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**MANAGEMENT OF TRAINING AND
OPERATIONAL SUPPORT WITHIN
THE AIR NATIONAL GUARD**



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This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*, DoD Instruction (DoDI) 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*; and DoDI 1215.13, *Reserve Component Member Participation Policy*. It establishes guidance for administering and controlling personnel duty status and applies to all Air National Guard (ANG) organizations and individuals not in the active federal service. It implements the provisions to Titles 10, 32 and 37 of the United States Code (USC). 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/afirms/afirms/afirms/rim.cfm>. 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 Forms 847 from the field through the appropriate functional chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC.) and Executive Order (E.O.) 9397 (SSN), as amended by E.O. 13478, Amendments to Executive Order 9397 Relating to Federal Agency use of Social Security Numbers, November 18, 2008. The applicable Privacy Act System of Records Notices (SORNs) F036 AF PCN, Unit Assigned Personnel Information, F036 AF PC C, Military Personnel Records Systems, F036 AF PC Q, Personnel Data System (PDS), F065 AFRC C, Air Reserve Order Writing System-Reserves

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SUMMARY OF CHANGES

This instruction has been revised to remain in compliance with a wide variety of administrative changes and policy updates impacting Air Force and Air National Guard Instructions. This Air National Guard Instruction (ANGI) has been significantly changed and must be reviewed in its entirety.

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Chapter 1

OVERVIEW

1.1. Scope: DoDI 1215.06 establishes policy, assigns responsibilities, and prescribes procedures for categorizing, training, and reporting of Reserve Component (RC) Service members.

1.2. Air National Guard (ANG) Mission. Units of the ANG have a dual mission as follows:

1.2.1. Federal or State. To provide units that are organized, equipped, and trained to function efficiently in the protection of life and property and the preservation of peace, order, and public safety under competent orders of Federal or State authorities.

1.2.2. Federal. To develop, maintain, and provide the Air Force with operationally ready Airmen whenever necessary, and support DoD peacetime or contingency operations.

1.3. Utilization authorities and types of duty. An Air National Guard member may be placed in a variety of military duty statuses. The Director of the ANG (NGB/CF) is responsible for implementing and administering National Guard Bureau (NGB) policies for the ANG. The OPR for utilization authorities and types of duty to include training management, domestic response and wartime requirements for the Air National Guard is National Guard Bureau/Manpower, Personnel, and Services Directorate (NGB/A1).

1.3.1. State Adjutant Generals, Joint Force Headquarters (JFHQs), commanders and unit training managers must ensure proper internal controls, resource management, and documentation prescribed by this instruction are accomplished.

1.3.2. Types of Duty: There are four types of authorized duty available for ANG members: Inactive Duty (ID), Active Duty (AD), Full-Time National Guard Duty (FTNGD), and Federal Service. Federal service performed in accordance with sections 331, 332, and 12406 of Reference (d) is an additional RC duty type that is treated as active duty.

1.3.2.1. Inactive Duty (ID): This category consists of Inactive Duty Training (IDT), Muster Duty (MD) and Funeral Honors Duty (FHD).

1.3.2.1.1. IDT consists of regularly scheduled unit training periods (regularly scheduled drills), additional IDT periods, and voluntary IDT. This primarily provides individual or unit readiness training to ANG members. Reference [Chapter 3](#) for standards and participation requirements of IDT.

1.3.2.1.2. Muster Duty (MD) is a special category of ID used to meet the continuous screening requirement established by 10 U.S. Code § 12301. MD does not apply to the ANG.

1.3.2.1.3. Funeral Honors Duty is a special category of ID used to prepare for, and provide honors at funerals of military members and veterans as per 10 U.S. Code § 1491. Members of the ANG may perform FHD in a voluntary status pursuant to the provisions of 32 USC section 115. Reference [Chapter 3](#) for standards and participation requirements of FHD.

1.3.2.2. Active Duty (AD): This category consists of Active Duty for Training (ADT) and Active Duty Other Than Training (ADOT).

- 1.3.2.2.1. Active Duty for Training (ADT) consists of Initial Active Duty Training (IADT), Annual Training (AT) and Other Training Duty (OTD). The primary purpose of ADT is to provide individual or unit readiness training. Reference **Chapter 4** for standards and participation requirements of ADT.
- 1.3.2.2.2. Active Duty Other Than Training (ADOT) consists of Active Duty Operational Support (ADOS-AC, ADOS-RC), Title 10 Active Guard Reserve (STAT TOUR) duty, Involuntary AD, and Other. Reference **Chapter 4** for standards and participation requirements of ADOT.
- 1.3.2.2.3. Federal Service: This category of duty is used under conditions of National rebellion or invasion, or if the President is unable to execute the laws of the United States with regular forces, the President may call into active military service members and units of the National Guard pursuant to sections 331, 332, and 12406 of Reference (d).
- 1.3.2.3. Full-Time National Guard Duty (FTNGD): Active Service pursuant to sections 10 U.S. Code Sections 101(d)(3) and 101(d)(5), 32 U.S. Code Sections 316, 502, 503, 504 and 505. This category consists of Full-Time National Guard Duty Training (FTNGD-T) and Full-Time National Guard Duty Other than for Training (FTNGD-OT).
- 1.3.2.3.1. Full-Time National Guard Duty Training (FTNGD-T) consists of Full-Time National Guard Duty-Annual Training (FTNGD-AT) and Full-Time National Guard Duty-Other Training Duty (FTNGD-OTD). Reference **Chapter 5** for standards and participation requirements of FTNGD-T.
- 1.3.2.3.2. Full-Time National Guard Duty Other than for Training (FTNGD-OT) consists of Full-Time National Guard Duty Operational Support (FTNGD-OS), Full-Time National Guard Duty Active Guard Reserve (FTNGD-AGR), and Full-Time National Guard Duty Involuntary. Reference **Chapter 5** for standards and participation requirements of FTNGD-OT.

Chapter 2

STANDARDS, REQUIREMENTS, AND PARTICIPATION CATEGORIES

2.1. General Standards. Members must meet the standards as outlined in DoDI 1215.06 when taking part in a pay or points gaining activity.

2.2. Training Responsibilities.

2.2.1. State Responsibilities. The Constitution and Federal law states that training of the ANG is conducted under the command of State authorities. Such training will be conducted as prescribed by ANG commanders in accordance with ANG directives, applicable Air Force gaining command training policies, standards, and programs, and as directed by the state Adjutants General.

2.2.1.1. The Adjutant General is responsible for overseeing training participation within their respective state or territory.

2.2.1.2. Wing/Unit Responsibilities. The commander is responsible for developing and overseeing a training plan for all areas required by his/her subordinate units.

2.3. Organization and Equipment for Training. The organization of the units and required authorizations for equipment will be in accordance with the appropriate ANG Unit Manpower Document (UMD) and the United States Air Force Table of Allowances (TA).

2.4. Participation Authorization. Authorization of pay, entitlement to retirement points, and any claim or benefit that may arise as a result of military service requires documentary evidence that the member was in a duty status and performed such duty as authorized by Federal law or regulation. Unit commanders will issue written authorization (see [paragraph 2.4.1](#)) governing training, in a pay or non-pay status, in advance of such training. Commanders must pay particular attention to ensuring appropriate internal controls are in place to monitor authorization, certification and documentation in the execution of workdays and resources.

2.4.1. Written authorization may contain the schedule of training for the entire unit, subordinate elements, or individual members. AROWS ANG Form 105S, *Individual Inactive Duty Authorization/Certification*, ANG Form 633, *Regularly Scheduled Drill Roster*, or authorized substitute, may be used to satisfy this requirement.

2.4.2. In accordance with DoD Financial Management Regulation (FMR) 7000.14R, Volume 7A, Military Pay Policy and Procedures -Active Duty and Reserve Pay, Chapter 56, Combination Active Duty and Inactive Duty. A member of a Reserve component may be paid the equivalent total of more than 365 days' pay in a year, when so directed, if this total is based on a combination of active duty pay and inactive duty training pay.

2.4.3. Members who have not completed initial active duty for training (IADT) are authorized to participate in regularly scheduled drills only. Members who have not completed IADT are not eligible to participate in Annual Training.

2.5. Satisfactory Participation. Each member must ensure that all general requirements and category requirements are met as per DoDI 1215.13.

2.6. Unsatisfactory Participation. Unsatisfactory participation is failure to meet requirements outlined in this ANGI, DoDI 1215.13 and DoDI 1215.06. This is a basis for discharge or

involuntary transfer to the Individual Ready Reserve (IRR) (see Air Force Instruction (AFI) 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, and AFI 36-2115, *Assignments within the Reserve Components*).

2.7. Military Technician Status When Performing Military Duty. A Technician must be in an off duty or official leave status from their civil service position when they are performing military duty.

2.8. Funding. Pay and Travel/Per Diem Status for training will be in accordance with ANGI 65-101, *Air National Guard (ANG) Workday Accounting and Reporting Procedures*.

2.9. Certification of Performance. Duty performance will be recorded and reported in accordance with ANGI 65-101, *ANG Workday Accounting and Reporting Procedures*.

