assigned ANG positions to ensure effectiveness of integrated staff. Identify and recommend personnel actions within the MAJCOM command staffs (NAF, wing, group) and specific functional directorates based on ANG mission requirements. Recommends to

NGB/CF realignment of positions or reassignments of individuals due to changing mission requirements.

9.1.5. Coordinate with other ANG Directorate Assistants assigned to the MAJCOM.

9.1.6. Coordinate with other ANG Assistants in support of NGB/CF programs and policies. Be an integral part of the ANG Integrated Planning Process. Advocate ANG vision at the MAJCOM level.

9.1.7. Develop MAJCOM advocacy for ANG plans and programs.

9.1.8. Maintain interface and dialogue with the field commanders of the MAJCOM gained units.

9.2. ANG Advisor responsibilities:

9.2.1. Implement policy and guidance established by the ANG Assistant.

9.2.2. Develop and coordinate appropriate MAJCOM supplement to this ANGI to enhance but not override basic guidance for implementation of the integrated staff program at the respective MAJCOM.

9.2.3. Conduct administrative control over all ANG personnel assigned at the MAJCOM, to include those assigned at the gained NAFs (except 1st AF), depots, centers, FOAs and units.

9.2.4. Supervise ANG personnel assigned to the respective MAJCOM.

9.2.5. Rate ANG personnel assigned at the MAJCOM directorate level when no ANG Director Advisor is assigned to the respective functional directorate.

9.2.6. Coordinate and direct the day-to-day activities of the MAJCOM Integrated Staff.

9.2.7. Coordinate and administer the ANG Integrated Staff budget process.

9.2.8. Review periodically all assigned ANG positions to ensure that the integrated staff mission is effectively accomplished. Coordinate staffing requirements with MAJCOM and ANG Functional Directorates. Coordinate realignment of positions or reassignment of individuals based on changing mission needs.

9.2.9. Identify and validate those processes that can be enhanced by assigning ANG personnel. Coordinate with ANG Functional Directors to provide the required hiring authorizations and funding.

9.2.10. Provide ANG input and coordination to the MAJCOM staff regarding new policies, programs and procedures.

9.2.11. Coordinate ANG waiver authority at the MAJCOM level.

9.2.12. Serve as a line of communication between NGB, the MAJCOM and MAJCOM-gained Unit Commanders.

9.2.13. Coordinate with NGB Functional Directors and ANG/OM to: Provide connectivity to ANG/OM for personnel career management of MAJCOM Integrated Staff members. Provide career counseling and processing of promotion, reassignment, and retirement actions for MAJCOM Integrated Staff members. Ensure that PME and civilian education requirements for MAJCOM Integrated Staff members are satisfied.

9.2.14. Assist in resolving conflicts between MAJCOM and ANG policies.

9.2.15. Educate the MAJCOM senior staff on ANG unique missions, equipment, manpower, statutes, and how they affect the execution of MAJCOM policies, programs, processes and procedures.

9.3. ANG Functional Advisor responsibilities:

9.3.1. Provide administrative leadership to those ANG personnel assigned at the MAJCOM functional directorate level.

9.3.2. Assist the ANG Functional Directors in preparing and administering the policies and regulations affecting the ANG.

9.3.3. Ensure that NGB responsibilities are successfully fulfilled.

9.3.4. Task and direct ANG Integrated Staff personnel as necessary to ensure that ANG obligations and responsibilities are fulfilled.

9.3.5. Develop an ANG Position Description (PD) for each ANG Integrated Staff position in the functional directorate.

9.3.6. Provide ANG input and coordination to the MAJCOM staff on new policies, programs and procedures.

9.3.7. Coordinate ANG waiver authority at the MAJCOM directorate level.

9.3.8. Serve as a line of communication for the ANG Functional Directorates with the MAJCOM and ANG Field Councils.

9.3.9. Facilitate cross-functional issues for the ANG in both internal and external MAJCOM directorate processes.

9.3.10. Communicate and advocate unique ANG requirements to the MAJCOM staff.

9.3.11. Educate the MAJCOM directorate staff on ANG unique missions, equipment, manpower, statutes, and how they affect the execution of MAJCOM policies, programs and procedures.

