

**ENLISTMENT AND REENLISTMENT IN THE AIR NATIONAL GUARD AND AS A
RESERVE OF THE AIR FORCE**

COMPLIANCE WITH THIS SUPPLEMENT IS MANDATORY

SUMMARY OF REVISIONS

Attachments 4, 5, 6, 7, 8 and 9 were completely revised and must be reviewed. An attachment 10 was added and must be reviewed.

ANGI 36-2002, 11 Dec 98, is supplemented as follows:

Chapter 1

1.1.5. (HQ LA ANG)(Added) Preenlistment interviews are authorized and will be conducted prior to enlisting Prior Service (PS) applicants ONLY. Non-Prior Service applicants are excluded from any type of Pre-enlistment Interview. These interviews will be recorded on HQ LA ANG Form 7, **Record of Unit Level Pre-enlistment Interview for Prior Service Applicant**. HQ LA ANG Form 7 will be used for all PS interviews and will be destroyed two years after the end of the fiscal year in which the interview was conducted. Commanders should assign commissioned officer, a key NCO, preferably E-7 or above, or utilize the immediate Work Center Supervisors to conduct pre-enlistment interviews. Personnel so assigned should be kept up to date on the unit's force management plan and should be skilled in conducting interviews.

1.1.5.1. (HQ LA ANG)(Added) Part I of HQ LA ANG Form 7 will be completed by the recruiter who schedules the interview.

1.1.5.2. (HQ LA ANG)(Added) The interviewer will complete Part II of HQ LA ANG Form 7. If an applicant is not determined suitable for enlistment, the reason(s) for such determination must be recorded in Item 11 of the form and signed by the commander's representative. Return the form to the recruiter as soon as the interview is completed and recorded.

1.1.5.3. (HQ LA ANG)(Added) The recruiter will provide the HQ LA ANG Form 7 to the enlisting activity when the enlistment is scheduled.

1.1.6. (HQ LA ANG)(Added) All Prior Service applicants will be required to complete the Government Issue Credit Card Statement of Understanding (Attachment 1) prior to enlistment. The original statement will be filed in members State AGO file at State Headquarters upon enlistment.

1.1.6.1. (HQ LA ANG)(Added) Prior Service applicants who have been delinquent on any Government Issue Credit Card account or have their Government Issue Credit Card revoked due to misuse and abuse of the Credit Card will not be processed for enlistment without prior approval by this Headquarters. An enlistment waiver must be submitted through and favorably endorsed by the gaining unit commander. Full explanation of why the account has been delinquent or revoked must accompany or be stated in the waiver. The waiver format in attachment 2 will be used to process the Government Issue Credit Card Waiver Request. This policy will not apply to re-enlistments or extensions if subject individuals have satisfactorily participated in all phases of training.

1.4.2. Prior service creditable for pay purposes (pay date) may not necessarily be creditable for retirement purposes (See AFI 36-3203, *Service Retirements*).

Chapter 2

2.1.1. The interviewing recruiter will obtain sufficient documented evidence of all creditable service for retirement on all PS applicants for enlistment. This evidence will be provided to the enlisting activity when the enlistment is scheduled. Recruiters will use appropriate checklists when processing members for enlistment.

2.1.1.1. (HQ LA ANG)(Added) Air Guard to Air Guard Checklist (Attachment 4).

2.1.1.2. (HQ LA ANG)(Added) Non Prior Service Checklist (Attachment 5).

2.1.1.3. (HQ LA ANG)(Added) Palace Chase/Front Checklist (Attachment 6).

2.1.1.4. (HQ LA ANG)(Added) Prior Service Checklist (Attachment 7).

2.1.6. Although initial assignment may be in the Student Flight, the vacancy for which an applicant is being enlisted must be a funded position on a mission unit Extended Unit Manning Document (EUMD) and must not be scheduled for deletion within the next 12 months. Funded positions are identified on the EUMD with an "X" in the first position of the manpower type (MNT) column.

2.1.8. Prior to accomplishing the enlistment, the enlisting activity will verify creditable service for retirement on all PS applicants over age 40.

2.5.5. (HQ LA ANG)(Added) Applicants for enlistment who reside outside of a hundred (100) mile radius of the unit of enlistment will not be processed without prior approval by this headquarters and favorably endorsed by the gaining unit commander. Requests for such enlistment authority will not be submitted unless they can be fully justified and substantiated. The waiver format in attachment 3 will be used to process the 100-Mile Waiver Request for anyone who resides outside of the prescribed commuting distance. This policy will not apply to re-enlistments or extensions if subject individuals have satisfactorily participated in all phases of training.

2.6.1.1. (HQ LA ANG)(Added) Annex A – State Tuition Exemption Program (STEP) Memorandum of Agreement Louisiana Air National Guard (refer to HQ LA ANGI 36-5, *State Tuition Exemption Program*, for DD Form 4)

2.6.1.2. (HQ LA ANG)(Added) Annex B – Certificate of agreement/Understanding for Enlistment in the Louisiana Air National Guard (Attachment 8).

2.6.1.3. (HQ LA ANG)(Added) Annex C – Enlistment/Reenlistment Statement of Understanding Louisiana Air National Guard Incentive/Educational Program (Attachment 9).