Chapter 3

INACTIVE DUTY (ID)

3.1. Inactive Duty (ID). ID consists of Inactive Duty Training (IDT), Muster Duty (MD) and Funeral Honors Duty (FHD).

3.2. Inactive Duty Training (IDT). IDT consists of attendance at regularly scheduled drills, additional IDT periods, and voluntary IDT. IDT provides individual or unit readiness training to ANG members. 32 U.S. Code § 502, 37 U.S. Code § 206(e), DoDI 1215.06 and DoDI 1215.13 establish basic policies and governing authority for conducting IDT. IAW 37 USC Section 206 (d) (1-2) IDT may not be used for correspondence courses, to include electronic-based distributed learning.

3.2.1. A member may not perform inactive duty and AD on the same day. Reference the Joint Travel Regulation (JTR) for IDT travel entitlements outside normal commuting distance.

3.2.1.1. Paid IDT periods will not be less than four (4) hours. No more than two IDT periods may be performed in any calendar day. A training period is typically 4 hours in duration (no less than 2 hours if training must be interrupted for unusual circumstances (e.g., inclement weather), but can be longer at Wing Commander's discretion.

3.2.2. Regularly Scheduled Drills. Forty-eight (48) annual periods that are pre-scheduled and used primarily for individual or unit readiness training to ANG members are authorized pursuant to 32 U.S. Code § 502(a).

3.2.3. Split-Regularly Scheduled Drills. Occurs when manpower resources of an ANG unit are divided and organizations perform training during different training periods. To have a series of formations credited as an assembly for drill, all parts of the unit must be included in the series within 90 consecutive days. Therefore, Wing Commanders will ensure Split-Regularly Scheduled Drills are scheduled within 90 days of the Regularly Scheduled Drill.

3.2.3.1. The attendance at the parent unit for the scheduled Drill will be the sum total of the attendance of each of the authorized Split Drills. However, no member will be counted more than once nor receive credit for more than one formation.

3.2.4. Equivalent Training (ET) is training performed in lieu of regularly scheduled drill which may be used to make up required training missed due to personal illness or emergency situations or other excused absence as determined by the local commander. Equivalent Training is distinctly different from a Rescheduled Drill (RD) and should not be used interchangeably.

3.2.4.1. There is no obligation for a commander to authorize ETs; however when an ET period is authorized, the commander will ensure the training is of equivalent value to the regularly scheduled training of that Service member and available on the date(s) scheduled. ET is the same as equivalent instruction, equivalent duty, or equivalent additional *appropriate* duties as referred to in section 206 of USC 37. An ANG member may not be paid for more than four periods of ET during any FY pursuant to 37 U.S. Code § 206. Reference **Paragraph 3.10** of this ANGI for further guidance.

3.2.5. Additional IDT periods are a sub-category of IDT that improve readiness by providing for individuals and units the required and necessary training to attain and maintain designated

readiness levels. Additional IDT periods will be identified separately from normal unit or individual training periods in budget documents and in internal records so that training period costs and training support costs for each type of additional training may be clearly identified, justified and audited. The number of additional training periods will not exceed 36 each fiscal year for any member.

3.2.5.1. Three categories of additional training periods as defined in DoDI 1215.06 are Additional Training Periods (ATPs), Additional Flying and Flight Training Periods (AFTPs), and Readiness Management Periods (RMPs). Annual maximum limits and guidelines for use are defined within this ANGI and dependent upon available funding.

3.2.5.2. Except for aircrew members, the combination of ATPs and RMPs will not exceed 72 in each fiscal year per person. Combinations of ATPs, AFTPs, and RMPs for aircrew will not exceed 84 in a FY. Additionally the number of AFTPs will not exceed 24 per quarter for any aircrew member. The unit commander will be solely responsible for the tracking and documentation of drill participation and inactive duty training performed.

3.2.6. Voluntary IDT. ANG members may voluntarily perform special additional duties as IDT periods for retirement points only. Voluntary IDT is designated by the SecAF and performed pursuant to 37 USC Section 101 (22)(B). This voluntary IDT will be performed in connection with prescribed training or maintenance activities of the units to which they are assigned. These periods are performed for retirement points only (without pay) and will not be less than 2 hours, with a maximum of 2 points authorized in any 1 calendar day per DoDI 1215.06.

3.3. IDT Authorization and Drill Attendance Codes.

3.3.1. All IDT must have advance written authorization from the member's commander (or designated representative). Written authorization may contain the schedule of training for the entire unit, subordinate elements, or individual members. AROWS ANG Form 105S, *Individual Inactive Duty Authorization/Certification*, ANG Form 633, *Regularly Scheduled Drill Roster*, or authorized substitute, may be used to satisfy this requirement.

3.3.2. IDT can be performed for pay and points, or points only. Dual compensation is prohibited.

3.3.2.1. Reference the JTR for IDT travel entitlements outside normal commuting distance. Generally, travel pay is not authorized for travel to or from the place of IDT.

3.3.2.2. Only members in authorized positions may take part in aircrew flying training activities.

3.3.2.3. IDT can be performed in conjunction with AT, ADT, FTNGD, or ADOS. Under no circumstances will ADT or ADOS, FTNGD be combined with IDT for the sole purpose of providing travel expenses to the IDT location. Commanders and supervisors shall ensure that all ADT, FTNGD or ADOS tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

3.3.2.4. ANG members are not allowed to perform IDT OCONUS. For the purpose of this section, OCONUS is defined as — outside the US and its territories and possessions.

3.3.3. Drill Attendance Codes. See [Table 3.1](#) below. New terms defined in DoDI 1215.06 and 1215.13. Acronym Cross Reference Table can be found in ANGI 65-101 Table A2.1.

Table 3.1. Drill Attendance Codes.

<p>Regularly Scheduled Drill (RSD): select /, P, or X</p> <p>/ - Present In Formation (Default)</p> <p>-Member physically present for drill in an inactive duty training status.</p> <p>P – Present Not in Formation</p> <p>-Member performing Inactive Duty Training at the same time but in different location</p> <p>X - Constructively Present</p> <p>-Member physically present and effectively participating in unit training but in another pay status (i.e., AGR, Temp AGR, ADOS-AC or MPA, ADOS-RC, MEST or FTNGD)</p> <p>--Examples include members on FTNGD orders ISO Counterdrug or SWB missions.</p> <p>R – Rescheduled Drill (RD): enter specific RD dates in the remarks column of the attendance roster</p> <p>-Member not physically present for drill due to being on active duty orders in another location (i.e., activation, mobilization or volunteer, ADOS-AC or MPA, ADOS-RC or FTNGD, State Active Duty, School Orders, unit funded and formal school workday funded); may perform Inactive Duty to conduct required training on an alternate scheduled date as determined by the Unit Commander.</p> <p>--Examples include members deployed to Europe ISO TSP operations or to Al Udeid ISO OND.</p> <p>Note limitation is para 3.7. as these members may elect to participate in a prorated number of drills for the remainder of the FY.</p> <p>-Member not physically present; individual/group/unit training rescheduled by Unit Commander at the benefit and convenience of the government to meet training requirements and performance of mission requirements.</p> <p>--Examples include section or unit schedule changes resulting from flying schedules, range availability as well as instances where commander approval is received in advance for individuals or sections to participate in alternate scheduled dates.</p> <p>-Member physically on unit premises but not effectively participating in unit training due to ADOS-AC or MPA job requirements and may perform Inactive Duty to conduct required training on an alternate scheduled date as determined by the Unit Commander.</p> <p>--Examples include RPA or ALERT units. Commanders must use great discretion in determining if a member is effectively participating/meeting readiness training requirements while also supporting T10 missions.</p> <p>Note: RSDs should be followed to the maximum extent possible; however when individual or unit readiness benefits from AFTPs and/or AT periods occurring on Saturday or Sunday of a RSD, then the member is eligible to perform a RD on an alternate scheduled date as determined by the Unit Commander.</p> <p>A – Absent (unexcused; members who miss drill due to being on active duty orders will not be considered unexcused)</p> <p>-Member did not show for Regularly Scheduled Drill and was unexcused</p> <p>E - Equivalent Training (ET) – Excused Absence (Pay and Points Only)</p> <p>-Member missed Regularly Scheduled Drill due to personal illness, emergency situation or excused absence for the convenience of the member; received Unit Commander authorization to conduct inactive duty training individually for pay and points.</p> <p>Q - Equivalent Training (ET) – Unexcused Absence (Points Only)</p> <p>-Member missed Regularly Scheduled Drill; received Unit Commander approval to conduct inactive duty training individually for points only.</p>

3.4. Constructively Present. The term constructively present applies to unit members who participate in unit training assemblies while on AD or FTNGD orders which overlap scheduled

drill. Member physically present and effectively participating in unit training but in another pay status (i.e., AGR, Temp AGR, ADOS-AC or MPA, ADOS-RC or FTNGD). A member is not eligible for rescheduling, an IDT period for which they were marked constructively present.

3.4.1. Members not physically present or members' physically on unit premises but not effectively participating in unit training due to ADOS-AC or MPA job requirements may perform Inactive Duty to conduct required training on an alternate scheduled date as determined by the Unit Commander.

3.4.2. Members may also be considered constructively present for one of the following reasons:

3.4.2.1. When attending an accredited basic course or Air Force Reserve Officer Training Corps (AFROTC) during the academic year and participation with his/her unit is determined not feasible by the State Adjutant General.

3.4.2.2. When hospitalized or incapacitated as a result of duty related injury or illness.

3.5. Authorizing Official. The authorizing official for IDT is the commander or a representative designated in writing and appointed via DD Form 577, *Appointment/Termination Record - Authorized Signature*. For additional guidance relating to appointment of Authorizing/Certifying Officers (to include the format of the DD577), consult the Comptroller who is responsible for all AO/CO appointments.

