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SECRETARY OF THE AIR FORCE**

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Supplement 1**

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Communications and Information

ADMINISTRATIVE ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements administrative orders management established by Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3). It gives general guidelines that complement more specific instructions provided by the respective office of primary responsibility (OPR) for each type of order. For more information concerning orders, policies, and procedures, see the specific functional area instructions. This instruction directs the maintenance of records subject to *The Privacy Act of 1974*. Authorities to maintain records are Title 10, United States Code, Section 8013, *Secretary of the Air Force: Power and Duties: Delegation By*; Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*; and Joint Travel Regulations (JTR), Volume 2, *Department of Defense Civilian Personnel*. System of Records Notice F033 AF CIC A applies. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/XPXP), 203 West Losey Street, Room 1060, Scott AFB IL 62225-5222, using AF Form 847, **Recommendation for Change of Publication**, with information copy to HQ Air Force Communications and Information Center (HQ AFCIC/SYSI), 1250 Air Force Pentagon, Washington DC 20330-1250. Refer to **Attachment 1** for a glossary of references and supporting information.

(ARPC) 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 is substantially revised and must be completely reviewed.

This revision converts the instruction from the 37 series (Information Management) to the 33 series (Communications and Information). It rewords and reorganizes paragraphs for clarity. It adds functional instructions references to **Table 2.1.** and **Table 2.2.**, series of special orders. It changes responsibility for disposition and retrieval of record sets to the base records manager. The instruction also updates organization titles and addresses.

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

| | |
|--|-----------|
| Chapter 1—ORDER TYPES, AUTHORITY, AND RESTRICTION | 4 |
| 1.1. Administrative Orders. | 4 |
| 1.2. Authority to Publish Orders. | 5 |
| 1.2. (ARPC) Authority to Publish Orders. | 5 |
| 1.3. Restriction on Publication. | 5 |
| Chapter 2—PREPARING ORDERS | 6 |
| 2.1. Series of Special Orders. | 6 |
| Table 2.1. Series of Special Orders and Prescribing Directives. | 6 |
| Table 2.2. Series of Special Orders. | 9 |
| 2.2. Forms for Orders. | 9 |
| 2.2. (ARPC) Forms for Orders. | 9 |
| 2.3. Composed Orders. | 9 |
| Table 2.3. Authorized Authority Lines. | 10 |
| 2.4. Identifying Personnel. | 11 |
| 2.5. Numbering and Dating Administrative Orders. | 11 |
| Chapter 3—VERBAL ORDERS AND CHANGES TO ORDERS | 13 |
| Section 3A Verbal Orders | 13 |
| 3.1. Verbal Orders of the Commander. | 13 |
| Section 3B Changes to Orders | 13 |
| 3.2. Amendments, Rescissions, and Revocations. | 13 |
| 3.3. Who May Change an Order. | 13 |
| 3.4. When to Amend an Order. | 13 |
| 3.5. When to Rescind an Order. | 14 |
| 3.6. When to Revoke an Order. | 14 |
| 3.7. Additional Guidance. | 14 |

| | | |
|--|--|-----------|
| 3.8. | Corrected Copies. | 14 |
| 3.9. | Copies. | 14 |
| 3.10. | Printed Information on Reverse of Orders. | 14 |
| Chapter 4—REPRODUCTION, DISTRIBUTION, MAINTENANCE, AND DISPOSITION | | 15 |
| 4.1. | Reproduction. | 15 |
| 4.2. | Distribution. | 15 |
| 4.3. | Maintenance. | 15 |
| 4.3. | (ARPC) Maintenance. | 15 |
| 4.4. | Disposition and Retrieval. | 16 |
| 4.5. | Form Prescribed. | 16 |
| 4.5. | (ARPC) Forms Prescribed. | 16 |
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | | 17 |
| Attachment 2—PREPARING AIR FORCE FORM 973 REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS | | 20 |
| Attachment 3 (Added-ARPC)—ORDERS SERIES LISTING DESIGNATED AUTHENTICATING OFFICIALS | | 22 |
| Attachment 4 (Added-ARPC)—ARPC ORDERS SERIES/OPRs | | 25 |
| Attachment 5 (Added-ARPC)—ORDER SERIES DISTRIBUTION LIST | | 28 |

Chapter 1

ORDER TYPES, AUTHORITY, AND RESTRICTION

1.1. Administrative Orders. Administrative orders are written directives, published by a commander or other competent authority, which direct actions or announce decisions. Order-publishing officials must follow this instruction and the appropriate functional directives governing the order. Four types of administrative orders exist: special, reserve, aeronautical, and movement.

