

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 51-509

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Law

**APPOINTMENT TO AND ASSUMPTION
OF COMMAND**

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This instruction implements Air Force Mission Directive (AFMD) 1, *Headquarters Air Force (HAF)* and Air Force Policy Directive (AFPD) 51-5, *Administrative Law, Gifts, and Command Relationships*. It describes traditional principles of command authority and succession, and it provides guidance to record and announce appointments to and assumptions of command. It applies to service members and units in the Regular Air Force (RegAF), and Air Force Reserve (AFR), as well as Title 10 United States Code (USC) Air National Guard (ANG). It also applies to members and units of the ANG performing duty under Title 32, USC, to the extent it is consistent with the applicable state, commonwealth, or district's military code or command polices. This instruction may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this instruction to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through intermediate legal offices. The authorities to waive wing/unit level requirements in this publication are identified with a Tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 5 United States Code (USC) Section 522a, Title 10 USC § 8013, *Secretary of the Air Force*, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. The applicable Systems of Record Notice, F036 AF PC Q, *Personnel Data System*

(PDS), is available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include renumbering the instruction to align with the newly-controlling AFPD 51-5; changing the responsibility for waiver approval in paragraph 10 through delegation in paragraph 2.4.2.; removing references to the rescinded Air Force Instruction 33-328, *Administrative Orders*, and introducing some of its material into this instruction; further clarifying who can assume command when two eligible officers are equal in grade and rank; clarifying command-authority over civilian-led units; and providing more detailed guidance related to Air Reserve Component (ARC) commanders (which includes both AFR and ANG).

1.	Overview.....	3
2.	Roles and Responsibilities	3
3.	Eligibility to Command	5
4.	Characteristics of Command Leadership	9
5.	Chain of Command.....	9
6.	Succession to Command.....	10
7.	Permanent and Temporary Succession to Command	13
8.	Special Rules.....	15
9.	Air Reserve Component (ARC) Commanders.....	17
10.	Command of Flying Units	18
11.	Command and Staff	19
12.	Announcement of Command.....	21
13.	Correcting Erroneous Appointments to or Assumptions of Command	23
14.	Relief of Command.....	24
	Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	27
	Attachment 2— COMMANDER AND CIVILIAN DIRECTOR AUTHORITIES	34
	Attachment 3— INSTRUCTIONS FOR PREPARATION OF AF FORM 35	53
	Attachment 4— SAMPLE LETTER FOR RELIEF OR SUSPENSION OF COMMAND	63

1. Overview . Command is central to all military action, and unity of command is central to unity of effort. Commissioned Air Force officers exercise command of Air Force units. **(T-0)**. Civilians and enlisted members cannot exercise command, and an officer cannot command another officer of higher grade. **(T-0)**.

2. Roles and Responsibilities .

2.1. The **Secretary of the Air Force (SecAF)**, as the head of the Department of the Air Force, is responsible for and has the authority necessary to conduct all affairs of the AF.

2.2. For purposes of operational control of forces assigned to combatant commands, the chain of command runs from the President to the Secretary of Defense (SecDef) to the Combatant Commanders as specified in 10 USC § 164.

2.2.1. SecAF is responsible for the administrative control and support of AF forces assigned or attached to combatant commands.

2.3. For purposes other than operational control of AF forces assigned to combatant commands, the chain of command runs from the President to SecDef to SecAF and thereafter as prescribed in AFMD 1 and this instruction.

2.3.1. For forces not assigned to combatant commands, SecAF exercises these command and administrative authorities through the Secretariat, the Chief of Staff of the Air Force (CSAF), and the Air Staff directorates. These authorities are in accordance with 10 USC §§ 8013-8039 and are delegated in HAF Mission Directives.

2.3.2. The **Deputy Chief of Staff for Operations, Headquarters, United States Air Force (AF/A3)** is delegated authority to review and approve requests for waivers on behalf of the approving authority for compliance items in paragraph 10 of this instruction marked with a T-1 waiver authority. AF/A3 may delegate this authority no lower than the Major Command (MAJCOM) commanders. If delegated the authority, MAJCOM commanders should send a copy of all approved waivers to AF/A3 and AF/JAA for awareness.

2.3.3. The **Director, Administrative Law, The Office of the Judge Advocate General (AF/JAA)** is delegated authority to review and act on requests for waivers on behalf of the approving authority for all compliance items in this instruction marked with a T-1 waiver authority, other than in paragraph 10. If sent to AF/A3 for approval of the waiver to paragraph 10, AF/JAA coordinates on the request.

2.3.4. The **Director, Air Force General Officer Matters Office (AF/CVXG)** will notify the servicing A1 and AF/JAA of Senate confirmation and expected dates of change of command for 10 USC § 601 positions.

2.3.5. If delegated the authority to approve waivers to paragraph 10, discussed in paragraph 2.4.2., **MAJCOM commanders** should send a copy of all approved waivers to AF/A3 and AF/JAA for awareness.

2.3.6. The **appointing authority** is the superior competent authority (as defined in Attachment 1) to any particular commander who is responsible for determining the need and then accomplishing the appointment to command. For example, a Numbered Air

Force (NAF) commander may appoint the wing commanders within that NAF. To accomplish the appointment, the appointing authority must sign the AF Form 35 or any other memoranda appointing officers or announcing assumptions of command. **(T-1)**.

2.3.7. The **unit to be commanded** is responsible for ensuring production and publication of all orders announcing the appointment to or assumption of the unit's command. **(T-1)**. See Figure A3.1, *Preparing AF Form 35 Guidance*.