3.6. Scheduling Drills. IAW DODI 1215.13, a commander may schedule or reschedule an IDT period for an individual, unit or portion of a unit, where necessary to meet mission and training requirements.

3.6.1. All federally recognized units will conduct 48 drills each fiscal year except as noted below. No more than two drills will be conducted on any one calendar day. Drill schedules in the form of an order from the Governor or Adjutant General published not later than 4 months before the first newly scheduled drill month will be the primary means of informing unit members of impending drills. Based on mission requirements more than one published drill schedule may be necessary to document unique quarterly or super-drill scheduling and/or flying requirements.

3.6.2. All drill schedules should contain a 12-month drill schedule and contain the following information: date, time, and location of each drill. Drill schedules shall also contain the following statement: "All members of the (designated unit) are hereby ordered to attend all scheduled drills.

3.6.2.1. ANGRC/CC may approve limited exceptions to policy to schedule and conduct less than 48 drills each fiscal year for units with 100% AGR manning where appropriate training and operational justification is provided.

3.6.3. Rescheduled IDT periods must be announced 30 days in advance to allow sufficient time for members to be advised of the change.

3.6.3.1. Instances where a member consents to a rescheduled drill with less than 30 days' notice shall be documented. Hard copy ANG Form 105S or ANG Form 633 or authorized substitute may be used.

3.6.4. The schedule should be provided to individuals and posted in a conspicuous place. A copy of the drill schedule for the upcoming fiscal year will be placed on the NGB/A1D SharePoint No Later Than (NLT) 1 September of each year.

3.7. Limitations:

3.7.1. IAW DoDI 1215.06, Active Duty performed pursuant to 10 USC 12301(d), 12302, 12304, 12304b, or 12406 may be considered equivalent to the training that might have been performed under Annual Training or Inactive Duty Training. This determination will occur after the AD has been performed.

3.7.1.1. Units or members performing such Active Duty during the fiscal year may elect to participate in a prorated number of drills for the remainder of the fiscal year. Members may also elect to fully participate in scheduled IDT for the remainder of the fiscal year. Finally IAW **Table 3.1 Drill Attendance Codes**, members who were not physically present for drill(s) due to being on active duty orders in another location (i.e., activation, mobilization) may also perform Inactive Duty to conduct required training on alternate scheduled date(s) as determined by the Unit Commander.

3.7.2. ANG unit commanders may authorize members, with their consent, to participate in training duties without pay.

3.7.3. Members of the ANG may attend Regularly Scheduled Drills with organizations other than their own at the discretion of the commander.

3.8. Satisfactory Performance.

3.8.1. Members must be physically and mentally capable of performing drill. Commanders are responsible for informing all personnel of their respective units that each member must report any physical or mental condition that might impair their performance of duty before they start any IDT period. If the physical or mental ability of a member is questionable, the professional opinion of qualified military medical personnel and evaluation for performance of such training must be obtained.

3.8.2. Unit commanders may grant excused absences to individuals based on their submission of adequate justification. Members must be excused in writing even if the missed drill is rescheduled. AROWS ANG Form 105S, *Individual Inactive Duty Authorization/Certification*, ANG Form 633, *Regularly Scheduled Drill Roster*, or authorized substitute, may be used to satisfy this requirement.

3.8.3. At the discretion of the unit commander, unexcused absences should normally result when:

3.8.3.1. Member fails to report for the drill without prior approval.

3.8.3.2. Member is late for the drill or leaves early without prior approval.

3.8.3.3. Member fails to comply with all provisions of AFI 36-2903 and the commander directs the member to depart the duty station for the infraction(s).

3.8.4. IAW DoDI 1215.13, the RC has no obligation to authorize equivalent training or reschedule drills at the convenience of the member or for unexcused absences. Unexcused absences may be made up for retirement points only. No pay entitlement accrues to an individual making up an unexcused absence.

3.8.5. Process unsatisfactory participation IAW guidelines in AFI 36-3209.

3.9. Rescheduled Drills (RD). Unit commanders may reschedule drills within the same FY for an entire unit, an individual or groups of individuals as per DoDI 1215.13. Commanders must use discretion and sound judgment in employing this option. Do not use Rescheduled Drill as a substitute for Equivalent Training. A Rescheduled Drill is not for the convenience of the member, but rather at the convenience and benefit of the government. Commanders will ensure that the training is of equivalent value to the regularly scheduled drill training. Rescheduled drill training schedules will comply with DoDI 1215.06 ensuring equivalent training and readiness value for both the unit and the individual. Training flight orders or the remarks section of AROWS ANG Form 105S or ANG Form 633 as appropriate will contain the statement, "Rescheduled Drill will provide the same type and quality of training as the Regularly Scheduled Drill." Each commander will keep all related participation documents to support excused and unexcused absences and Rescheduled Drills or IDT periods.

3.9.1. The reschedule of drills also includes members that may have been away on orders to attend Formal School Training under Title 32 USC. However, members constructively present for duty (per [para 3.4](#) of this instruction), who participate in unit training assemblies while on AD or FTNGD orders are not eligible to make up or reschedule the drill.

3.9.2. An individual may only perform Rescheduled Drills during the same Fiscal Year for those scheduled drills which fall during the time the individual is on an active status of the ANG (example: if a member enlists and begins their active status in the ANG in March 2019, then member is not eligible to make up drills for Oct 2018 thru Feb 2019).

3.9.3. Since ANG Assistants (06-08 officers on NGB special assignment) are authorized to perform all drills for a six-month period at any time during the six months, the allowable Drills must be prorated based on the number of months the member is actively assigned to the ANG. For example, if an ANG Assistant is retiring in November, the allowable number of Drill periods in that 6-month period is eight.

3.9.4. An individual known to be switching from ANG Technician or Traditional Guard Member status to AGR status will not be authorized to perform drills scheduled after the AGR start date. AGRs switching back to ANG Technician or Traditional Drill status will not be authorized to perform drills scheduled prior to the AGR end date IAW 37 USC 206 dual compensation guidance, i.e., drills or rescheduled drills will not be paid while in an AGR status.

3.10. IDT Duration. The length of each IDT normally coincides with the local duty hours. Base IDT on a 4-hour minimum for the award of one point, not to exceed two points per calendar day. Each member is required to be present for duty at the start of each training period. The 4-hour period does not include meal breaks. Paid IDT periods shall not be under 4 hours. Points only IDT periods shall not be under 2 hours.

3.10.1. For members performing IDT on a mid-shift basis (shift starts on one calendar day and ends on the next calendar day), award two points for completing 8 or more consecutive hours of IDT in a 24-hour period. Firefighters and others performing 24-hour shifts are an exception. Shifts exceeding 12 hours must be approved by the unit commander.

3.10.2. The State Adjutants General may authorize a unit training assembly period of not less than 2 hours duration for the purpose of the entire unit's participation in certain drills, ceremonies, or parades that are conducted outside the unit's home installation.

3.10.3. Under exceptional circumstances, a member may be credited with attendance at a Drill for pay purposes as long as he or she has participated in the scheduled Drill for at least 2 hours. Although commanders are permitted the flexibility of granting this authorization based upon the circumstances involved, appropriate internal controls must be maintained. Internal controls should include advance written authorization and special attention for consecutive periods of authorization. This provision will not be exercised for personal convenience of the member concerned.

3.10.4. A unit commander may, under extenuating circumstances, release all members of their units from the requirement to complete the 4-hour period. This action should only be taken after the unit has performed a minimum of 2 hours and the commander must state in writing the reasons for this early release. A copy of this memorandum must be forwarded to the Adjutant General.

3.11. Equivalent Training. Equivalent Training is training conducted in lieu of a Regularly Scheduled Drill. Unit commanders are not obligated but may approve ET for individuals to make up an excused absence from a scheduled Drill. The following policies apply to ET:

3.11.1. The training furnished during ET must be of equivalent value to the regularly scheduled drill that was missed.

3.11.2. In accordance with 37 USC 206, paid ET is subject to the following limitations:

3.11.2.1. A maximum of four paid ET periods may be performed in a fiscal year.

3.11.2.2. ET must be performed in the same FY as the missed drill. ET not performed remains excused.

3.11.3. Unit commanders are responsible for educating members on ET limitations and shall set up local procedures to track the number of ET periods to prevent an individual exceeding the maximum of four paid ET periods authorized each FY.

3.12. Additional IDT Periods: Additional IDT periods are a sub-category of IDT that improve readiness by providing for individuals and units the required and necessary training to attain and maintain readiness levels. These periods of training will be identified separately from normal unit or individual training periods in budget documents and in internal records so that training costs and training support costs for each type of additional training may be clearly identified, justified and audited. Accounting for these periods will be accomplished on the AROWS ANG Form 105S and are dependent upon the availability of annual funding.

3.12.1. Additional Training Periods (ATPs). ATPs for units, components of units, and individuals are for accomplishing additional training as defined by post-mobilization mission requirements. The number of those training periods will not exceed 36 each fiscal year for any member.

3.12.2. AFTPs. AFTPs are authorized for aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain readiness. These AFTPs will not be in addition to the ATPs described above. The number of AFTPs will not exceed 72 each FY for any aircrew member. Additionally the number of AFTPs will not exceed 24 per quarter for any aircrew member.