9.3.12. Assist in resolving conflicts between MAJCOM and ANG policies and procedures.

9.3.13. Supervise and rate ANG personnel assigned at the MAJCOM directorate level.

9.3.14. Adjudicate unresolved workload schedule and priority conflicts between subordinate ANG Integrated Staff Officers and NCOs, ANG Functional Directors and MAJCOM division, team, or process leaders.

9.4. ANG Integrated Staff Officer and NCO responsibilities:

9.4.1. Coordinate their day-to-day workload demands with the various teams and processes supported, and if required, elevate unresolved workload conflicts to the ANG Functional Advisors for resolution.

9.4.2. Balance both active duty and ANG-specific work in performance of their duties.

10. Personnel Policies.

10.1. ANG MAJCOM Integrated Staff personnel policies will comply with the statutory tour policy and guidance outlined in [Section A](#) as well as current NGB and MAJCOM policies. If a conflict arises, NGB policies will govern ANG personnel until any conflict is resolved.

10.2. The ANG Advisor is the selecting official for MAJCOM Integrated Staff positions and will forward the selection nomination to ANG/OM for processing. NGB/CF is the approval authority for all integrated staff positions.

10.3. ANG Flying Policy. The ANG Advisor and ANG/XO will coordinate designation of Integrated Staff RPI code placement. All ANG personnel assigned to RPI-8 positions are required to meet minimum training requirements and maintain flying currency for their crew position.

11. Funding Responsibilities.

11.1. The MAJCOM (or user organization) provides administrative support, office space, furniture, equipment, supplies and appropriate temporary duty (TDY) funding for ANG Integrated Staff members to include aircrew currency.

11.1.1. TDY funding is a MAJCOM responsibility when the primary purpose of the TDY supports the MAJCOM Integrated Staff mission.

11.2. The ANG programs, manages and funds MAJCOM Integrated Staff position authorizations.

11.2.1. TDY funding is an ANG responsibility when the primary purpose of the TDY is to provide specific ANG support.

11.3. ANG Integrated Staff budgeting procedures:

11.3.1. The ANG Advisor is responsible for providing annual budget requirements to the financial planning processes that support the MAJCOM Integrated Staff. MAJCOM and ANG processes may differ in terms of required input and timing.

11.3.2. The MAJCOM Integrated Staff annual ANG financial plan will be submitted IAW annual ANG guidance.

11.3.2.1. Requirements will be functionally portrayed (i.e., DO, LG, C4, etc.).

11.3.2.2. Inputs to the ANG financial plan will be consolidated by the ANG Advisor, forwarded to the NGB/CFS resource advisor and passed to functional directorates for coordination and inclusion into the functional budget submission to the ANG Financial Working Group (FWG).

11.3.2.3. For purposes of budget execution, staff integration funding will be functionally itemized, but issued to the ANG Advisor as one amount to promote maximum execution flexibility and discretion.

11.3.2.4. Out-of-cycle budget requests will be distinct by function. The ANG Advisor will forward inputs to the NGB/CFS resource advisor for validation then in turn passed to the appropriate functional directorate for coordination.

11.3.3. The MAJCOM Integrated Staff annual MAJCOM financial plan will be submitted IAW annual MAJCOM guidance. Specific MAJCOM budget submission procedures will be addressed in the MAJCOM supplement to this ANGI.

