



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ ARPC/SCX (MSgt Richard Lopez, Jr.)
Supersedes AFI 37-128/ARPC Sup 1,
19 November 1999

Certified by: HQ ARPC/SC (Mr Kirk Jamison)
Pages: 20
Distribution: F

This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-328, 1 February 1999. The AFI is published word-for-word without editorial review. Air Reserve Personnel Center (ARPC) Supplementary material is indicated by “(ARPC)” in boldface type. This supplement describes ARPC procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the previous integrated supplement.

SUMMARY OF REVISIONS

This document has been substantially revised and must be completely reviewed.

1.1.3. The Director, Assignments (DPA), is authorized to authenticate manually prepared aeronautical orders. The Chief, Personnel Support Division (DPAF), is the authenticating official for computer-generated aeronautical orders.

1.1.5. (Added) The IT Plans and Programs Division (SCX) establishes series for administrative orders with exception of internal TDY orders that are established by Buckley AFB (**Attachment 4 (Added)**). Submit a copy of the proposed order for approval, with a request to establish a new series. The director must sign the request and include the series type, office of primary responsibility (OPR), telephone number, and required distribution. When deleting a series, notify SCX by letter, with the signature of the appropriate OPR.

1.2. **Authority to Publish Orders.** The issuing or approving official and signature authority is limited to noncommissioned officers (NCOs) in grades staff sergeant and above, commissioned officers, or civilians in grades GS-5 or higher. Directors, their deputies, or designated individuals approve and sign all temporary duty (TDY) orders. The appropriate authority must sign a form order if it has an issuing/approving official block. Personnel listed in **Attachment 3 (Added)** are designated authenticating officials for the types of orders indicated. Each Director/Deputy is authorized to authenticate all orders published under their functional OPRs.

1.2.1. (Added) For ARPC civilian personnel, the Civilian Personnel Office (MSC) initiates all incoming permanent change of station (PCS) using O and X Series travel orders, contacts FMA for applicable fund citation.

2.2. **Forms for Orders..** Coordinate with SCX and Requirements and Data Services Division (SCQ) before designating or changing the contents of any standardized computer order. Overprinting of orders requires SCX approval. ARPC Form 11, **Request and Authorization of Enlistment of Air Force Reserve Personnel**, is used by Reserve Appointment Programs Branch (DPABA). Technicians complete the form in one copy for each transaction. ARPC Form 92, **Appointment Order-PA**, is used by DPABA. The typist completes the number of copies needed for distribution (**Attachment 5 (Added)**), five copies of ARPC Form 92. The typist completes one form for each transaction.

2.3.4.3. The overprint of blank order forms must not contain the word “**OFFICIAL**” nor the official ARPC seal.

2.5.1. OPRs ensure computer-generated orders are programmed and numbered consecutively each fiscal year. The OPR may set aside a block of order numbers for manual orders used for amendments, revocations, and basic orders. Computerized logs may be used with SCX approval for format to record order numbers. File the record copy of each order numerically behind the preceding order. (Lowest number on top or in front of folder). If original order or orders’ log has corrections with tape or liquid white-out, then the record copy is a reproduced copy. Disposition is according to AFI 37-139, *Records Disposition Schedule*. At the end of each fiscal year, OPRs responsible for a particular order series report the last order number used for each series to SCX in writing by the fifth workday of the new fiscal year. In addition, OPRs provide the total number listed in orders’ log as “**NOT USED**” for each series.

4.2.2. OPRs are responsible for maintaining and updating their orders distribution requirements semi-annually. SCX will suspense each directorate, by letter, when it is time for these updates. Report changes in distribution requirements, in writing to SCX. Verbal requests are unacceptable. Keep distribution to a minimum. It is the responsibility of the OPR and the recipient to inform each other of any distribution. The distribution code is the letter or combination of letters representing each series of orders being published.

4.3. **Maintenance..** The Director of Communications and Information (SC), serves as the focal point for ARPC orders’ functions and establishes procedures to ensure compliance with related directives. When sending orders to SCX for approval to retire, the record sets must include copies of all orders, orders’ log, amendments, rescissions, and revocations published during the year being retired. Account for, in writing, record sets of all manual and computer-generated order numbers issued in each series. The division chief or higher signs a statement that all orders were reviewed and are ready for retirement. In addition, list all missing order numbers in numerical sequence, followed by a brief statement of why they are missing, attempts made to find them, and measures being taken to prevent recurrence. List all order numbers not used or revoked on plain bond paper (put in what was not used or revoked) state “ORDER NUMBER JA: 1207 not used or revoked.” Also, a numerical order in place of each order not used or revoked. **EXAMPLE:** If order number JA 1207 numerical list of orders not used or revoked in front of each folder, and annotate and initial that they have been reviewed. Upon completion of the review and approval by SCX, the orders are retired to the SCX staging area. Each entry on the orders’ log must be legible (printed in ink or typed).