Chapter 4

4.1.5. Extensions of enlistment concerning members enrolled in Phase I of the Weight Management Program must be accompanied by a copy of those members' NGB Form 160-R, **Body Fat/Weight Loss Chart**, and NGB Form 160-1R, **Weight Management Program Processing Worksheet**. Extensions of enlistment concerning members enrolled in a Fitness Improvement Training Program must be accompanied by AF Form 393, **Individual Record for Weight Management and Fitness Improvement Training (FIT) Program**.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Major General, LAARNG
The Adjutant General

OFFICIAL

//Signed//

JOHN G. ROBINSON, COL, LA ANG

Executive Support Staff Officer

Attachments:

1. Government Issue Credit Card Statement of Understanding
2. Mandatory Format for Government Issue Credit Card Waiver
3. Mandatory Format for Requesting 100-Mile Waiver
4. Air Guard to Air Guard Checklist
5. Non Prior Service Checklist
6. Palace Chase/Front Checklist
7. Prior Service Checklist
8. Annex B – Certificate of Agreement/Understanding for Enlistment in the Louisiana Air National Guard
9. Annex C – Enlistment/Reenlistment Statement of Understanding Louisiana Air National Guard
Incentive/Educational Programs
10. New Members Letter

ATTACHMENT 1

SAMPLE
(LETTERHEAD)

Date

MEMORANDUM FOR (PRIOR SERVICE APPLICANT SEEKING ENLISTMENT INTO THE LA ANG)

FROM: (UNIT)/DPMR

SUBJECT: Government Issue Credit Statement of Understanding

1. In an effort to thoroughly screen and to ensure that only the most capable and conscientious people are selected for enlistment into the LA Air National Guard, the following information is required in accordance with preliminary screening requirements.

2. The below statements should be carefully read and initialed by you, the Prior Service applicant. Please initial all statements that apply. If remarks need to be made, please make them on line "h". If needed, please attach any additional remarks or documents justifying your explanation to this letter.

a. (Rank, Name, SSAN) _____

b. _____ I certify that I do not have a Government Issued Credit Card.

c. _____ I certify that I have never been issued a Government Issued Credit Card.

d. _____ I certify that I have had a Government Issued Credit Card but I have never been delinquent on my account.

e. _____ I certify that I am delinquent on my Government Credit Card (explain on line h).

f. _____ I certify that my Government Credit Card has been revoked (explain on line h).

g. _____ I certify that my Government Credit Card account is in recollection status (explain in line h).

h. Explanation/Remarks:

3. I certify that all the information provided is true and accurate to the best of my knowledge. Giving false or misleading information may affect my eligibility for enlistment and may result in separation from the Louisiana Air National Guard on the basis of fraudulent/erroneous enlistment.

Signature of Applicant

(RECRUITERS SIGNATURE)
(Name, Rank), LA ANG
(Title)

ATTACHMENT 2

SAMPLE
(LETTERHEAD)

Date

MEMORANDUM FOR (UNIT)/CC
HQ LA ANG/RRS
HQ LA ANG/IME
IN TURN

FROM: (UNIT)/DPMR
ATTN: (Recruiter's Name)

SUBJECT: Government Issue Credit Card Waiver Request

1. A Government Issue Credit Card waiver is requested to permit the enlistment of:
(Rank), (Name), and (SSAN)
2. Vacant Position to be filled:
 - a. (AFSC, Duty Title)
 - b. (Position Rank)
3. Current manning in this AFSC is:
Authorized – (#)/Assigned – (#)
4. The following required information is provided:
 - a. Branch: (list branch of service)
 - b. Periods of service when card was revoked or delinquent: (inclusive dates of periods of service)
5. (State exactly what is to be waived, the authority to waive the requirement, and complete justification for the request).
6. To the best of my knowledge, the individual named herein is otherwise qualified for enlistment.

Signature of Applicant

(SIGNATURE)
(Name, Rank) LA ANG
(Title)

ATTACHMENT 3

SAMPLE
(LETTERHEAD)

Date

MEMORANDUM FOR (UNIT)/CC
HQ LA ANG/RRS
HQ LA ANG/IME
IN TURNFROM: (UNIT)/DPMR
ATTN: (Recruiter's Name)

SUBJECT: 100 Mile Waiver Request

1. A 100-mile distance limitation waiver is requested to permit the enlistment of:
 - a. (rank, if applicable) (name) and (SSAN)
 - b. (full and complete address)
 - c. Projected distance of travel from residence to unit of assignment: (exact mileage)
2. (Name) has been briefed on his/her requirement to attend all required training activities and acknowledges that the required duty will not be an inconvenience because of the travel distance. Furthermore, the individual understands that he/she will not be able to seek discharge from the LA Air National Guard because of the travel distance from his/her residence to his/her unit of assignment.
3. In addition, (name) understands that future budget restraints may require him/her to furnish his/her own quarters and meals. He/She acknowledges his/her responsibility for any hardships, including financial, incurred in performing the duties of the assignment. Furthermore, he/she understands that he/she will not be reimbursed for travel expenses incurred for training to and from his/her unit of assignment.

