

AIR NATIONAL GUARD ADMINISTRATIVE ORDERS

ANGI 37-101, 9 July 1993, is supplemented as follows:

1. **NOTE:** All references to AFR 10-7, *Administrative Orders*, are still to be used by the Air National Guard (ANG) until further notice. Incorporate the use of AFI 37-128, *Administrative Orders*, and AFI 65-103, *Temporary Duty Orders*. However, ANGI 37-101 and this supplement take precedence over both AFI 37-128 and AFI 65-103. If a conflict exists, take the action deemed to be in the best interest of the ANG and notify the OPR of this supplement.

2.4. The commuting distance is 75 miles from duty station.

3.7. (Added)(HQ LA ANG) The publishing and management of administrative orders has been decentralized to squadron and flight level. For example, units will publish and distribute all orders that they initiate; the military personnel flight will publish and distribute enlistment, promotion (E-5 and below), basic military training, and military personnel appropriations, etc. Table 2 lists who publishes what type of duty.

4.1.3. (Added)(HQ LA ANG) Each unit commanders designated representative or approving official. Authentication is the process that makes an administrative order valid. Orders authentication takes place when the signatures of the approving official, fund certifying official, and the travel order number are placed on the order. Each unit commander that has publishing responsibility and is utilizing the integrated automated orders system (IAOS) will designate an approving official, other than themselves, to the IAOS manager. Provide individuals rank, full name, and duty title to 159 MSF/IMQ LA ANG, Naval Air Station Joint Reserve Base, 400 Russell Ave, New Orleans, LA 70143-5012. The IAOS manager controls the system which includes system access; maintenance of orders headings, closings, and remark codes; and training personnel who use IAOS.

20. Orders will not exceed two pages, front and back of one sheet.

23. Table 3 lists the minimum distribution requirements for annual training (AT), special training (ST), basic military training (BMT), service schools (SCH), temporary duty (TDY), active duty guard/reserve (AGR), promotion and federal awards and decorations special orders. For distribution changes, contact the IAOS manager.

25. See AFI 51-604, *Appointment To and Assumption of Command*, for announcing and recording command succession using written orders.

27. The 159 Fighter Wings' military personnel flight, customer service section, publishes orders awarding the Air Force Achievement Medal and the Air Force Commendation Medal for those personnel attached to the Wing. HQ LA ANG will publish orders awarding these decorations to GSU personnel.

31.7. Use the reverse side of LA ANG Form 13, **Request and Approval to Publish Orders**, to request and justify special authorizations. LA ANG 13 ensures the traveler or project officer accomplishes a cost analysis and justifies it as more advantageous to the government or necessary for mission accomplishment.

32. Variations in itinerary are authorized for the C-130 and alert aircrew when performing TDY.

38.4. (Added)(HQ LA ANG) The civilian personnel liaison at the 159th Fighter Wing will publish AGR tour orders for its subordinate organizations. AGR tour orders must be coordinated through medical and military personnel for approval before being published.

47. Use AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*, for preparing, publishing, reproducing, and distributing contingency, exercise, and mobility (CEM) temporary duty orders. The personnel readiness function of the military personnel flight will prepare these orders. CEM orders must be published when:

- An ANG member is supporting a contingency, whether it is CONUS or OCONUS.
- An ANG member participates in named or scheduled Air Force, Department of Defense (DOD), or Joint Chiefs of Staff (JCS) exercises, rotations, or deployments, CONUS or OCONUS. This includes annual or special training.
- An ANG member processes for mobility to support any Air Force, DOD, or JCS operation other than for training.

50. (Added)(HQ LA ANG) Duties and Responsibilities.

50.1. (Added)(HQ LA ANG) Requester, Traveler, or Project Officer. Individuals who request orders pertaining to annual training, special training, and temporary duty will complete LA ANG Form 13, **Request and Approval to Publish Orders**. Obtain LA ANG 13 from 159 MSF/IMPD LA ANG, ATTN: Publishing Distribution Office (PDO), Naval Air Station Joint Reserve Base, 400 Russell Ave, New Orleans, LA 70143-5012. Forward LA ANG 13 to approving official for signature and provide it to the unit orders preparer for preparation.

50.2. (Added)(HQ LA ANG) Orders Preparers. Orders Preparers prepare, publish, reproduce, distribute, maintain, and dispose of orders. Unit orders preparers will use the integrated automated orders system (IAOS) for preparing and publishing orders. See AFM 171-337V2, *Integrated Automated Orders System (IAOS): H009/HZ Users Manual*, on how to use the system, e.g., access procedures, how to use the different mapper runs, etc. Use table 4 and 5 when selecting remark codes. Orders preparers may use 159FGVA 10-2, *Orders Preparation Checklist*, as guidance. Prepare manual orders (i.e., forms, word processor, etc.) when the system is not operational. Reproduce and distribute orders in accordance with table 3. File completed LA ANG 13 and related authorization records as background material. Maintain and dispose of record sets or original orders, orders logs, and background material for the commander and approving official in accordance with AFI 37-128, *Administrative Orders (PA)* (formerly AFR 10-7, chapter 1), and AFMAN 37-139, *Disposition of Records--Standards* (formerly AFR 4-20V2).