2.3.8. The **Force Support Squadron (FSS) or Manpower, Personnel and Services (A1) office supporting the appointing authority** shall:

2.3.8.1. Confirm the organizational type of the unit to be commanded and confirm the unit is authorized to have a commander in accordance with AFI 38-101, *Air Force Organization* **(T-2)**;

2.3.8.2. Confirm that the officer being named is assigned (see paragraph 3.4) to and eligible to command the unit. **(T-2)**. For appointments, the FSS or A1 office shall confirm there is no officer assigned to the unit who is eligible to command and superior in grade to the officer being appointed. **(T-2)**. In the case of assumptions, the FSS or A1 office shall confirm there is no officer assigned to the unit who is eligible to command and superior in rank to the officer assuming command **(T-2)**;

2.3.8.3. Produce a report identifying the unit's Personnel Accounting Symbol (PAS) code and subordinate units' PAS codes and the names, grades, dates of rank, and primary Air Force Specialty Codes (AFSCs) of all RegAF and ARC officers of the proposed commander's grade or higher who are assigned or attached to the unit to be commanded and subordinate units **(T-3)**;

2.3.8.4. Provide other organizational and personnel information requested by the unit and/or the legal office servicing the orders publishing activity/organization to facilitate succession of command analysis (see Figure A3.2., *G-Series Orders Requirements Checklist*, for a list of required documentation) **(T-3)**; and

2.3.8.5. Sign AF Form 35, *Announcement of Appointment to/Assumption of Command* ("AF Form 35"), or coordinate on memoranda appointing officers to or announcing assumptions of command, only after affirmatively completing the steps in paragraphs 2.4.8.1. and 2.4.8.2. **(T-2)**.

2.3.9. The **legal office supporting the appointing authority** shall:

2.3.9.1. Review information and documents provided by the servicing FSS or A1. Confirm proper rank structure and eligibility to command in accordance with this instruction **(T-1)**;

2.3.9.2. Confirm the proposed appointing authority has been delegated authority to appoint commanders of the unit to be commanded in accordance with AFPD 51-5, this instruction, and any other applicable superior publication/memorandum (such as MAJCOM or unit-specific publications or guidance) **(T-1)**;

2.3.9.3. Assist the orders publishing activity/organization with completing G-series orders, as needed **(T-3)**;

2.3.9.4. Sign AF Forms 35 or coordinate on memoranda appointing officers to or announcing assumptions of command, affirming that those documents conform to the requirements of the law and this instruction **(T-2)**.

3. Eligibility to Command

3.1. The key elements of command are authority, accountability, and responsibility. Command is exercised by both virtue of the office held and the special assignment of officers holding certain military grades who are eligible to exercise command.

3.2. A commander is a commissioned officer who, by virtue of grade and assignment, exercises primary command authority over an AF unit (and some non-units, by exception) as authorized by AFI 38-101, paragraphs 2.1. and 2.2.

NOTE: For purposes of this instruction, unless otherwise specified, the term “unit” will include those non-units (elements, sections, detachments) identified in AFI 38-101 as being authorized to have a commander.

3.3. In accordance with 10 USC § 8074, commissioned AF officers command AF organizations. **(T-0)**. This statute addresses AF organizations only and is not intended as a limitation on joint service command. On a joint base, if a non-AF officer is assigned as the military director of an AF unit, command authorities related to that unit are withheld to the next AF superior competent authority. Military directors have the same authorities as civilian directors in accordance with this instruction. **(T-1)**.

3.4. In order to command a unit, an officer must be assigned or attached, present for duty, and otherwise eligible and authorized to command. **(T-0)**.

3.4.1. The term “assigned” includes:

3.4.1.1. Formal assignment. Evidence of formal assignment includes permanent-change-of-station (PCS) orders, permanent-change-of-assignment (PCA) orders, and/or the unit personnel management roster (UPMR);

3.4.1.2. Officers attached to a unit “for purposes of command” (see also paragraph 3.4.2.); and

3.4.1.3. Officers attached to expeditionary units and provisional units (see also paragraph 3.4.2.4.).

3.4.2. Attachment “for purposes of command” may occur in a variety of situations. Examples include when an officer is sent on temporary duty (TDY) to command a unit, is detailed to command a unit other than the unit to which s/he is formally assigned, or is to be dual-hatted or designated as dual-status. Additionally, examples include when an officer undertakes the command duties of the gaining unit before being relieved from duty in a losing unit, and when an officer is directed to command two different units, only one to which s/he is formally assigned.

3.4.2.1. An officer assigned to one unit and attached to another for purposes of command may command one or both of those units simultaneously as long as the officer meets all other requirements of this instruction.

3.4.2.2. In these situations, the orders issuing office should indicate the officer is “attached for purposes of command” on the officer’s TDY orders. **(T-1)**.

- 3.4.2.3. If the officer is detailed or otherwise attached to a unit and does not have TDY orders, the officer's superior commander shall include in the appointment memorandum or the remarks section of the AF Form 35 that the officer is detailed (or attached) to that unit for the purposes of command. In lieu of the above, the superior commander may draft a memorandum for record (MFR) to that effect. The MFR will be referenced in the appointment memorandum or the remarks section of the AF Form 35.
- 3.4.2.4. An officer who is otherwise present in a unit as a result of TDY orders or detailed for purposes other than command is not eligible to command that unit. **Exception:** Officers attached to expeditionary or provisional units are eligible to command even if there is no documentation indicating that the officer has been attached for purposes of command.
- 3.4.3. An officer assigned to a subordinate unit is eligible to command all superior units (to include command of a parent unit that directly administers subordinate units, detachments, or operating locations) of which the subordinate unit is a component, except as limited by law, this instruction (see, e.g., paragraph 8), or if the officer has otherwise been declared ineligible to command.
- 3.4.4. An officer who is present for duty in accordance with AFI 36-2134, *Air Force Duty Status Program*, is considered present for duty for purposes of command.
- 3.4.4.1. Except as may be established by AF policy or as directed by a superior competent authority, an officer need not be physically present to be considered "present for duty" for the purposes of command. An officer in reasonable communication with the unit may be considered "present for duty."
- 3.4.4.2. Being in a leave status and/or temporarily away from the unit commanded does not automatically result in loss of command authority. See paragraph 3.4.7.3 for direction on when being away does result in the loss of command authority.
- 3.4.5. **Grade and Rank Considerations** . An officer cannot command another officer of higher grade. An officer may be appointed to command another officer of the same grade but higher rank as provided in paragraph 6.1., and its subparagraphs. Only the senior AF officer in both grade and rank who is otherwise eligible to command may assume command, as provided in paragraph 6.2., and its subparagraphs. See Attachment 1 for definitions of grade and rank.
- 3.4.5.1. An officer who is assigned to duty in a unit which s/he is eligible to command, but which is commanded by another officer of the same grade and lower rank, is subject to the command authority of the appointed officer of lower rank (T-0). (See, for example, 10 USC § 749).
- 3.4.5.2. Ensure all grade and rank determinations include all assigned ANG and AFR officers as well as those attached to the unit for purposes of command. Such officers become present for duty and may be eligible to command the unit if they are placed on active duty orders (other than for training) for 90 days or more.
- 3.4.5.3. See 10 USC § 741 for guidance on multi-service command grade and rank considerations.