1.1.1. Special Orders (SO).

1.1.1.1. Direct individuals onto extended active duty or change the status of military personnel on active duty (e.g., they appoint, assign, promote, demote, retire, separate, direct temporary duty [TDY], and authorize travel of dependents).

1.1.1.2. Announce assumption and appointment of command, and the closing and opening of a headquarters.

1.1.1.3. Designate, redesignate, activate, inactivate, assign, and reassign all types of United States Air Force (USAF)-controlled units and installations.

1.1.1.4. Attach one unit to another.

1.1.1.5. Authorize travel of Department of Defense (DoD) civilians for permanent change of station (PCS) movements, TDY, and assignment (of military or civilian personnel) to official boards or committees; or to other specific duties.

1.1.1.6. Authorize travel on military aircraft for non-DoD civilians.

1.1.1.7. Invite civilians who are not federal employees to perform official travel for the Air Force.

1.1.1.8. Award individual and unit decorations.

1.1.2. Reserve Orders. These orders apply to Air Force Reserve members not on extended active duty (e.g., they appoint; assign; promote; demote; retire; discharge; order to annual, special, and school tours of active duty; or change the personnel data or status of Air Force Reserve members not on extended active duty).

1.1.3. Aeronautical Orders.

1.1.3. (ARPC) 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.

1.1.3.1. Start or end aviation career service.

1.1.3.2. Disqualify or requalify members for aviation service.

1.1.3.3. Award advanced aeronautical ratings.

1.1.3.4. Award aeronautical badges.

1.1.3.5. Place members on parachute jump status.

1.1.4. Movement Orders. These orders move units as directed by HQ USAF or overseas commands.

1.1.5. (Added-ARPC) 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. Commanders down to and including squadron level may publish orders. Commanders below squadron level, such as detachments or flights, may publish TDY orders with a specific authorization from a higher level commander (see Air Force Instruction [AFI] 65-103, *Temporary Duty Orders*). Commanders may publish orders that are not within their jurisdiction only if the proper commander approves or if HQ USAF directs publication. Hospitals and aeromedical staging units may publish orders on patients who are members of any Air Force activity, but they will send copies to the patient's parent organization. The commander or OPR for the specific order instruction may delegate orders publishing authority, but they will not delegate orders approval authority unless authorized by AFI 51-604, *Appointment to and Assumption of Command*.

1.2. (ARPC) 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-ARPC) 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.

1.3. Restriction on Publication. Do not publish orders for routine actions unless higher headquarters directives, legal, or financial requirements make it necessary. Instead, use an appointment memorandum or other prescribed method. For example, do not publish orders to authorize ordinary leave; to assign additional duties such as building custodians, TOP SECRET control officers, security officers, record custodians, and fire marshals; to appoint a board or committee when membership is established by position title in published directives; or to implement personnel actions except group actions announced in "P" series orders.

Chapter 2

PREPARING ORDERS

2.1. Series of Special Orders. Use **Table 2.1.** and **Table 2.2.** when assigning a series of SOs to specific actions. Reserve components refer to component instructions for series of orders unique to the component.

