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Communications and Information

ADMINISTRATIVE ORDERS

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management*, by establishing administrative orders management. This Air Force instruction (AFI) provides general guidelines that may be supplemented with more specific instructions provided by the respective office of primary responsibility (OPR) for each type of order. This instruction directs the maintenance of records subject to *The Privacy Act of 1974*. Authorities to maintain records are Secretary of the Air Force; Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*; and Joint Travel Regulations (JTR), Volume 2, *Department of Defense Civilian Personnel*. System of Records Notice F033 AF D, *Automated Orders Data System*, applies. It applies to all military and civilian Air Force personnel, members of the Air Force Reserves and Air National Guard (ANG), other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. See the specific functional area instructions for more information concerning orders, policies, and procedures. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/EASD), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate command channels using AF Form 847, *Recommendation for Change of Publication*, with an information copy to Office of the Secretary of the Air Force for Warfighting Integration and Chief Information Officer, Information Management Policy Branch (SAF/XCISP (A6XP)), 1800 Air Force Pentagon, Washington DC 20330-1800. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records* (will convert to AFMAN 33-363), and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afirms.amc.af.mil/rds_series.cfm. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision updates the OPR and certifier information; the “Systems of Records Notice” references; updates the HQ AFCA point of contact information (POC) for recommended changes to the instruction; updates the Secretary of the Air Force (SAF) POC’s information to ensure receipt of an information copy

of the instruction using AF Form 847. It updates the references to the Air Force Computer Systems Manual (AFCSM) and replaces the reference to AFMAN 37-139, *Records Disposition Schedule*, with AFRIMS RDS.

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Chapter 1

ORDER TYPES, AUTHORITY, AND RESTRICTION

1.1. Administrative Orders. Administrative orders are written directives, published by a commander or other competent authority, which direct actions or announce decisions. Order-publishing officials must follow this instruction and the appropriate functional directives governing the order. Four types of administrative orders exist: special, reserve, aeronautical, and movement.

1.1.1. Special Orders (SO).

1.1.1.1. Direct individuals onto extended active duty or change the status of military personnel on active duty (e.g., they appoint, assign, promote, demote, retire, separate, direct temporary duty [TDY], and authorize travel of dependents).

1.1.1.2. Announce assumption and appointment of command, and the closing and opening of a headquarters.

1.1.1.3. Designate, re-designate, activate, inactivate, assign, and reassign all types of United States Air Force (USAF)-controlled units and installations. This includes any ANG units and installations.

1.1.1.4. Attach one unit to another.

1.1.1.5. Authorize travel of Department of Defense (DoD) civilians for permanent change of station (PCS) movements, TDY, and assignment (of military or civilian personnel) to official boards or committees; or to other specific duties.

1.1.1.6. Authorize travel on military aircraft for non-DoD civilians.

1.1.1.7. Invite civilians who are not federal employees to perform official travel for the Air Force.

1.1.1.8. Award individual and unit decorations.

1.1.2. Reserve Orders (RO). These orders apply to Air Force Reserve members not on extended active duty (e.g., they appoint; assign; promote; demote; retire; discharge; order to annual, special, and school tours of active duty; or change the personnel data or status of Air Force Reserve members not on extended active duty).

1.1.3. Aeronautical Orders (AO).

1.1.3.1. Start or end aviation career service.

1.1.3.2. Disqualify or re-qualify members for aviation service.

1.1.3.3. Award advanced aeronautical ratings.

1.1.3.4. Award aeronautical badges.

1.1.3.5. Place members on parachute jump status.

1.1.4. Movement Orders (MO). These orders move units as directed by HQ USAF or overseas commands.

1.1.5. Miscellaneous. When reporting the results of trials and actions of the convening or higher authority, either Special Court-Martial Orders or General Court-Martial Orders are issued in accor-

dance with AFI 51-201, *Administration of Military Justice*. The Court-Martial Order is also used in appellate review. This type of order is different from the Special Order used to convene a Court-Martial. The Court-Martial Order is not a special order.

1.2. Authority to Publish Orders. Commanders down to and including squadron level may publish orders. Commanders below squadron level, such as detachments or flights, may publish TDY orders with a specific authorization from a higher level commander (see AFI 65-103, *Temporary Duty Orders*). Commanders may publish orders that are not within their jurisdiction only if the proper commander approves or if HQ USAF directs publication. Hospitals and aero-medical staging units may publish orders on patients who are members of any Air Force activity, but they will send copies to the patient's parent organization. The commander or OPR for the specific order instruction may delegate orders publishing authority, but they will not delegate orders approval authority unless authorized by AFI 51-604, *Appointment to and Assumption of Command*.