3.4.5.4. Where blanket orders, or policy, attach all personnel from one unit to another unit for purposes of command action, those orders affect only officers whose grade is equivalent to or below the commander of the unit to which attached. Officers who are senior in grade remain assigned and attached to the unit with superior competent authority. The superior competent authority may delegate administrative authorities over those officers in accordance with law, policy, and paragraph 11.7.

3.4.5.5. An officer can command a unit in which an officer who is senior in grade is assigned as long as the senior officer is not present for duty. If the senior officer is present for duty but not eligible to command, command of the unit reverts to the next superior competent authority. To avoid a grade inversion, the senior officer may be assigned to another unit with a commander senior to that officer in grade or rank and then detailed to perform duties in the original unit without assignment or attachment. **(T-1)**.

3.4.6. Officers prohibited from command by superior competent authority are not eligible to command. This provision shall not be used simply to facilitate an officer more junior in grade or rank to assume or be appointed to command the unit. **(T-1)**.

3.4.7. **Limitations on Eligibility to Command** .

3.4.7.1. A retired officer shall not command unless recalled to active duty (10 USC § 750). **(T-0)**.

3.4.7.2. Frocked officers have no legal authority based on their frocked grade (10 USC §§ 777 & 777a). **(T-0)**. Command succession questions must be resolved using the frocked officer's permanent grade, not the frocked grade. **(T-0)**. Unless otherwise specifically authorized in an Air Force Headquarters-level publication such as AFI 36-2406, *Officer and Enlisted Evaluation Systems*, frocked officers shall sign all documents evidencing an exercise of the officer's command authority using their permanent legal grade, not their frocked grade, in the signature block. **(T-1)**.

3.4.7.3. An officer on terminal leave, other leave pending retirement, or permissive TDY status, who is not expected to return to the unit for duty other than to sign in from that status to go into a successive leave status, is not considered present for duty and is not eligible to command.

3.4.7.4. An officer suspended from command under paragraph 14.3 who remains assigned to the formerly-commanded unit is not eligible to command during his/her period of suspension.

3.4.7.5. Officers assigned to HAF cannot assume command of personnel, unless superior competent authority specifically directs otherwise.

3.4.7.6. An officer quartered on an AF installation, but assigned to an organization not charged with operating the installation, cannot assume command of the installation by virtue of seniority.

3.4.7.7. By law, chaplains cannot assume or be appointed to command (10 USC § 8581). **(T-0)**. They do have the authority to give lawful orders and exercise functions of supervision, control, and direction.

- 3.4.7.8. By policy, judge advocates may be appointed to or assume command only with the express authorization of The Judge Advocate General. Assignment to command or deputy command billets by The Judge Advocate General constitutes such authorization. Judge advocates may assume command as the senior ranking member among a group of prisoners of war or under emergency or field conditions.
- 3.4.7.9. By law, an officer designated as a medical, dental, veterinary, medical service, or biomedical sciences officer, or as a nurse, cannot exercise command of units and unless the primary mission involves healthcare or the health professions installations (to include the recruiting and training of health professionals). By law, such units must be commanded by such officers. (See 10 USC §§ 8067 & 8579). **(T-0)**.
- 3.4.7.10. Students cannot command an AF school, or sub-unit thereof.
- 3.4.7.11. Patients assigned or attached to a unit for the primary purpose of receiving medical treatment (e.g., “patient” squadrons) are not eligible to assume command of the unit.
- 3.4.7.12. Inmates, parolees, and members on appellate leave are ineligible to command.
- 3.4.7.13. An officer assigned to a detachment or operating location is not eligible to assume command of the parent unit if doing so would require that officer to function as an installation commander at the location of the parent unit. However, a superior competent authority may appoint an eligible officer at a detachment or operating location to command the parent unit, and as a consequence, the installation.
- 3.4.7.14. Officers restricted from or not eligible to command retain the power to give lawful orders and to exercise all the other aspects of officership, except as may be restricted by superior competent authority.
- 3.5. **Enlisted members** cannot exercise command. (10 USC § 8074). **(T-0)**.
- 3.6. **Civilian employees** may lead certain units and non-units in accordance with AFI 38-101, and they may hold supervisory positions, supervise, and provide work direction to military members and civilian personnel within their unit or defined sphere of supervision. Civilian employees, however, cannot command AF units or AF personnel in any duty status. (10 USC § 8074). **(T-0)**.
- 3.6.1. In accordance with AFI 38-101, when a civilian employee is designated to lead a unit or non-unit, that individual will be the director of that unit. Civilians designated to such positions must meet the requirements specified in AFI 38-101. Civilian directors are prohibited from using the term “commander” in any official manner or correspondence, or to describe their position. **(T-0)**.
- 3.6.2. Except as required by law or controlling superior competent authority, a civilian director performs all functions normally requiring action by a unit commander of like position and authority. Attachment 2 provides a non-exhaustive list applying this rule to the various authorities provided by higher-level guidance and regulations. **Note:** Attachment 2 is for reference only and is not authoritative. The underlying authorities and

servicing staff judge advocate should be consulted whenever questions regarding civilian directors' authorities arise.