4.3.1. OPRs will provide a copy of all amendments, rescissions, and revocations to SCX for ARPC orders previously sent to the records staging area for disposition.

4.5. **Forms Prescribed..** ARPC Forms 11 and 92.

Attachment 3 (Added)

ORDERS SERIES LISTING DESIGNATED AUTHENTICATING OFFICIALS

<u>Series</u>	<u>Type of Action</u>	<u>OPR</u>	<u>Authenticating Official/Issuing Approving Official</u>
<u>AERONAUTICAL ORDERS</u>			
AO	Computer/Manual	DPAF	Chief, Personnel Support Division
<u>MOVEMENT ORDERS</u>			
MO		MSQ	Headquarters Squadron Section Commander
<u>RESERVE ORDERS</u>			
AE	Call-up Order, Officer (Computer/ Manual)	DPAR	Director, Assignments
AG	Call-up Order, Enlisted (Computer/ Manual)	DPAR	
BA	Officer Promotion (Computer/Manual)	DPPBA	
BC	Airman Promotion/Voluntary Demotion	DPPBA	
CA	Airman ETS/ETO Discharge (Computer/Manual)	DPP	Director, Personnel Program Management
CB	Officer Discharges (Computer/Manual)	DPPS	
CC	Airman Discharges (Computer/Manual)	DPPS	
CD	Retired Airman Discharge - Reserve Section ZD (Computer/Manual)	DPPS	
CJ	Disposition Board Discharges (ISLRS) (Computer/Manual)	DPPS	
CK	Airman Discharge (to enlist in Regular Air Force (Computer/Manual)	DPPS	
CL	Officer/Airman Discharge	DPPS	
DA	Reserve Officer/Airman Assignments (to and from IMA/PIRR/PAS S7)	DPAP	Director, Assignments
EK	Transfer to Retired Reserve (Computer-Generated)	DPPR	
FA	Individual Ready Reserve (IRR) (Computer/Manual)	DPAR	Director, Assignments

HB	Reserve Section Changes (NNRPS and NARS to ISLRS) and (ORS to NARS or NNRPS) (Computer/Manual)	DPAF	Directorate of Assignments
HD	Twice-Deferred Officers Reassigned to NARS-NA/NARS-NC/ISLRS-RB	DPPS	Directorate of Personnel Program Management
HE	VSI Transfers	DPAF	Directorate of Assignments
HF/HG	MSD/VSI Program Enlisted Sanctuary	DPPS	Directorate of Personnel Program Management
JA	Reserve Tour Orders	FMF	Director, Financial Management
JE	Enlistments	DPABA	Directorate of Assignments
JG	Senior Officer Affairs	CVG	Deputy Director, Individual Reserve Program
JH	IMA School Tours	DPAT	Chief, Military Training Division
PA	Appointment	DPABA	Directorate of Assignments
PC	Reappointment of Regular AF Officers to the AF Reserve	DPABA	

SPECIAL ORDERS

A	Disposition, Inquiry, and Administrative Discharge Boards	MSQ	Headquarters Squadron Section Commander
AA	Active Duty Retirements Air Guard/ Reservists	DPPR	SAF/AAI Dir of Information Management
AB	Extended AD for Active Guard Reserve (AGR)	DPAP	Chief, Assignments Programs Division
AC	Involuntary Reassignment Under Reserve Transition Assistance Program	DPPR	Chief, Retirement Eligibility Division
AD	Mobilization Officer Fillers (Computer/ Manual)	DPAR	Chief, Personnel Readiness Division
AF	Mobilization Airman Fillers (Compute/ Manual)	DPAR	Chief, Personnel Readiness Division
AH	Mob-Ret-Regular Officer (Computer/ Manual)	DPAR	Chief, Personnel Readiness Division
AJ	Mob-Ret-Regular Airman (Computer/ Manual)	DPAR	Chief, Personnel Readiness Division
AL	Mobilization Officer, DRA 96 (Computer/Manual)	DPAR	Chief, Personnel Readiness Division
AN	Mobilization Airman, DRA 96 (Compute/Manual)	DPAR	Chief, Personnel Readiness Division