50.3. (Added)(HQ LA ANG) Fund Certifying Official. This official must initial the fund cite for authenticity and accuracy, regardless of being prepared manually or within IAOS. Any additions, changes, or deletions to designated certifying officials must be reported to the IAOS manager. For additions, include full name and rank. Certifying officials have two workdays to authenticate orders.

50.4. (Added)(HQ LA ANG) Orders Approving Officials. Orders approving officials determine the need for an order, request its publication, justify special authorizations, approve claims for reimbursing items not authorized or which require administrative approval, and furnish adequate background material on request. They must sign LA ANG 13 before the request for orders is provided to the orders preparer. They also must sign manually prepared orders, i.e., forms, word processor.

51. (Added)(HQ LA ANG) **Orders Information for Exercises and Deployments.** For exercises and deployments in AT, ST, AGR, technician, or inactive duty status, financial management will accomplish 159FG Form 0-85, **Travel/Pay Entitlements**, and forward to all unit orders preparers. Unit orders preparers will use the information in their orders preparation. Information to include on the form is location, inclusive dates of exercise or deployment, duty status, per diem rate, government or contract quarters and meals availability, basic allowance for subsistence (BAS), etc. The assigned project officer will accomplish 159FG Form 0-97, **Exercise/Deployment Checklist**, identifying all workday and travel/per diem requirements for the specific exercise. The project officer forwards 159FG 0-97 to the financial management office.

52. (Added)(HQ LA ANG) Procedures to Use When Attending School in Annual Training Status.

52.1. (Added)(HQ LA ANG) Preparing and publishing military school orders are centralized at the base training office (159 MSF/DPMT). Annual training workdays will be used for all non-awarding AFSC schools and any other schools or courses in which formal school training workdays are not available. The school report on individual personnel (RIP) is the source document for transferring the workdays from the unit to base training.

52.2. (Added)(HQ LA ANG) When using AT workdays to attend a school, the base training office will request the base workday control officer (BWCO) to transfer the appropriate number of days from the unit.

53. (Added)(HQ LA ANG) Procedures for Obtaining Airline Tickets from the Traffic Management Office (TMO).

53.1. (Added)(HQ LA ANG) Individuals must make their airline reservations when completing LA ANG 13 by calling Carlson Wagonlit Travel (CWT), Jackson Barracks, New Orleans, LA. Reservation requests are to be made no later than ten (10) days prior to the date of travel. Individuals will fax a copy of their published travel orders, with social security number, to TMO and CWT before tickets can be released. Indicate where the ticket is to be sent, i.e., TMO, Hammond, Camp Beauregard, member will pick up, etc. In the event CWT cannot be contacted or it is not possible to make reservations within ten (10) days of departure, individuals should contact TMO.

53.2. (Added)(HQ LA ANG) Groups of twenty or more individuals or those traveling overseas, must submit requests for transportation to TMO no later than thirty (30) days prior to the date of travel.

54. (Added)(HQ LA ANG) Duty Status Policy for Drug Demand Reduction (DDR)

54.1. (Added)(HQ LA ANG) National Guard personnel may perform DDR activities in an IDT/IAD or AT status if the performance of that duty is incidental to training and fills a specific training requirement.

54.2. (Added)(HQ LA ANG) Guard members are protected from liability under the Federal Tort Claims Act while performing Drug Demand Reduction Activities in a Title 32 status. LANG Policy is that all Guard members not currently on AGR or other ADSW orders must be placed on ADSW Without Pay Orders by their unit while engaged in a unit DDR project.

54.3. (Added)(HQ LA ANG) ADSW without pay orders are authorized only if unit Drug Demand Reduction activities occur within commuting distance of the sponsoring unit.