1.3. Restriction on Publication. Do not publish orders for routine actions unless higher headquarters directives, legal, or financial requirements make it necessary. Instead, use an appointment memorandum or other prescribed method. For example, do not publish orders to authorize ordinary leave; to assign additional duties such as building custodians, TOP SECRET control officers, security officers, record custodians, and fire marshals; to appoint a board or committee when membership is established by position title in published directives; or to implement personnel actions except group actions announced in "P" series orders.

Chapter 2

PREPARING ORDERS

2.1. Series of Special Orders. Use **Table 2.1.** and **Table 2.2.** when assigning a series of SOs to specific actions. Air Force Reserve and ANG will refer to their associated instructions for series of orders unique to their component.

Table 2.1. Series of Special Orders and Prescribing Directives.

	A	B	C
R U L E	If the order pertains to:	Then publish in series:	and refer to this publication:
1	Appellate Review	A	AFI 51-201
2	Appointment of Commanders	G	AFI 51-604
3	Assignment and Relocation, Contract Personnel	A	AFI 21-110, <i>Engineering and Technical Services Management and Control</i>
4	Assumption of Command	G	AFI 51-604
5	Attendants and Escorts	T	AFI 65-103
6	Awards and Decorations	G	AFI 36-2803, <i>The Air Force Awards and Decorations Program</i>
7	Blanket TDY Travel	T	AFI 65-103
8	Boards and Committees (when an order is required by directive)	A	Prescribing Directive
9	Civilian Emergency Leave	T	AFI 65-103
10	Civilian TDY to Attend Training	Y	AFI 65-103
11	Demotion of Airmen	A (see note 1)	AFI 36-2503, <i>Administrative Demotion of Airmen</i>
12	Dependents Emergency Travel	T	AFI 65-103 and AFI 36-3020, <i>Family Member Travel</i>
13	Dependents, Unaccompanied Travel	A	AFI 65-103 and AFI 36-3020

	A	B	C
R U L E	If the order pertains to:	Then publish in series:	and refer to this publication:
14	Discharge	A	AFI 36-2102, <i>Base-Level Relocation Procedures</i> , and AFI 36-3202, <i>Separation Documents</i>
15	Emergency Leave	T	AFI 65-103 and AFI 36-3003, <i>Military Leave Program</i>
16	Extended Active Duty	A	AFI 36-2008, <i>Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers</i>
17	Convening General, Special, and Summary Courts-Martial	A	AFI 51-201
18	Invitational Travel	T	AFI 65-103
19	Consecutive Overseas Tour Leave	A and T	AFI 36-3003
20	Miscellaneous Actions Not Listed Elsewhere	M	Prescribing directive
21	Organization Action	G	AFI 38-101, <i>Air Force Organization</i>
22	Installation Action	G	AFI 32-9005, <i>Real Property Accountability and Reporting</i>
23	PCS, Military	A	AFI 36-2102
24	Permissive TDY	T	AFI 65-103 and AFI 36-3003
25	Prisoners, Change of Designated Place of Confinement	A	AFI 36-2102 and AFI 51-201

	A	B	C
R U L E	If the order pertains to:	Then publish in series:	and refer to this publication:
26	Personnel Actions for Groups	P	Air Force Computer Systems Manual (AFCSM) 36-699, Volume 1, <i>Military Personnel Flight (MPF) Management and Military Personnel Data System (Mil PDS) User Guidelines</i> , http://ask.afpc.randolph.af.mil/docs/psd/AFCSM%20DOCS/AFCSM36-699V1.pdf
27	Personnel Actions Using AF Form 2096, <i>Classification/On-The-Job Training Action</i>	C	AFCSM 36-699, Volume 1
28	Personnel Actions Using AF Form 2098, <i>Duty Status Change</i>	D	AFCSM 36-699, Volume 1
29	Promotion-Enlisted	P	AFI 36-2502, <i>Airman Promotion Program</i>
30	Reenlistment of Former First-Term Airmen from Civilian Life	A	AFI 36-2606, <i>Reenlistment in the United States Air Force</i>
31	Release From Active Duty	A	AFI 36-2102 and AFI 36-3202
32	Repeated TDY Travel	T	AFI 65-103
33	Resignation of Reserve Officers	A	AFI 36-3209, <i>Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members</i>
34	Return to Duty Travel	T	AFI 65-103
35	Special Appointment of Individuals to Duties When Required by Directives	A or M (see Note 2)	Prescribing Directive
36	Special Leave	T	AFI 65-103 and AFI 36-3003