3.6.3. Units led by civilian directors will not have commanders, section commanders, or detachment commanders. **(T-1)**. Although members of a civilian-led unit can include AF officers otherwise eligible to command, members of a civilian-led unit or its subordinate units may not assume command of the unit. **(T-1)**. However, alternative arrangements for functions for which the law requires a commander will be established by superior competent authority. **(T-1)**. This commander requirement may be accomplished by attaching military members of civilian-led units to a unit led by a commander. In the absence of such an attachment, members of civilian-led units will be commanded by the commander at a command level immediately above the civilian-led unit. **(T-1)**. Because members of civilian-led units may not assume command, a succession plan for leadership of the unit should be established in the event the civilian director is incapacitated. **(T-1)**.

3.6.4. Units subordinate to a unit led by a civilian director may have a military commander. In that circumstance, all military commander duties would flow from the next command level above the civilian-led unit. For example, a group led by a civilian director may have subordinate squadrons led by military commanders. In such cases, the wing commander would perform any military commander duties the group civilian director is unable to perform for the squadron members in the subordinate units.

4. Characteristics of Command Leadership .

4.1. Command authority empowers a military commander to assign missions and duties to subordinates and demand accountability for their attainment. Authority is never absolute; the extent of authority is limited by the establishing authority, directives, and law.

4.2. Commanding officers and civilian directors are accountable for effectively using available resources for organizing, directing, coordinating, and controlling the employment of forces for the accomplishment of assigned missions. The expected conduct of commanding officers and their detailed duties and responsibilities are set forth in AFI 1-2, *Commanders' Responsibilities*. Civilian directors should meet the same conduct and detailed responsibilities set forth in AFI 1-2.

4.3. Commanding officers and civilian directors establish the leadership climate and are responsible and accountable for accomplishing assigned missions and developing disciplined and cohesive units. They set the parameters within which command will be exercised and set the tone for social and duty relationships within the unit.

4.4. An officer who succeeds to command assumes responsibility for all orders in force at the time and for all public property and funds pertaining to that command. A civilian employee who is designated to succeed to a unit's directorship assumes responsibility for all policies and directives in force at the time and for all public property and funds pertaining to that unit.

5. Chain of Command .

5.1. As prescribed in AFMD 1, the AF chain of command typically runs from SecAF to MAJCOM commanders and thereafter as prescribed by the MAJCOM commanders and authorized by AFI 38-101. Typically, command flows from MAJCOM commanders to their

subordinate NAF or center commanders and from NAF or center commanders to their subordinate unit commanders.

5.2. SecAF has direct command authority over all MAJCOM and HAF direct reporting unit (DRU) commanders, including the Commander of the Air Force District of Washington, HAF field operating agency (FOA) commanders, and all AF lieutenant generals and generals who are not assigned to a MAJCOM or a combatant commander.

5.3. SecAF exercises these command and administrative authorities through the Secretariat and Air Staff per AFMD 1, paragraph 2.1.

5.3.1. CSAF is the principal military advisor to SecAF and acts as the agent of SecAF in executing responsibilities under 10 USC § 8033.

5.3.2. CSAF presides over the Air Staff in its execution of responsibilities assigned to it by law and under AFMD 1. (10 USC §8033).

5.3.3. As specified in AFMD 1 and HAFMD 1-4, *Chief of Staff of the Air Force*, the commanders of MAJCOMs, AFDW and the Air Force Operational Test and Evaluation Center, and the Superintendent of the United States Air Force Academy report to CSAF. **(T-1)**. Other HAF DRUs and FOAs may report to HAF officials as specified in mission directives and approved organizational change requests.

5.3.4. Commanders of AF forces are responsible to CSAF for the administration, training, and readiness of their units. **(T-1)**

5.4. The Senior Air Force Officer (SAFO) of a defense agency, DoD field activity, unified or specified combatant command, joint task force, combined task force, coalition force, or activity outside the Air Force (as defined in Attachment 1) is a commander for purposes of imposing nonjudicial punishment on AF members assigned to that organization even if the AF Element of that organization has not been formally designated as a unit and the SAFO has not formally been appointed to command. See also AFI 51-202, *Nonjudicial Punishment*.

5.5. The officer serving as the Commander, AF Forces (COMAFFOR) within a joint force exercises command authority over those AF units and members who are assigned or attached to the COMAFFOR or a subordinate unit of the AF unit (normally an Air Expeditionary Task Force) commanded by the COMAFFOR, to include nonjudicial punishment authority. As with all commanders, the COMAFFOR must be senior or equivalent in grade to all AF officers present for duty and eligible to command assigned or attached. **(T-0)**.

6. Succession to Command . An officer succeeds to command in one of two ways: by appointment or by assuming command. To ensure clear lines and scope of authorities, appointment to command is preferred.

6.1. **Appointment to Command** occurs by an act of the President, SecAF, or as delegated. SecAF has delegated appointment authority as set forth in AFD 51-5. Subordinate delegations of authority may occur through AF publications or memoranda.

6.1.1. Unless otherwise restricted by superior competent authority, all commanders subordinate to SecAF may appoint subordinate commanders within their command.

6.1.2. When two or more officers of the same grade are assigned or attached to the same unit, are eligible to command, and are senior in grade to any other officer assigned or

attached to that unit who are present for duty and eligible to command, the President, SecAF, or delegee(s) may appoint any of the officers of the same highest grade to command, without regard to rank in that grade. (See 10 USC § 749).

6.1.3. A superior competent authority shall not appoint an officer to command another officer who is senior in grade, present for duty, and otherwise eligible to command. **(T-0)**. Before appointing an officer who is in a lower grade to command, superior competent authority must reassign from the unit any officer senior in grade, present for duty, and eligible to command to whom command will not be extended. **(T-0)**. A common solution is to reassign officers in the superior grade to the next higher level of command and then detail the senior officer to perform duties in the subordinate unit without assignment or attachment to the lower unit. Any solution designed to enable a junior in grade officer to be appointed or to assume command should be documented in writing.

6.1.4. When appointing an officer to command, the superior competent authority shall specify in the appointment order or a separate memorandum (referenced on the appointment order) any command authorities that are being withheld. **(T-1)**. Any restrictions on other officers' ability to assume command in the event the appointed commander becomes permanently or temporarily unavailable may also be imposed. A superior competent authority may withhold certain command authorities through use of a separate memorandum that is communicated to the subordinate commander.