Signature of Applicant(SIGNATURE)
(Name, Rank) LA ANG
(Title)

ATTACHMENT 4 (1 OF 2)

AIR GUARD TO AIR GUARD CHECKLIST

(No Break in Service)

(To be used in conjunction with ANGI 36-2002)

NAME _____ ENLISTMENT GRADE: _____

SQUADRON _____ TERM OF ENLISTMENT _____ RIC: _____

Note: All applicants identity should be verified at the time of enlistment ,e.g. Drivers License, Military I.D. ,etc)

Section I: Recruiter Forms

- NGB Fm 595-1
- NGB 598 PIR
- HQ LA ANG Fm 7

Section II: Personnel Documents

- AF Fm 1288
- Record Review Rip (RIP) or
 - AGHIST
 - SURF AGD001
- AF Fm 2030
- AF Fm 526 or GRHIST
- DD Fm 93 copy
- DD Fm 214s
- NGB Fm 22s
- SF 88 / 93
- SF 180 (or NRPC Fax Request)
- Promotion Order

Section III: ANNEXES to DD Fm 4 (Mandatory)

- S.T.E.P.
- Certificate of Agreement/Understanding for Enlistment in the LA ANG (**ANNEX B**)
- Certificate of Understanding/Incentive Program (**ANNEX C**)
- Over-grade Statement
- Excess Statement
- Waivers:
 - Grade
 - Moral
 - Physical
- Other: _____

Section IV: Other Required Documents

- AF Fm 883
- Racial/Ethnic Verification Form
- Discrimination/Sexual Harassment Form
- Copy SSAN Card
 - Copy Driver's License
- New members Letter
- UTA Schedule
- HQ LA ANG Fm 18 (if required)
- Government Credit Card Statement
- BMT/TECH School Statement

Section V: Dependency Documents(if app)

- AF Fm 357
- Marriage Certificate
- Birth Certificate (s)
- Divorce Decree

Section VI: Security Clearance(if app)

- DD Form 369
- Citizenship Verification
- DD Fm 1879 (Top Secret)
- AF Fm 2583
- E.P.S.Q

Section VII: Other Prior Service Documents

- DD Form 4s (all periods of service)
- Discharge orders
- Copy DD Fm 1966 1 thru 3
- Other: _____

NOTES:

ATTACHMENT 4 (2 OF 2)

Section I: Recruiter Forms

Initiated by Recruiter. Term of Enlistment for PS See ANGI 36-2002, Table 1.6, **Note:** Re-training **requires** min. 3 years; Guard to Guard not less than 1 year; "Try One Year" for any PS with no ANG, unless re-training. **READ TABLE**

Section II: Personnel Documents

- a. RIP should be current ; ASVAB Scores and AFSCs needed to be verified.
- b. DD Fm 93 not required if completed at enlistment. If completed at enlistment, Section V. Dependency Documents may be required unless information is available through DEERS/RAPIDS
- c. DD Fm 214 – All applicants should have this
- d. NGB Fm 22s – Only if applicable (only if member has completed a period of service with the National Guard)
- e. Promotion Order: Only if members RIP is not current enough to reflect recent promotion data (new grade, DOR, effective date)
- f. Physical: Must be reviewed and signed off by Medical Squadron. PS = Currently in or separated less than 180 days: SF 88 within 48 months, SF 93 within 180 days.
- g. SF 180 is needed to retrieve PS records. Use one SF 180 for each component of service

Section III: ANNEXES

- a. S.T.E.P will almost always be *ANNEX A*.
- b. Certificate of Agreement/Understanding for Enlistment in the LA ANG will almost always be *ANNEX B*. Most items should be reviewed with Recruiter prior to scheduling enlistment date. (There should be no surprises at enlistment)
- c. Certificate of Understanding/Incentive Program will almost always be *ANNEX C* unless it is not applicable. This to should be reviewed with member (and Retention Mgr., if available) prior to enlistment. This is not a contract.
- d. Overgrade Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Authorized for E-5's) **or** (See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- e. Excess Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Obligor status per ANGI 36-2002, Attach. 15, 12 AUG 96, **Note:** See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- f. Waivers: All waivers must be approved by the waiver authority prior to enlistment.

Section IV Other Required Documents

- a. AF Fm 883 required to be reviewed with member for an understanding of the Privacy Act
- b. Race/Ethnic Verifications required as supporting document for PDS update. Will be filed in the UPRG. No distribution required.
- c. Discrimination/Sexual Harassment Form required. Forward original to HQ LA ANG/DPA . No other Distribution
- d. SSAN Card verify against other documents/Driver's License
- e. Driver's License verifies identity/with SSAN

Section V. Dependency Documents

- a. AF Fm 357 see ANGI 36-2002 , Table 1.4
- b. Marriage & Birth Cert/Divorce Decree required if DD Fm 93 is not provided with enlistment package. Otherwise must be provided with package for Customer Service Inprocessing. SSAN Cards Needed for DEERS/RAPIDS update.

Section VI: Security Clearance

Only required is security clearance is outdated or needs to be upgraded

Section VII: Other Prior Service Documents

Provide as many Prior Service documents for Records Build (Nice to have in the event Records are lost coming from losing unit)

ATTACHMENT 5 (1 OF 2)

NONPRIOR SERVICE CHECKLIST

(To be used in conjunction with ANGI 36-2002)

NAME _____ ENLISTMENT GRADE: _____

SQUADRON _____ TERM OF ENLISTMENT _____ RIC: _____

Note: All applicants identity should be verified at the time of enlistment ,e.g. Drivers License ,etc)

