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Information Management

CHANNELS OF COMMUNICATION

This instruction establishes policies and procedures for communicating between organizations of the California Air National Guard (CA ANG), the Office of the Adjutant General, Gaining Commands, Air National Guard organizations of other states, the National Guard Bureau, and the Air National Guard Readiness Center. It applies to all California Air National Guard organizations and units.

SUMMARY OF REVISIONS: Updates unit designations.

1. Definitions.

1.1. Major Organizations.

1.1.1. The Office of the Adjutant General;

1.1.2. Joint Forces Headquarters, California Air National Guard;

1.1.3. 129th Rescue Wing;

1.1.4. 144th Fighter Wing;

1.1.5. 146th Airlift Wing;

1.1.6. 163d Air Refueling Wing;

1.1.7. 162d Combat Communications Group.

1.2. Units. Each squadron, flight, band, and/or detachment assigned or attached to one of the major organizations.

1.3. Air National Guard Bases. Fresno ANG Base, and for the purpose of this regulation, March Air Reserve Base, Beale Air Force Base, Vandenberg Air Force Base, and Moffett Federal Airfield.

1.4. Air National Guard Stations. Channel Islands ANG Station, Hayward ANG Station, Costa Mesa ANG Station, North Highlands ANG Station, Sepulveda ANG Station, and San Diego ANG Station.

1.5. Command Channel. The passing of information from superior to subordinate or subordinate to superior through the chain of command is referred to as the command channel.

1.6. Higher Headquarters. The Office of The Adjutant General, Headquarters California Air National Guard, the National Guard Bureau, the Air National Guard Readiness Center, and Headquarters USAF.

1.7. Gaining Command. The USAF organization responsible for advising, training, safety, and inspection of Air National Guard units which will exercise command authority over an ANG organization upon mobilization.

1.8. Intermediate Gaining Command. The organization in the USAF command structure which is charged with the responsibility for the execution of the subjects delineated in paragraph 1. Usually a numbered Air Force.

1.9. Base and Station Commanders. The military commander of a major organization or communications station is the base or station commander of the ANG installation on which the organization or unit is located. This applies to a major ANG organization commander whose unit is located on an active military base or station except that base/station command responsibilities are limited to ANG matters. A unit commander is the station commander of the installation on which the unit is located except that: The Commander, 162nd Combat Communications Group, will designate the Hayward ANG Station Commander.

1.10. Command of Full-time Support Personnel. The individual occupying the full-time position of Air Commander or Detachment Commander is the commander of the full-time support personnel (Military Technician and Active Guard/Reserve (AGR) assigned to the installation.

2. Communications Procedures. Channels of communication for the California Air National Guard are as follows (exceptions to these procedures are outlined in paragraph 3):

2.1. Direct communications between California Air National Guard organizations and the National Guard Bureau/Air National Guard Readiness Center (ANGRC), is normally not authorized without prior coordination with the appropriate OPR at Headquarters, California Air National Guard. This applies to policy matters and communication associated with the execution of policy involving State Headquarters. It is not necessary to follow formal channels for communication that involves non-regulatory information receiving/sharing, when no action is required. When uncertain about the proper channel of communication on a given matter, contact the appropriate official at Headquarters, California Air National Guard.

2.2. Official correspondence received at this Headquarters from a higher headquarters, a gaining command, or emanating from this Headquarters or Office of The Adjutant General, requiring the attention of an organizational commander of the California Air National Guard, will be addressed to the commander of the major organization concerned. Direct communication from the Office of The Adjutant General, or Headquarters, California Air National Guard, to a wing/group's subordinate unit is authorized. It will be the responsibility of the subordinate unit to inform their commander of this communication.

2.3. Official correspondence originated at base or station level or in reply to correspondence received from higher headquarters, will be forwarded to the Office of The Adjutant General or Headquarters, California Air National Guard, as appropriate, through the proper command channels.

2.4. Communications affecting a major organization will be addressed to the organization's military commander.

2.5. Functional address office symbols will be used to the maximum extent possible to expedite delivery of routine correspondence to the responsible office.

2.6. Correspondence directed to organizations of another state will be sent through Headquarters, California Air National Guard, to Headquarters, (State) Air National Guard of the state concerned.

3. Exceptions. The staff offices within the Office of The Adjutant General and Headquarters, California Air National Guard, may correspond directly with the responsible office at each California Air National Guard base or station when it best serves the interest of the ANG, provided the subject does not pertain to policy matters. The latter must be routed through command channels. Correspondence should be addressed to the unit with the appropriate functional address (office) symbol indicating the responsible office. Examples of the exceptions are:

3.1. Matters pertaining to civil engineering and projects at base or station level may be coordinated directly with the base engineer or responsible officer to facilitate the understanding and transaction of the matter involved.

3.2. Routing full-time manning matters may be coordinated and forwarded directly to the base/station detachment commander.

3.3. Routine and technical budgetary and other financial matters may be coordinated with the base comptroller concerned.

3.4. Routine and technical maintenance and logistic matters may be coordinated with the base supply officer or the chief of maintenance concerned.

3.5. Routine personnel and administrative matters may be coordinated with the Military Personnel Flight (MPF) or administration office concerned.

3.6. Any matter requiring direct communication with a unit or a major command not covered by the above exceptions will be at the discretion of the Chief of Staff, Headquarters, California Air National Guard.

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