G	As Specified in AFI 33-338 (Assumption of Command)	MSQ	
GA	AFAM/AFCM (Reservist)	MSQ	
GB	AFAM/AFCM (Active Duty)	MSQ	
O	Civilian PCS AFCPMC Funded Career Program Selections	MSC	Director, Resource Management and Support Service
P	All Group Personnel Action	DRA	Chief, Information Services
X	Permanent Change of Station, Civilian	MSC	Mission Support, Civilian Personnel Office
Y	Civilian TDY to Attend Training	Directors	All Directors/Deputies

Attachment 4 (Added)

ARPC ORDERS SERIES/OPRS

<u>Series</u>	<u>Type of Action</u>	<u>Forms Used</u>	<u>OPR</u>	<u>Ext</u>
<u>AERONAUTICAL ORDERS</u>				
AO	Computer/Manual	Composed, AF Form 1887	DPAF	66450
<u>MOVEMENT ORDERS</u>				
MO		Composed/Manual	MSQ	66321
<u>RESERVE ORDERS</u>				
AE	Call-up Order, Officer (Computer/Manual)	Composed	DPAR	67081
AG	Call-up Order, Enlisted (Computer/Manual)	Composed	DPAR	67081
BA	Officer Promotion (Computer/Manual)	Composed	DPPBA	66401
BC	Airman Promotion/Voluntary Demotion	Composed, AF Form 224	DPPBA	66401
CA	Airman ETS/ETO Discharge (Computer/Manual)	Composed	DPPS	66362
CB	Officer Discharges (Computer/Manual)	Composed, AF Form 973	DPPS	66362
CC	Airman Discharges (Computer/Manual)	Composed, AF Form 973	DPPS	66362
CD	Retired Airman Discharge – Reserve Section ZD (manual)	AF Form 973	DPPS	66362
CJ	Disposition Board Discharges (ISLRS) (Computer/Manual)	Composed, AF Form 973	DPPS	66362
CK	Airman Discharge (to enlist in Regular Air Force) (Computer/Manual)	Composed, AF Form 973	DPPS	66362
CL	Officer/Airman Discharge (for cause) (Manual)	AF Form 973	DPPS	66362
DA	Reserve Officer/Airman Assignments to and from IMA/PIRR/PAS S7	Composed	DPAP	66429 66522
EK	Transfer to Retired Reserve (Computer-Generated)	Composed	DPPR	66369
EL	Retired Pay	Composed	DPPR	66369
FA	Individual Ready Reserve (IRR) (Computer/Manual)	Composed	DPAR	67780

HB	Reserve Section Changes (ORS to NARS or NNRPS) (NNRPS & NARS to ISLRS) (Computer/Manual)	Composed/Manual	DPAF	66457
HD	Twice-Deferred Officers Reassigned to NARS-NA/NARS-NC/ISLRS)	AF Form 973, ARPC Form 77	DPSS	66362
HE	VSI Transfers	Composed/Manual	DPAF	66457
HF	MSD/VSI Program	Composed	DPSS	66362
HG	Enlisted Sanctuary	Composed	DPSS	66362
JA	Reserve Tour Orders	AF Form 938	FMF	66535
JE	Enlistments	Composed, ARPC Form 11	DPABA	66443
JG	Senior Officer Affairs	AF Form 938	CVG	66409
JH	IMA School Tours	AF Form 938	DPAT	66396
PA	Appointment	ARPC Form 92	DPABA	66443
PC	Reappointment of Regular AF Officers to the AF Reserve	ARPC Form 93	DPABA	66443

SPECIAL ORDERS

A	Disposition, Inquiry, and Administrative Discharge Boards	Composed	MSQ	66321
AA	Active Duty Retirements Air Guard/ Reservists	Composed	DPPR	66369
AB	Extended Active Duty for Active Guard Reserve (AGR)	Composed	DPPR	66369
AC	Involuntary Reassignment Under Reserve Transition Assistance Program	Composed	DPPR	66369
AD	Mobilization Officer Fillers (Computer/ Manual)	Composed	DPAR	67081
AF	Mobilization Airman Fillers (Computer-Generated)	Composed	DPAR	67081
AH	Mob-Ret-Reg Officer (Computer-Generated)	Composed	DPAR	67081
AJ	Mob-Ret-Reg Airman (Computer-Generated)	Composed	DPAR	67081
AL	Mobilization Officer, DRA 96 (Computer/ Manual)	Composed	DPAR	67081
AN	Mobilization Airman, DRA 96 (Computer/ Manual)	Composed	DPAR	67081