Table 2. Who Publishes What? (Added)(HQ LA ANG)

| R | A | B |
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| U | | |
| L | | |
| E | If the order pertains to | then the publishing responsibility is |
| 1 | Basic Military Training (BMT) | Mission Support Flight, base training office. |
| 2 | School-Military (SCH-MIL) includes attending in AT status | Mission Support Flight, base training office. |
| 3 | School-Technician (SCH-TECH) | Mission Support Flight, base training office. |
| 4 | School-Active Duty Guard/Reserve (SCH-AGR) | Mission Support Flight, base training office. |
| 5 | Annual Training (AT). Exception, see rule 2. | Each unit commander. |
| 6 | Special Training (ST) | Each unit commander. |
| 7 | Military Personnel Appropriations (MPA) | Mission Support Flight, personnel readiness section. |
| 8 | Temporary Duty (TDY) | Each unit commander. |
| 9 | Discharge | Headquarters LA Air National Guard. |
| 10 | Invitational | Each unit commander. |
| 11 | AGR Tour | Mission Support Flight, civilian personnel office (remote). Each geographically separated unit. |
| 12 | Promotions (E5 and below) | Mission Support Flight, customer support section. |
| 13 | Promotions (E-6 and above) | Headquarters LA Air National Guard. |
| 14 | Demotions | Headquarters LA Air National Guard. |
| 15 | Enlistment's of Airmen | Mission Support Flight, military personnel information |

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| | | management. |
| 16 | Announcement of Death | Headquarters LA Air National Guard. |
| 17 | Air Force Commendation Medal | Mission Support Flight, customer support section. Headquarters LA Air National Guard. |
| 18 | Air Force Achievement Medal | Mission Support Flight, customer support section. Headquarters LA Air National Guard. |
| 19 | Unit Training Assembly (UTA) Schedule | Headquarters LA Air National Guard. |
| 20 | Individuals on Extended Active Duty | Each unit commander. |
| 21 | Contingency, Exercise, and Mobility (CEM) | Mission Support Flight, personnel readiness section. |

| C O D E | If order pertains to | then distribute the number of copies to | | | | | | | | | | |
|------------------|---|---|-----------------------|----------------------------|-------------------------|----------------|----------------------------|----------|-----------|---|-----------------------|--|
| | | each individual addressed | F W / F M | M S / D P M | HQ LA ANG/ IMQ | LANG/ DMM-T | M S / D P C | KTTC/ACF | ARPC/DSMP | S T / A T / E / A G O | F W / H O | |
| A | AT/ST at home station | 5 | 2 | | | | | | | | | |
| B | AT/ST deployed | 10 | 2 | 1 | | | | | | | | |
| C | TDY | 10 | 1 | 1 | | | | | | | | |
| D | BMT | 100 (note 2) | 1 | 3 | | | | | | | | |
| E | SCH in military status | 20 (note 2) | 2 | 2 | 1 | 1 | | | | | | |
| F | SCH in technician and AGR status | 10 | 1 | 3 | 1 | 1 | | | | | | |
| G | ST at home station in federal status (alert duty) | 10 | 1 | 4 | 1 | | | | | | | |
| H | AGR tour | 10 | 1 | 3 | 1 | | 6 | 1 | 1 | | | |
| I | promotions (E2-E5) | 4 | | 5 | 1 | 2 | | | | | | |
| J | federal awards and decorations | 2 | | | 1 | | | | 1 | 1 | 1 | |

NOTES:

1. Distribute two (2) copies of revocation and rescission orders to each individual addressed.
2. Distribute twelve (12) copies of amendments.

| R U L E | A | B |
|------------------|--------------------------|---|
| | If the order pertains to | then the standard remark is (note 1, 2, and 3) |
| 1 | BMT | “MEMBER(S): Home or place from which called to AD and Act Duty Sta is not located within corporate limits of same city or town. Individual is attached for discipline/administration during the period of training. Upon completion of BMT, mbr will proceed as directed unless sooner relieved or extended by competent authority. Govt procured trans directed. Mbr auth to eat in military dining facility with this order in lieu of meal card or payment. Travel by and possession of privately owned vehicle is prohibited during BMT. 159 FW/DPMT POC is TSG Orgeron (DSN)457-8333.” |
| 2 | SCH-MIL | “MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) |