3.12.2.1. AFTPs are authorized for all personnel assigned to Rated Aircrew Position Indicator (API) 1,2,5,6,7,8,9, Career Enlisted Aviator (CEA) API A, B, D, F, G, and hold

a Rated or CEA Air Force Specialty Code (AFSC). (EXCEPTION: Non-Rated 13BXX personnel are not authorized AFTPs), AFTPs are also authorized for all current non-rated officer B, C, X, K, or Q prefix on the Duty AFSC (DAFSC) or non-CEA enlisted aircrew members identified by X, K, or Q prefix on the DAFSC and medically qualified for Flying Class III when assigned against a valid flying position (Pararescue Jumpers (PJs) and Combat Rescue Officers (CROs) fall in this category) if otherwise qualified IAW AFI 11-401, *Aviation Management*, AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, AFI 11-412, *Aircrew Management*, AFI 11-421, *Aviation Resource Management*, and AFI 65-503, *US Air Force Cost and Planning Factors*, Table 37-1.

3.12.2.2. Units in conversion may authorize personnel in Flying Status Code (FSC) K to utilize AFTPs to conduct flying-related ground training within the year prior to their scheduled flying training date in the new Major Weapon System (MWS).

3.12.3. Readiness Management Periods (RMPs). RMPs are intended for use by drilling Guardsmen who are not dual status military technicians to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.

3.12.3.1. The number of RMPs performed in a FY by any member will not exceed 36, and not more than one RMP will be performed by an individual in one calendar day. These training periods will be used only where sufficient full-time support personnel are not available or specifically assigned to accomplish the duties as listed in [paragraph 3.12.3](#).

3.12.3.2. Priority for the performance of RMPs will be given to unit members who are not dual status military technicians. A military technician may not be placed in a leave status to enable him or her to perform duty in an RMP status. Additionally, a military technician may not perform duty in an RMP status to accomplish activities that are within the normal requirements and workload of the military technician's job description.

3.12.4. Except for aircrew members, the combination of ATPs and RMPs will not exceed 72 in each FY for each person.

3.12.5. Combinations of ATPs, AFTPs, and RMPs for aircrew members will not exceed 84 in a FY, with the Secretary concerned authorized to provide a waiver to permit a maximum of 96 additional IDT periods for an aircrew member in a FY.

3.13. Voluntary Inactive Duty Training (IDT): Members may voluntarily perform special additional duties as IDT periods for retirement points only as per 37 U.S. Code § 101(22)(B) and DoDI 1215.06. These periods are performed for retirement points only (without pay) and will not be less than 2 hours, with a maximum of 2 points authorized in any 1 calendar day.

3.13.1. Voluntary IDT without pay (for retirement points only) may occur anytime in the FY for a missed regularly scheduled drill. Voluntary IDT performed in a non-pay status will be documented on AROWS ANG Form 105S, held separately from attendance records for drills in a pay status, and forwarded directly to the Force Support Squadron if Air National Guard Reserve Order Writing System (AROWS) cannot be utilized.

3.14. Documenting IDT Participation if AROWS cannot be utilized.

3.14.1. Use the ANG Form 105S to certify all types of IDT except correspondence courses.

3.14.1.1. Both DFAS and AROWS currently limits AFTPs to 16 periods per quarter. Until such time that both pay and orders systems are updated to support maximums permitted by DoDI 1215.06 and ANGI 36-2001 limits, AFTPs beyond 16 per quarter will be documented via ANG 105S with digital signatures. Flying Squadrons will endorse and compile the AFTP ANG 105s onto separate DD Form 114s for each member on a monthly basis and submit to the Wing FM along with the ANG 105s for pay. DD Form 114s are routed to DFAS via CMS for pay.

3.14.1.2. Pay and orders systems also limit ATPs to one period per day for pay. Unlike AFTPs, DFAS is unable to accept CMS requests to provide pay for additional ATPs. Therefore until such time that both pay and orders systems are updated to support maximums permitted by DoDI 1215.06 and ANGI 36-2001, ATPs will be limited to one period per day.

3.14.2. Flying Squadrons are responsible for maintaining tracking records to ensure no member exceeds the maximum 72 AFTPs per FY, nor the total combined ATPs, RMPs, and AFTPs exceed 84 per FY.

3.14.3. Unit members:

3.14.3.1. ANG Form 633 and ANG Form 105S may be utilized for offsite drill with no automated sign-in capability.

3.14.3.2. Resolve all drill exceptions (excusals, reschedules, unexcused, etc.) with the unit commander.

3.14.4. Unit Commander:

3.14.4.1. The unit commander will be solely responsible for the tracking and documentation of drill participation and inactive duty training performed. Any corrections to participation data, once updated in the PDS, will require a copy of the ANG Form 633 and ANG Form 105S.

3.15. Illness or Injury during IDT. If a member should be injured or become ill during IDT, they may report (if capable) to the Guard Medical Unit (GMU) or active duty Military Treatment Facility (MTF) where a determination on the member's ability to complete the drill is made. A Line of Duty (LOD) determination must be considered when a member reports for medical care. See AFI 36-2910 for guidance on LOD. A GMU does not provide sick call services; however, they will be able to make the above determination with regard to completion of the drill. Individuals should report to the nearest MTF or civilian medical center for treatment.

3.15.1. Commanders may excuse the remaining portion of the drill which the member is incapable of performing. Member will receive credit for IDT provided training has met or exceeded two hours in duration (see [para 4.9](#)).

3.16. Muster Duty (MD). This category of service is not utilized within the Air National Guard.

3.17. Funeral Honors Duty (FHD). Funeral Honors duty includes both the preparation for and performance of funeral honors functions at the funeral for a veteran as defined in Title 10 USC Section 1491 and in DoDI 1215.06. The performance of funeral honors duty by ANG members is provided for in 32 USC Section 115 and DoD FMR Vol 7a.

3.17.1. **Military Funeral Honors (MFH).** Military Funeral Honors duty is the official performance of rendered honors. Program management and procedures for conducting MFH can be found in AFI 34-501, *Mortuary Affairs Program*.

3.17.2. Eligibility to Perform in FHD Status. Within the ANG, a period of inactive duty status may be used expressly for the training and/or preparation for MFH. Although FHD status is a form of inactive duty, it is not to be confused with IDT and shall not count toward or take away from the requirement to complete 48 IDT periods annually.

3.17.3. Use of FHD Status (Inactive Duty).

3.17.3.1. Use of FHD status in the ANG for the purpose of providing MFH support is strictly voluntary and may be paid or nonpaid.

3.17.3.2. Election of performing FHD in paid status entitles the military member to one day of base pay for each day in FHD status.

3.17.3.2.1. Military Technicians are permitted to utilize FHD status, but cannot do so on official time (Civil Service Status). Dual-status technicians will not be permitted to use military leave to perform in FHD status.

3.17.3.3. Use of FHD status in a nonpaid status entitles the member to one retirement point for each day of FHD status. Retirement points earned while in FHD status can exceed the 130 point limitation for retirement currently restricted for each member's Retention/Retirement (R/R) year. For accounting purposes, these retirement points will be tracked separately under Point Credit Accounting and Reporting System (PCARS).

3.17.4. Authorization for FHD Status.

3.17.4.1. ANG Members will be authorized to perform FHD in AROWS. FHD status is restricted to no less than 2 hours for each day FHD is performed.

3.17.4.2. AROWS will be used to submit for compensation and points.

3.17.4.3. For ANG, use of the FHD status will be limited to members who reside within 50 miles of the site where FHD status is to be performed. Any FHD training or duty 50 miles or beyond the participant's residence is to be performed via Military Personnel Appropriations (MPA) man-days to be provided by the Air Force Personnel Center Services Directorate (AFSVA/CCR).

3.17.4.4. One AROWS entry will suffice for consecutive days in which FHD status is performed.

3.17.4.5. AROWS should be used by the member's respective Reserve Pay Officer (RPO), with copy to unit commander or Program Manager (PM).

3.17.4.6. There is no limitation (other than unit fiscal constraints) on the number of FHD status opportunities that may be performed by any one member in the ANG.

3.17.4.7. FHD status will not be used to substitute for any statutory MFH participation.

3.17.4.7.1. AGR members are not entitled FHD status compensation. They draw their normal pay and allowance for the duty day on which MFH is performed.

Chapter 4

ACTIVE DUTY (AD)

4.1. Active Duty: At any time, an authority designated by the Secretary concerned or the Commandant of the USCG may order a member of the RC under his or her jurisdiction to AD or retain the member on AD with the consent of the member under the authority of 10 U.S. Code § 12301(d), 12301(h), 12322, 12323, or 12402. However, a member of the Air National Guard of the United States (ANGUS) may not be ordered to AD under the authority of 10 U.S. Code § 12301(d) or 12301(h) without the consent of the Governor or other appropriate authority of the State concerned. For the RC, AD is comprised of the categories ADT, ADOT and for other purposes.

4.2. Active Duty Training (ADT). The primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements (i.e., OS) may occur incidental to performing ADT. Included in the ADT category are: Initial Active Duty Training (IADT), Annual Training (AT), and Other Training Duty (OTD).

4.2.1. Initial Active Duty for Training (IADT). IADT is required for all enlisted non-prior service accessions per 10 U.S. Code § 12103 and DoDI 1215.06.