Table 2.1. Series of Special Orders and Prescribing Directives.

| R U L E | A | B | C |
|------------------|--|-------------------------|--|
| | If the order pertains to: | then publish in series: | and refer to this publication: |
| 1 | Appellate Review | A | AFI 51-201, <i>Administration of Military Justice</i> |
| 2 | Appointment of Commanders | G | AFI 51-604 |
| 3 | Assignment and Relocation, Contract Personnel | A | AFI 21-110, <i>Engineering and Technical Services</i> |
| 4 | Assumption of Command | G | AFI 51-604 |
| 5 | Attendants and Escorts | T | AFI 65-103 |
| 6 | Awards and Decorations | G | AFI 36-2803, <i>The Air Force Awards and Decorations Program</i> |
| 7 | Blanket TDY Travel | T | AFI 65-103 |
| 8 | Boards and Committees (when an order is required by directive) | A | Prescribing Directive |
| 9 | Civilian Emergency Leave | T | AFI 65-103 |
| 10 | Civilian TDY to Attend Training | Y | AFI 65-103 |
| 11 | Demotion of Airmen | A (see note 1) | AFI 36-2503, <i>Administrative Demotion of Airmen</i> |
| 12 | Dependents Emergency Travel | T | AFI 65-103 and AFI 36-3020, <i>Family Member Travel</i> |
| 13 | Dependents, Unaccompanied Travel | A | AFI 65-103 and AFI 36-3020 |

| R U L E | A | B | C |
|------------------|--|-------------------------|---|
| | If the order pertains to: | then publish in series: | and refer to this publication: |
| 14 | Discharge | A | AFI 36-2102, <i>Base-Level Relocation Procedures</i> , and AFI 36-3202, <i>Separation Documents</i> |
| 15 | Emergency Leave | T | AFI 65-103 and AFI 36-3003, <i>Military Leave Program</i> |
| 16 | Extended Active Duty | A | AFI 36-2008, <i>Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers</i> |
| 17 | Convening General, Special, and Summary Courts-Martial | A | AFI 51-201 |
| 18 | Invitational Travel | T | AFI 65-103 |
| 19 | Consecutive Overseas Tour Leave | A and T | AFI 36-3003 |
| 20 | Miscellaneous Actions Not Listed Elsewhere | M | Prescribing directive |
| 21 | Organization Action | G | AFI 38-101, <i>Air Force Organization</i> |
| 22 | Installation Action | G | AFI 32-9005, <i>Real Property Accountability and Reporting</i> |
| 23 | PCS, Military | A | AFI 36-2102 |
| 24 | Permissive TDY | T | AFI 65-103 and AFI 36-3003 |
| 25 | Prisoners, Change of Designated Place of Confinement | A | AFI 36-2102 and AFI 51-201 |

| R U L E | A | B | C |
|------------------|--|-------------------------|---|
| | If the order pertains to: | then publish in series: | and refer to this publication: |
| 26 | Personnel Actions for Groups | P | Air Force Computer Systems Manual (AFCSM) 36-699, Volume 1, <i>Personnel Data Systems Users Manual</i> |
| 27 | Personnel Actions Using AF Form 2096, Classification/On-The-Job Training Action | C | AFCSM 36-699V1 |
| 28 | Personnel Actions Using AF Form 2098, Duty Status Change | D | AFCSM 36-699V1 |
| 29 | Promotion-Enlisted | P | AFI 36-2502, <i>Airman Promotion Program</i> |
| 30 | Reenlistment of Former First-Term Airmen from Civilian Life | A | AFI 36-2606, <i>Reenlistment in the United States Air Force</i> |
| 31 | Release From Active Duty | A | AFI 36-2102 and AFI 36-3202 |
| 32 | Repeated TDY Travel | T | AFI 65-103 |
| 33 | Resignation of Reserve Officers | A | AFI 36-3209, <i>Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members</i> |
| 34 | Return to Duty Travel | T | AFI 65-103 |
| 35 | Special Appointment of Individuals to Duties When Required by Directives | A or M (see Note 2) | Prescribing Directive |
| 36 | Special Leave | T | AFI 65-103 and AFI 36-3003 |
| 37 | Student Dependent Travel | T | AFI 65-103 and AFI 36-3020 |
| 38 | Subpoena Travel Orders | T | AFI 65-103 and AFI 51-201 |
| 39 | TDY, Civilian and Military Personnel | T | AFI 65-103 |
| 40 | TDY, Contract Personnel | T | AFI 65-103 |

| R U L E | A | B | C |
|--|---------------------------------------|-------------------------|--|
| | If the order pertains to: | then publish in series: | and refer to this publication: |
| 41 | Transportation Authorization | T | AFI 65-103 |
| 42 | Resignation of Regular Officers | B | AFI 36-3207, <i>Separating Commissioned Officers</i> |
| 43 | Funded Environmental and Morale Leave | T | AFI 65-103 |
| NOTES: | | | |
| 1. Use Reserve order for personnel NOT on extended active duty. | | | |
| 2. Use either series, depending on the permanence of the action. | | | |