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| | | commute. Submit completed statement of duty and travel voucher within 5 workdays after completion of travel.” |
| 3 | SCH-TECH | “Submit travel voucher within 5 workdays after completion of travel. Attach receipts showing cost of all lodgings used during the period of this claim. Per diem auth IAW JTR. Itinerary dates & number of days are approximate.” |
| 4 | SCH-AGR | “Submit travel voucher within 5 workdays after completion of travel. Attach receipts showing cost of all lodgings used during the period of this claim. Per diem auth IAW JFTR. Itinerary dates & number of days are approximate.” |
| 5 | AT-HS | “Not entitled to transportation allowance for travel performed between residence and unit location. MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit (completed statement of duty and/or travel voucher) within 5 workdays after (completion of tour or receipt of orders).” |
| 6 | AT-DEP-STATE | “Not entitled to transportation allowance for travel performed between residence and unit location. MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit completed statement of duty and travel voucher within 5 workdays after (completion of travel or receipt of orders).” |
| 7 | AT-DEP-FEDERAL | “MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit completed statement of duty and travel voucher within 5 workdays after (completion of travel or receipt of orders).” |
| 8 | ST-HS-STATE | “MEMBER(S): Home or place from which called to AD and Act duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit completed statement of duty and travel voucher within 5 workdays after (completion of travel or receipt of orders).” |
| 9 | ST-HS-FEDERAL | “MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit completed statement of duty within 5 workdays after (completion of travel or receipt of orders).” |
| 10 | ST-DEP-STATE | “MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit completed statement of duty and travel voucher within 5 workdays after (completion of travel or receipt of orders).” |
| 11 | ST-DEP-FEDERAL | “MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit completed statement of duty and travel voucher within 5 workdays after (completion of travel or receipt of orders).” |
| 12 | MPA-DEP | “Individual is attached for discipline/administration during the period of training. MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. Submit travel voucher within 5 workdays after completion of travel. Mbr must forward one copy of completed travel voucher to (address). Project number is (example, 93-095 ACC). Mean code is (example, 095). Manday ID is (example, 3FL7W1COCB). Tour title code is (example, CB). Authority is (example, Hq AF/DPPP ltr, 24 Sep 92).” |
| 13 | MPA-HS | “Individual is attached for discipline/administration during the period of training. MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute.” |
| 14 | TDY-TECH | “Submit travel voucher within 5 workdays after (completion of travel or receipt of order). Attach receipts showing cost of all lodgings used during the period of this claim. Per diem auth IAW JTR. Itinerary dates and number of days are approximate.” |

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| 15 | TDY-AGR | “Submit travel voucher within 5 workdays after (completion of travel or receipt of order). Attach receipts showing cost of all lodgings used during the period of this claim. Per diem auth IAW JFTR. Itinerary dates and number of days are approximate.” |
| 16 | TDY-ACDUTRA | “Submit travel voucher within 5 workdays after (completion of travel or receipt of order). Attach receipts showing cost of all lodgings used during the period of this claim. Per diem auth IAW JFTR. Itinerary dates and number of days are approximate.” |
| 17 | TDY-INACDUTRA | “Submit travel voucher within 5 workdays after (completion of travel or receipt of order). Attach receipts showing cost of all lodgings used during the period of this claim. Per diem auth IAW JFTR. Itinerary dates and number of days are approximate.” |
| 18 | AGR TOUR (note 4) | “MEMBER(S): Home or place from which called to AD and Act Duty Sta (are or are not) located within corporate limits of same city or town. (Will or will not) commute. (Indicate type of tour: for example, temporary tour, initial tour, or extension of previous tour). Mbr will be released on last day of tour unless sooner relieved by competent authority. SMPD PAS code: FL7W, SPMD functional code: (example, 3310), SPMD position number: (example, 0023498), SPMD position title: (example, Intelligence Opns Asst/Typing), auth military grade: (example, SSG), auth civilian grade: (example, GS05). UMD PAS code: (example, D91CFL17W), auth UMD grade: (example, TSG), military duty code: (example, O), DAFSC/CAFSC: (example, 3A051, enter the DAFSC for officer and the CAFSC for enlisted). Authority is given for any mission-directed OCONUS TDY, that the individual will automatically be placed under 10USC672(d) for the duration of TDY, and will automatically revert back to 32USC502(f) after completion of TDY.” |
| 19 | INVITATIONAL | “You are invited to proceed from (address) on or about (date) to arrive at (location of duty) for the purpose of (state purpose) for approximately (number of days) days. Upon completion, you will return to the point of origin. (Type transportation remarks in accordance with AFI 37-128, paragraph 4.3.2.2.) Per diem authorized as prescribed in JTR, volume 2, chapter 4, part L. Travel is necessary in the public service (cite account classification). Authority: DOD 4515.13-R, paragraph (cite paragraph reference), and (cite letter, message authorizing travel).” |

NOTES:

- Members residing on the Naval Air Station or in the town of Belle Chasse are within the corporate limits. When more than one individual is on the order and corporate limits are mixed insert name. For example, “MEMBER(S): ...are not (CMS Carle is) located...”
- Members residing outside the commuting distance of the duty station will not commute. When more than one individual is on the order and the commuting distance is mixed insert name. For example, “MEMBER(S): ...will (SSG Flaviani will not) commute.”
- If member will commute, then “Submit completed statement of duty within...” is true. If member will not commute, then “Submit completed statement of duty and travel voucher within...” is true. If tour or travel is completed before orders are published, then “...within 5 workdays after receipt of orders.” is true, otherwise use “...completion of travel.”
- If member is an aircrew who performs alert duty substitute the last remark with general remark code ‘CB’.

