



ASSIGNMENTS WITHIN THE AIR NATIONAL GUARD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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ANGI 36-2101, 11 Jun 04, is supplemented as follows:

2.2.6. (Added) Electronic Procedures. Primary coordination between CA ANG units and HQ CA ANG/DP will be accomplished using electronic mail capabilities. Use the procedures outlined in Attachment 1. Each MPF chief and the 162 CCG/DP will designate primary and alternate(s) intrastate transfer coordinators, authorized to act on behalf of their wing/group/GSU in processing intrastate transfer actions. These individuals will be expected to exercise mature judgment in coordinating transfer actions with appropriate unit commanders, officials at other units, and State Headquarters. As needed, MPF chiefs and the 162 CCG/DP will provide HQ CA ANG/DP with the grade, name, DSN number, FAX number, mailing address, and E-mail address of their primary and alternate(s) intrastate transfer coordinators. Semiannually, HQ CA ANG/DP will provide all MPF chiefs, 162 CCG/DP, and primary and alternate intrastate transfer coordinators a listing of points-of-contact statewide.

*2.2.7. (Added) All requests to reassign officers to wing/group commander, vice/deputy commander, operations/maintenance/mission support/medical group commander positions, as well as all requests for intrastate transfer of officers will be forwarded to HQ CA ANG/DP for review, approval, and publication of orders. Requests will be prepared in the format indicated in Attachment 2 and will be forwarded to arrive at HQ CA ANG/DP not later than 10 days prior to the requested effective date.

2.20.4. (Added) Excess or overgrade assignment/reassignment of officers requires advance approval by HQ CA ANG/DP. Requests will be submitted in letter format or electronically, providing details and justification, using the format in Attachment 3. Requests must be received at HQ CA ANG/DP at least 10 days prior to the desired effective date. Approval/disapproval will be accomplished by indorsement to the MPF.

3.1. (Added) Requests to reassign CA ANG officer/enlisted personnel between units (Wings/Group) in the state will be submitted to HQ CA ANG/DP for review and publication of orders using procedures outlined in Attachment 1. Requests will be submitted on CA ANG Form 7, Airman Transfer Request for enlisted personnel and the Attachment 2 format will be used for officers. Requests must be forwarded to HQ CA ANG/DP not later than 10 days prior to the requested effective date.

4.3.4. (Added) For officers scheduled for mandatory promotion, the request for overgrade assignment may either be included in the commander's letter recommending promotion, or be submitted separately, using the Attachment 3 format.

DENNIS G. LUCAS
Brigadier General, CA ANG
Commander

Attachment

1. Intrastate Transfer Procedures
2. Officer Reassignment Request
3. Officer Excess/Overgrade Request

INTRASTATE TRANSFER PROCEDURES

1. Gaining unit coordinator initiates CA ANG Form 7 for enlisted transfer action or officer reassignment format (Attachment 2), and forwards the appropriate document to the losing unit via E-mail. It is recommended that the E-mail message be addressed to the primary unit coordinator with a "copy to" the alternate(s). Normally, the transfer request will be initiated at least 15 days prior to the requested effective date.

2. Within 5 days of receipt of message from gaining unit the losing unit coordinator will contact appropriate unit commander, to inquire whether or not the commander concurs with the requested transfer and effective date. If disapproved, the coordinator will contact the requesting unit. If approved, the coordinator will ensure the wing/group commander concurs before forwarding the transfer request (as an attachment) to HQ CA ANG/DP (and information copy to losing unit coordinator) with the following message:

"The requested transfer of _____ to the _____
(Grade and name of individual) (Gaining Unit)

has been approved by the commander, _____ for the effective date of
(Losing Unit)

_____."
(Date)

NAME, GRADE, CA ANG
Duty Title
(Losing Unit Coordinator)

3. The losing unit coordinator will produce a records review RIP and forward it to the gaining unit, to provide needed information for PDS accession. This should also be accomplished within 5 days of receipt of the request from the gaining unit.

4. Within 5 days of receipt of the CA ANG Form 7/Officer reassignment format and the message confirming concurrence of the losing unit commander, HQ CA ANG/DP will publish and distribute appropriate intrastate transfer orders.

SAMPLE FORMAT
OFFICER REASSIGNMENT

_____, _____,
(Grade, Name-First, MI, Last) (SSAN)

_____, PAS: _____,
(Unit) (Location and Zip Code)

DAFSC: _____, On/not on flying status, FAC: _____, Position
Number:

_____, Auth Grade: _____, is relieved from unit of
assignment and reassigned to _____, PAS: _____,

_____, DAFSC: _____,

FAC: _____, Position Number: _____,

Auth Grade: _____, Duty Title: _____,

PAFSC: _____, 2 AFSC: _____, 3 AFSC: _____. Classification

UpgradeDate: _____, effective _____,

vice _____, reassigned/resigned.

Mailing Address: _____.

Authority: Section 239 CA M/VC and ANGI 36-2101

Submitted by: _____

Date: _____

REMARKS:

LETTER FORMAT

MEMORANDUM FOR HQ CA ANG/DP

FROM: Unit

SUBJECT: Request to Assign an Officer Overgrade/Excess

1. Request approval to assign (Individual's Rank, Name, SSAN) overgrade/excess (select one) to the following position:

a. PAS: _____ UNIT: _____

b. POSITION NUMBER: _____

c. AFSC: _____ FAC: _____ AUTH GRADE: _____

d. EXCESS/OVERGRADE CODE: _____

e. EXCESS/OVERGRADE EXPIRATION DATE: _____

2. Justification: (Give detailed description of the circumstances requiring the overgrade/excess reassignment, and, if appropriate, any force management plan for resolving the overgrade/excess condition).

3. The officer concerned (has been/will be) counseled by the unit commander concerning the requested assignment condition and (did/will) sign the Statement of Understanding, in accordance with ANGI 36-2101.

FOR THE COMMANDER

(SIGNATURE OF WING/GROUP COMMANDER
OR CHIEF OF MPF)