

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

**AIR NATIONAL GUARD INSTRUCTION  
36-2601**



**31 MARCH 2011**

**Personnel**

**THE AIR NATIONAL GUARD ENLISTED  
FIELD ADVISORY COUNCIL**

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This instruction implements AFPD 36-26, *Total Force Development* and prescribes the mission, organization, composition, and operating procedures for the Air National Guard Enlisted Field Advisory Council (ANGEFAC). It includes a requirement to maintain, collect, use, and disseminate information subject to the Privacy Act 1974. The requester will show, and upon request, give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for information. Authority 10 U.S.C. 8021. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Changes include adjustments to EFAC Regions.

**1. The mission of the council, as directed by the Director, Air National Guard, is to propose solutions, changes and other policy actions that impact enlisted members of the Air National Guard (ANG).**

**2. Objectives of the Council:**

- 2.1. Provide enlisted members of the Air National Guard a vehicle to express their concerns on matters that impact ANG enlisted members.
- 2.2. Receive, review and clarify recommendations.
- 2.3. Recommend policy solutions to Director, ANG, through the ANG Command Chief Master Sergeant (CCM).

### **3. Organization of the Council:**

- 3.1. The ANG CCM will serve as the liaison between the ANGEFAC and the Director.
- 3.2. The ANG CCM will provide guidance and process final recommendations of the council.
- 3.3. The chairman of the council will appoint an individual ANGEFAC administrator and assign appropriate duties.

**4. Membership of the Council.** The ANG CCM will select one primary and one alternate state command chief master sergeant from each of a selected group of regions (which are subject to change), as indicated in attachment 1, to serve at the discretion of the ANG CCM with a minimum commitment of 2 years. Each regional member will also serve as the Region Coordinator for their respective region. The ANG CCM will also select a state command chief master sergeant as chairman and vice-chairman to serve at the discretion of the ANG CCM with a minimum commitment of 2 years.

**5. ANG Local Enlisted Field Advisory Council.** State adjutant generals and wing commanders are encouraged to establish state and local Enlisted Field Advisory Councils (EFACs). Input from state and local EFACs will be routed through the state command chief master sergeant to the chairman, ANGEFAC.

**6. Scheduling of Meetings.** The council will meet as required but no less than once each quarter. Location will be at the discretion of the ANG CCM and ANGEFAC chairman.

### **7. Operating Procedures:**

- 7.1. Consensus will determine council action.
- 7.2. The chair person is responsible for the council reading consensus and opinions.
- 7.3. The ANGEFAC administrator will forward copies of ANGEFAC minutes to regional EFAC coordinators who will in turn forward to all State CCMs.
- 7.4. Approved Agenda Items. To submit agenda items, use NGB Form 802 and submit to your Wing or State CCM. Once approved by the council, NGB Form 802 will be forwarded to the ANG CCM for appropriate action.

### **8. Man-days/Funding Requirements:**

- 8.1. ANG/CCM will fund man-day requirements for council participation.
- 8.2. All travel by ANGEFAC members required to conduct official ANGEFAC business shall be directed by the National Guard Bureau.
- 8.3. The ANG CCM will provide by message, not later than 30 days prior to meetings, funding authorization information.

**9. Responsibilities:**

- 9.1. ANG CCM will serve as a liaison to the ANGEFAC and will coordinate facilities for on-site meetings.
- 9.2. Chairman, ANGEFAC will coordinate publishing and distribution of all ANGEFAC related correspondence chairman will appoint an ANGEFAC administrator and assign duties.
  - 9.2.1. Publish agenda for ANGEFAC meetings.
  - 9.2.2. Coordinate ANGEFAC action items to completion.
  - 9.2.3. Schedule all meetings of the ANGEFAC.
  - 9.2.4. Serve as a member of the ANG ADFAC committee.
- 9.3. Vice-chairman acts in the absence of the chairman.
  - 9.3.1. Serve as a member to the ANG ADFAC.
- 9.4. ANGEFAC committee members:
  - 9.4.1. Coordinate with State CCMs in their respective region, to receive input and disseminate information as necessary.
  - 9.4.2. Members will attend scheduled EFAC meetings.
  - 9.4.3. Solicit input 60 days prior to each ANGEFAC meeting from State CCMs within their region and within their own State.
  - 9.4.4. Develop and complete staff actions as assigned by the chairman within specified suspense.

**10. Direct input to ANGEFAC.** Although it is preferred that recommendations be forwarded through State CCMs, individuals wishing to make direct recommendations to the enlisted council will forward their recommendations to the chairman of the ANGEFAC on NGB Form 802, Enlisted Field Advisory Council, available from the proponent or at NGB Publications Management Center website, <http://www.ngbpdcc.ngb.army.mil/forms.htm>.