	A	B	C
R U L E	If the order pertains to:	Then publish in series:	and refer to this publication:
37	Student Dependent Travel	T	AFI 65-103 and AFI 36-3020
38	Subpoena Travel Orders	T	AFI 65-103 and AFI 51-201
39	TDY, Civilian and Military Personnel	T	AFI 65-103
40	TDY, Contract Personnel	T	AFI 65-103
41	Transportation Authorization	T	AFI 65-103
42	Resignation of Regular Officers	B	AFI 36-3207, <i>Separating Commissioned Officers</i>
43	Funded Environmental and Morale Leave	T	AFI 65-103
NOTES:			
1. Use Reserve order for personnel NOT on extended active duty.			
2. Use either series, depending on the permanence of the action.			

Table 2.2. Series of Special Orders.

R U L E	A	B
	If the order pertains to:	then publish in series:
1	Advance Orders	A
2	Civilian PCS Air Force Civilian Personnel Management Center-Funded Career Program Selections	O
3	Investigating Officers and Boards	M
4	PCS, Civilian	X
5	Reenlistment of Airmen Under the Delayed Reenlistment Program	A
6	Travel to Overseas Home of Selection	A

2.2. Forms for Orders. Forms standardize and, therefore, simplify the publishing of administrative orders. When you cannot use a form, you may compose an order. However, be sure to include all required information. Computer-generated orders may vary in format from form or composed orders as long as

they include all required data. The ANG will use computer-generated orders when possible. Prescribed forms for orders generation are not applicable to the ANG.

2.3. Composed Orders.

2.3.1. Paper Size, Margins, and Numbering. See [Figure 2.1](#) for a sample composed order. Use 8.5-by-11-inch paper and leave a 1-inch margin around each page on all composed orders except for computer-generated ones. Number the second page 0.5 inch from the page bottom at the left margin. Type the order number in the lower right corner of the first page.

2.3.2. Heading. Include the following elements in the heading: the title “DEPARTMENT OF THE AIR FORCE”; the complete unit designation; the name of the major command (MAJCOM) of assignment, abbreviated in parentheses; the complete mailing address; the type and number of order; and the date the order is published. Do not postdate or antedate the orders.

2.3.3. Body. Write clearly and concisely. Do not use code words or unauthorized abbreviations. You may use abbreviations in the dictionary and authorized nicknames if such use creates no confusion. Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. Number paragraphs when using more than one.

2.3.4. Close. Include the following elements in the closing: the orders-approving official's signature block, the authority for publishing the orders, when required, distribution, and the authority line when not using the commander's name. The OPR for the specific order instruction decides whether to include any additional items.

2.3.4.1. Unless a directive specifically requires it, you need not cite the authority for publishing an order. You must, however, cite an authority in all orders that involve travel at government expense.

Figure 2.1. Sample Composed Order.

DEPARTMENT OF THE AIR FORCE
 19TH WARFIGHTER TRAINING WING (ACC)
 12345 EAGLE LANDING ROAD
 WASHINGTON, DC 20330-12345

SPECIAL ORDER (Do not postdate or antedate) 19 Jan 05
 AF-01

1. Effective 19 January 2006, the 1000th Informational Communications Wing, Langley AFB, VA is inactivated.
2. Effective 19 January 2006, Operating Location AB, Informational Communications Flight, Reston, VA is disestablished.
3. Authority: AFI XX-XXX (DoD or AFI authority for the Order).

FOR THE COMMANDER (Use appropriate authority line from Table 2.3)

//////////OFFICIAL//////////

<p>MONETARY L. FUNDING, Colonel, USAF Director, Manpower and Organization Division Headquarters, USAF Plans and Programs</p>	<p>Distribution or See Distribution List HQ USAF/DPMO HQ USAF/XX HQ ACC/XX HQ AFMC/XX HQ AETC/XX HQ AFPC/XX HQ AFCA/XX HQ AFOTEC/XX HQ AFSOC/XX</p>
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DISTRIBUTION LIST

HQ USAF/XX
 HQ ACC/XX
 HQ AFMC/XX
 HQ AETC/XX
 HQ AFPC/XX
 HQ AFCA/XX
 HQ AFOTEC/XX
 HQ AFSOC/XX

AF-01

2.3.4.2. Refer to **Table 2.3.** for authorized authority lines.

2.3.4.3. No seal or signature is needed on computer-generated orders; place the word “OFFICIAL” above the signature element instead.