Table 2.2. Series of Special Orders.

| R U L E | A | B |
|------------------|--|-------------------------|
| | If the order pertains to: | then publish in series: |
| 1 | Advance Orders | A |
| 2 | Civilian PCS Air Force Civilian Personnel Management Center-Funded Career Program Selections | O |
| 3 | Investigating Officers and Boards | M |
| 4 | PCS, Civilian | X |
| 5 | Reenlistment of Airmen Under the Delayed Reenlistment Program | A |
| 6 | Travel to Overseas Home of Selection | A |

2.2. Forms for Orders. Forms standardize and, therefore, simplify the publishing of administrative orders. When you cannot use a form, you may compose an order. However, be sure to include all required information. Computer-generated orders may vary in format from form or composed orders as long as they include all required data. The Air National Guard (ANG) will use computer-generated orders when possible; prescribed forms for orders generation are not applicable to the ANG.

2.2. (ARPC) 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. Composed Orders.

2.3.1. Paper Size, Margins, and Numbering. On all composed orders (except for computer-generated ones), use 8.5-by-11-inch paper and leave a 1-inch margin around each page. Number the second page 0.5 inch from the page bottom at the left margin. Type the order number in the lower right corner of the first page.

2.3.2. Heading. Include the following elements in the heading: the title “DEPARTMENT OF THE AIR FORCE”; the complete unit designation; the name of the major command (MAJCOM) of assignment, abbreviated in parentheses; the complete mailing address; the type and number of order; and the date the order is published. Do not postdate or antedate the orders.

2.3.3. Body. Write clearly and concisely. Do not use code words or unauthorized abbreviations. You may use abbreviations in the dictionary and authorized nicknames if such use creates no confusion. Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. Number paragraphs when using more than one.

2.3.4. Close. Include the following elements in the closing: the orders-approving official's signature block, the authority for publishing the orders, when required, distribution, and the authority line when not using the commander's name. The OPR for the specific order instruction decides whether to include any additional items.

2.3.4.1. Unless a directive specifically requires it, you need not cite the authority for publishing an order. You must, however, cite an authority in all orders that involve travel at government expense.

2.3.4.2. Refer to [Table 2.3](#) for authorized authority lines.

2.3.4.3. No seal or signature is needed on computer-generated orders; place the word “official” above the signature element instead.

Table 2.3. Authorized Authority Lines.

| R U L E | A | B |
|------------------|--|---|
| | For: | Use This Authority Line: |
| 1 | Department of the Air Force | BY ORDER OF THE SECRETARY OF THE AIR FORCE |
| 2 | Missions and Commissions | FOR THE CHIEF |
| 3 | Attaches | FOR THE AIR ATTACHE |
| 4 | Air Force Academy | FOR THE SUPERINTENDENT |
| 5 | Air Force Components of Unified and Specified Commands | FOR THE COMMANDER |
| 6 | All Other Units | FOR THE COMMANDER or FOR THE COMMANDANT |

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

2.3.5. Multiple-Page Orders and Continuation Lines. Strive to keep all orders to two pages--one sheet, front and back. If orders are longer than two pages on standard-size paper, print on legal-size paper when you can reduce and reproduce the orders on standard-size paper.

2.3.5.1. If you must use more than one sheet, write the order number, publisher, and date at the top of each odd-numbered page (e.g., SO A-109, HQ ACC, Langley AFB VA, 1 Sep 98); this is optional for even-numbered pages.

2.3.5.2. For computer-generated, multiple-name orders, include the heading, order number, date, and authority line on both sides of the page.