6.1.4.1. For example: "This appointment does not include authority to take action on master sergeants [or E-7s] and above for nonjudicial punishment, involuntary discharge, promotion propriety actions, and demotions which will be withheld to the xx OG/CC. If Lt Col Smith becomes permanently or temporarily unavailable to command, no officer assigned or attached to Detachment XX may assume command. Succession to command shall be by appointment only."

6.1.4.2. If assumption of command is not permitted and the appointed commander becomes permanently or temporarily unavailable, command of the unit reverts to the superior competent authority.

6.1.4.3. If a superior competent authority later determines that additional or different restrictions or limitations to the appointed commander's authorities should be imposed, such restrictions or limitations may be specified in a new appointment order or through use of a separate memorandum that is communicated to the subordinate commander.

6.1.5. Delegated appointment authority may be redelegated to commanders in subordinate units and staff officers. Redelegation, however, must be to a colonel or higher (except as noted in paragraph 8.2 below, in relation to the appointment of section commanders). **(T-1)**.

6.1.6. Officers cannot appoint themselves to command. Commanders cannot appoint their own successors, even for temporary absences.

6.2. Assumption of Command . Assumption of command is a unilateral act taken under authority of law, Secretarial direction, and regulation.

6.2.1. Unless prohibited by superior competent authority, when a commander of an AF unit is unable to command, command of the unit passes as specified in AFPD 51-5 and this instruction to the senior AF officer assigned to the unit who is present for duty and eligible to command. Instances for which a commander may be unable to command include when the commander ceases to be “present for duty,” is permanently unavailable, becomes ineligible to command, is relieved or suspended from duty, missing, dead, or otherwise unable to carry out the incidents and responsibilities of command. See also paragraph 6.1.4.2.

6.2.2. Assumption of command ensures that there is no break or vacancy in the command of an AF unit, even absent official action by superior competent authority.

6.2.3. The authority to assume command is inherent in that officer’s status as the senior officer in grade (and if the same grade as another officer, senior in rank), assigned to the unit, and eligible to command. An exception to this rule exists for non-units, namely, detachments and sections. Officers cannot assume command of a detachment or section; the commander must be appointed.

6.2.4. An officer may assume command only of a unit to which that officer is assigned by proper authority (see paragraph 3.4.1.). An officer attached to a unit whose orders do not say that the attachment is “for purposes of command” may not assume command; however, see paragraph 3.4.2.4. for direction on expeditionary and provisional units.

6.2.5. In the event that an officer is assigned to a unit (see paragraph 3.4), is present for duty and eligible to command, and is:

6.2.5.1. Senior in grade to any officer assigned (including the commander), then by operation of law the senior-in-grade officer assumes command and the assignment action alone affects a succession to command.

6.2.5.2. Equal in grade and senior in rank to the commanding officer who had previously assumed command of the unit, then by operation of law the senior-in-rank officer assumes command and the assignment action alone affects a succession of command.

6.2.5.3. Equal in grade and senior in rank to the commanding officer who had previously been appointed to command, then the assignment action alone does not affect a succession of command.

6.2.5.4. Promoted and thereby becomes senior in grade to the officer who had previously assumed or been appointed to command the unit, then by operation of law the promotion affects a succession of command.

6.2.6. The SAFO assigned to an AF Element, outside the AF that has been designated to function as a unit, may assume command in accordance with this section.

6.2.7. In the case of non-units (i.e., detachments and sections) that are within an AF organization, command succession under paragraph 6.2.5. causes the junior officer to be relieved of command and the senior-in-grade or senior-in-rank officer to assume a staff position only. The senior-in-grade or senior-in-rank officer does not have command authority appointed to command the non-unit.

6.2.8. When two officers are both equal in grade, have the same date of rank and are eligible to command, then seniority will be based on the criteria listed in Department of Defense Instruction (DoDI) 1310.01, *Rank and Seniority of Commissioned Officers*, in specific order as follows (T-0):

6.2.8.1. Previous grade's date of rank. (T-0). If the same, then

6.2.8.2. The date of rank in an earlier grade (T-0);

6.2.8.3. Previous active duty grade relative seniority (if applicable) (T-0);

6.2.8.4. Total active commissioned service (T-0);

6.2.8.5. Total federal commissioned service (T-0);

6.2.8.6. Date of appointment as a commissioned officer (T-0).

6.2.8.7. If two command-eligible officers remain equal in seniority through this process, the criteria for determining promotion sequence in AFI 36-2501, *Officer Promotions and Selective Continuation*, will be applied. (T-1).

6.3. Appointment to command should be used to prevent inadvertent or unintended succession of command in units where a superior competent authority desires continuity of command to remain with one specific officer, even though there may be more than one officer in the same grade, but of higher rank, eligible to command.

6.4. All instances of command succession shall be recorded. (T-1). Use AF Form 35 to announce and record all instances of command succession. If AF Form 35 is not available, a memorandum signed by the superior competent authority is permitted.

6.5. Appointment to and assumption of command can be either permanent or temporary.

7. Permanent and Temporary Succession to Command .

7.1. Permanent succession to command, by appointment or assumption, remains in effect until superseded by a subsequent appointment to command or an assumption of command triggered by an assignment or promotion event, even if the command is intended to be only for a short period of time. For example, an officer who becomes the commander during the interim between the last appointed commander and the next anticipated commander would be a "permanent" succession to command, even though the next commander has already been identified.

7.2. Temporary succession to command, by appointment or assumption, is the appropriate succession mechanism when the commander being replaced is only temporarily absent or disabled, and is expected to resume command.

7.2.1. Except in urgent cases, an officer in temporary command may not change or cancel the standing orders of the permanent commander unless authorized to do so by the permanent commander or a higher level commander.