Table 2.3. Authorized Authority Lines.

R	A	B
U L E	For:	Use This Authority Line:
1	Department of the Air Force	BY ORDER OF THE SECRETARY OF THE AIR FORCE
2	Missions and Commissions	FOR THE CHIEF
3	Attaches	FOR THE AIR ATTACHE
4	Air Force Academy	FOR THE SUPERINTENDENT
5	Air Force Components of Unified and Specified Commands	FOR THE COMMANDER
6	All Other Units	FOR THE COMMANDER or FOR THE COMMANDANT

2.3.5. Multiple-Page Orders and Continuation Lines. Strive to keep all orders to two pages--one sheet, front and back. If orders are longer than two pages on standard-size paper, print on legal-size paper when you can reduce and reproduce the orders on standard-size paper.

2.3.5.1. Write the order number, publisher, and date at the top of each odd-numbered page (e.g., SO A-109, HQ ACC, Langley AFB VA, 1 September 1998, if you must use more than one sheet,); this is optional for even-numbered pages.

2.3.5.2. Include the heading, order number, date, and authority line on both sides of the page for computer-generated, multiple-name orders.

2.3.5.3. Number multiple-page orders at the bottom of each page to show how many pages are in the order (e.g., “Page 1 of 3 Pages”).

2.4. Identifying Personnel.

2.4.1. Single Person. Type the person's grade and name in CAPITAL letters. The first time you use a name, state grade or title; first name, middle initial, last name (or last name, first name, middle initial); and social security number (SSN). If the person is on a retired list, write the word "Retired" after the grade. Use only the grade or title and last name if you use the same name more than once in the same paragraph.

2.4.2. Groups. When many individuals are on an order, make a machine roster according to AFCSM 36-699, Volume 1, and photocopy it on the order. Prepare an extract copy (see paragraph 3.9.) accord-

ing to *The Privacy Act of 1974* by omitting SSNs of other members on copies of group orders that are given to individual members.

2.4.3. Unit and MAJCOM of Assignment. Show the unit, MAJCOM, and assignment address of each person named in the order. State only "this HQ" or "this unit," as appropriate, on a composed order published by the person's unit; do not show the unit address and MAJCOM. OPRs for specific order instructions may provide additional guidance.

2.4.4. Departmental Status and Component. Include the departmental status and component with the grade, name, and service number or SSN on orders for military personnel not in the Air Force. For example, write: "CAPT MARK HESS 000-00-0000, DA (INF)" or "SQ LEADER JAMES W FEARS, 5167, Royal Air Force."

2.4.5. Air Force Office of Special Investigations (AFOSI) Agents. The AFOSI Special Agent's (SA) rank and grade should be omitted from all TDY and PCS orders. All SAs should have a designated single point of contact at Special Orders processing, Permanent Change of Station (PCS) and Traffic Management Office (TMO).

2.4.6. Senior Executive Service (SES), Scientific, or Professional Personnel. Include the traveler's position title and precedence priority (distinguished visitor [DV]) code after the name on all forms and composed travel orders. For example, write: "SES-3 Deputy Director, Materiel Management (OC-ALC) (DV-6)."

2.5. Numbering and Dating Administrative Orders. Number and date each order.

2.5.1. Number orders by using a letter prefix to identify the series of orders, starting with number 1 for each fiscal or calendar year (determined by the OPR for the specific order instruction). For example, A-1, A-2, G-1, G-2. When you want to break out a series by specific type of action or preparing office, add a second letter prefix.

2.5.2. Cite the number of the last order published the previous year above the heading of the first order of a year. If no orders were published in a series during the preceding year (or years), write: "No orders were published in this series in (year or years)."

2.5.3. Write above the heading of the consolidated order: "SO (series and number), (organization), (date), was last SO published in (identify discontinued series). Effective this date, the (discontinued series) is consolidated in (new series)" when discontinuing a series of orders and consolidating it with another series.

2.5.4. Continue to number in order when a unit issuing an order inactivates and another unit activates immediately to perform the same mission. Cite the authority for the change above the heading of the first order published thereafter.