4.2.1.1. Actions for substandard performance while on IADT/Basic Military Training (BMT)/Technical Training refer to **Chapter 8** Formal School Training, AFI 36-3208, *Administrative Separation of Airmen* and AFI 36-3209, Retirement Procedures for Air National Guard and Air Force Reserve Members.

4.2.2. Annual Training (AT): The minimum period of ADT that RC Service members must perform each year to satisfy the training requirements associated with their RC assignment. The primary purpose of AT is to provide individual or unit readiness training. AT may provide support to AC missions and requirements. Members of the Selected Reserve will perform AT. National Guard AT will be performed under FTNGD-AT pursuant to Title 32 § 502(a) and IAW DoDI 1215.06 Refer to **Chapter 5** FTNGD-AT for specific guidance. It is DoD policy that dictates ANG members will perform OCONUS AT in Title 10 § 12301(d) status. OCONUS AT will be conducted under authority of 10 U.S. Code § 10147 and will not exceed 30 days annually. Support to mission requirements, (i.e., OS) may occur as a consequence of performing AT.

4.2.3. Other Training Duty (OTD): OTD is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It will be used to support RC Service members in obtaining the necessary skills and disciplines to achieve required readiness standards. The primary purpose of OTD is to provide individual or unit readiness training. National Guard OTD will be performed under FTNGD-OTD unless training duty is conducted OCONUS or the mission requires training under Title 10 authority. Refer to **Chapter 5** FTNGD-OTD for specific guidance. OCONUS OTD will be conducted under authority of 10 U.S. Code § 12301(d). National Guard and Reserve Service members who are not employed as military technicians will receive priority consideration for such training. Support to DoD mission requirements, when it also provides individual or unit readiness training, may occur as a consequence of performing OTD.

4.3. Active Duty Other Than for Training (ADOT): Training may occur incidental to performing ADOT. Refer to [Paragraph 6.2.2](#) for sanctuary and 1095 guidance as it applies to ADOT type duty.

4.3.1. Active Duty Operational Support (ADOS): ADOS tours are funded through applicable Military Personnel Appropriations (MPA) or Reserve Personnel Appropriations (RPA). ADOS-AC funded tours are to support AC programs and ADOS-RC funded tours are to support RC programs. Guidelines regarding the payment of per diem to RC Service members performing ADOS duty will be based on adherence to the Joint Travel Regulations. ADOS tours are performed pursuant to 10 U.S. Code § 12301(d) and performed as ADOT at the request of an organizational or operational commander, or as a result of reimbursable funding. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. Authorization of ADOS-AC will be managed pursuant to AFI 36-2619. National Guard ADOS will be performed under FTNGD-OS unless duty is conducted OCONUS or the mission requires duty under Title 10 authority. Refer to CNGBI 1301.01 and 1302.01 for further guidance.

4.3.1.1. FY training requirements will be performed, scheduled or substituted prior to a member performing an ADOS tour. On ADOS orders requests, the requester will place the statement — “All FY training requirements (AT/ancillary/upgrade) have been performed, scheduled or substituted, or waived.”

4.3.1.1.1. Members serving on a long term ADOS-AC tour may attend ARC unit support mission training, and/or unit mission certification training at an ARC unit when requested by the ARC Commander and if approved by the RegAF Commander. Approved documentation must be maintained by the RegAF unit supported and the functional manager prior to the start of the ADOS-AC tour. These members will not receive additional pay, points or other compensation for supporting unit mission training requirements, participating in mission certification training while on long term ADOS.

4.3.1.1.2. NPS members are not authorized to perform ADOS tours.

4.3.1.2. Scheduling ADOS Tours. Members on ADOS for a period of time for which the requirement will overlap holidays or weekends, must be on continuous orders until completion of training or requirement. This is to ensure there is no disruption of associated benefits and entitlements to protect the member and his/her family members.

4.3.1.3. Under no circumstances should ADOS be combined with IDT solely for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADOS tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

4.4. Active Guard Reserve (AGR) Duty: Service members performing such duty are included in the full-time support (FTS) numbers for each RC under the collective title of AGR. Exclusions are specified in 10 U.S. Code § 101(d)(6)(B). AGR duty is performed for 180 consecutive days or more for the purposes of organizing, administering, recruiting, instructing, or training the RCs, or to perform other duties as prescribed in 10 U.S. Code § 10211 and 12310. National Guard AGR duty will be performed under FTNGD-AGR as per 32 U.S. Code § 502(f). ANGRC Stat Tour members must comply with ANGI 36-6.

4.5. Involuntary Active Duty: Involuntary AD is provided for in: 10 U.S. Code § 12301(a) and 12302 for full and partial mobilization, 10 U.S. Code § 12304 for Presidential Reserve Call-Up authority, 10 U.S. Code § 12304(a) for responses to major disasters or emergencies, and 10 U.S. Code § 12304(b) for preplanned missions in support of the Combatant Commands.

4.6. Other purposes: Secretaries concerned may order members involuntarily to AD pursuant to provisions from 10 U.S. Code §688, 802(d), 10148, 12301(b), 12301(g), or 12303.

4.6.1. Other: This category includes AD for medical purposes pursuant to 10 U.S. Code § 12301(h) and 12322. It also includes voluntary AD pending a LOD determination for alleged sexual assault victims pursuant to 10 U.S. Code § 12323.

4.6.2. Federal Service: Under conditions of national rebellion or invasion, or if the President is unable to execute the laws of the United States with regular forces, the President may call into active military service members and units of the National Guard pursuant to sections 10 U.S. Code § 331, 332, and 12406.

4.7. AD Sanctuary. Title 10, U.S.C §12686(a) places limits on an ARC member's release from active duty when they are within two years of becoming eligible for active duty (regular) retirement. This section of law provides protection for the ARC member's right to an active duty retirement (active duty sanctuary). Members on voluntary ADOS-AC tours without an approved sanctuary waiver will be accessed to the ARC IAW AFI 36-2131.

4.7.1. In general, Air Force policy does not permit ARC members to inadvertently slip into active duty sanctuary; therefore, ARC members may not perform voluntary tours of active duty designated as ADOS without an approved waiver. If an ARC member performs an ADOS tour of less than 180 days, and the period of AD would result in the member qualifying for AD sanctuary, the member may not begin the tour without an approved waiver in place prior to the tour start date. Refer to AFI 36-2131 for specific guidance and procedures.

4.7.2. If an ARC member is within two years of becoming eligible for an active duty (regular) retirement and wishes to perform voluntary ADOS tours, then Title 10 U.S.C. §12686(b) provides for a waiver which will allow the ARC member to waive the right to invoke sanctuary for periods of active duty (other than for training). When a member waives the right to invoke sanctuary, the member is then allowed to perform ADOS tours. Any extension of AD cannot commence without an additional waiver for the period of the tour extension.

Chapter 5

FULL-TIME NATIONAL GUARD DUTY – TRAINING (FTNGD-T)

5.1. FTNGD. FTNGD is active service as defined in 10 USC 101(d)(3) and 101(d)(5). FTNGD consists of full-time National Guard duty-training (FTNGD-T) and full-time National Guard duty-other than for training (FTNGD-OT) pursuant to Title 32 USC Sections 316, 502, 503, 504 and 505.

5.1.1. **FTNGD-T.** Includes full-time National Guard duty-annual training (FTNGD-AT) and full-time National Guard duty-other training duty (FTNGD-OTD)

5.2. FTNGD Annual Training (FTNGD-AT). The primary purpose of FTNGD-AT is to provide individual or unit readiness training. Support to DoD mission requirements may occur incidental to performing FTNGD-AT. IAW DoDI 1215.06, AT will not be performed in response to an emergency by order of the governor in support of civil authorities, including those emergencies when a presidentially declared disaster qualifies a state for reimbursement of associated preparation or recovery costs through a lead federal agency. By exception, AT may be used in response to a state or federal emergency that occurs during a pre-planned annual training event when, at the discretion of the Adjutant General, the work performed satisfies or complements the unit's wartime mission or annual training objectives. All members except non-prior service personnel will participate in at least 15 days of FTNGD-AT during the fiscal year unless fulfilled by another type of active service, or excused for a reason stated in [paragraph 5.2](#) of this chapter. A written excusal will be kept on file for each member that does not perform 15 days of FTNGD-AT or another type of active service which satisfies the 15 day AT requirement. No written excusal is needed if the member performs 15 days of active service as documented by pay records. Individuals may be ordered to training for periods of 1 to 15 days on an individual basis, by small teams, subsections, sections, or flights as well as squadron, group, or wing exercises that require attendance of all assigned personnel. The commander is provided complete flexibility to schedule all available workdays to meet peak training periods or to satisfy gaining command requirements. Documentation of the training accomplished must be maintained according to AFMAN 33-363, *Management of Records*.

5.2.1. Attendance.

5.2.1.1. State Adjutants General. Federally recognized State Adjutants General and their staff may attend FTNGD-AT of the Army and/or Air organizations of the respective states during dates specified in published orders.

5.2.1.2. Commanders and Staff Members. Higher Headquarters commanders (and support staff) whose subordinate organizations are assigned to/train at different locations may participate during the FTNGD-AT of these subordinate units.

5.2.1.3. Members will normally attend FTNGD-AT with the unit to which assigned. The State Adjutants General may authorize attachment of individuals to another unit of the same state or to units of another state with the concurrence of the State Adjutant General of the other state.

