

***ASSIGNMENTS WITHIN THE LOUISIANA AIR NATIONAL GUARD***

***COMPLIANCE WITH THIS PUBLICATION IS MANDATORY***

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This instruction sets forth policy and procedures for the assignment and utilization of members of the Louisiana Air National Guard. Unless otherwise indicated, policies and procedures described herein apply equally to officers and airmen.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. 552a. Social security account number is used to verify the identity of personnel who are processed for assignment and reassignment to authorized unit manning document positions.

***SUMMARY OF REVISIONS***

Includes reassignment stipulations on newly appointed officers. This document is substantially revised and must be completely reviewed.

1. **General.** Assignment and utilization of members of the Louisiana Air National Guard will be in accordance with policies and procedures established in applicable Air Force and National Guard Bureau regulations and instructions, and this instruction. Assignments based on verbal communication between the requestor and the Military Personnel Flight (MPF) are not authorized. All assignment actions must be documented as prescribed herein.
2. **Assignments to Senior Noncommissioned Officer Positions.** Care must be taken to ensure members are not assigned to Master Sergeant through Chief Master Sergeant positions unless they possess the required grade and are in compliance with the professional military education criteria.
3. **Reassignments to positions that require mandatory formal technical training for award of the appropriate Air Force Specialty Code (AFSC).**
  - 3.1. An application for training must be prepared and processed in conjunction with the reassignment action within 15 days of the reassignment action. In accordance with Plain Talk in Waivers (PTOW), members must have a Control Air Force Specialty Code (CAFSC) (officers will not have a CAFSC) and Duty Air Force Specialty Code (DAFSC) prior to submitting a waiver, or;
  - 3.2. An approved waiver of the mandatory technical training requirement must be obtained prior to the reassignment action, or;
  - 3.3. Members who fail to attend scheduled training will be reassigned or processed for separation/discharge.
4. **Reassignment of Officers.** All Officer reassignments must be forwarded to HQ LA ANG/DP for approval of HQ LA ANG/CC and TAG.
5. **Requesting and Approving Officials.**

5.1. The requesting official for initial assignments will be a personnel specialist in the Personnel Employment Section of the MPF.

5.2. The requesting official for reassignments recorded on AF Forms 2096, **Classification/On-The-Job Training Action**, or special orders will be in accordance with AFI 33-328, *Administrative Orders*. Unit reassignment monitors are individuals who may be granted authority by their unit commander to manage and reassignments within their unit. Unit reassignment monitors should be familiar with Air National Guard manpower and assignment policy. If unit reassignment monitors are utilized, they must be appointed in writing by the unit commander. Recommend an alternate also be appointed. A copy of the appointment document will be provided to Military Personnel Management Office (LANG-JP1-DP) and the MPF Personnel Employment Section (159 MSF/DPMAE).

5.3. The MPF approving official for all assignments will be the Noncommissioned Officer In-Charge of Personnel Employment or the Chief, Personnel, who is responsible for ensuring each reassignment and all related personnel data system entries are in accordance with current Air Force and Air National Guard directives.

#### 6. **Recording Assignment Actions.**

6.1. All commissioned officer assignments and all initial assignments of enlisted personnel will be recorded on special orders or on AF Form 2096. AF Form 2096 will also be used to reassign enlisted personnel when one or more of the following is required in conjunction with such reassignment.

- 6.1.1. Transfer between units.
- 6.1.2. Entry into or removal from upgrade training.
- 6.1.3. Downgrade or withdrawal of an AFSC.
- 6.1.4. Attendance at mandatory formal technical training.
- 6.1.5. An approved waiver.
- 6.1.6. Reassignment of enlisted personnel within same unit/AFSC.

6.2. Officers appointed in the LA ANG must remain assigned to the position on which approved for appointment for a minimum of 120 days.

#### 7. **Preparing and Processing Assignment Actions.**

- 7.1. For special orders and AF Form 2096, refer to AFI 33-328.

#### 8. **Disposition of Assignment and Reassignment Documents.**

8.1. Disposition instructions for special orders and AF Form 2096 are contained in AFMAN 37-139, *Records Disposition Schedule*.

#### 9. **Prescribed Form.** AF Form 2096, **Classification/On-The-Job Training Action**.

10. **Referenced Publications.** AFI 33-328, *Administrative Orders* and AFMAN 37-139, *Records Disposition Schedule*.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU  
Major General, LAARNG  
The Adjutant General

OFFICIAL

//Signed//

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