| Table 5. General Remark Codes. (Added)(HQ LA ANG) | | | |
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| R | A | B | C |
| U | Use | | |
| L | remark | | |
| E | code | if all members on the order | The remark is |
| Verbal Orders of the Commander (VOC). | | | |
| 1 | AR | begin their tour or travel before the order is published. | “The verbal order of the Commander on (date) is confirmed, circumstances prevented written orders in advance.” ‘Date’ is the |

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| | | (Include statement even if only one member meets this rule.) | first day of tour or travel. |
| Quarters and Meals. | | | |
| 2 | AB | perform duty on a military installation. | “Per diem is based on the availability of govt (quarters and mess). For travel to military installations, advance lodging reservations are mandatory to maximize the use of govt qtrs and efficient use of per diem. Contact the TDY location’s lodging operation to make reservations. If on-base lodging is not available, the lodging office will make reservations in contract qtrs or issue a statement of nonavailability.” Omit ‘mess’ for civilians. This statement is not necessary on medical inpatient orders. |
| 3 | AC | perform duty off a military installation and unique or specialized billeting or messing arrangements are made at TDY location. | “Govt (quarters or contract quarters and mess or contract mess are or are not) available at TDY location.” |
| 4 | AD | are in annual training status performing duty on a military installation and special billeting and messing arrangements are made. | “Individual will not be assessed billeting fees or messing surcharge. Billeting office will bill to (address).” |
| Per Diem. | | | |
| 5 | AE | are authorized a reduced or increased rate of per diem. | “Other rate of per diem; per diem (amount) authorized according to (cite authority).” |
| 6 | AF | are on special leave. | “No per diem authorized (AFR 35-9).” |
| 7 | AG | are enlisted in per diem status. | “Must pay the surcharge at military dining facilities.” This statement is not required for special leave or inpatient orders. |
| 8 | AI | are enlisted in per diem status and periods of field duty apply. | “Must pay the surcharge at military dining facilities except during periods under field duty.” |
| Transportation. | | | |
| 9 | AJ | are directed to travel by commercial air, rail, or bus. | “Govt procured transportation directed, report to the TMO ASAP. EST TVL COST: (enter cost provided from Carlson travel network when making reservations).” Indicate one way or round trip. |
| 10 | AK | are authorized to travel by privately owned conveyance (POC). | “Mileage reimbursement and per diem limited to constructive cost of common carrier trans and related per diem as determined in JFTR/JTR. Travel time limited as indicated in JFTR/JTR. TR cost from (location) to (location) and return is (enter cost provided by TMO).” This travel is considered ‘not advantageous’ to the government. |
| 11 | AL | | “(Name of traveler driving) will be accompanied by (name of passenger) in their privately owned conveyance.” Use this statement if more than one traveler will be in an official travel status traveling in a POC. |
| 12 | AM | are authorized to travel by personally procuring commercial transportation. | “Mbr auth to personally procure commercial transportation. TR cost from (location) to (location) and return is (enter cost provided by TMO).” This travel is considered ‘not advantageous’ to the government. |
| Credit Card. | | | |
| 13 | AT | have a government credit card and PIN authorization; are in military status; and | “Advance by FSO is not authorized. Traveler has a government contractor-issued travel charge card and PIN, which shall be used for ATM cash advances for meals and incidental expenses |