2.5.5. Begin a new series when a unit is transferred without personnel and equipment to another base or command.

2.5.6. OPRs for specific order instructions may provide additional order numbering guidance as deemed appropriate.

Chapter 3

VERBAL ORDERS AND CHANGES TO ORDERS

3.1. Verbal Orders of the Commander. Do not issue verbal orders if possible. Commanders may issue verbal orders that involve obligating funds, flying status, or aeronautical ratings of individuals only when time prevents the publication of written orders in advance of travel.

3.1.1. Confirm verbal orders (in writing) as soon as possible. In the written order, identify who issued the verbal order and the date the verbal order was given. **EXAMPLE:** *The verbal orders of the Cmdr, HQ ACC, Langley AFB VA, 1 Oct 98, directing CAPT JAY A. SMITH, 123-45-6789, HQ ACC/IGOF, this stn, to proceed on 1 Oct 98 from Langley AFB VA to Luke AFB AZ on TDY for approximately 3 days to obtain depositions in connection with an aircraft accident investigation and to return to Langley AFB VA, are confirmed; circumstances prevented written orders in advance. (MSN) (SITE VISIT) TDY. Submit a travel voucher within 5 workdays after receipt of orders. (Accounting Classification.) Authority: AFI 36-2110 and HQ USAF/IGD Ltr, 30 Sep 98, Aircraft Accident Investigation.*

3.1.2. State why written orders were not issued earlier if funds were spent or flying status or aeronautical ratings were affected. For example, you might write "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance."

3.1.3. Do not include variations in itinerary when publishing orders after travel is completed.

3.1.4. The name of the unit that issued the verbal order must be included in the order when an order is published by an organization that publishes orders for several units.

3.1.5. P-series orders may be published after their effective date without a confirmation statement or an explanation. Command directors of personnel must make sure publication occurs promptly.

3.2. Amendments, Rescissions, and Revocations. Use AF Form 973, *Request and Authorization for Change of Administrative Orders*, to amend, rescind, or revoke an order. See [Attachment 2](#) for instructions on completing AF Form 973. Use a composed order if the form is not practical. Publish amendments, rescissions, and revocations in the same series as the original order. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders." Do not use AF Form 973 for orders convening courts-martial, appointing investigating officers for boards or committees, or for aeronautical orders.

3.3. Who May Change an Order. Normally only the organization that published the original order may amend, rescind, or revoke it. Functional OPRs for specific order instructions may authorize other organizations or activities to change specific orders. Provide a copy of any changes to the organization that published the original order.

3.4. When to Amend an Order. Publish an amendment to add, delete, or change pertinent data to read as originally intended. Functional OPRs for specific order instructions will provide specific instructions and guidance on when their orders will be amended, and when an amendment is inappropriate.

3.5. When to Rescind an Order. Rescind an order when it is no longer needed; for example, if an individual has blanket or repeated travel orders but now has a change in duty assignment.

3.6. When to Revoke an Order. Revoke an order before it goes into effect or before any funds are expended.

3.7. Additional Guidance.

3.7.1. Justify retroactive amendments to orders that increase or decrease the amount of money due the traveler or the government. Include justification or an explanation statement in the remarks section of the amendment. The justification or explanation statement used in the remarks section of the amendment must clearly show that the original order was unclear, incomplete, or lacked necessary information.

3.7.2. The new order may announce the revocation or rescission if an organization revokes or rescinds an order and immediately replaces it with another. Add the statement: "This order revokes or rescinds (order number and date)" in the remarks section of form orders. Make this statement the last paragraph in composed orders.

3.7.3. When an order is revoked, it no longer exists as an official document. A rescinded order is still an official document, although it can no longer be used. Do not revoke a revocation or rescission; publish a new order.

3.8. Corrected Copies. Publish a corrected copy of an order only to correct an error in the heading or close of the original composed order, or the approving official's part of a form order. (To correct a fund citation or an error in the body of the order, publish an amendment.) Enter "*Corrected Copy-Destroy All Others*" and the incorrect number and date at the top of the corrected copy. Use the same heading and close as on the original composed or form order, correcting only those portions that need it. Double underline the corrected portion when possible; and make sure the distribution matches the original order.