G	As Specified in AFI 37-128 (Assumption of Command)	Composed	MSQ	66321
GA	AFAM/AFCM (Reservist)	Composed	MSQ	66526
GB	AFAM/AFCM (Active Duty)	Composed	MSQ	66321
O	Civilian PCS (AFCPMC) Funded Career Program Selections	DD Form 1614	MSC	68322
P	All Group Personnel Actions	Composed	DRA	66336
T	(Refer to AFI 33-328, Table 2.1.)	(Refer to AFI 33-138)	FMA	66290
X	Permanent Change of Station, Civilian	DD Form 1614	MSC	68322
Y	Civilian TDY to Attend Training	DD Form 1610	All Dir	

Attachment 5 (Added)

ORDER SERIES DISTRIBUTION LIST

QTY SERIES AND DISTRIBUTION**AERONAUTICAL ORDERS****AO**

1	Individual
1	AFRPO/FMFQ-P
1	HQ ARPC/DPSRA
1	Extra Copy for Flight Management (DPAF)

MOVEMENT ORDERS**MO**

1	SAF/PRPJA
2	USAFHRC/RI, Maxwell AFB AL 36112-6677
1	HQ ARPC/HO
1	HQ ARPC/MSQ (Original)

RESERVE ORDERS**AE/AG & AL/AN (IMAs)**

4	Individual
1	HQ ARPC/DPAR (Original)
1	HQ ARPC/Central Manager (if MPF/MAJCOM = "963I")
1	AFRPO/FMFQ-P
1	Gaining MAJCOM/CCR/CCV/DPB/DPX
1	Losing MAJCOM/CCR/CCV/DPB/DPZQ1
1	Gaining MPF/PRU
1	Central Travel Office
1	ARMS

AL/AN (IMAs)

4	Individual
1	HQ ARPC/DPAR
1	HQ ARPC/DPSR

1 HQ ARPC/DPSSS
 1 Gaining MAJCOM Program Manager
 1 Losing MAJCOM if different from gaining MAJCOM
 1 Gaining MPF/PRU
 1 HQ ARPC/SG

BA - (Officer Promotions)

1 Individual
 1 HQ ARPC/DPSRA

BC - (Airman Promotion/Voluntary Demotion) IMA

1 Individual
 1 Unit
 1 HQ ARPC/DPSRA
 1 HQ ARPC/DPMPS

Demotions

1 Individual
 1 Unit
 1 HQ ARPC/DPSRA

678 - (EAD)

1 Individual
 1 HQ USAF/RE, Washington DC 20330-5000 (If reserve member on EAD)

CA - (Airman ETS/ETO Discharge) Computer/Manual

1 Individual with Discharge Certificate
 1 HQ ARPC/DPSRA (Manual Order Only)
 1 HQ ARPC/DPPS

CB - (Officer Discharge) Computer - S7 Only

1 Individual with Discharge Certificate
 1 HQ ARPC/DPPS

CB - (Officer Discharge) Manual

1 Individual with Discharge Certificate
 1 Losing Unit of Assignment
 1 Losing MAJCOM

1 HQ ARPC/DPSRA

1 HQ ARPC/DPPS

If Discharged From PAS 96

1 HQ ARPC/DPMAR

1 HQ ARPC/DPST (If Assigned to PAS 960D, 96EV, 96ON, or 96OR

1 HQ USAF/JAER, Washington, DC 20324-5000 (If PAFSC-52RX)

If Discharged from PAS S7

1 HQ AFPC/DPMAP, Randolph AFB, TX 78150-6001 (If ROTC Commissioned and
Palace Option or EAD Commitment has not been completed)

1 HQ AFPC/SG , Randolph AFB TX 78150-6001 (If ORS/RC and PAFSC 4XXX)

1 HQ USAF/JAER, Washington DC 20324-5000 (If PAFSC 51XX)

1 HQ USAF/HCP, Bolling AFB DC 20332-5000 (If PAFSC 52RX)

Chaplain and Chaplain Candidates:

1 HQ USAF/HCP, Bolling AFB DC 20332-5000

1 HQ ARPC/DPMAR

1 HQ ARPC/DPPB

If Discharged From PAS S83IFB2B (HPSP)

1 HQ AFPC/DPMMUE, Randolph AFB TX 78150-4729

1 HQ AFIT/CIMJ, Wright-Patterson AFB OH 45433-7765

1 HQ AFIT/RPB, Wright-Patterson AFB OH 45433-7765

1 AFRPO/FMFQ-P, Denver CO 80280-5000

CD - (Retired Airman Discharge) Computer

1 Individual

1 HQ ARPC/DPPS (Manual)

CC - (Airman Discharge) Manual (Other than ETO/ETS)

1 Individual

1 Losing Unit of Assignment

1 Losing MAJCOM (if PAS 96)

1 Losing MPF/DPM (Unit of Assignment)

1 HQ ARPC/DPSRP

1 HQ ARPC/DPPS
 1 HQ ARPC/DPSFR

CJ - (Disposition Board Discharges) (ISLRS) Computer/Manual

1 Individual with Certificate
 1 HQ ARPC/DPPS

CK - (Airman Discharge of Enlistment in Reg AF)

1 Individual
 1 Losing Unit of Assignment
 1 Losing MAJCOM (if IMA/PIRR)
 1 Losing MPF/DPM (Unit of Assignment)
 1 HQ ARPC/DPSRA
 1 HQ ARPC/DPPS
 1 HQ ARPC/DPSFR

CL - (Officer/Airman Discharge)

2 Individual
 1 HQ ARPC/DPSRA

**DPA - (Reserve Officer/Airman Assignments, to and from IMA/PIRR/PAS S7)
 Distribution for Units (Individual Relieved from PAS S7)**

1 Individual
 1 **Gaining Unit**
 1 **Gaining MPF**
 1 HQ ARPC/DPSFRA
 1 HQ ARPC/DPSMA
 1 **Distribution for IMA (S7 to IMA/PIRR or IMA/PIRR to IMA/PIRR)**
 1 Individual
 1 **Losing Unit**
 1 **Losing MAJCOM**
 1 **Gaining Unit**
 1 **Gaining MAJCOM**
 1 **Training Attachment**
 1 HQ ARPC/DPAP
 1 HQ ARPC/DPBR-2 (If IMA/PIRR- IMA/PIRR)

1 AFRPO/FMFQ-P
 1 HQ ARPC/DPSMA
 1 HQ ARPC/DPST (If AFELM)
 1 HQ ARPC/DPAT
 1 HQ ARPC/DPBR-1 (If S7-IMA/PIRR)
 1 HQ ARPC/CVG (If AFSC: 90G0)
 1 VA Records Management Center (If S7-IMA/PIRR)

DISTRIBUTION FOR IMA (IMA/PIRR TO OTHER)

1 Individual
 1 Losing Unit
 1 Losing MAJCOM
 1 Gaining Unit
 1 Gaining MAJCOM
 1 HQ ARPC/DPSRA
 1 HQ ARPC/DPSFRA
 1 HQ ARPC/DPBR-2
 1 HQ ARPC/DPAT
 1 HQ ARPC/SGS

IF APO AE, SEND TO: HQ USAFE/CCVI, APO AE 09094-0501

IF APO AP, SEND TO: HQ PACAF/DPPFR, 25 E. ST. STE. D-208, Hickam HI 96853-5020

EK - (Transfer to Retired Reserve)

2 Individual
 1 Unit of Assignment
 1 Servicing MPF (Unit of Assignment) or (HQ ARPC/DPAR if PAS IMA/PIRR)
 1 HQ USAF/DPG, Washington DC 20330-5060 (General Officer only)
 1 HQ USAF/HCP, Bolling AFB DC 20330-5060 (Chaplains only)
 1 HQ USAF/JAER, Washington DC 20330-5120 (Judge Advocates only)
 1 HQ ARPC/DPSRA

EL - (Retired Pay)

5 Individual
 1 DFAS/CL
 1 HQ ARPC/DPPR
 1 AFPC/DPRRY, Randolph AFB TX 78150-6001 (If General officer)

1 HQ USAF/DPG, Washington DC 20330-5060 (If General officer)
 1 HQ USAF/REPS, Washington DC 20330-5060 (If General officer)
 1 AFPC/DPRRY, Randolph AFB TX 78150-6001 (Former Members if not in PDS)
 1 HQ ARPC/DPSRA

