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Personnel

**THE AIR NATIONAL GUARD
ENLISTED FIELD ADVISORY
COUNCIL**

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This instruction implements DAFPD 36-26, *Total Force Development and Management*, and prescribes the mission, organization, composition, and operating procedures for the Air National Guard (ANG) Enlisted Field Advisory Council (EFAC). It includes a requirement to maintain, collect, use, and disseminate information subject to the Privacy Act 1974. The requester will show, and upon request, give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for information. Authority 10 U.S.C. 8021. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Changes include adjustments to EFAC responsibilities, appointment of secretary and other administrative items.

1. Council Mission: The EFAC, as directed by the Director, Air National Guard, is to propose solutions, changes and other policy actions that impact enlisted members of the Air National Guard.

2. Council Objectives:

- 2.1. Provide enlisted members of the Air National Guard a vehicle to express their concerns on matters that impact ANG enlisted members.
- 2.2. Receive tasking and take the lead on issues and concerns of the ANG Command Chief Master Sergeant (CCM).
- 2.3. Receive, review and clarify recommendations from the enlisted field.
- 2.4. Recommend policy solutions to Director, ANG, through the ANG CCM.

3. Council Organization:

- 3.1. The ANG CCM will serve as the liaison between the ANG EFAC and the Director.
- 3.2. The ANG CCM will provide guidance and process final recommendations of the council.
- 3.3. The EFAC Chair, with input from the EFAC Vice Chair, will appoint two EFAC administrators and assign appropriate duties.

4. Council Membership.

- 4.1. The ANG CCM will select a Chair and Vice-chair of the council. The Chair and Vice Chair must both be a current State CSEL or State CCM.
- 4.2. The ANG CCM, upon recommendation from EFAC Chair and Vice Chair, will select one primary and one alternate CCM from each region, to serve at the discretion of the ANG CCM. Primary and Alternate council members of each region shall be an ANG State CSEL/State CCM or Wing CCM. Each regional member will serve as the focal point for their respective region. Applicants must provide a letter of intent, endorsement from their ANG State CSEL or State CCM, an official Air Force biography, and a military resume to their EFAC Region Primary.
- 4.3. Term limits shall normally be 2 years for each position

5. Local Enlisted Field Advisory Councils. State adjutants general and wing commanders are encouraged to establish state and local Enlisted Field Advisory Councils (EFACs). Input from state and local EFACs will be routed through the State Command Chief Master Sergeant to their respective EFAC Region Primary representative.

6. Scheduling of Meetings. The ANG EFAC will physically meet no less than three times each year. Location will be at the discretion of the ANG CCM and ANG EFAC Chair/Vice Chairs.

7. EFAC Operating Procedures.

- 7.1. Consensus will determine council action.
- 7.2. The EFAC Chair/Vice-Chair is responsible for the council reaching consensus and opinions.
- 7.3. The ANG EFAC administrator will, within ten days of any formal meeting, send copies of ANG EFAC minutes to the EFAC Chair/Vice Chair and ANG CCM for approval. EFAC administrators will provide approved minutes to regional EFAC representatives who will in turn send to all State and Wing CCMs.

7.4. EFAC quorum normally consists majority of region representatives (one Region Primary or Alternate) from each region and the Chair and/or Vice to EFAC.

7.5. A quorum is required to conduct official business at the EFAC meetings. Each alternate region representative is an official member of the EFAC and serves as a voting member when the primary is unable to attend a quorum.

8. Man-days/Funding Requirements.

8.1. The Office of the ANG CCM, through ANGRM FM, will program annual EFAC fiscal requirements for council participation for the EFAC chair, vice, secretary, region representative (one Region Primary or Alternate from each region), and two EFAC Administrators.

8.2. Travel by primary ANG EFAC members required to conduct official ANG EFAC business shall be directed by the National Guard Bureau. Alternate members, when not representing their region as primary, should be prepared to travel with unit funds should National Guard funds be limited.

9. Responsibilities.

9.1. Chair/Vice-Chair, ANG EFAC.

9.1.1. Will coordinate publishing and distribution of all ANG EFAC related correspondence. Chairman will appoint an ANG EFAC administrator assign duties.

9.1.1.1. Publish agenda for ANG EFAC meetings.

9.1.1.2. Coordinate ANG EFAC action items for completion.

9.1.1.3. Schedule all meetings of the ANG EFAC.

9.1.1.4. Serve as a member to the ANG Air Directorate Field Advisory Council (ADFAC) (alternate between EFAC Chair/Vice Chair).

9.1.1.5. Serve as a member of the ANG Strategic Planning System (SPS) committee; (Alternate between EFAC Chair/Vice Chair).

9.1.1.6. Selects council member(s) who will be responsible for tasking specified by ANG CCM and the field.

9.1.1.7. Vice-Chair, ANG EFAC will act in the absence of the Chair.

9.2. Regional Representatives, ANG EFAC.

9.2.1. EFAC Regional meetings. EFAC Regional meetings are highly encouraged and will be at the direction of the EFAC Region Primary. They will not be at the direction of the ANG CCM nor the EFAC Chair/Vice Chair.