5.2.2. Excusals. A commander may excuse a member (documentation required) from all or a portion of 15 days of FTNGD-AT if one or more of the following applies:

5.2.2.1. The member has served 2 or more years on AD and was released from AD during the fiscal year in which FTNGD-AT is scheduled.

5.2.2.2. The member has completed his or her initial period of IADT within 6 months of commencement of FTNGD-AT.

5.2.2.3. The member is found physically or mentally incapacitated by appropriate military medical authority IAW 10 U.S. Code § 504.

5.2.2.4. Scheduled training falls within the last 180 days of a member's obligated participation in the ANG.

5.2.2.5. The member has enlisted during the fiscal year and accomplished a proportionate share of the 15-day FTNGD-AT requirement (1-1/4 days per month, rounded off).

5.2.2.6. The member is scheduled to retire or separate from the unit during the fiscal year and accomplished a proportionate share of the 15-day FTNGD-AT requirement (1-1/4 days per month, rounded off).

5.2.2.7. The member requests excusal and circumstances exist that in the opinion of the unit commander would impose extreme hardship upon the member or the readiness status of neither the individual member nor the unit will be diminished by the excusal of the member.

5.2.2.8. The member has already performed active service during the year. The number of FTNGD-AT days authorized will be combined with performed duty to ensure that the member receives at least 15 active service days (creditable towards a good retirement year).

5.2.3. Annual Training Performance Limitations. Annual Training will not normally exceed a total of 15 days per fiscal year per individual member. However, in order to ease scheduling problems, expedite local planning, and assist in accomplishment of unit and individual training requirements, additional AT workdays per individual in excess of 15 days may be authorized. Orders published at the request of the appropriate official are sufficient documentation of approval.

5.2.4. Split AT. Annual training is normally performed during one consecutive period. Split tours may be authorized for selected units or individuals if required to meet training missions or enhance DoD mission support associated with required training. Any additional costs must be fully justified.

5.2.5. Approval Authority for AT. Approval authority for AT for unit members is the unit commander.

5.2.6. Substitution of AT requirement. Refer to DoDI 1215.06, Enclosure 7.

5.2.7. Travel. AT Travel will be in accordance with JTR.

5.2.8. An annual training day should not be used solely as a travel day in order to fund travel for inactive duty training.

5.3. FTNGD-Other Training Duty (OTD). FTNGD-OTD provides for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It will be used to support ANG service members in obtaining the necessary skills and disciplines to achieve required readiness standards. National

Guard members who are not employed as military technicians will receive priority consideration for such training. These training periods may satisfy the requirement for ANG members to perform 15 days of active service for training at the local commander's discretion if the training provided meets the member's wartime training requirements. (Note: While members who have not completed IADT are generally not eligible to participate in OTD, by exception it is permissible to use OTD for the purpose of attending flying class one physicals along with other special, limited activities which support members in obtaining the necessary skills and disciplines required for individual and unit readiness.)

5.3.1. Members performing FTNGD-OTD will not perform duties that are not specific requirements of the mission/training for which the members were ordered to duty. If circumstances require a change of duty, commanders must amend/curtail the current order. A member whose tour was amended/curtailed removing the member from FTNGD-OTD for a specific mission/training requires a new order to return to the original mission. Commanders will not amend/curtail or divide for multiple periods for any 32 U.S. Code § 502(f)-type order for the purpose of avoiding pay for typical non-duty days as per Chief National Guard Bureau Issuance (CNGBI) 1302.01, *Guidance for Members Performing Duty Under the Authority of 32 USC § 502(f)*.

5.3.2. Workdays used for travel will be included when determining the workday requirements. Commanders shall establish leave policies in accordance with AFI 36-3003. Additionally, as per CNGBI 1100.01, *Prohibited Extensions of Title 32 Orders for the use of Leave*, Title 32 orders will not be extended for the sole purpose of using accrued leave. Travel will be programmed in accordance with JTR.

5.3.3. Individuals participating in any exercise or event located OCONUS not exclusively for the purpose of training and organization of ANG personnel (not to include Hawaii, Alaska, Guam, Puerto Rico, and the Virgin Islands) will be ordered to AD under 10 U.S. Code § 12301(d).

5.3.4. OTD type workdays will not be reallocated between Military Personnel Flight (MPF) identifiers without written approval from the issuing program manager.

5.3.5. Workdays required for support of specific events (e.g., exercises, airlift support, close air support, joint training, ferrying of aircraft, etc.) will be requested from the appropriate validating program manager.

5.3.6. OTD type workdays will not be converted between officers and enlisted or vice-versa at the unit level. Requests must be sent to the original program manager who originally provided the resources being utilized.

5.3.7. Under no circumstances will members be allowed to qualify for active duty sanctuary while serving on OTD type orders. Members who will enter sanctuary (18 years creditable active service) while on OTD orders will complete a *Statement of Understanding, Waiver of Active Duty (AD) Sanctuary (Air National Guard)*, PRIOR to entering onto orders. This statement can be found in Attachment 4 of AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.

5.3.8. OTD workdays assigned to validating program managers other than counterdrug are for the purpose of training and will not be used to assist in special projects or augment full-time support at NGB or Air National Guard Readiness Center (ANGRC).

Chapter 6

FULL-TIME NATIONAL GUARD DUTY – OTHER THAN FOR TRAINING (FTNGD-OT)

6.1. FTNGD-OT. Members of the ANG may be ordered to perform other duty in support of ANG missions pursuant to 32 U.S. Code § 502(f)(1)(a) or 502 (f)(1)(b). FTNGD-OT order types consist of FTNGD-Operational Support (OS), FTNGD-Active Guard Reserve (AGR) and FTNGD-Involuntary.

6.2. FTNGD-Operational Support (FTNGD-OS). The purpose of FTNGD-OS is to provide the necessary skilled manpower assets to support existing or emerging requirements pursuant to 32 U.S. Code § 502(f). FTNGD-OS is an authorized voluntary tour, other than AGR duty, performed pursuant to 32 U.S. Code § 502(f)(1)(a) or 502 (f)(1)(b) or for training performed at the request of an organizational or operational commander, or as a result of reimbursable funding or FHD pursuant to 32 U.S. Code § 114. Members of the ANG may be placed on orders for the purpose of operational support or training at the request of the President or Secretary of Defense as outlined in 32 U.S. Code § 502(f)(2)(a) or 502 (f)(2)(b) by the Secretary of the Air Force.

6.2.1. Authorization. FTNGD-OS is an authorized tour of duty pursuant to 32 U.S. Code § 502(f)(1)(a) or 502 (f)(1)(b).

6.2.2. Duration and Limitations. Any member whose cumulative periods of voluntary Active Duty (ADOS-AC, ADOS-RC), FTNGD-OT and FTNGD-OS exceeds 1,095 days within the previous 1,460 days are accountable against the Active Component or AGR end strength, consistent with pay appropriations, when the 1,095 day threshold is reached. 10 USC 115 exempts the NGB Counterdrug Program from end strength accounting.

6.2.2.1. A member whose order to FTNGD-OS specifies a period greater than 3 years shall be included in the applicable end strength commencing on the first day of the orders (excluding NGB Counterdrug).

6.2.2.2. ANG may place limitations on FTNGD-OS tours or establish a priority for their use. This may occur when resources tentatively approved for a specific program are formally reprogrammed by ANG to meet unforeseen/critical requirements.

6.2.2.3. FTNGD-OS workdays that have been authorized for a specific purpose will be used only for that purpose. Appropriate action must be taken to return the unused days via the validating resource advisor.

6.2.2.4. Workdays used for travel will be included when determining the workday requirements. Travel will be programmed in accordance with the JTR.

6.2.2.5. FTNGD workdays will not be reallocated between MPF IDs without approval from the issuing program manager.

6.2.2.6. Workdays will not be converted between officers and enlisted or vice-versa at the unit level. Requests must be sent to the original program manager.

6.2.2.7. ANG members performing ADOS-RC or FTNGD-OS will not attend IDT or AT with their unit of assignment. As an exception, members may participate in IDT or AT when requested by the unit commander and approved by the supported agency/commander.

Approvals must be documented in writing and be maintained by the drilling unit. These members will not receive additional pay or points for participating in IDT or AT while on ADOS orders.

6.3. FTNGD-Active Guard Reserve (AGR). Active service performed by a member of the National Guard under an order to FTNGD under 32 U.S. Code § 502(f)(1)(B) for a period of 180 consecutive days or more for organizing, administering, recruiting, instructing, or training the ANG, or to perform other duties prescribed in 32 U.S. Code § 328. Refer to ANGI 36-101 *Air National Guard Active Guard Reserve (AGR) Program*.

6.4. FTNGD-Involuntary. Involuntary training or other duty in addition to that prescribed under 32 U.S. Code § 502(a).

Chapter 7

MEDICAL CONTINUATION

7.1. Injury, Illness or Disease. All ANG members who incur or aggravate an injury, illness, or disease are authorized medical/dental treatment and pay and allowances for that condition provided it was incurred or aggravated while in an authorized duty status and was not due to gross negligence or misconduct of the member. An LOD determination is completed IAW AFI 36-2910, *Line of Duty (Misconduct) Determination*.

7.2. Medical Continuation (MEDCON). An Airman may be eligible for MEDCON orders when an injury, illness, or disease is incurred or aggravated while serving in a duty status and that condition renders the Airman unable to perform military duties. MEDCON eligibility requires a LOD determination and a finding by a privileged military health care provider that the Airman has an unresolved health condition requiring treatment and renders the Airman unable to meet retention or mobility standards IAW AFI 48-123, Medical Examinations and Standards, **Chapters 5 and 11**.