7.2.2. When the temporarily absent or disabled commander returns to duties, if that commander is equal or senior in grade to any other officer then present for duty, assigned to the unit, and eligible to command, then that commander:

- 7.2.2.1. If appointed to command, regains command automatically without regard to precedence of rank in grade. The returning commander, who had previously been appointed to command, needs no new appointment orders and orders announcing assumption of command need not be published.
- 7.2.2.2. If previously assumed command, and another officer who is equal in grade but senior in rank was assigned to the unit during the absence, will not regain command automatically. To regain command, the temporarily absent or disabled commander must be appointed to command.
- 7.2.3. If, during the permanent commander's temporary absence, another officer who is eligible to command is promoted from within, or assigned to the unit, and is senior in grade to the permanent commander, then the returning permanent commander may not resume command while the officer senior in grade remains assigned to the unit.

7.2.4. **Command During Short Absences.**

- 7.2.4.1. Absence or disability of the commander for short periods of time does not incapacitate that commander from discharging the functions of command and does not warrant assumption of command by another officer. **Exception:** Assumption may occur, under unusual circumstances, if required by AF-level policy other than this instruction or as directed by a superior competent authority.
- 7.2.4.2. During these short absences or disability of the commander which, by common practice do not warrant an assumption of command, the commander's designated representative acts, at the direction of the commander, for the commander in the commander's name, just as is routinely done when the commander is present. **Exception:** A commander's representative cannot execute those duties that cannot be delegated, such as those listed in paragraph 11.7.2. See also paragraph 7.4.

7.3. **Appointment to or Assumption of Command Because of Death, Prolonged Absence, or Disability of Commander .**

- 7.3.1. Unless prohibited by superior competent authority, in the event of death, prolonged absence, or disability of the commander, the next senior officer assumes command until relieved by either assignment of another command-eligible officer senior (in grade or rank) or appointment of another officer to command by superior competent authority.
- 7.3.2. **Prolonged Absence or Disability .** No specific rules establish what qualifies as a prolonged absence or disability sufficient to justify appointment to or assumption of command by another officer. For appointment and assumption decisions, consider the following:
- 7.3.2.1. The expected length of the absence, deployment, or disability.
- 7.3.2.2. The types of command actions and decisions that will be needed during the absence or disability.
- 7.3.2.3. The communication tools available for use during the commander's absence or disability.

7.3.2.4. Leave or TDY status (regardless of the duration) does not render a commander unable to command. Normally, however, leave or TDY status longer than ten days warrants consideration of the need for a temporary appointment or assumption of command. Such appointments or assumptions should normally only be done with the knowledge and consent of the absent or disabled commander.

7.4. In an emergency or when essential to good order and discipline, the senior officer eligible to command has a basic responsibility to assume command temporarily, even if the commander is not definitively declared unavailable. **Exception:** If specifically prohibited by superior competent authority. **(T-1)**.

8. Special Rules .

8.1. **O-9 and O-10** . Special rules exist for positions designated under 10 USC § 601 for the grade of lieutenant general or general.

8.1.1. Officers assigned to positions designated by the President as positions of importance and responsibility in accordance with 10 USC § 601 become eligible to assume the grade of lieutenant general or general by virtue of their appointment to, and service in, those positions. However, those officers need not necessarily carry that grade to be appointed to, or serve in, such positions.

8.1.2. Presidential nominations to 10 USC § 601 command positions are also nominations for promotion to the grade of lieutenant general and/or general associated with the particular command position to be filled. Upon Senate confirmation, the officer will be appointed to the command position and promoted to the higher grade.

8.1.2.1. Upon Senate confirmation and at the time that AF/CVXG is able to determine with reasonable certainty the expected date for a change of command, AF/CVXG will notify the servicing A1 and AF/JAA.

8.1.2.2. The servicing A1 shall initiate the AF Form 35 for signature by SecAF, CSAF or VCSAF. The servicing legal office will complete the required legal review and forward to AF/JAA for review and further processing. The servicing A1 will complete final processing and maintenance.

8.1.2.3. MAJCOM and HAF DRU command appointments will be made by the SecAF, CSAF or Vice CSAF (VCSAF).

8.1.2.4. NAF and center commanders in the grade of lieutenant general will be appointed to command by a superior competent authority.

8.1.2.5. Except as provided in paragraph 8.1.6., officers whose assignments require Presidential nomination and Senate confirmation because their command positions have been designated as 10 USC § 601 positions will not assume command.

8.1.3. These officers retain their grade only as long as they serve in their Presidential appointed positions.

8.1.3.1. Removal from the position will effectively vacate their grade, and they will revert to their former permanent grade unless a statutory exception applies. **(T-0)**. Reference 10 USC § 601(b) for the list of exceptions.

8.1.3.2. Three- and four-star generals appointed to command positions by Presidential designation must remain in command, even though lengthy absences until relieved by a superior competent authority. **(T-1)**.

8.1.3.3. No other officer may temporarily assume or be appointed to command in the absence of the incumbent unless first authorized by the appropriate superior competent authority and coordinated with AF/CVXG and AF/JAA. **(T-1)**.

8.1.4. In the event a three- or four-star commander is disabled or will be absent for a prolonged period, the commander's designated representative must notify AF/CVXG as soon as possible. **(T-1)**.

8.1.5. Until official instructions arrive, the commander's designated representative continues to act for the commander in the commander's name, as is routinely done when the commander is present.

8.1.6. When a three- or four-star MAJCOM, three-star NAF, three-star center, or HAF DRU commander becomes permanently unavailable and before another commander has been nominated by the President, confirmed by the Senate under the provisions of 10 USC § 601, and appointed to the position in accordance with paragraph 8.1.2. above, command of an AF unit must continue. **(T-0)**.

8.1.6.1. Appointment to command is always preferred if possible to accomplish.

8.1.6.2. If appointment cannot be accomplished, command in positions designated as positions of importance and responsibility follow the normal rules for appointment to and assumption of command.

8.1.6.3. A commander who has not been nominated by the President, confirmed by the Senate, and appointed to the higher grade by the proper authority is not entitled to the increased grade bestowed by virtue of appointment to or assumption of command of any 10 USC § 601 command position. **(T-0)**. However, that commander will still carry the title of commander and have the incidents of authority associated with command.