3.9. Copies. You may reproduce any order or portion of it, as a copy or an extract copy. Include the same heading and close as the original composed or form order, and the statement "*COPY*" or "*EXTRACT COPY*." Write only the required information for an extract copy. For example, if a paragraph includes several individuals, list only the person who needs the copy on the extract copy. Use asterisks to indicate omitted material. Any orders issuing or approving official authorized to publish orders may sign copies or extract copies.

3.10. Printed Information on Reverse of Orders. You may print information on the reverse of special orders if the OPR for the specific order instruction imposes no specific limitations. Limit information on the reverse of orders to that which does not reasonably fit on the front. Additional remarks are the most common use of the reverse side of orders.

Chapter 4

REPRODUCTION, DISTRIBUTION, MAINTENANCE, AND DISPOSITION

4.1. Reproduction. Keep orders reproduction to a minimum. Use both sides when duplicating. Revocation or rescission orders typically do not require the same number of copies as the original order.

4.2. Distribution. Indicate distribution under the word *distribution* by entering a list of all individuals and organizations, a distribution code, or both. The orders-publishing organization must maintain the list of codes and standard distributions if it uses distribution codes.

4.2.1. Normally, distribute orders no later than the first workday after they are published. Functional OPRs for a specific type of order may provide additional guidance.

4.2.2. Distribute orders to each individual and organization named in the order, except organizations where individuals will perform short periods of TDY and all activities listed in standard distribution requirement set by publishing authority or higher headquarters. OPRs for orders may establish specific order distribution requirements.

4.2.3. Distribute classified orders only to persons who need them and who have proper clearance.

4.3. Maintenance. The orders publishing activity maintains all record sets of their orders according to AFI 33-364, *Records Disposition-Procedures and Responsibilities*, and AFRIMS RDS. It may delegate this authority to subordinate units or activities that publish orders in their name. The orders-publishing activity is responsible for making sure that all orders are properly prepared, reproduced, distributed, and maintained.

4.3.1. File the published copy of each order in numerical sequence by type and series. File background material as the orders-approving official directs. Annotate the background material in the lower right corner to show the paragraph and order number to which it pertains. Background material includes coordination, approvals, letters, messages, justification files for special authorizations, and theater clearances. Form orders typically have no background material because they are both a request and an order.

4.3.2. Post each amendment, revocation, or rescission to the original order. After posting the amendment, revocation, or rescission to the original order, mark the amendment, revocation, or rescission with the word "Posted" along with the date of the posting and the initials of the person who posted information on the original order.

4.4. Disposition and Retrieval. Each orders-publishing activity accumulating record sets of orders is responsible for the proper and timely retirement of the records sets. Once inactive records are transferred to the base records staging area, the base records manager (RM) will assist in retrieval of records sets of orders upon request and will transfer eligible records to the designated federal records center. If separate series of orders are published by subordinate units or offices in the name of the parent unit, retire them with the parent unit's orders.

4.4.1. Transfer inactive records sets to the base records staging area; attach a listing of all orders to the Standard Form (SF) 135, *Records Transmittal and Receipt*, and place a copy of the listing in a folder at the very front of the orders. This listing can be a copy of any orders log created and maintained dur-

ing orders production. Account for all numbers in each orders series, used or unused, on the list. If records cannot be located or were prematurely destroyed, efforts must be made to reconstruct or locate them (AFI 33-364).

4.4.2. Maintain a copy of the SF 135, received by the base RM, in the office transferring the records to facilitate future retrieval.

4.5. Forms (Adopted and Prescribed).

4.5.1. Adopted Forms: SF 135, *Records Transmittal and Receipt*; AF Form 847, *Recommendation for Change of Publication*; AF Form 2096, *Classification/On-The-Job Training Action*; and AF Form 2098, *Duty Status Change*.

4.5.2. Prescribed Form. AF Form 973, *Request and Authorization for Change of Administrative Orders*.

MICHAEL W. PETERSON, Lt Gen, USAF
Chief of Warfighting Integration and
Chief Information Officer

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

Title 10, United States Code, Section 8013

JFTR Volume 1, *Uniformed Service Members*, 1 June 2006

JTR Volume 2, *Department of Defense Civilian Personnel*, 1 June 2006

System of Records Notice F033 AF D, *Automated Orders Data System*, June 11, 1997

AFPD 33-3, *Information Management*, 28 March 2006

AFI 33-332, *Air Force Privacy Act Program*, 29 January 2004

AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006

AFI 21-110, *Engineering and Technical Services Management and Control*, 1 August 2000