FA - (Individual Ready Reserve) (IRR) Computer

3 Individual
 1 Base

Push-Pull Exercise

5 Individual
 1 Base
 1 HQ ARPC/DPSRB
 1 HQ ARPC/DPARA

HB - (Reserve Section Changes) (NNRPS and NARS to ISLRS and ORS to NARS or NNRPS) (Computer/Manual)

1 Individual
 1 HQ ARPC/DPSRP

HE - (VSI Transfers)

1 Individual
 1 HQ ARPC/DPSRP

HF/HG - (VSI Program/Enlisted Sanctuary)

1 Individual
 1 Losing Unit of Assignment (IMA/PIRR)
 1 Losing MAJCOM (IMA/PIRR)
 1 Losing MPF/DPM of Unit of Assignment
 (PAS R2-W9)
 1 HQ ARPC/DPSRP
 1 HQ ARPC/DPPS

HD - (Twice Deferred Officer) NARS/NA, NARS/NC, ISLRS/RB

1 Individual
 1 Losing Unit of Assignment

1 Losing MAJCOM
 1 Losing MPF/DPM (Unit of Assignment)
 1 HQ USAF/JAER, Washington DC 20324-5120 (If PAFSC 88XX)
 1 HQ ARPC/DPSRP
 1 HQ ARPC/DPSS

JA - (Reserve Tour)

6 Individual
 2 ARCAFO/FMFPT, PO Box 489, Marietta GA 30061-0489
 1 MAJCOM/Central Manager
 1 HQ ARPC/DPBR2 (Tours of 30 Days or More)
 1 HQ ARPC/DPSSS (Tours of 90 Days or More)
 1 HQ ARPC/DPAR (Contingency & Exercise Manning Assistance Only)

JE - (Enlistments/Reassignments)

1 Individual
 1 HQ ARPC/DPAP
 1 OL AB AFRRCS/ROSI
 1 Blocks 10, 11, 33
 1 Amendment Orders (Blocks 3, 15, 40)

JG - (Senior Officer Affairs)

10 Individual
 1 HQ USAF/DPG, 1040 AF Pentagon, Washington DC 20330-1040
 1 AFCARO/FMFPT, PO Box 489, Marietta GA 30061-0489
 1 Assigned Unit (block # 5, AF Form 938)
 1 Training Location- If an AF Base (Block #19, AF Form 938)
 1 All Units Listed in Block #38, AF Form 938

If Mode of Travel Reads: 4A, 4B,

5 Additional Copies to Individual

If Mode of Travel Reads: 4C;

JH - (IMA School Tours)

1 ARCAFO/FMFPT Marietta GA 30061
 1 Item #5
 1 Item #19

1 HQ ARPC/DPMD
 1 Each Item #38, JH Plus
 1 School Tech: w/surf (DPAT)
 1 Master file
 10 Individual

PA-1 - (Appointment)

1 Individual
 1 Unit of Assignment
 1 Unit of Attachment (If applicable)
 1 HQ ARPC/DPAP (if IMA/PIRR)
 1 HQ ARPC/DPJA
 1 AFRPO/FMFQ-P (Pay) (If OTS)
 2 ARPC/DPPS (If appointed from CBPO Pas ID's R2-W9 and/or appointed with ADN 137)

PA-2 - (Appointment)

1 Individual
 1 Unit of Assignment
 1 Unit of Attachment (If applicable)
 1 HQ ARPC/DPAP (if IMA/PIRR)
 1 HQ USAF/JAER, Washington DC 20324-5120
 1 HQ ARPC/DPPB
 1 AFRPO/FMFQ-P (Pay)
 1 HQ ARPC/DPPS (If appointed with ADN 137)

PA-3 - (Appointment)

1 Individual
 1 Unit of Assignment
 1 Unit of Attachment (If Applicable)
 1 HQ ARPC/DPAP (if IMA/PIRR)
 1 HQ ARPC/DPPB
 1 AFRPO/FMFQ-P (Pay) (If appointed from CBPO PAS ID's R2)
 1 HQ ARPC/DPPS (If appointed with ADN 137)

PA-4 - (Appointment)

1 Individual
1 Unit of Assignment
1 Unit of Attachment (If applicable)
1 HQ ARPC/DPAP (if IMA/PIRR)
1 HQ ARPC/DPPB
1 AFRPO/FMFQ-P (Pay) (If appointed from CBPO PAS ID's R2)
1 HQ ARPC/DPPS (If appointed with ADN 137)

