



AIR NATIONAL GUARD SPECIAL ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the CA ANG website at www.ca.ang.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: CA ANG/A6IM

Certified by: CA ANG/DS (Lt Col Ricky Hern)

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ANGI 33-101, 1 March 2007, is supplemented as follows. This supplement applies to all California Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

Changes the requirement to send two copies of orders pertaining to promotion, demotion, discharge, federal awards, and enlistment orders to State Headquarters. Authorizes Medal of Merit orders to be done at unit level.

2.2. See CA ANGI 36-2201 for procedures involved in the Governor's approval for OCONUS TDY. File Individual signed consent forms with background material to orders.

11.1 Record copies of orders will be cut-off at the end of each fiscal year, retained in the unit's inactive ERM file for two years, transferred to a CD-ROM and forwarded to HQ CA ANG/A6IM, 9800 Goethe Road, Sacramento, CA 95827. GSUs will forward orders to the 162 CCG for consolidation and the 162 CCG will forward to State Headquarters. Orders should be forwarded not later than 1 December. Each CD will be labeled according to Attachment 2, with the unit name, applicable FY, AFRIMS table and rule, destruction date, and Privacy Act Statement.

11.1.1. (Added) Headquarters, CA ANG, will be included in the organizations' distribution as follows:

11.1.2. (Added) Email orders pertaining to enlistments, promotions, and demotions to NGCAANGA1PersonnelActions@ng.army.mil.

11.2.1. (Added) When orders are published, use the following naming convention: For initial orders; order number, name, and dates of duty (AH-00001 Smith 11-15 Jan 12) For modifications or cancellations, AH-00005 Smith (Mod 1 AH-00001).

12. Delegated authority to publish appointment to command orders for group, squadron, flight and detachment commanders is contained in AFI 51-604/CA ANG Sup 1.

22.4. (Added). Technician PCS orders will be prepared by the Human Resources Office at Headquarters (NGCA-JSD-MP).

23.6 (Added) Requests for AGR tour orders or extensions will be prepared using the NGB Form 336. Requests will be forwarded to arrive at this Headquarters no later than 30 days prior to the desired effective date and will be addressed as follows:

23.6.1. (Added). AGR Tours: Mail request to NGCA-PER-Air AGR, 9800 Goethe Road, P.O. Box 269101, Sacramento, CA 95826-9101 or e-mail to the Air AGR Manager.

27. Refer to Attachment 1, Responsibilities for Publication of Orders.

28. The publication of enlistment, promotion, demotion and discharge orders of ANG enlisted personnel is delegated in accordance with Attachment 1, Responsibilities for Publication of Orders. Delegated authority for promotion orders may also be found in ANGI 36-2402 and delegated authority for demotion orders in ANGI 36-2503.

JON K. KELK
Brigadier General, CA ANG
Commander

Attachment:
Responsibilities for Publication of Orders

RESPONSIBILITIES FOR PUBLICATION OF ORDERS

1. Headquarters, California Air National Guard: Responsible for issuing required orders to affect the following actions pertaining to personnel and units assigned to this command.

1.1 Reorganization and realignment of units, including attachment, activation, inactivation, redistribution, relocation, etc.

1.2 Senior officer assignments, reassignments for wing/group commanders, overgrade and excess, separation, promotion, and reassignment of officers and airmen from one station, or command, to another within this State.

1.3 Promotions of all enlisted personnel to the grade E-7 and above.

1.4. State awards and decoration actions for the following reasons:

1.4.1. Awarding of the Medal of Valor, Military Cross, Order of California, and California Legion of Merit.

1.4.2. Awarding of the Governor's Outstanding Unit Citation to organizations.

1.5. Administrative Discharge Boards.

1.6. Command actions, appointment of command orders for commanders at wing level, and opening and closing of a headquarters for wing and group level.

1.7. For any other reason as may be specified and published by the Secretary of the Air Force or Chief, National Guard Bureau.

2. Actions authorized to be taken on orders issued by Wings and Groups are, but not limited to:

2.1. Promotion of airmen as authorized by ANGI 36-2502/CA ANG Supplement 1.

2.2. Administrative demotion of airmen under the provisions of ANGI 36-2503.

2.3. State awards and decorations, except those that must be awarded by higher headquarters in accordance with appropriate directives.

2.4. Ordering personnel to active duty or other tours of less than 30 days under the provisions of 10USC12301(d). (Except recruiter/recruiter assistant tours, which will be published by this Headquarters, [Title 32]).

2.5. Ordering personnel to active duty in support of the active force utilizing Active Duty Operational Support (ADOS) workdays allotted by the MAJCOM. Period of duty will be as directed by the MAJCOM for the mission.

2.6. Ordering enlisted personnel onto Initial Active Duty and/or Technical Schools.

2.7. Wings and 162 Combat Communications Group are delegated the authority to publish appointment to command orders for group, squadron, flight and detachment commanders as contained in AFI 51-604/CA ANG Sup 1.

CD LABEL



NOTE:

1. Label must include the name of the organization
2. Table and rule from the RDS
3. A descriptive title for the contents
4. Dates of creation
5. Identification of hardware and software used
6. Identify that it contains Privacy Act information