2.3.5.3. Number multiple-page orders at the bottom of each page to show how many pages are in the order (e.g., "Page 1 of 3 Pages").

2.4. Identifying Personnel.

2.4.1. Single Person. Type the person's grade and name in CAPITAL letters. The first time you use a name, state grade or title; first name, middle initial, last name (or last name, first name, middle initial); and social security number (SSN). If the person is on a retired list, write the word "Retired" after the grade. For computer-generated orders or amendments to them, use three letters for the grade (e.g., TSG, SMS, CPT, etc.). If you use the same name more than once in the same paragraph, use only the grade or title and last name.

2.4.2. Groups. When many individuals are on an order, make a machine roster according to Air Force Computer Systems Manual (AFCSM) 36-699V1, *Personnel Data Systems*, and photocopy it on the order. In compliance with *The Privacy Act of 1974*, prepare an extract copy (see paragraph 3.9.) by omitting SSNs of other members on copies of group orders that are given to individual members.

2.4.3. Unit and MAJCOM of Assignment. Show the unit, MAJCOM, and assignment address of each person named in the order. On a composed order published by the person's unit, state only "this HQ" or "this unit," as appropriate; do not show the unit address and MAJCOM. OPRs for specific order instructions may provide additional guidance.

2.4.4. Departmental Status and Component. On orders for military personnel not in the Air Force, include the departmental status and component with the grade, name, and service number or SSN. For example, write: "CAPT MARK HESS 000-00-0000, DA (INF)" or "SQ LEADER JAMES W FEARS, 5167, Royal Air Force."

2.4.5. Air Force Office of Special Investigations (AFOSI) Agents. You may omit the grade in travel orders of AFOSI agents. Instead, use the term "Special Agent, AFOSI."

2.4.6. Senior Executive Service (SES), Scientific, or Professional Personnel. On all forms and composed travel orders, include after the name, the traveler's position title and precedence priority (distinguished visitor [DV]) code. For example, write: "SES-3 Deputy Director, Materiel Management (OC-ALC) (DV-6)."

2.5. Numbering and Dating Administrative Orders. Number and date each order.

2.5.1. Number orders by using a letter prefix to identify the series of orders, starting with number 1 for each fiscal or calendar year (determined by the OPR for the specific order instruction). For example, A-1, A-2, G-1, G-2. When you want to break out a series by specific type of action or preparing office, add a second letter prefix.

2.5.1. (ARPC) 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.

2.5.2. Cite the number of the last order published the previous year above the heading of the first order of a year. If no orders were published in a series during the preceding year (or years), write: "No orders were published in this series in (year or years)."

2.5.3. When discontinuing a series of orders and consolidating it with another series, write above the heading of the consolidated order: "SO (series and number), (organization), (date), was last SO published in (identify discontinued series). Effective this date, the (discontinued series) is consolidated in (new series)."

2.5.4. When a unit issuing an order inactivates and another unit activates immediately to perform the same mission, continue to number in order. Cite the authority for the change above the heading of the first order published thereafter.

2.5.5. When a unit is transferred without personnel and equipment to another base or command, begin a new series.

2.5.6. OPRs for specific order instructions may provide additional order numbering guidance as deemed appropriate.

Chapter 3

VERBAL ORDERS AND CHANGES TO ORDERS

Section 3A—Verbal Orders

3.1. Verbal Orders of the Commander. Do not issue verbal orders if possible. Commanders may issue verbal orders that involve spending funds, flying status, or aeronautical ratings of individuals only when time prevents the publication of written orders in advance.

3.1.1. Confirm verbal orders (in writing) as soon as possible. In the written order, identify who issued the verbal order and the date the verbal order was given. **EXAMPLE:** *The verbal orders of the Comdr, HQ ACC, Langley AFB VA, 1 Oct 98, directing CAPT JAY A. SMITH, 123-45-6789, HQ ACC/IGOF, this stn, to proceed on 1 Oct 98 from Langley AFB VA to Luke AFB AZ on TDY for approximately 3 days to obtain depositions in connection with an aircraft accident investigation and to return to Langley AFB VA, are confirmed; circumstances prevented written orders in advance. (MSN) (SITE VISIT) TDY. Submit a travel voucher within 5 workdays after receipt of orders. (Accounting Classification.) Authority: AFI 36-2110 and HQ USAF/IGD Ltr, 30 Sep 98, Aircraft Accident Investigation.*

3.1.2. If funds were spent or flying status or aeronautical ratings were affected, state why written orders were not issued earlier. For example, you might write "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance."