Section I: Recruiter Forms

- NGB Fm 595-1
- NGB 598 PIR

Section II: Personnel Documents

- ASVAB Scores
- Birth Certificate **or**
 - DD Fm 372
- High School Diploma **or**
 - Letter From Counselor
- DD Fm 1966 (1 thru 3)
 - 1996/4 Parental Consent
- AF Fm 2030
- SF 88 / 93
- Security Clearance
 - DD Form 369
 - Citizenship Verification
 - Valid INS Fm I-551/I-151
 - AF Fm 2583
 - SF 86 E.P.S.Q
 - DD Fm 1879 (For Top Secret)
- Grade Justification
 - Billy Mitchell Award - CAP
 - ROTC Certification
 - JROTC
 - Cert. College Transcripts/Validated Letter
 - Stripes for Skills
 - Eagle Scout/Gold Palm
 - Former Service Academy

Section III: ANNEXES to DDFm4

- S.T.E.P.
- Certificate of Agreement/Understanding for Enlistment in the LA ANG (**ANNEX B**)
- Certificate of Understanding/Incentive Program (**ANNEX C**)
- Over-grade Statement
- Excess Statement
- Waivers:
 - Grade
 - Moral
 - Physical
- Other: _____

Section IV: Other Required Documents

- AF Fm 883
- Racial/Ethnic Verification Form
- Discrimination/Sexual Harassment Form
- Copy SSAN Card
 - Copy Driver's License
- BMT/TECH School Statement
- New members Letter
- UTA Schedule
- HQ LA ANG Fm 18 (if required)
- Airmen Transition Guide

Section V: Dependency Documents

- AF Fm 357
- Marriage Certificate
- Dependent's Birth Certificate (s)
- Divorce Decree
- Dependent SSAN Cards

NOTES:

ATTACHMENT 5 (2 OF 2)

TERM OF ENLISTMENTS : See ANGI 36-2002, Table 1.6. NPS 4 to 6 years. G.I. Bill requires 6 years. **READ TABLE**

Section I: Recruiter Forms

Initiated by Recruiter.

Section II: Personnel Documents

- a. ASVAB Scores: See Table 1.1, Notes for Versions and expiration of scores
- b. BIRTH Certificate: Validates age requirements 17 yrs but less than 35 years and Citizenship. U.S Passport identifying holder as an U.S. Citizen can also be used.
- c. HS Diploma: Not applicable to applicants in certain Mental Categories. See Table 1.2
- d. DD Form 1966: Page 4 of 1966/4 required for applicants who are 17 years of age, unless married.
- e. AF Fm 2030: Re-certified prior to BMT Departure
- f. Physical: Must be reviewed and signed off by Medical Squadron. SF 88 within 48 months, SF 93 within 180 days.
- g. Security Clearance: Completed DD Fm 369. Do not accept reproduction of INS Forms. AF Fm 2583 must be signed by MEDS. SF 86 must be provided on Diskette.
- h. Grade justification: See Table 1.7. HS seniors will be enlisted as an E-1 and can be promoted upon graduation receipt of appropriate documents.

Section III: ANNEXES to DD Fm 4

- a. S.T.E.P will almost always be *ANNEX A*.
- b. Certificate of Agreement/Understanding for Enlistment in the LA ANG will almost always be *ANNEX B*. Most items should be reviewed with Recruiter prior to scheduling enlistment date. (There should be no surprises at enlistment)
- c. Certificate of Understanding/Incentive Program will almost always be *ANNEX C* unless it is not applicable. This to should be reviewed with member (and Retention Mgr., if available) prior to enlistment. This is not a contract.
- d. Overgrade Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Authorized for E-5's) **or** (See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- e. Excess Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Critical skills per AFI 10-201, Table 4.4, 1OCT95) **or** (Obligor status per ANGI 36-2002, Attach. 15, 12 AUG 96 **Note**: See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- f. Waivers: All waivers must be approved by the waiver authority prior to enlistment.

Section IV Other Required Documents

- a. AF Fm 883 required to be reviewed with member for an understanding of the Privacy Act
- b. Race/Ethnic Verifications required as supporting document for PDS update. Will be filed in the UPRG. No distribution required.
- c. Discrimination/Sexual Harassment Form required. Forward to HQ, no other distribution.
- d. SSAN Card verify against other documents/Driver's license
- e. Driver's License verifies identity/ with SSAN

Section V. Dependency Documents

- a. AF Fm 357 see ANGI 36-2002, Table 1.4
- b. Marriage & Birth Cert/Divorce Decree required for member with dependents (DD Form 93 completion). SSAN Cards Needed for DEERS/RAPIDS update. Otherwise must be provided with package for Customer Service Inprocessing

ATTACHMENT 6 (1 OF 2)

PALACE CHASE/FRONT CHECKLIST

(To be used in conjunction with ANGI 36-2002)

NAME _____ ENLISTMENT GRADE: _____

SQUADRON _____ TERM OF ENLISTMENT _____ RIC: _____

Notes: All applicants identity should be verified at the time of enlistment, e.g. Drivers License, etc) Notify HQAFMPC/DPMARS3 within 10 workdays of Palace Chase personnel who fail to report.