PA-5 - (Appointment)

1 Individual
1 Unit of Assignment
1 Unit of Attachment (If Applicable)
1 HQ ARPC/DPAP (if IMA/PIRR)
1 HQ ARPC/DPPB
1 HQ ARPC/DPPS (If appointed with ADN 137)
AFRPO/FMFQ-P (Pay)

PA-6 - (Appointment)

1 Individual
1 Unit of Assignment
1 HQ AFIT/CIMJ, Wright-Patterson AFB OH 45433-5000
1 HQ AFIT/CIV, Wright-Patterson AFB OH 45433-5000
1 HQ AFIT/RPB, Wright-Patterson AFB OH 45433-5000
1 HQ ARPC/DPPB
1 AFRPO/FMFQ-P (Pay)
1 HQ ARPC/DPPS (If appointed with ADN 137)

PC - (Reappointment of Regular AF Officers to the AF Reserves)

1 Individual
1 Unit of Assignment
1 MAJCOM of Assignment (if IMA/PIRR)
1 Unit of Attachment (If Applicable)
1 HQ ARPC/DPAP (if IMA/PIRR)
1 HQ AFPC/DPSRI1, Randolph AFB TX 78150-5000
1 HQ ARPC/DPPB
1 AFRPO/FMFQ-P (Pay)

PUSH-PULL EXERCISE/IRR MUSTER

5 Individual
 1 Hosting Base MPF
 1 HQ ARPC/DPSRB
 1 HQ ARPC/DPAR

SPECIAL ORDERS

	A - (Disposition, Inquiry, and Administrative Discharge Boards)
1	Member
1	HQ ARPC/JA
1	HQ ARPC/DPP
1	HQ ARPC/FM
1	HQ ARPC/MSQ (Original)
	AB - (Extended AD for Active Guard Reserve (AGR))
5	Individual
1	Gaining MPF
1	HQ AFPC/DPPAOR
1	HQ ARPC/CVG (BIMAA assignments)
1	HQ ARPC/MSQ (ARPC assignments)
1	HQ ARPC/FMO
1	HQ USAF/REPS (RE/SAF/OSD officer & enlisted assignment)
1	HQ AFRC/FMAPH/FMARA
1	94 AW/FMPT, 1392 Second Street Room 11, Dobbins ARB GA 30069-4823
	AC - (Involuntary Reassignments under Reserve Transition Assistance Program)
1	Individual
1	DFAS-Denver
1	ANG Only State TAG
	AD/AF - (IRR)
4	Individual
1	HQ ARPC/DPAR (Original)
1	DFAS-DE/FJ
1	Gaining MAJCOM/DPB/CCV/CCR/DPX

1	Gaining Unit
1	Gaining MPF/PRU
1	Central Travel Office
	AH/AJ - (AD Retirees)
4	Individual
1	HQ ARPC/DPAR (Original)
1	DFAS-DE/FJ
1	DFAS-CL/RTBC
1	Gaining MAJCOM/CCR/CCV/DPB/DPX
1	Gaining Unit
1	Gaining MPF/PRU
	G - (Assumption of Command)
1	HQ ARPC/MSQ (Original)
1	Each Directorate
1	HQ ARPC/HO
	GA - (AFAM/AFCM) (Reservist)
3	Individual
1	Member's Personnel Record
1	HQ ARPC/DPSRA (Enlisted)
1	HQ ARPC/DPSRA (Officer)
	GB - (AFAM/AFCM) (Active Duty)
1	Member
1	MPF
1	HQ ARPC/MSQ
	O - [Civilian PCS (AFCPMC) Funded Career Program Selections]
1	AFPOA/DPM
1	Gaining Civilian Personnel Office
1	440 AW/DPCS
50	Employee
	T and Y - (First two digits are determined by Peterson AFB-DAO, i.e. TBSC)

10	Member
3	HQ ARPC/FMA
4	HQ ARPC/MSQ (If TR is Issued to Fly)
1	HQ ARPC/MSQ (Civilian Training and Formal AF TDY Schools Only)
	X - (Permanent Change of Station, Civilian)
1	Gaining Civilian Personnel Office
1	440 AW/DPCS
1	HQ ARPC/FMA
50	Employee

JAMES L. PLAYFORD, Colonel, USAF
Commander