8.1.6.4. In such a circumstance, a regular assumption of, or appointment to command announcement (AF Form 35) will be prepared in accordance with this instruction. **(T-1)**.

8.2. **Non-units** . Special rules also apply to detachment and section commanders. The normal rules for appointment to and assumption of command do not apply to sections and detachments.

8.2.1. Because detachments and sections are not units, their commanders do not have unit-specific or unit-unique command authorities. Instead, an officer in command of a non-unit exercises only those command authorities delegated by the superior unit commander, and such authorities are exercised on behalf of the superior unit commander. See AFI 51-202 to determine the appellate authority for nonjudicial punishment imposed by a detachment or section commander.

8.2.2. An officer cannot assume command of a detachment or section. Appoint detachment and section commanders on orders when they must perform command actions. **(T-1)**.

8.2.3. If detachment and section commanders are not formally appointed with published orders, they are considered staff officers and cannot impose nonjudicial punishment under Article 15 of the UCMJ (see AFI 51-202).

8.2.4. Detachment commanders must be appointed by a group commander or higher, unless that authority has been properly delegated in accordance with AFPD 51-5 and this instruction. **(T-1)**.

8.2.5. The commander of a large unit if a lieutenant colonel or higher grade, may appoint a section commander within the unit. In accordance with AFI 38-101, large unit includes those units with 235 or more military authorized. However, if a full-time section commander is not authorized under a manpower standard, unit commanders may appoint a section commander who performs these duties as an additional duty.

8.2.6. The commander of an AF Element, if a lieutenant colonel or higher grade, may appoint a section commander within the element.

8.2.7. A section commander is not required to have a higher grade or rank than other officers assigned to the same unit; the section commander, however, may only be delegated command authority over personnel of the same or lower grade.

8.2.8. In accordance with AFI 38-101, detachment and section commanders may not be appointed within a unit led by a civilian director. This restriction does not prevent officers within such units from being appointed as section commanders of the superior unit.

8.2.9. Civilians cannot be “commanders” and, therefore, non-units cannot have civilian directors appointed as “commanders” of those organizations. However, civilian directors may be hired to lead those non-units and, if so, then the rules above related to civilian directors apply.

9. Air Reserve Component (ARC) Commanders .

9.1. Commanders of ARC units must comply with duty status and duty title requirements of AFI 38-101, paragraph 2.3.1., and this instruction. **(T-1)**.

9.1.1. Commanders of AFR units must be in a Title 10 USC duty status to take command action if a civilian director would be prohibited by law or DoD guidance from taking such actions (see Figure A2.1). **(T-0)**.

9.1.2. Commanders of ANG units must be in a Title 10 USC or Title 32 USC duty status, as appropriate, to take command action if a civilian director would be prohibited by law or DoD guidance from taking such actions (see Figure A2.1 for reference). **(T-0)**.

9.1.3. If an ARC commander also serves as a military technician:

9.1.3.1. The duty title on his/her civilian position description will not include the word “commander” **(T-0)**;

9.1.3.2. The duties assigned in the civilian position description may follow the guidance for civilian directors provided in AFI 38-101 and Attachment 2;

9.1.3.3. By law, civilians cannot be commanders. **(T-0)**. Therefore, civilians in technician status cannot take any actions that require command authority, including

administrative command authorities. Those administrative command authorities not lawfully delegated to another member assigned to the unit are withheld to the next superior commander;

9.1.3.4. When serving in a Title 10 USC or Title 32 USC military status, and appointed as the commander, an ARC member may carry out all incidents of command authorized by law and by superior competent authority, but only over military members in a duty status under the same title of the USC within his/her command. **(T-0)**. ARC members in military status may also exercise directive and supervisory authority over civilian employees within their span of control. **(T-0)**.

9.2. ARC officers must be on Title 10 active duty (other than for training) orders in order to command RegAF units. **(T-0)**. Therefore, ARC officers should be on Title 10 active duty (other than for training) orders for the entire duration of a command tour over RegAF units.

9.2.1. At a minimum, this will require ARC officers to be on Title 10 active duty (other than for training) orders for 90 days to command RegAF units. **(T-1)**. This means the officer's active duty orders must be for a period of 90 days or more, not that the officer actually serve 90 days or more. Thus, an officer called to active duty for a 90-day period or more may be placed in command of a RegAF unit on the first day of the period of active duty service. **(T-1)**.

9.2.2. Subsequent curtailment of such orders to a period less than 90 days does not invalidate command during the period actually served.

9.2.3. **Exception** : The COMAFFOR may authorize ARC officers on active duty (other than for training) for less than 90 days to command RegAF units operating under the COMAFFOR's authority. This authority may be delegated no lower than the commanders of Aerospace Expeditionary Wings for expeditionary units operating under their authority.

9.3. ANG officers may be designated as a dual-status commander in order to command both ANG and RegAF units if such appointment complies with 32 USC § 325.

9.4. RegAF officers may be granted a commission in the ANG to command an ANG unit or to be designated as a dual-status commander in order to command both ANG and RegAF units if such appointment complies with 32 USC § 315.

9.5. RegAF officers and ARC officers on Extended Active Duty in accordance with AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, may only command units of the AFR with AF/RE approval.

10. Command of Flying Units . Any unit that has flying, planning and directing the employment of manned and remotely piloted aircraft as its primary mission is a flying unit.

10.1. Only Line of the AF officers with a current aeronautical rating, as defined by AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges* (except flight surgeons) may command flying units.

10.1.1. The rated officer must hold a currently effective aeronautical rating or crewmember certification, and must be qualified for aviation service in an airframe flown by the unit to be commanded. **(T-1)**.

10.1.1.1. If an ANG or AFR unit is remissioned and/or assigned a new airframe, the commander must become qualified in at least one of the assigned airframes no later than the full operating capability date for that unit or three years from the start of conversion, whichever occurs first. **(T-1)**.

10.1.1.2. If a RegAF unit is remissioned and/or assigned a new airframe, the commander must become qualified in at least one of the assigned airframes no later than the full operating capacity date for that unit, or two years from the start of conversion, whichever occurs first. **(T-1)**.