7.2.1. Airmen, unless prevented by operational requirements, are responsible for reporting to the GMU or supervisor as soon as possible, ideally within 72 hours, of any injury, illness, or disease incurred/aggravated while on AD or in IDT status.

7.2.2. Timeliness: Every effort must be made to ensure MEDCON actions are completed in a timely manner and that there is no break in service periods. If an order expires before the member is determined fit for duty or separated via Disability Evaluation System, it will have a detrimental effect on TRICARE enrollment, medical/dental treatment and pay/allowances which negates the purpose of MEDCON. Unit PMs should request MEDCON no later than 30 days prior to the expiration of an order or its amended order end date.

7.2.2.1. **Initial MEDCON Post Deployment & ADOS-AC non – Contingency.** Members on ADOS-AC orders and identified as requiring Initial MEDCON must have their Initial MEDCON requested through the M4S Tasking system to AF/A1MT per AFI 36-2619. This must be done before the order expires. The MAJCOM will take reconstitution time into consideration for the start date of the initial 30 days. Expired ADOS-AC orders for members requiring Initial MEDCON, contact NGB/A1PS for a 15 day Bridge Order. Members must be on continuous active duty for M4S processing to AF/A1MT. The limit for backdating a Bridge order to expired ADOS-AC is set at 15 days. If 15 days has been exceeded since an expired order, the member may be eligible for INCAP and or LOD care at the Veteran's Administration.

7.3. MEDCON for School Status Members. If a member suffers an injury, illness or disease on school training orders, the ANG Liaison and supporting Force Development Superintendent (FDS) should be contacted immediately to report the injury and ensure the process of the LOD determination is started at the location where the injury occurred.

7.3.1. When the member returns from the schoolhouse, send the member to the GMU to have their medical status reviewed and to determine whether or not Initial MEDCON is requested.

7.3.2. If Initial MEDCON is requested, the GMU will ensure required documentation to support medical continuation of orders is accomplished, and submitted to NGB/A1PS, the policy holder and approval authority for Initial MEDCON

7.3.3. All ANG order types except Active Guard Reserve: Student Initial MEDCON/MEDCON processing begins with the Technical Training School (TTS) Liaison communicating to the home station Training Office/MDG and NGB/A1PS / (NGB/A4 (Rated trainees). For members in place at TTS, coordination with NGB/A1PS, TTS Liaison and home station will determine if in-place transition to Initial MEDCON is required. If member returns to training and subsequently home station, continued coordination with the above agencies will continue to determine a start date for Initial MEDCON, and subsequent MEDCON if required by the continuum of care prescribed in the care plan submitted to the Air Reserve Component Case Management Division (ARC-CMD) following the initial 30 days of Initial MEDCON. Continuing orders follow the original order authority IAW DODI 1215.06 “*Uniform Reserve, Training, and Retirement Categories for the Reserve Component*” The orders are continuous but not a modification, due to a different funding stream (WUC JQ). Do not extend school orders without first contacting NGB/A1DU.

7.3.4. Active Guard Reserve (AGR) members whether Occasional / Temp, are not eligible for Initial MEDCON/MEDCON. Refer to ANGI 36-101, for medical continuation procedures for AGR members.

Chapter 8

FORMAL SCHOOL TRAINING

8.1. Formal School Training (FST). Active service (FTNGD-T or ADT) conducted in a pay status to accomplish required formal school AFSC upgrade training, refresher/proficiency training, or developmental education. These training periods may also satisfy the requirement for ANG members to perform the fiscal year requirement of 15 days of active service for training. Technicians are prohibited from attending ANG Formal School funded training in a technician status.

8.2. Funding. School workdays and travel funds support initial skill, skill level awarding training, and in-residence Developmental Education. School workdays and travel funds may also support some wartime required training, mandatory recurrent training, or skill enhancement training depending on availability of funding. Desirable/optional training or events such as conferences, workshops, seminars, or symposiums are not supported with school workdays or travel funds.

8.2.1. School workdays are accounted using the School Resource Report (SRR), an online tracking program. This program uses Training Line Number (TLN) data from the Military Personnel Data System and must be kept up to date at each unit-level FDS office.

8.2.2. TLNs from Training Resource Quota Indicators (TRQIs) will be unit-funded with annual or special training type resources; except for the three ANG TRQIs: CC10, CNN0 and CC40, which will be funded by NGB using school days.

8.2.3. FST funded AROWS orders and Defense Travel System authorizations must be published and obligated in a timely manner. National Guard Bureau/Training Resources & Programming Branch (NGB/A1DU) will provide timeline guidance based on current financial limitations (i.e. short-term financial allocations while operating under a Continuing Resolution Authority or “CRA Funding”).

8.2.4. Because of limited funding for training each year, NGB/A1DU will collect unobligated days several times during the year based on an Air Reserve Orders Writing System (AROWS) report of days not obligated on orders. Those dates are available in the annual Formal School Training Guidance letter sent to units. Units must ensure they have published all school orders for TLNs received before each date.

8.3. Limitations. Formal school workdays are validated and allocated based solely on the number of officer/enlisted training requirements reflected in the ANG SRR System’s Active Training Line Number (TLN) List. These allocated school day resources may only be used for valid school day-funded/SRR-approved training TLNs issued by the ANG’s TRQIs (CC10, CC40, & CNN0). Units will not contact the school houses directly and will work through the appropriate NGB program training manager to secure a TLN for a formal school. Appropriate action must be taken to return the unused school days via base-level FM and NGB/A1DU.

8.3.1. Workdays used for travel will be included when determining the workday requirements. Commanders shall establish leave policies in accordance with AFI 36-3003. Additionally, as per CNGBI 1100.01, *Prohibited Extensions of Title 32 Orders for the use of Leave*, Title 32 orders will not be extended for the sole purpose of using accrued leave. Travel will be programmed in accordance with JTR.

8.3.1.1. When possible, accrued leave should be taken during the tour. Tours will not be extended solely for the purpose of allowing a member to use accrued leave. Refer to AFI 36-3003 for additional leave guidance. Payment of accrued leave will be IAW DoD FMR 7000.14R Volume 7A, Chapter 35.

8.3.2. School workdays will not be converted between officers and enlisted or vice-versa at the unit level.

8.3.3. Members will not report to a training location without a Program Training Manager (PTM) issued TLN and a current Fitness Assessment (FA) score. Non-prior service personnel who experience a break-in-training between BMT and technical training will be required to maintain a current/passing FA and depending on the duration of the break-in-training, may require a new FA prior to returning to the formal training pipeline.

8.3.4. Technicians will attend Formal School funded training in military status. This policy does not preclude each unit from sending personnel to unit-funded supplemental training in a technician status in an effort to accommodate their members' personal wishes. Courses that require members to meet military standards will be attended in a military status.

8.4. Downtime. Prior Service members who have a break-in-training (BIT) of greater than 30 days will return to their home station and be removed from school orders. Non-Prior Service members with a break-in-training more than 45 days will return to their home station and be removed from school orders. These members will not be authorized downtime in between their respective TLNs. If the member's BIT is less than 30 days between formal courses they do have the option to remain on formal school day orders, provided they remain in-place at their current training location or proceed to their follow-on training location in advance of their actual start date. If the member returns to their home station in any status, other than leave, the member will be removed from school day orders. Downtime TLNs/order periods are not authorized prior to or following MEST or home-station training.

8.5. Flying Training. Joint Specialized Undergraduate Pilot Training (JSUPT) students awaiting to begin the Introduction to Fighter Fundamentals (IFF) Course or a Flying Training Unit (FTU) Course who are required to maintain a landing currency will remain on school day orders at their assigned undergraduate pilot training (UPT) base and will continue flying with their respective flying training squadron until the start of their next flying training course. Force Development Superintendents (FDSs) should contact the appropriate Flying Training Program Training Managers (PTMs) in the National Guard Bureau/Combat Air Force Division (NGB/A3O) to schedule their members for the appropriate flying training course(s).

8.5.1. ANG Simulator & Physiological (SIM/PHYS) Program is managed through NGB/A3.

8.5.2. Cross-country flights that are part of undergraduate flying training are not published by the member's home unit but rather by the Air Education and Training Command (AETC) base providing the training. All downtime TLNs over 45 days in between formal flying training courses must be processed and approved by NGB/A1DU in SRR. ANG Force Development Offices (FDS) have authority to approve a single downtime TLN up to 30 days, however FDSs do not have the authority to approve back-to-back downtime TLNs, or downtime prior to or following MEST or home-station training, or combined downtimes totaling more than 45 cumulative days.

8.6. Temporary Duty (TDY)/Permanent Change of Station (PCS). For TDY/PCS entitlements, refer to the JTR. Basic Allowance for Housing (BAH) waivers may be requested to keep the BAH rate from the members' Homes of Record (HOR).

8.7. Leave. Non-Prior Service (NPS) members are not authorized regular leave while on IADT. The only exception to this rule is when the schoolhouse releases members during the December holiday exodus. Prior Service (PS) personnel are authorized to take accrued leave during the tour with the gaining commander's approval. In addition, regular leave must be authorized by the Training Squadron Commander while on an ANG Formal School Day Order. Formal training orders will not be extended for the purpose of allowing a member to use accrued leave. Payment of accrued leave is IAW DOD FMR 7000.14R Volume 7A, Chapter 35 and AFI 36-3003.