3.1.3. When publishing orders after travel is completed, do not include variations in itinerary.

3.1.4. When an order is published by an organization that publishes orders for several units, the name of the unit that issued the verbal order must be included in the order.

3.1.5. P-series orders may be published after their effective date without a confirmation statement or an explanation. Command directors of personnel must make sure publication occurs promptly.

Section 3B—Changes to Orders

3.2. Amendments, Rescissions, and Revocations. To amend, rescind, or revoke an order, use AF Form 973, **Request and Authorization for Change of Administrative Orders**. (See [Attachment 2](#) for instructions on completing AF Form 973.) If this form is not practical, use a composed order. Publish amendments, rescissions, and revocations in the same series as the original order. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders." Do not use AF Form 973 for orders convening courts-martial, appointing investigating officers for boards or committees, or for aeronautical orders.

3.3. Who May Change an Order. Normally only the organization that published the original order may amend, rescind, or revoke it. Functional OPRs for specific order instructions may authorize other organizations or activities to change specific orders. Provide the organization that published the original order a copy of any changes.

3.4. When to Amend an Order. Publish an amendment to add, delete, or change pertinent data to read as originally intended. Functional OPRs for specific order instructions will provide specific instructions and guidance on when their orders will be amended and when an amendment is inappropriate.

3.5. When to Rescind an Order. Rescind an order when it is no longer needed; for example, if an individual has blanket or repeated travel orders but now has a change in duty assignment.

3.6. When to Revoke an Order. Revoke an order before it goes into effect or before any funds are expended.

3.7. Additional Guidance.

3.7.1. Justify retroactive amendments to orders that increase or decrease the amount of money due the traveler or the government. Include a justification or explanation statement in the remarks section of the amendment. The justification or explanation statement used in the remarks section of the amendment must clearly show that the original order was unclear, incomplete, or lacked necessary information.

3.7.2. If an organization revokes or rescinds an order and immediately replaces it with another, the new order may also announce the revocation or rescission. In the remarks section of form orders, add the statement: "This order revokes or rescinds (order number and date)." In composed orders, make this statement the last paragraph.

3.7.3. When an order is revoked, it no longer exists as an official document. A rescinded order is still an official document, although it can no longer be used. Do not revoke a revocation or rescission; publish a new order.

3.8. Corrected Copies. Publish a corrected copy of an order only to correct an error in the heading or close of the original composed order, or the approving official's part of a form order. (To correct a fund citation or an error in the body of the order, publish an amendment.) At the top of the corrected copy, enter "*Corrected Copy-Destroy All Others*" and the incorrect number and date. Use the same heading and close as on the original composed or form order, correcting only those portions that need it. Double underscore the corrected portion when possible; and make sure the distribution matches the original order.

3.9. Copies. You may reproduce any order or portion of it, as a copy or an extract copy. Include the same heading and close as the original composed or form order, and the statement "*COPY*" or "*EXTRACT COPY*." For an extract copy, write only the required information. For example, if a paragraph includes several individuals, list only the person who needs the copy on the extract copy. Use asterisks to indicate omitted material. Any orders issuing or approving official authorized to publish orders may sign copies or extract copies.

3.10. Printed Information on Reverse of Orders. You may print information on the reverse of special orders if the OPR for the specific order instruction imposes no specific limitations. Limit information on the reverse of orders to that which does not reasonably fit on the front. Additional remarks are the most common use of the reverse side of orders.

Chapter 4

REPRODUCTION, DISTRIBUTION, MAINTENANCE, AND DISPOSITION

4.1. Reproduction. Keep orders reproduction to a minimum. Use both sides when duplicating. Revocation or rescission orders typically do not require the same number of copies as the original order.