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| | | govt meals are available. (note 1) | (M&IE) plus miscellaneous expenses. ATM cash withdrawals shall be limited to meals and incidental expenses of \$18 per day for military members when government meals are available.” |
| 14 | AW | have a government credit card and PIN authorization; are in military or civilian status; and govt meals are not available. (note 1) | “Advance by FSO is not authorized. Traveler has a government contractor-issued travel charge card and PIN, which shall be used for ATM cash advances for meals and incidental expenses (M&IE) plus miscellaneous expenses. ATM cash withdrawals shall be limited to meals and incidental expenses of (\$26, \$30, \$34, or \$38) per day, depending upon locality, for civilians and for military members when government meals are not available.” |
| 15 | AU | have credit card and PIN but specific items cannot be charged. | “Travel card cannot be used to charge (insert item, i.e., registration fee, quarters, etc.). Advance from FSO limited to actual or estimated cost of specified item.” Use this statement in addition to the advance authorization statement for cardholders in rules 13 and 14. |
| 16 | AV | have card and PIN but circumstances preclude the use of both charge and ATM features; or is ineligible for card; or have applied for but not received the card/PIN. | “Traveler advance by FSO is approved Limit advance to 80% of all authorized and allowable expenses.” |
| 17 | AX | are TDY for over 45 days and the approving official authorizes an advance of expenses for a longer period of time. | “Traveler authorized to receive a travel advance payment for (number) days.” Use this statement in addition to the advance authorization statement for 80% advance in rule 16. |
| Special Authorizations. | | | |
| 18 | BD | have special authorizations approved. If a special authorization does not apply to all the travelers, also use code ‘BE’. | “Special authorization(s) for (rental cars, use of privately owned conveyance, excess baggage, etc.) is required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment.” |
| 19 | BE | | “This special auth applies to (whom) only.” |
| 20 | BF | are authorized to hire rented motor vehicle (special conveyance). | “Hire of special conveyance for use within area of TDY station authorized as more advantageous to the government.” |
| 21 | BG | | “Hire of special conveyance authorized as more advantageous to the government.” Use this statement when use is not restricted to the area of the TDY station. |
| 22 | BH | | “Hire of special conveyance within area of (location of TDY) authorized as more advantageous to the government.” Use this statement when variations in itinerary are authorized or there is more than one TDY point. |
| 23 | BI | are authorized to travel by fly-it-yourself aircraft (special conveyance). | “Hire of fly-it-yourself aircraft as a special conveyance is authorized between (location) and (location) as more advantageous to the government. Contact your TMO who is required to arrange for the hire of fly-it-yourself aircraft.” |
| 24 | BJ | are authorized to travel by extra fare train. | “Travel is authorized by extra fare train.” |
| 25 | BK | are authorized to travel by privately owned conveyance, including privately owned aircraft as advantageous to the government. | “POC. This mode has been determined more advantageous.” |

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| 26 | BL | are authorized to travel by first class commercial air. | “Travel is authorized by first class commercial air per approval of Secretary of the Air Force.” When first class evening fares do not cost more than normal day coach fares, they do not require a special authorization. |
| 27 | BM | are authorized to travel by commercial air to and from CONUS. | “Travel is authorized by commercial air per approval of (approving authority).” |
| 28 | BN | will not utilize available government quarters or messing facilities. | “Use of available (government quarters) (government mess) (open mess) will adversely affect (the mission) (performance of duties) at (location) or for the period (dates).” If unique or specialized billeting or messing requirements exist, use remark code ‘AC’. |
| 29 | BO | are authorized travel reimbursement within and around duty station. | “Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around a temporary duty station is authorized.” |
| 30 | BP | have been approved for excess accompanied baggage allowance. | “(number) pieces excess accompanied baggage authorized according to AFI 24-101.” |
| 31 | BQ | | “(number) pieces excess accompanied baggage authorized dependent or each dependent, as appropriate, according to AFR 75-8V1 (AFI 24-101).” Use this statement for dependents traveling by AMC aircraft. |
| 32 | BR | are authorized shipment of household goods (HHG). | “Shipment of household goods is authorized IAW JFTR, volume 1, paragraph U4705.” |
| 33 | AS | are authorized to personally procure transoceanic travel. | “Traveler authorized to personally procure transoceanic transportation.” The request must first be routed through TMO and be approved by the director of personnel or deputy. Approval authority will not be further delegated. |
| Registration Fees. | | | |
| 34 | AY | are assessed a fee for federally or nonfederally sponsored meetings. | “Registration fee is approved on (date) in the amount of (fee) which:” |
| 35 | AZ | | “covers cost of (number) meals and (number) nights lodging at (cost) per night.” |
| 36 | BA | | “covers no meals or lodging.” |
| Variations. | | | |
| 37 | BC | are authorized variations in itinerary. | “Variations in itinerary auth.” Do not use on confirmatory (VOC) orders. |
| Exercise. | | | |
| 38 | BT | participate in an exercise, maneuver, or other similar activity. | “The actual period of (name of maneuver, exercise, etc.) is from (date) to (date).” |
| TDY Over 30 days. | | | |
| 39 | BW | are TDY for 30 days or more. | “Report to MPF/DPMUO prior to departure.” Use this statement when published by the member’s unit. |
| 40 | BY | require an extension of 179 days TDY. | “SAF approval was granted according to AFI 36-2110 (as applicable) by (cite letter or message and date).” |
| Technician TDY. | | | |
| 41 | AN | are TDY in technician status and perform duty on a military installation. | “While on a military installation, government quarters will be utilized by military grade.” |
| 42 | AO | can travel outside normal duty hours. | “Member can travel outside normal duty hours due to mission requirements.” |
| 43 | AP | cannot travel outside normal | “Member cannot travel outside normal duty hours.” |