8.8. Letter of Authority (LOA) / Training Line Number (TLN). LOAs or TLNs are not determining factors for school workday utilization. The purpose of a LOA/TLN is to reserve a seat in a course for a specific individual. A LOA/TLN does not mean that formal school workdays are automatically issued. Consult your local FDS, who has access to the NGB Airman Competency Training Resources and Programming Division SharePoint site and the SRR website which contain a course listing provided by NGB/A1DU or PTM to see if a course is FST or unit funded. NGB/A1DU will not fund LOAs/TLNs issued by other TRQIs. Members will not report to a training location without an ANG issued LOA/TLN.

8.9. Mission Essential Skills Training (MEST). This training provides unit or equipment-specific training not taught at formal training locations. MEST is generally defined as training accomplished at home station. Prior service and NPS personnel may be authorized MEST days as shown in the annual authorized MEST guidance from NGB/A1DU. MEST days listed on the authorized list are the maximum allowed, and if members are certified or trained before using the maximum days listed, then they should be removed from MEST days.

8.9.1. For the most up to date information regarding MEST days and their use consult the annual Formal Training Workday Guidance issued by NGB/A1DU.

8.9.2. Military technicians and AGRs are not authorized MEST days.

8.9.3. While on MEST days, if members are certified or mission qualified before expending the allocated MEST days, the unit will remove the member from MEST days. These days will not be used to support training for other personnel and must be returned to NGB/A1DU. Days issued for MEST will not be used to support other unit requirements.

8.10. Counterdrug (CD) Orders and Formal Training Courses. Counterdrug funds cannot be used for other purposes. To ensure compliance with federal law, National Guard Bureau/Financial Management (NGB/FM) will reimburse National Guard Bureau/Counterdrug Office (NGB-CD) for members on CD ADOS tours to attend certain, but not all, formal training schools. As a general rule, do not break CD ADOS tour orders for in-residence Professional Military Education (PME), seven-level AFSC training, or mandatory recurrent training. Per a formal memorandum of agreement between National Guard Bureau/Domestic Operations Directorate-Counterdrug (NGB/J32) and NGB/A1, the individual ANG member must notify their CD chain of command of their formal education training requirement, and the CD State Support Coordinator will forward request to NGB-J32 Resources Branch. NGB/J32's Resource Advisor will notify the State Support Coordinator who will coordinate the travel or school with the state training manager. Reimbursement will occur at the NGB level through NGB-J32 and NGB/FM utilizing Formal

School funds (if appropriate). Contact NGB/J32 with questions regarding the Counterdrug Program. No ANG member will attend a formal training course on CD orders/status without prior approval from both NGB/J32 and NGB/A1DU. Refer to CNGBI 3100.01 for additional information pertaining to this paragraph.

8.11. Holiday Exodus at AETC Training Locations. ANG members attending formal schools will remain in school-tour/IADT status during the holiday closure period. Each year, AETC, in coordination with the ANG Liaison Superintendent, publishes the holiday exodus dates and specific instructions to ensure students are in-place for training once class resumes.

STEVEN S. NORDHAUS
Major General, USAF
Commander, ANGRC

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

Title 10, United States Code, Section 101, *Definitions*

Title 10, United States Code, Section 688, *Retired members: authority to order to active duty; duties*

Title 10, United States Code, Section 802, Art. 2, *Persons Subject to this Chapter*

Title 10, United States Code, Section 1491, *Funeral honors functions at funerals for veterans*

Title 10, United States Code, Section 10148, *Ready Reserve; failure to satisfactorily perform prescribed training*

Title 10, United States Code, Section 10149, *Ready Reserve: Continuous Screening*

Title 10, United States Code, Section 10206, *Members: Physical Examinations*

Title 10, United States Code, Section 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*

Title 10, United States Code, Section 12103, *Reserve components: terms*

Title 10, United States Code, Section 12301, *Reserve Components Generally*

Title 10, United States Code, Section 12302, *Ready Reserve*

Title 10, United States Code, Section 12303, *Ready Reserve: members not assigned to, or participating satisfactorily in, units*

Title 10, United States Code, Section 12304, *Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency*

Title 10, United States Code, Section 12310, *Reserves: for organizing, administering, etc., reserve components*

Title 10, United States Code, Section 12319, *Ready Reserve: Muster Duty*

Title 10, United States Code, Section 12322, *Active duty for health care*

Title 10, United States Code, Section 12323, *Active duty pending line of duty determination required for response to sexual assault*

Title 10, United States Code, Section 12402, *Army and Air National Guard of the United States: commissioned officers; duty in National Guard Bureau*

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AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 Dec 10

AFI 11-412, *Aircrew Management*, 10 Dec 09

AFI 11-421, *Aviation Resource Management*, 12 Sep 18

AFI 34-501, *Mortuary Affairs Program* – 18 Aug 15

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 20 Jun 17

AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components* – 27 Jul 11

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program* – 18 Jul 14

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* – 20 Sep 18

AFI 36-2910, *Line of Duty (Misconduct) Determination* - 8 Oct 15

AFI 36-3003, *Military Leave Program* – 11 May 16

AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs* – 10 Oct 03

AFI 36-3208, *Administrative Separation of Airmen* – 9 Jul 04

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members* – 14 Apr 05

AFI 48-123, *Medical Examinations and Standards* – 5 Nov 13

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Abbreviations and Acronyms

AC—Active Component

AD—Active Duty

ADOS—Active Duty for Operational Support

ADOT—Active Duty Other Than Training

ADT—Active Duty for Training

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC/SV—Air Force Personnel Center Service Directorate

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFSC—Air Force Specialty Code

AFTP—Additional Flying and Flight Training Period

AGR—Active Guard/Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGRC—Air National Guard Readiness Center

ARC/CMD—Air Reserve Component/Case Management Division

ARNGUS—Army National Guard of the United States

ARC—Air Reserve Component

AROWS—Air National Guard Orders Writing System

AT—Annual Training

ATP—Additional Training Period

BAH—Basic Allowance for Housing

BIT—Break-in-Training

BMT—Basic Military Training

CD—Counterdrug
CEA—Career Enlisted Aviator
CNGBI—Chief National Guard Bureau Issuance
COT—Commissioned Officer Training
CRO—Combat Rescue Officers
DES—Disability Evaluation System
DoD—Department of Defense
DoDI—DoD Instruction
E.O.—Executive Order
ET—Equivalent Training
FA—Fitness Assessment
FDS—Force Development Section
FHD—Funeral Honors Duty
FMR—Financial Management Regulation
FSC—Flying Status Code
FTNGD-AGR—Full-Time National Guard Duty-Active Guard Reserve
FTNGD-AT—Full-Time National Guard Duty-Annual Training
FTNGD-OS—Full-Time National Guard Duty-Operational Support
FTNGD-OT—Full-Time National Guard Duty-Other than for Training
FTNGD-OTD—Full-Time National Guard Duty-Other Training Duty
FTNGD-T—Full-Time National Guard Duty-Training
FTS—Full-Time Support
FTU—Flying Training Unit
FY—Fiscal Year
GMU—Guard Medical Unit
HOR—Home of Record
IADT—Initial Active Duty Training
ID—Inactive Duty
IDT—Inactive Duty Training
IFF—Introduction to Fighter Fundamentals
IRR—Individual Ready Reserve
JSUPT—Joint Specialized Undergraduate Pilot Training

JTR—Joint Travel Regulation
LOA—Letter of Authority
LOD—Line of Duty
MD—Muster Duty
MEDCON—Medical Continuation
MEST—Mission Essential Skills Training
MFH—Military Funeral Honors
MILPDS—Military Personnel Data System
MPA—Military Personnel Appropriations
MPF—Military Personnel Flight
MQT—Mission Qualification Training
MSS—Mission Support Squadron
MTF—Military Treatment Facility
MWS—Major Weapon System
NCO—Non-Commissioned Officer
NGB—National Guard Bureau
NGB/A1—National Guard Bureau/Manpower, Personnel and Service Directorate
NGB/A1DU—National Guard Bureau/Training Resources & Programming Branch
NGB/A1PS—National Guard Bureau/MPS Customer Support Policy Branch
NGB/A3O—National Guard Bureau/Combat Air Force Division
NGB/CF—Director of the ANG Office Symbol
NGB/J32—National Guard Bureau/Domestic Operations Directorate-Counterdrug
NLT—No Later Than
NPS—Non-Prior Service
OCONUS—Outside the Continental United States
OPR—Office of Primary Responsibility
OTD—Other Training Duty
PCARS—Point Credit Accounting and Reporting System
PCS—Permanent Change of Station
PDS—Personnel Data System
PJ—Pararescue Jumper
PM—Program Manager

PME—Professional Military Education
PTM—Program Training Manager
RC—Reserve Component
RDS—Records Disposition Schedule
RMP—Readiness Management Periods
RPA—Reserve Personnel Appropriations
RPO—Reserve Pay Office
R/R—Retention/Retirement
SORN—System of Record Notice
SRR—School Resource Report
TA—Table of Allowances
TDY—Temporary Duty
TLN—Training Line Number
TRQI—Training Resource Quota Indicators
UCMJ—Uniform Code of Military Justice
UPT—Undergraduate Pilot Training
U.S.C.—United States Code
UMD—Unit Manning Document
WUC—Workday Utilization Code