Section I: Recruiter Forms

- NGB Fm 595-1
- NGB 598 PIR
- HQ LA ANG Fm 7

Section II: Personnel Documents

- AF Fm 1288
- DD Fm 214 from losing AD unit
- Record Review RIP
- *AF Fm 2631, Palace Chase Contract
- AF Fm 100, Order
 - AF Fm 973, Amendment
- ASVAB Scores
- AF Fm 2030
- SF 88 / 93
- SF Fm 180

Section III: ANNEXES to DDFm4

- S.T.E.P.
- Certificate of Agreement/Understanding for Enlistment in the LA ANG (**ANNEX B**)
- *AF Fm 2631, Palace Chase Contract
- Certificate of Understanding/Incentive Program (**ANNEX C**)
- Over-grade Statement
- Excess Statement
- Waivers:
 - Grade
 - Moral
 - Physical
- Other: _____

Section IV: Other Required Documents

- AF Fm 883
 - Racial/Ethnic Verification Form
 - Discrimination/Sexual Harassment Form
 - New Members Letter
 - UTA Schedule
 - HQ LA ANG Fm18 (if required)
 - Government Credit Card Statement
 - BMT/TECH School Statement
- (If applicable, Section V & VI see reverse)

Section V: Dependency Documents(if app)

- AF Fm 357
- Marriage Certificate
- Birth Certificate (s)
- Divorce Decree
- Dependent SSAN Cards

Section VI: Security Clearance(if app)

- DD Form 369
- Citizenship Verification
- AF Fm 2583
- SF 86 E.P.S.Q
- DD Fm 1879 (For Top Secret)

NOTES: *Palace Front applicants will not have an AF Fm 2631

ATTACHMENT 6 (2 OF 2)

TERM OF ENLISTMENTS : See ANGI 36-2002, Table 1.6. Note 2.**READ TABLE**

Section I: Recruiter Forms

Initiated by Recruiter.

Section II: Personnel Documents

- a. Approved AF fm 1288.
- b. AF Fm 2631, Palace Chase Contract should be signed, initialed and completed to include calculation of required term of enlistment (two times remaining on active duty service commitment)
- c. AF Form 100, Orders, should reflect transfer to ANG unit
- d. AF Fm 973, Amendment, if AF Fm 100, does not reflect transfer to ANG.
- e. ASVAB Scores: AFQT Score is not usually reflected on the Air Force Rip which may be needed for retrainees. (see Table 1.1 Notes)
- f. SF 88/93: SF 88 within 48 months, SF 93 within 180 days. **Note:** HIV results must be on current physical.
- g. SF Fm 180 completed and signed by member

Section III: ANNEXES to DD Fm 4

- a. S.T.E.P will almost always be *ANNEX A*.
- b. Certificate of Agreement/Understanding for Enlistment in the LA ANG will almost always be *ANNEX B*. Most items should be reviewed with Recruiter prior to scheduling enlistment date. (There should be no surprises at enlistment)
- c. Certificate of Understanding/Incentive Program will almost always be *ANNEX C* unless it is not applicable. This to should be reviewed with member (and Retention Mgr., if available) prior to enlistment. This is not a contract.
- d. AF Fm 2631, Palace Chase Contract will be an ANNEXED to the DD Fm 4
- e. Overgrade Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Authorized for E-5's) **or** (See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- f. Excess Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Critical skills per AFI 10-201, Table 4.4, 1OCT95) **or** (Obligor status per ANGI 36-2002, Attach. 15, 12 AUG 96 **Note:** See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- g. Waivers: All waivers must be approved by the waiver authority prior to enlistment.

Section IV Other Required Documents

- a. AF Fm 883 required to be reviewed with member for an understanding of the Privacy Act
- b. Race/Ethnic Verifications required as supporting document for PDS update. Will be filed in the UPRG. No distribution required.
- c. Discrimination/Sexual Harassment Form required. Forward to HQ, no other distribution.

Section V. Dependency Documents (if required)

- a. AF Fm 357 see ANGI 36-2002, Table 1.4
- b. Marriage & Birth Cert/Divorce Decree required for member with dependents (DD Form 93 completion). SSAN Cards Needed for DEERS/RAPIDS update. Otherwise must be provided with package for Customer Service Inprocessing

Section VI. Security Clearance (if required)

Security Clearance: Completed DD Fm 369. AF Fm 2583 must be signed by MEDS. SF 86 must be provided on Diskette.

ATTACHMENT 7 (1 OF 2)

PRIOR SERVICE CHECKLIST

(To be used in conjunction with ANGI 36-2002 .See Reverse for Use of this Checklist)

NAME _____ ENLISTMENT GRADE: _____

SQUADRON _____ TERM OF ENLISTMENT _____ RIC: _____

Note: All prior service claims must be verified by prospective enlistee. All applicants identity should be verified at the time of enlistment ,e.g. Drivers License ,etc)

Section I: Recruiter Forms

- NGB Fm 595-1
- NGB 598 PIR
- HQ LA ANG Fm 7

Section II: Personnel Documents

- ASVAB Scores
- DD Fm 214 and/or NGB Fm 22
- DD Fm 215 and/or NGB Fm 22a
- DD Fm 1966 (1 thru 3)
- AF Fm 2030
- SF 88 / 93
- SF180
- Proof of Security Clearance

Other Prior Service Documents:

- DD Fm 368 or AF Fm 1288
- Grade/DOR Justification
- DD Fm 4's
- USAF RIP or HAF Surf
- Discharge Orders/Certificates
- Point Summaries (Reservist only)

Section III: ANNEXES to DDFm4

- S.T.E.P.
- Certificate of Agreement/Understanding for Enlistment in the LA ANG (**ANNEX B**)
- Certificate of Understanding/Incentive Program (**ANNEX C**)
- Over-grade Statement
- Excess Statement
- Waivers: Type: _____