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| | | duty hours. | |
| Field Duty. | | | |
| 44 | AH | perform TDY in connection with field duty. | "The inclusive dates of field duty are from (date) to (date)." |
| Group Travel. | | | |
| 45 | BS | are not entitled to per diem or transportation allowance on travel days. | "This is a group travel order." |
| Overseas Travel. | | | |
| 46 | BU | are traveling overseas. | "Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements." |
| TDY While on Active Duty. | | | |
| 47 | CA | are performing temporary duty while on some type of active duty orders, i.e., AT, ST, etc. | "Presently on short tour of AD per (include information to identify order)." |
| Permissive TDY (note 2). | | | |
| 48 | BZ | are allowed to be away from their permanent duty station without being charged leave, not in conjunction with official TDY. | "Submit a no pay travel voucher within 5 workdays after completion of travel; travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable to leave." |
| 49 | BX | are authorized permissive TDY in civilian status. | "Travel is at employee's request. Authority JTR, volume 2, paragraph C6250." |
| 50 | CD | are authorized permissive TDY in military status. | "Authority AFI 36-3003 (JFTR, volume 1, paragraph U7650)." |
| 51 | BV | are on a house hunting trip. | "Pursuant to AFR 90-1, you will report to the Base Housing Referral Office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing." |
| 52 | CE | are authorized permissive TDY together with official TDY, i.e., permitting groups or individuals such as bands to perform at unofficial functions. | "Permissive TDY at no expense to the government authorized from (hour and date) to (hour and date) for the purpose of (state purpose)." |
| 53 | CF | | "No more than (number) days permissive TDY, including travel time, is authorized at no expense to the government for the purpose of (state purpose)." |
| AGR Tours. | | | |
| 54 | CB | are aircrew members performing alert duties. | "Authority is given for any period of alert duty, and that the individual will automatically be placed under Title 10 USC 672(d) for the duration of that period of duty, and will automatically revert to Title 32 USC 502(f) after completion of the period of alert duty." Reference: ANGR 35-03, attachment 2. |
| Change in Duty Status. | | | |
| 55 | AQ | change from military to civilian duty status while TDY. | "Member is changing duty status from military to civilian. Refer to (special order number and date)." |
| 56 | CG | change from civilian to military duty status while TDY. | "Member is changing duty status from civilian to military. Refer to (special order number and date)." |

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| 57 | CH | change from inactive to active duty status while TDY. | "Member is changing duty status from inactive to active duty status. Refer to (special order number and date)." |
| 58 | CI | change from active to inactive duty status while TDY. | "Member is changing duty status from active to inactive duty status. Refer to (special order number and date)." |
| Service Schools (note 3). | | | |
| 59 | SA | are attending school at Keesler AFB, Lackland AFB (not bmt) and Sheppard AFB. | "Member must in-process within 24 hours after arrival and out-process within 72 hours before departure with the ANG Liaison Office." For all personnel and all courses. Reference: ANGR 53-02, paragraph 1-10. |
| 60 | SD | are attending school at KTC, Keesler AFB, MS 39534. | "Member will report to the 393 Mission Support Squadron Student Reception Center, Bldg 7001, from 0700 to 1600. All NPS students should report their unit of assignment after 1600 daily, weekends, and holidays for quarters assignment and additional information." For all courses E-1 through E-3 (NPS pipeline and eliminees). |
| 61 | SE | | "Member will report to Muse Manor, Bldg 2101 NET 0800 and NLT 1600, 1 day before class start date. If arrival will be after 1600, report to the billeting office for quarters assignment and additional information." For all courses, officer, enlisted, and civilians (all grades) in TDY status. |
| 62 | SF | | "Member will report to Muse Manor, Bldg 2101 between 0800 and 1600, NET 5 days and NLT (2 or 3) duty days before class start date." For all courses, E-2 and above in PCS status, airmen and officers. |
| 63 | SG | are attending NCO academy at McGhee Tyson ANGB, TN 37777. | "Member will report to P MEC, Bldg 410, NLT 1200 1 day prior to class start date. Release time is NET 1600 on day of graduation. Must pay the surcharge at military dining facilities. Govt quarters are available and will be utilized. Member is required to purchase a PC uniform at approximate cost of \$10.00 (non-reimbursable). Variations in itinerary are authorized for educational field trips." |
| 64 | SH | are attending Airman Leadership School at McGhee Tyson ANGB, TN 37777. | "Member will report to Airman Leadership School, Bldg 205, NLT 2400 1 day prior to class start date. Release time is (hour). Must pay surcharge at military dining facilities. Govt quarters are available and will be utilized. Member required to purchase a PC uniform at approximate cost of \$10.00 (non-reimbursable). Variations in itinerary are authorized for educational field trips." |
| 65 | SI | are attending the Academy of Military Science at McGhee Tyson ANGB, TN 37777. | "Report to McGhee Tyson ANGB TN, Bldg 406, Rm A13, NET 1200 Saturday prior to class start date and NLT 1800 1 day prior to class start date. Report to Bldg 206 NLT 0800 on class start date. Release time is (hour). Quarters and messing are available at no cost to member. Member required to purchase PC uniform at approximate cost of \$60.00 (non-reimbursable). Variations in itinerary are authorized for educational field trips." |
| 66 | SK | are attending school at LTC, Lackland AFB, TX 78236. | "Member will report to Base Billeting (VAQ Gateway Inn, Bldg 10230 for enlisted and GS-6 or below or VOQ, Bldg 2604 for officers and GS-7 or above) which is open 24 hours, 7 days a week. Report 1 day before class start date. Billeting will provide training location and times." For TDY students. |
| 67 | SL | are attending school at Wilford Hall USAF Medical Center (WHMC) | "Member will report NET 1200 and NLT 1800 to the WHMC information desk and then to their course supervisor 1 day prior to class start date." For all personnel. |