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

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

Title 10, United States Code

Title 32, United States Code

AFPD 38-1, Organization

AFI 36-2115, Assignments within the Reserve Components

AFI 36-2116, Extended Active Duty for Reserve Component Officers

AFI 36-2406, Officer and Enlisted Systems

AFI 36-2608, Military Personnel Records System

ANGI 36-2502, Promotion of Airmen

NGR 36-4, Federal Recognition of Promotion in the Air National Guard Of the United States and as a Reserve of the Air Force Below the Grade of General Officer

ANGR 36-62, Enlisted Performance Appraisal

AFI 11-401/ANGSUP1, Flight Management

TPR 300 (353), Federal Personnel Manual

Abbreviations and Acronyms

ACIP—Aviation Career Incentive Pay

AD—Active Duty

ADSW—Active Duty for Special Work

AGR—Active Guard Reserve

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

ANGUS—Air National Guard of the United States

CINC—Commander in Chief

CNGB—Chief of the National Guard Bureau

CPW—Career Planning Worksheet

DoD—Department of Defense

DOS—Date of Separation

DRU—Direct Reporting Units

EPR—Enlistee Performance Report

FMR—Financial Management Regulation
FOA—Field Operating Agencies
FWG—Financial Working Group
HDIP—Hazardous Duty Incentive Pay
HQ USAF—Headquarters United States Air Force
IFR—Individual Flight Records
IO—Investigating Officer
ISS—Intermediate Service School
LON—Letter of Notification
MAJCOM—Major Command
MSD—Mandatory Separation Date
MVA—Military Vacancy Announcement
NAF—Numbered Air Forces
NGB—National Guard Bureau
OPR—Officer Performance Report
OSD—Office of the Secretary of Defense
PCS—Permanent Change of Station
PME—Professional Military Education
ROPMA—Reserve Officer Personnel Management Act
RPI—Rated Position Identifier
SAF—Secretary of the Air Force
SSS—Senior Service School
STRP—Statutory Tour Review Process
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UMD—Unit Manning Document
YGAP—Year Group Assignment Process

Terms

ANG Advisor—The senior full-time ANG member who serves as a direct liaison between the ANG Assistant, the MAJCOM, and NGB/CF. The ANG Advisor is the full-time representative of the ANG Assistant. As such, the ANG Advisor is the Functional Directors or Director of the ANG Integrated Staff for the MAJCOM staff.

ANG Assistant (CG)—The senior ranking ANG member of a MAJCOM Integrated Staff ([Section B](#),

paragraph 8.1.2.) who serves IAW Title 32 U.S.C., as a direct liaison between the MAJCOM Commander and NGB/CF.

ANG Functional Director—For the purpose of this instruction, the reference to ANG Functional Director includes ANG Functional Directors or their designated representative, 201st Mission Support Squadron Commander, Training and Education Center Commander, Air National Guard and Air Force Reserves Test Center Commander, and ANG Advisors at the MAJCOM/CG office.

ANG Functional Advisor—The senior full-time ANG member attached at a MAJCOM directorate level that provides coordination and support to the designated MAJCOM directorate and ANG Functional Directorate.

Attachment 2**STATUTORY TOUR STATEMENT OF UNDERSTANDING**

I certify that I have read and understand, or have had explained to me, the provisions of the Air National Guard Statutory Tour Program, Policies and Procedures.

I further understand that if selected for an initial tour or granted a follow-on tour, the tour of duty will be for a specified period as shown in the active duty orders, and that the granting of either a first tour or a follow-on tour of duty does not alone imply that an additional tour will be automatically allowed. I also further understand that while serving in the Statutory Tour Program, I may be required to change duty locations or PCS based on the needs of the National Guard Bureau, and that a failure to accept a new duty assignment at a different location when properly proffered such refusal may be considered a ground for a voluntary curtailment, as defined in **5.7.1**.

I understand that as a statutory tour member, I am subject to the Uniform Code of Military Justice (UCMJ). Additionally, I understand that acceptance of an initial statutory tour or PCS, will prohibit me from relocating to a new duty station or separating from active duty not earlier than 1 year from the effective date of published orders.

Member Signature

Date