Section IV: Other Required Documents

- AF Fm 883
- Racial/Ethnic Verification Form
- Discrimination/Sexual Harassment Form
- Copy of SSAN Card
 - Copy Driver's License
- BMT/TECH School Letter
- New Members Letter
- UTA Schedule
- HQ LA ANG Fm 18 (if required)
- Government Credit Card Statement

Section V: Security Clearance (if app)

- DD Form 369
- Citizenship Verification
- AF Fm 2583
- SF 86 E.P.S.Q
- DD Fm 1879 (For Top Secret)

Section VI: Dependency Documents (if app)

- AF Fm 357
- Marriage Certificate
- Birth Certificate (s)
- Divorce Decree
- Dependent SSAN Cards

NOTES: Prior Service Enlistments concerns are substantiating, through documentation, all prior service claims. For example, Service in all components served, Reason for separation, Last Grade and Date of Rank, AFSC/MOS, Total Prior Active duty, Total prior Inactive Service, and Total Satisfactory Service towards a Reserve Retirement. (Inactive Service and Satisfactory Service are not the same) Photo copies of Prior Service documents are acceptable provided they are legible. Also Prior Service applicants will not be enlisted unless they have sufficient, documented creditable PS for retirement purposes to enable them to accrue 20 creditable satisfactory years for 10USC 12731 retirement upon reaching age 60 (Para 1.4.2).

- Use this checklist for:**
- 1) USAF(all Air Components) with break in service
 - 2) Use for Prior Service from Other Components, with/without break in service
 - 3) USAF Reserve transfers (Cat A and Inactive status)

TERM OF ENLISTMENTS : See ANGI 36-2002, Table 1.6. **Note:** Re-training **requires** min. 3 years "Try One Year" for any PS with no ANG, unless re-training **READ TABLE**

Section I: Recruiter Forms

Initiated by Recruiter.

Section II: Personnel Documents

- a. ASVAB Scores: See Table 1.1, Notes for Versions and expiration of scores **Note:** PS that have a converting MOS must obtain minimum ASVAB score requirements for that AFSC per Memorandum, 20 Aug 96, Subject: Revised AFSC Conversion List.
- b. DD Fm 214/NGB Fm 22: In addition to supporting many other PS, this also serve as verification of age. NGB Fm 22 can be used to support Prior Inactive Service *but not Satisfactory Service*.
- c. Physical: Must be reviewed and signed off by Medical Squadron. 1) PS = Separated more than 180 days; SF 88 within 24 months, SF 93 within 180 days 2) PS = Currently in or Separated less than 180 days: SF 88 within 48 months, SF 93 within 180 days.
- d. SF 180: Applicants must complete and sign.
- e. If unable to provide proof of Security Clearance or clearance is expired see Section V.

Other Prior Service Documents:

- f. DD Fm 368: Use for transfer from other than Air components
- g. AF Fm 1288: USAF Reserve transfers only.
- h. Grade/DOR: DD Fm 214/NGB Fm 22, last Promotion order or RIP (for currently assigned Cat A USAF Reservist) or HAF Surf for Inactive Reserves may be used. Need for Grade Justification and DOR calculation/adjustments. (See paragraph 1.14.3)
- i. DD Fm 4s: all periods of service assist in determining Total Service performed
- j. USAF RIPs: Cat A USAF Reservist.
- k. HAF Surfs: HQ ARPC can provide a SURF on all Inactive Reserve Transfers
- l. Discharge Orders/Certificates: Show breaks in service and transfers. Assist in determining Prior Service performed.
- m. AF Fm 526/NGB Fm 23 Point Summaries: Assist in determining Satisfactory Service and performing Records builds.

Section III: ANNEXES to DD Fm 4

- a. S.T.E.P will almost always be *ANNEX A*.
- b. Certificate of Agreement/Understanding for Enlistment in the LA ANG will almost always be *ANNEX B*. Most items should be reviewed with Recruiter prior to scheduling enlistment date. (There should be no surprises at enlistment)
- c. Certificate of Understanding/Incentive Program will almost always be *ANNEX C* unless it is not applicable. This to should be reviewed with member (and Retention Mgr., if available) prior to enlistment. This is not a contract.
- d. Overgrade Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Authorized for E-5's) **or** (See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- e. Excess Statement of Understanding. Must be signed by member and CC prior to enlistment date. (Critical skills per AFI 10-201, Table 4.4, 1OCT95) **or** (Obligor status per ANGI 36-2002, Attach. 15, 12 AUG 96 **Note:** See ANGI 36-2002, Table 1.8, Note 2. E-6 & Above)
- f. Waivers: All waivers must be approved by the waiver authority prior to enlistment.

Section IV Other Required Documents

- a. AF Fm 883 required to be reviewed with member for an understanding of the Privacy Act
- b. Race/Ethnic Verifications required as supporting document for PDS update. Will be filed in the UPRG. No distribution required.
- c. Discrimination/Sexual Harassment Form required. Forward to HQ , no other distribution.

Section V Security Clearance (if applicable):

Security Clearance: Completed DD Fm 369. Do not accept reproduction of INS Forms. AF Fm 2583 must be signed by MEDS. SF 86 must be provided on Diskette.

Section VI. Dependency Documents (if applicable)

- a. AF Fm 357 see ANGI 36-2002, Table 1.4
- b. Marriage & Birth Cert/Divorce Decree required for member with dependents (DD Form 93 completion). SSAN Cards Needed for DEERS/RAPIDS update. Otherwise must be provided with package for Customer Service Inprocessing.