AFI 32-9005, *Real Property Accountability and Reporting*, 30 September 1994

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002

AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

AFI 36-2502, *Airman Promotion Program*, 6 August 2002

AFI 36-2503, *Administrative Demotion of Airmen*, 20 July 1994

AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-3003, *Military Leave Program*, 20 October 2005

AFI 36-3020, *Family Member Travel*, 10 June 1994

AFI 36-3202, *Separation Documents*, 22 November 2005

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 38-101, *Air Force Organization*, 4 April 2006, through Change 2, 20 July 2006

AFI 51-201, *Administration of Military Justice*, 26 November 2003, through Change 2, 10 July 2006

AFI 51-604, *Appointment to and Assumption of Command*, 4 April 2006

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFMAN 37-123, *Management of Records*, 31 August 1994 (will convert to AFMAN 33-363)

AFCSM 36-699, Volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guide*, 10 January 2007

AFRIMS RDS

Abbreviations and Acronyms

AFCA—Headquarters Air Force Communications Agency

AFCSM—Air Force Computer Systems Manual

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

ANG—Air National Guard

DoD—Department of Defense

DV—Distinguished Visitor

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

POC—Point of Contact

RDS—Records Disposition Schedule

RM—Records Manager

SA—Special Agent

SES—Senior Executive Service

SO—Special Order

SSN—Social Security Number

TDY—Temporary Duty

USAF—Headquarters United States Air Force

Terms

Authentication—The process that makes an administrative order valid. In most cases the signature (or official stamp) of the orders approving official or designated representative is enough to validate an order. A separate authentication is unnecessary. However, the functional OPRs may require additional authentication if they think it is necessary.

Effective Date—The date orders go into effect. This is usually the date of the order, unless the order specifies a different effective date or confirms previous verbal orders. To determine the effective date of military permanent change of station orders of entitlements, see JTFR, Volume 1, and JTR, Volume 2.

Functional Order Office of Primary Responsibility—Organization that guides and manages specific orders programs, although it may not actually prepare the specific order.

Orders-Issuing or Approving Official—The competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or that requires administrative approval. This official normally signs manually prepared orders but may also use a stamp. He or she does not need to sign computer-generated orders. However, if neither a signature nor stamp is used, there must be adequate controls to ensure proper approval.

Attachment 2**PREPARING AIR FORCE FORM 973,
REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS**

A2.1. Use AF Form 973 to amend, rescind, or revoke an order. Publish amendments, rescissions, and revocations in the same series as the original order.

A2.1.1. Rescind an order when some action was already taken on the published order, for example, travel advance or transportation request.

A2.1.2. Revoke an order when no action occurs against the original order.

A2.1.3. Amend an order to change data in it.

A2.1.4. If the order is revoked only as it pertains to some, but not all, individuals in the basic order, type the words *In Part* after marking the *Revoked* block. This is not necessary if already preprinted on the form.

A2.2. Items 1A through C, and 8 through 15. Self-explanatory.

A2.3. Item 1D ([TED][PCS with PCA][PCS without PCA]). Include date and check applicable block.

A2.4. Item 2. Include all previous amendments.

A2.5. Item 3 (Relating to TDY, PCS, Short Tour of AD, and so on). Include the original action, TDY, PCS, and so on. If the change involves a reassignment, include the gaining unit shown in the basic order; control Air Force specialty code (AFSC)(airmen), primary AFSC (officers), and assignment action number or shipment line number.

A2.6. Item 4 (Identification of the Individual to Whom Change Action Pertains). Do not use this form if the original order appointed a board or committee. Instead, use a composed order. When an amendment applies to everyone listed on the basic order, use the statement, *same as basic order*, instead of repeating names on the amending order.

A2.7. Item 5A (Amendment). When indicating a change in wording, underscore the portion that is changed and what it is changed to read.

A2.8. Item 5B (Is amended to [Include][Delete]). Cross out the one that does not apply.

A2.9. Item 6 (Remarks). Include information not covered by preceding items (e.g., the authority for the action when required). This item may also be used to continue preceding items when more space is needed.

A2.10. Item 7 (Accounting Citation). On revocation or rescission orders there is no need to repeat the fund cited in the original order. On amendments, include a fund cite only if this change is correcting it or if additional funds are required. On amendments calling for the spending of additional funds, such as extension of TDY or travel to additional TDY points, get the initials of the fund-approving official.

A2.11. Item 16. Use this block only when local policy requires it.