HARRY M. WYATT III, Lieutenant General,  
USAF  
Director, Air National Guard

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

AFPD 36-26, *Total Force Development*, 27 August 2008

10 U.S.C. 8021, *Air Force Reserve Forces Policy Committee*, 3 January 2007

***Abbreviations and Acronyms***

**ADFAC**—Air Directorate Field Advisory Council

**AFRIMS**—Air Force Records Information Management System

**ANGEFAC**—Air National Guard Enlisted Field Advisory Council

**OPR**—Office of Primary Responsibility

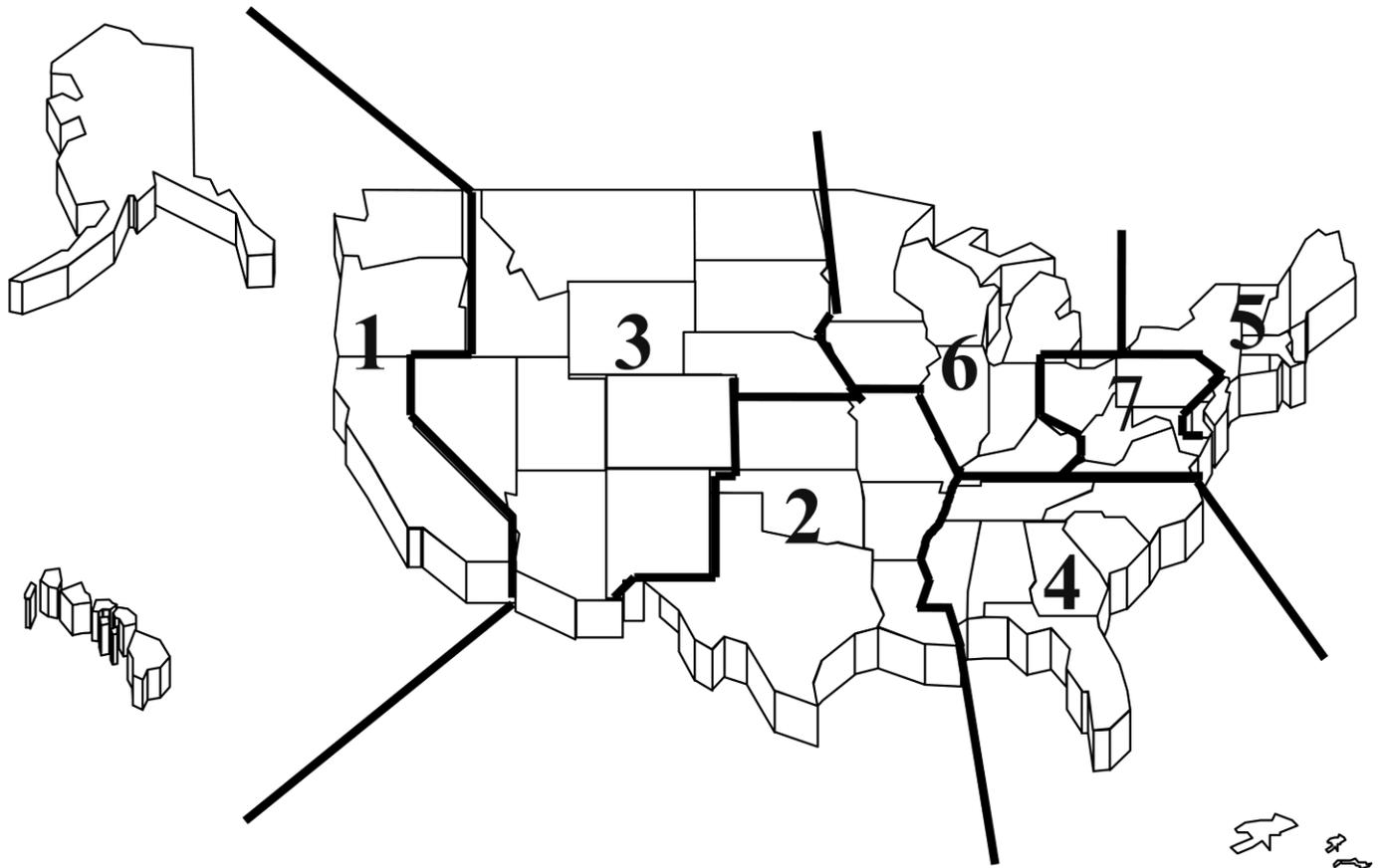
**CCM**—Command Chief Master Sergeant

**EFAC**—Enlisted Field Advisory Council

Attachment 2  
EFAC REGIONS

Figure A2.1. EFAC Map of Regions.

# EFAC Regional Map



**Attachment 3**  
**EFAC REGION STATES**

**Figure A3.1. EFAC Region States.**

## EFAC Region States

<u>Region 1</u>	<u>Region 2</u>	<u>Region 3</u>	<u>Region 4</u>	<u>Region 5</u>
AK	AR	IA	AL	CT
GU	OK	SD	SC	DE
HI	TX	WY	TN	NJ
OR	MO	UT	MS	NH
CA	KS	NM	NC	NY
WA	LA	CO	USVI	MA
		NE	FL	ME
		ID	GA	VT
		MT	PR	RI
		ND		
		AZ		
	<u>Region 6</u>		<u>Region 7</u>	
	KY		DC	
	MI		OH	
	MI		PA	
	IN		VA	
	WI		WV	
	MN		MD	
	IL			