ATTACHMENT 8 (1 OF 2)

ANNEX B - Certificate of Agreement / Understanding
For Enlistment in the Louisiana Air National Guard

____ 1. As reflected on my DD Form 4, Enlistment Contract, "I fully understand that my enlistment into the Air National Guard is contingent upon final approval of my physical examination. Any medical findings resulting in an existing prior to service (EPTS) condition or any other disqualifying medical condition unless waived pursuant to paragraph 1.3 of this instruction, renders this enlistment contract null and void and will result in my ineligibility to complete enlistment in the ANG." I further understand I will be unable to attend any training, to include UTAs, AT, or Formal Training until final approval by the ANG MEDS Facility.

____ 2. I understand that once I become a member of the Louisiana Air National Guard I will be responsible for finding my own transportation to attend all required functions held by my permanent duty station.

____ 3. I certify that I have been briefed on my **REQUESTED** Basic Military Training (BMT) date (if applicable) and my Technical School (TTS) start date. The Recruiting Office has explained the procedures that are taken to apply for the BMTS/TTS dates for myself and all new members of the Louisiana Air National Guard. I further certify that I have **NOT** been promised a specific date and I understand that the United States Air Force may change, extend or shorten dates for BMT/TTS after my enlistment without prior notification to myself or the Louisiana Air National Guard.

____ 4. I certify that I have been advised concerning my Reemployment rights under Title 38, US code, Section 2021-2027.

____ 5. I agree to participate in all scheduled training and to perform Initial Active Duty Training, Annual Training and Inactive Duty Training as required. I understand that Unit Training Assemblies are scheduled on a monthly basis, and failure to receive these notifications does not relieve me of the responsibility of determining the dates they will be conducted and will not be accepted as an excuse for absence. I understand that I must contact my Unit Commander for procedures concerning excused or UTA make-up.

____ 6. (PALACE CHASE Only) I agree and consent to being ordered to Active Duty for the remainder of any unfulfilled portion of this service commitment as may be determined by the Chief NGB, or SAF, to be in national interest.

____ 7. I understand that when / if retirement eligibility occurs, that previous separation payments which I received (other than disability, SSB/VSI) may be retrieved from my retirement pay.

____ 8. I understand that I am enlisting as a High School Senior that I will provide a copy of my Diploma immediately to the Military Personnel Flight. This must be done prior to attending Initial Active Duty Training.

____ 9. I understand that I am enlisting in the pay grade of E-1 pending graduation from high school and completion of a ROTC program. Upon completion I will provide a copy of my ROTC diploma to the Military Personnel Flight which time I will then be promoted to the appropriate grade.

____ 10. Prior Service Training Statement: I understand my enlistment in the grade of _____ is contingent upon my successfully training into the AFSC _____ to meet the grade/skill level criteria. If I do not obtain the _____ (appropriate) skill level in the above AFSC within the specified time I will be demoted to the grade of _____ under provisions of ANGI 36-2503.

____ 11. I understand that I am enlisting in a higher grade than the Unit Manning Document (UMD) authorizes and I will be immediately demoted upon enlistment under the provision of ANGI 36-2503 based on voluntary change of assignment. This procedure will allow the adjustment of my Date of Rank when/if subsequently promoted to the grade previously held.

____ 12. I understand I am enlisting in an over-grade assignment. Conditions of this over-grade status are included as an ANNEX to my DD Form 4, Enlistment Contract.

____ 13. I understand I am enlisting in an excess assignment. Conditions of this excess assignment are included as an ANNEX to my DD Form 4, Enlistment Contract.

____ 14. I have read and understand the Separation Briefing (below) as requirements established for my enlistment into the ANG, and hereby state that I agree to comply with those requirements, which are not limited to the briefing alone:

ANNEX B – Certificate of Agreement / Understanding For Enlistment in the Air National Guard (pg.2)

(Continued from # 14) As military member, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the United States Armed Forces at all time and in all places. The Armed Forces must also be ready at all times for worldwide deployment. The fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

Failure to participate satisfactorily, i.e., attends minimum of 48 UTA periods, and 15 annual training days per year, as directed by your commander.

You establish a pattern of disciplinary infractions, or discreditable involvement with civil or military authorities; or you cause dissent, or disrupt or degrade the mission of you unit. This may include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

Because of parental responsibilities, you are unable to perform you duties satisfactorily or you are unavailable for worldwide assignment of deployment.

Failing to meet the weight control standards

Sexually harassment or discrimination against anyone.

Although we have not and will not ask you whether you are a heterosexual, homosexual, or bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends.

1. Homosexual Acts: You engage in, attempt to engage in or solicit another to engage in homosexual act or acts. A "Homosexual Act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires. (For example, hand holding or kissing or other physical contact of a sexual nature.)
2. Homosexual Statements: You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual or words to that effect. It also may include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.
3. Homosexual Marriage: You marry or attempt to marry a person of the same sex.

The Armed Forces do not tolerate harassment or violence against any service member for any reason. You will not necessarily be discharged if you do or say these things solely to end your military service. You may however, be disciplined.

I HAVE READ, UNDERSTAND AND INITIALED ALL THOSE ITEMS WHICH APPLY TO MY ENLISTMENT.