9.2.1.1. Coordinate with State CCMs in their respective region, receive input, and disseminate information as necessary.

9.2.1.2. Members will attend scheduled EFAC meetings.

9.2.1.3. Solicit input 60 days prior to each ANG EFAC meeting from State CCMs within their region and within their own State.

9.2.1.4. Develop and complete staff actions as assigned by the EFAC Chair/Vice Chair within specified suspense.

9.3. **Treasurer, ANG EFAC.**

9.3.1. The EFAC Chair/Vice Chair, with concurrence with from ANG CCM, will select a current EFAC member to serve as EFAC Treasurer.

9.3.1.1. Shall be the custodian of all ANG EFAC funds.

9.3.1.2. Will keep financial records, disburse funds, and present a financial status update at all formal EFAC meetings.

9.3.1.3. Will, along with the EFAC Chair/Vice Chair, in unanimous decision, have the power to disburse otherwise unallocated amounts no larger than \$250 per quarter, but must report any such allocation at the next formal EFAC meeting.

9.4. **ANG EFAC Support Staff.**

9.4.1. The EFAC Chair/Vice Chair, with concurrence from the ANG CCM, will select CMSgt as EFAC secretary.

9.4.2. The EFAC administration team is comprised of 2 administrators (SMSgt). The EFAC Chair/Vice Chair, with concurrence from the ANG CCM, will select the administrative team members.

9.4.3. The EFAC Secretary will be the lead for all administrative actions and shall be responsible for recording the minutes and acting as official timekeeper of all official ANG EFAC meetings.

9.4.4. Lead admin will be the senior appointed member and will prepare secondary admin to assume lead admin duties when required.

9.4.4.1. Lead admin will ensure the following tasks are completed.

9.4.4.1.1. Shall maintain list of all ANG EFAC members, position dates, and issue leads.

9.4.4.1.2. Shall maintain the permanent records of the ANG EFAC, through SharePoint, MS TEAMS, and social media.

9.4.4.1.3. Will assist the ANG EFAC chairperson and vice-chairperson in composing correspondence on behalf of the ANG EFAC.

9.4.4.1.4. Shall coordinate funding authorization through the ANG Readiness Center (ANGRC) Financial Management office, at the direction of the ANG EFAC Chair/Vice Chair. No later than 60 days prior to meetings, funding authorization information to EFAC regional representatives and Chair and Vice to EFAC. And other duties as assigned by the EFAC Chair / Vice Chair.

9.4.5. Term limits shall normally be 2 years for each position.

10. Advisors, ANG EFAC are non-voting members. They should attend all EFAC meetings (unless otherwise directed by the EFAC Chair with consultation of ANG CCM). Advisors are expected to be informed and prepared to offer counsel and perspective in their area of expertise on

EFAC agenda items and correspondence. Advisors are to provide a general update, in their area of expertise, to EFAC at each meeting.

10.1. Standing ANG EFAC Advisors.

- 10.1.1. CONR/AFNORTH 1AF Command Chief Master Sergeant
- 10.1.2. Air National Guard Readiness Center Command Chief Master Sergeant
- 10.1.3. ANG First Sergeant Functional Manager
- 10.1.4. National Guard Enlisted Legislative Liaison
- 10.1.5. ANG Training and Education Center Commandant
- 10.1.6. Barnes Center Senior Enlisted Advisor
- 10.1.7. Professional Organization advisor
- 10.1.8. Other EFAC advisors may be invited to attend meetings at the discretion of the EFAC Chair/Vice Chair.

11. 802 Submittal process. 802 items must be submitted via the NGB Form 802 and routed through the submitter's Command Chief (CCM) to the EFAC regional representative. Regional representatives will have all 802s submitted 30 days prior to EFAC meeting for admin to vet and have prepared.

- 11.1. NGB Form 802s that are accepted will be logged and tracked on the EFAC 802 Tracker. NGB Form 802s will be maintained until no longer needed.
- 11.2. EFAC regional representative will provide feedback to submitted organization on any non-accepted 802s.

12. Submitting Items to the ANG EFAC meeting agenda. Any enlisted member of the ANG may submit a recommended agenda topic to the EFAC for consideration. Recommended item will be submitted through the applicable regional representative to the EFAC Chair and Vice Chair for consideration.

MICHAEL A. LOH
Lieutenant General, USAF
Director, Air National Guard

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

DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, February 9, 2011 Incorporating Change 1, September 7, 2017

DODI 5025.01, *DOD Issuances Program*, August 1, 2016 Change 3 effective May 22, 2019

DOD 5200.01 DoD *Information Security Program and Protection of Sensitive Compartmented Information*, April 21, 2016 incorporating change 2, October 1, 2020

DODM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

AFPD 33-3, *Information Management*, 8 September 2011, incorporating change 1, 21 June 2016

AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

HOI 33-3, *Information Workflow Management and Correspondence Preparation*, 6 July 2015 certified current 20 July 2017

Prescribed Forms

NGB Form 802, *Enlisted Field Advisory Council Proposed Agenda Item*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*, 15 April 2022

Abbreviations and Acronyms

AC—Administrative Change

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

Terms

Accountable Forms—Forms that the Air Force stringently controls, and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).