4.2. Distribution. Indicate distribution under the word *distribution* by entering a list of all individuals and organizations, a distribution code, or both. The orders-publishing organization must maintain the list of codes and standard distributions if it uses distribution codes.

4.2.1. Normally, distribute orders no later than the first workday after they are published. Functional OPRs for a specific type of order may provide additional guidance.

4.2.2. Distribute orders to each individual and organization named in the order, except organizations where individuals will perform short periods of TDY and all activities listed in standard distribution requirement set by publishing authority or higher headquarters. OPRs for orders may establish specific order distribution requirements.

4.2.2. (ARPC) 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.

4.2.3. Distribute classified orders only to persons who need them and who have proper clearance.

4.3. Maintenance. The orders publishing activity maintains all record sets of their orders according to AFI 37-138, *Records Disposition-Procedures and Responsibilities* (will convert to AFI 33-338), and AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339). It may delegate this authority to subordinate units or activities that publish orders in their name. The orders-publishing activity is responsible for making sure that all orders are properly prepared, reproduced, distributed, and maintained.

4.3. (ARPC) 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. File the published copy of each order in numerical sequence by type and series. File background material as the orders-approving official directs. Annotate the background material in the lower right corner to show the paragraph and order number to which it pertains. Background material includes coordination, approvals, letters, messages, justification files for special authorizations, and theater clearances. Form orders typically have no background material because they are both a request and an order.

4.3.1. (ARPC) 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.

4.3.2. Post each amendment, revocation, or rescission to the record set. Use ink on the left margin of the affected order. If you need more space, post in another obvious place without defacing the order. Include the type of action, and the number and year of the special order (e.g., "Amended-SO A-111, 1998"). After posting the amendment, revocation, or rescission to the original order, mark the amendment, revocation, or rescission with the word "Posted" along with the date of the posting and the initials of the person who posted information on the original order.

4.4. Disposition and Retrieval. Each orders-publishing activity accumulating record sets of orders is responsible for the proper and timely retirement of the records sets. Once inactive records are transferred to the base records staging area, the base records manager (RM) will assist in retrieval of records sets of orders upon request and will transfer eligible records to the designated federal records center. If separate series of orders are published by subordinate units or offices in the name of the parent unit, retire them with the parent unit's orders.

4.4.1. Transfer inactive records sets to the base records staging area; attach a listing of all orders to the Standard Form 135, **Records Transmittal and Receipt**, and place a copy of the listing in a folder at the very front of the orders. This listing can be a copy of any orders log created and maintained during orders production. Account for all numbers in each orders series, used or unused, on the list. If records cannot be located or were prematurely destroyed, efforts must be made to reconstruct or locate them (AFI 37-138 [will convert to AFI 33-338]).

4.4.2. Maintain a copy of the SF 135, received by the base RM, in the office transferring the records to facilitate future retrieval.”

4.5. Form Prescribed. AF Form 973, **Request and Authorization for Change of Administrative Orders.**

4.5. (ARPC) Forms Prescribed. ARPC Forms 11 and 92.

WILLIAM J. DONAHUE, Lt General, USAF
Director, Communications and Information

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

Title 10, United States Code, Section 8013, *Secretary of the Air Force: Power and Duties: Delegation By JFTR Vol 1, Uniformed Service Members*

JTR Vol 2, *Department of Defense Civilian Personnel*

System of Records Notice F033 AF CIC A

The Privacy Act of 1974

AFCSM 36-699V1, *Personnel Data Systems* (supersedes AFMAN 36-2622V1)

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 21-110, *Engineering and Technical Services*

AFI 32-9005, *Real Property Accountability and Reporting*

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

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2503, *Administrative Demotion of Airmen*

AFI 36-2606, *Reenlistment in the United States Air Force*

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

AFI 36-3003, *Military Leave Program*

AFI 36-3020, *Family Member Travel*

AFI 36-3202, *Separation Documents*

AFI 36-3207, *Separating Commissioned Officers*

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

AFI 37-138, *Records Disposition-Procedures and Responsibilities* (will convert to AFI 33-338),