TYPED NAME, SSAN, DATE

SIGNATURE OF ENLISTEE

TYPE NAME, GRD, DATE

SIGNATURE

MPF REPRESENTATIVE/OFFICER ADMINSTERING OATH

ATTACHMENT 9

ANNEX C

Enlistment/Reenlistment Statement Of Understanding
Louisiana Air National Guard Incentive/Educational Programs

(members initials)

- 1. I understand that I am eligible/not eligible for the **ANG National NPS Enlistment Cash Bonus/\$8,000**
- \$4,000 initial payment (upon completion IADT); anniversary payments of \$1,000, \$1,000, \$2,000 _____
- 2. I understand that I am eligible/not eligible for the **ANG National PS Enlistment Cash Bonus/\$5,000**
- \$2,000 initial payment; anniversary payments of \$1,000, \$1,000, \$1,000 _____
- 3. I understand that I am eligible/not eligible for the **LA ANG Critical NPS Enlistment Cash Bonus/\$5,000**
- \$2,000 initial payment (upon completion IADT); anniversary payments of \$1,000, \$1,000, \$1,000 _____
- 4. I understand that I am eligible/not eligible for the **LA ANG Critical PS Enlistment Cash Bonus/\$5,000**
- \$2,000 initial payment; anniversary payments of \$1,000, \$1000, \$1000 _____
- 5. I understand that I am eligible/not eligible for the **LA ANG NPS Enlistment Cash Bonus/\$2,000**
- \$1,000 initial payment (upon completion IADT); anniversary payments of \$250, \$250, \$500 _____
- 6. I understand that I am eligible/not eligible for the **LA ANG PS Enlistment Cash Bonus/\$2,500**
- \$900 initial payment; anniversary payments of \$225, \$225, \$275, \$275, \$300, \$300 _____
- 7. I understand that I am eligible/not eligible for the **ANG National Reenlistment Cash Bonus/\$5,000**
- Less than 14-years of military service; \$2,000 initial payment; anniversary payments of \$500, \$500, \$500, \$500, \$500, \$500 _____
- 8. I understand that I am eligible/not eligible for the **LA ANG Critical Reenlistment Cash Bonus/\$5,000**
- Less than 14-years of military service; \$2,000 initial payment; anniversary payments of \$500, \$500, \$500, \$500, \$500, \$500 _____
- 9. I understand that I am eligible/not eligible for the **LA ANG Reenlistment Cash Bonus/\$2,500**
- Less than 14-years of military service; \$900 initial payment; anniversary payments of \$225, \$255, \$275, \$275, \$300, \$300 _____
- 10. I understand that I am eligible/not eligible for the **ANG Enlisted Student Loan Repayment/\$20,000**
- Maximum payment amount of up to \$2,500 each year on anniversary; total repayment shall not exceed over \$20,000 _____
- 11. I understand that I am eligible/not eligible for the **VA Montgomery G.I. Bill /Chapter 1606**
- Payments based on semester credit hours; 12+hrs (\$263), 9-11hrs (\$197), 6-8hrs (\$131) and 1-5hrs (\$65.75)
- Chapter 30 MGIB participant, eligible for 12 months of Chapter 1606 with 6-year enlistment _____
- 12. I understand that I am eligible/not eligible for the **VA Montgomery G.I. Bill - "Kicker"**
- Based on ANG current fiscal year AFSC eligibility list; must currently be eligible/utilizing MGIB, Chapter 1606 or Chapter 30
- Additional \$350 per month (12+hrs); pro-rated for other hours _____

13. **UNDERSTANDING:**

I have read and understand each of the Incentive/Educational Programs above that I am eligible for. I also understand that these Incentives/Educational Programs are contingent upon completion of *Initial Active Duty Training (IADT)* or *obtaining a required 3-skill level for prior service members*, and *availability of fiscal year funds*.

Name/Grade _____

Date _____

Signature _____

AFSC _____

14. **VERIFICATION:**

BONNIE E. COSTIGAN, MSGT, LA ANG
Retention Office Manager

Date _____

****MUST BE COMPLETED FOR REENLISTMENT ONLY****

I concur/do not concur with this reenlistment for (3 or 6 years) _____ years.

Unit Commander or Designated Representative

Date _____

New Members Letter

*LOUISIANA AIR NATIONAL GUARD
159TH FIGHTER WING/RECRUITING OFFICE
NAVAL AIR STATION- JOINT RESERVE BASE
400 RUSSELL AVENUE BOX 27
NEW ORLEANS, LA 70143-0027*

MEMORANDUM FOR:**FROM:** Louisiana Air National Guard Recruiting Office**SUBJECT:** NEW MEMBER INFORMATION**UNIT:****COMMANDER:****PHONE #****FIRST SERGEANT:****PHONE #****AFSC:****IMMEDIATE SUPERVISOR:****PHONE #**

Once again we would like to welcome you to the Louisiana Air National Guard. Upon further notice you are to report to Bldg. 24, Room 141 at 700am. You are to sign in and then report to your work center. Remember you are to sign out in Bldg. 24, Room 141 at 4pm. Remember it is **MANDATORY** to attend all required UTA's before and after you leave for **Basic Military Training School. Proper haircut/styles and dress code standards must be met. If there are any problems you are to contact your immediate supervisor or First Sergeant. And again welcome to the Louisiana Air National Guard.

****NPS MEMBERS ONLY****YOUR NAME HERE**

PRODUCTION RECRUITER

Atch:

UTA schedule