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| 68 | SO | are attending school at STC, Sheppard AFB, TX 76311. | “Member will report to Bldg 776 to sign in, for billeting and further instructions NET 0800 and NLT 1600, 1 day before class start date. For arrival after 1600 hours, report to billeting office for quarters assignment and additional information.” For TDY officer, airmen, and civilians for all courses. |
| 69 | SP | | Member must report to Bldg 776 to sign in, for billeting and further instructions NET 0800 and NLT 1600, 4 workdays before class start date.” For non-prior service (ANG) for all courses. |
| 70 | SQ | are attending school and are attached to another unit during TDY. | “During the period of TDY, individual is attached to (unit) for administration.” |
| 71 | SR | are attending school and no remark code exists. | “Individual will report to TDY station no earlier than (hour and date) or no later than (hour and date) and will depart TDY station NLT 1 day after the course has been completed.” |
| 72 | SS | are attending in AT status | Authority 32 USC 501, 504 and 505. TLN/LOA: (XXXX), Class #: (XXXX), Class ID: (XXXX), PDS: (XXXX), Course Title: (XXXX), CSD: (XXXX) and CGD: (XXXX). |
| Counterdrug Duty. | | | |
| 73 | DA | are performing active duty for the drug interdiction and drug reduction programs. | “Paragraph 4 as reads: ‘You are to perform the indicated duty at home station.’ is amended to read: ‘You are to perform the indicated duty at LANG-CDP, Jackson Barracks, Bldg 37, New Orleans, LA 70146-0330 at 0730 on the first day of duty’.” |
| 74 | DJ | | “Report to 159MSF/DPM not later than 3 workdays after completion of tour.” |
| Miscellaneous. | | | |
| 75 | CJ | do not have a security clearance but require it for TDY. | “(Type of investigation) requested on traveler by, (agency requesting investigation) on (date).” |
| 76 | CK | are to perform repeated TDY. | “Traveler is authorized to perform (number) round trips (weekly, monthly, yearly, or during period indicated).” Include the required statements for any routine TDY order that apply. |
| 77 | CL | travel to a TDY location from a leave address and revert to leave status. | “Upon completion return from TDY will revert to leave status, (number) days leave authorized.” |
| 78 | CM | travel on further TDY from a TDY point and is to return to first TDY station. | “Upon completion return to (TDY station) and comply with existing orders.” |
| 79 | CN | are designated as an acting transportation officer. | “Individual is designated Acting Transportation Officer for the purpose of issuing transportation requests, and will comply with AFI 24-101.” |
| 80 | CO | take part in a public ceremony or demonstration, and the expenses are paid by the sponsoring agency. | “Travel will be performed at no expense to the government; expenses will be borne by (organization).” |
| 81 | CP | travel, but the members organization is to get back travel costs from another branch of service, government agency, or foreign government. | “Recoupment of expenses incident to this order will be effected by USAF from (agency concerned).” |
| 82 | CQ | are assigned to geographically separated units (GSU). | “Casualty reporting information: Member’s UPRGp is maintained at (location of personnel flight maintaining records).” |

NOTE:

1. For overseas travel or if a different per diem rate is imposed, contact the financial management office to obtain TDY per diem information.
2. There is no reimbursement for travel. Most permissive travel for military members will be done on AF Form 988, **Leave Request/Authorization**.
3. Reporting instructions for schools or courses of instruction are in AFCAT 36-2223, *USAF Formal Schools*; P MEC Student Info Catalog; or from the quota control agency.

BY ORDER OF THE GOVERNOR

A.M. STROUD, JR.
Major General, LAARNG
The Adjutant General

OFFICIAL

HARRY A. TROSCLAIR, COL, LA ANG
Director of Support