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339)

AFI 38-101, *Air Force Organization*

AFI 51-201, *Administration of Military Justice*

AFI 51-604, *Appointment to and Assumption of Command*

AFI 65-103, *Temporary Duty Orders*

Abbreviations and Acronyms

AFCSM—Air Force computer systems manuals

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

ANG—Air National Guard

CAFSC—Control Air Force Specialty Code

DoD—Department of Defense

DV—Distinguished Visitor

HQ AFCA—Headquarters Air Force Communications Agency

HQ AFCIC—Headquarters Air Force Communications and Information Center

HQ USAF—Headquarters United States Air Force

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PAFSC—Primary Air Force Specialty Code

RM—Records Manager

SES—Senior Executive Service

SO—Special Order

SSN—Social Security Number

TDY—Temporary Duty

Terms

Authentication—The process that makes an administrative order valid. In most cases the signature (or official stamp) of the orders approving official or designated representative is enough to validate an order. A separate authentication is unnecessary. However, the functional OPRs may require additional authentication if they think it is necessary.

Effective Date—The date orders go into effect. This is usually the date of the order, unless the order specifies a different effective date or confirms previous verbal orders. To determine the effective date of military permanent change of station orders of entitlements, see JFFR Vol 1 and JTR 2.

Functional Order Office of Primary Responsibility—Organization that guides and manages specific orders programs, although it may not actually prepare the specific order.

Orders-Issuing or Approving Official—The competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or that requires administrative approval. This official normally signs manually prepared orders but may also use a stamp. He or she does not need to sign computer-generated orders. However, if neither a signature nor stamp is used, there must be adequate controls to ensure proper approval.

Attachment 2**PREPARING AIR FORCE FORM 973
REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS**

A2.1. Use AF Form 973 to amend, rescind, or revoke an order. Publish amendments, rescissions, and revocations in the same series as the original order.

A2.1.1. Rescind an order when some action was already taken on the published order; for example, travel advance or transportation request.

A2.1.2. Revoke an order when no action occurs against the original order.

A2.1.3. Amend an order to change data in it.

A2.1.4. If the order is revoked only as it pertains to some, but not all, individuals in the basic order, type the words *In Part* after you mark the *Revoked* block. This is not necessary if already preprinted on the form.

A2.2. Items 1A through C, and 8 through 15. Self-explanatory.

A2.3. Item 1D ([TED][PCS with PCA][PCS without PCA]). Include date and check applicable block.

A2.4. Item 2. Include all previous amendments.

A2.5. Item 3 (Relating to TDY, PCS, Short Tour of AD, and so on). Include the original action, TDY, PCS, and so on. If the change involves a reassignment, include the gaining unit shown in the basic order; control Air Force specialty code (CAFSC)(airmen), primary Air Force specialty code (PAFSC)(officers), and assignment action number or shipment line number.

A2.6. Item 4 (Identification of the Individual to Whom Change Action Pertains). Do not use this form if the original order appointed a board or committee. Instead, use a composed order. When an amendment applies to everyone listed on the basic order, use the statement, *same as basic order*, instead of repeating names on the amending order.

A2.7. Item 5A (Amendment). When indicating a change in wording, underscore the portion that is changed and what it is changed to read.

A2.8. Item 5B (Is amended to [Include][Delete]). Cross out the one that does not apply.

A2.9. Item 6 (Remarks). Include information not covered by preceding items (e.g., the authority for the action when required). You may also use this item to continue preceding items when you need more space.

A2.10. Item 7 (Accounting Citation). On revocation or rescission orders you do not need to repeat the fund cited in the original order. On amendments, include a fund cite only if you are correcting it by this change or if additional funds are required. On amendments calling for the spending of additional funds,

such as extension of TDY or travel to additional TDY points, get the initials of the fund-approving official.

A2.11. Item 16. Use this block only when local policy requires it.

Attachment 3 (Added-ARPC)

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)

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-ARPC)**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/DPMME, 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)
 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

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/DPPS

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)
- 1 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 |