10.1.1.3. An exception to the two previous paragraphs may occur in deployed locations. When any unit in a deployed location is assigned a new airframe, the commander on G-series orders may continue to command through the end of tour. However, the next commander must be qualified on the new airframe when appointed to command the unit. **(T-1)**.

10.1.2. Officers from other military departments with AF-equivalent crew-member ratings or certifications may command joint or consolidated flying training organizations. (See AFI 38-101 for a definition of consolidated unit.) Within the consolidated flying training organization, the AF personnel will be commanded by the senior rated Line of the AF officer, in accordance with this instruction and AFI 38-101. For purposes of military justice administration, commanders of consolidated flying training units are subject to the same restrictions applicable to joint and multiservice commanders under the provisions of AFI 51-202.

10.2. Units with Multiple Missions . Certain types of organizations, such as air base wings or groups, have multiple missions that include responsibility for controlling and directing flying activities or clearing aircraft for flight. The headquarters and staff offices of these organizations are considered non-flying units; therefore, non-rated officers eligible to command may command such units provided that:

10.2.1. The commander of a subordinate flying unit (such as an operations squadron) or a director of operations and training is delegated responsibility for the flying portion of the mission. If this authority is vested in a director of operations and training, that person must meet the eligibility requirements for command of a flying unit. **(T-1)**. Delegate this authority by special order signed by the first rated superior commander in the chain of command. **(T-1)**. Consult paragraphs 12 and 13 for order format and publishing guidance.

10.2.2. Any AF officer eligible to command may command an organization in which the employment of aircraft is a support function or corollary to the unit's primary mission. If the commander does not meet the eligibility requirements for command of a flying unit, consolidate flying activities under the supervision of a subordinate officer who does meet such eligibility requirements. **(T-1)**.

11. Command and Staff . Units shall fully recognize and follow the principles of command and staff. A commander exercises control through subordinate commanders, principal assistants, and other officers to whom the commander has delegated authorities. The organizational structure of the AF, including information about various types of command, is provided in AFI 38-101.

11.1. Command and staff duty titles for units, civilian directors, and commanders in all three components must comply with AFI 38-101. **(T-1)**.

11.2. Vice commanders, deputy commanders, on-scene commanders, non-unit flight commanders, and troop commanders, while acting solely in such capacity, are staff officers. As such, officers in these positions are not required to be eligible to command. Unless otherwise specifically delegated by superior competent authority, staff officers have no command functions. They assist the commander through advising, planning, researching, and investigating. These officers must issue all directives in the commander's name. **(T-1)**.

11.3. Subject to paragraph 11.7., a commander can designate subordinates, including civilians, who are authorized to sign or act in the commander's name.

11.4. Any officer can be assigned to staff positions at any organizational level.

11.4.1. **Exception** : Only rated officers can be assigned to staff positions that are directly concerned with the operation of manned and remotely piloted aircraft or where flying is a necessary additional duty. **(T-1)**.

11.4.2. **Exception** : Certain functions in the AF that require special training or experience, such as chaplains, judge advocates, or health professions officers, may only be filled by qualified officers (see 10 USC § 8067).

11.5. There is no title or position of "acting commander." The term "acting commander" is not authorized.

11.6. The following military and civilian leaders are not commanders:

11.6.1. CSAF

11.6.2. VCSAF

11.6.3. Deputy Chiefs of Staff

11.6.4. Assistant Chiefs of Staff

11.6.5. Heads (military or civilian) of Air Staff "two-letter" organizations

11.6.6. Individuals assigned to the Office of the Secretary of the Air Force

11.6.7. Individuals assigned to the Office of the Chairman, Joint Chiefs of Staff

11.6.8. Individuals assigned to the Office of the Secretary of Defense

11.6.9. As senior leaders and supervisors, these personnel are authorized to perform functions requiring action by the respective unit commander, as long as those actions are not reserved specifically to a commander by law or controlling superior legal authority. Attachment 2 provides a non-exhaustive list applying this rule to the various authorities provided by law and other instructions. **Note:** Attachment 2 is intended only as a reference. It is not authoritative.

11.7. **Delegation of Duties** . Delegation of duties and authority to staff members is generally authorized.

11.7.1. Except as stated in paragraph 11.7.2, commanders (including SAFOs described in paragraph 5.4.) may delegate administrative duties or authority to members of their staff or subordinate commanders as needed. However, delegating duties incident to the

discharge of responsibilities does not relieve the commander of the responsibility to exercise command supervision. Likewise, although commanders may delegate authority to accomplish aspects of the mission, they may not absolve themselves of the responsibility for attaining the mission.

11.7.2. Do not delegate the following duties:

11.7.2.1. Duties specifically imposed on commanders by federal law, such as those specified under the UCMJ, Appropriation Acts, and statutory provisions shall not be delegated to staff officers. **(T-0)**. See Attachment 2 for a discussion of the applicable laws and regulations.

11.7.2.2. Duties that, by direction of higher headquarters, are not delegable.

11.7.2.3. Duties that should not be delegated because of their obvious importance or because of special existing local conditions.

11.7.3. When a detachment or section commander, principal assistant, or other staff officer exercises non-judicial punishment (Article 15) authority delegated by a superior commander, the officer is exercising the authority of the superior commander. Appellate authority related to the Article 15 issued by these officers shall follow AFI 51-202. Appellate authority related to an Article 15 issued by a SAFO described in paragraph 5.4 rests with the SAFO's superior commander.

11.7.4. See Attachment 2 for more specific delegation recommendations.

12. Announcement of Command . All command succession shall be announced and recorded on G-series orders in accordance with this instruction, unless precluded by military exigencies. **(T-1)**. Failure to issue written G-series orders does not invalidate otherwise lawful appointments to or assumptions of command or actions taken in accordance with the incidents of command. G-series orders shall reflect the actual effective date of command, even if the date precedes the publication date of the orders (see paragraph 12.2.1.4.). **(T-1)**.

12.1. G-series orders are typically published on an AF Form 35, but they may be published in memorandum format.

12.2. The orders publishing activity/organization shall prepare, coordinate, publish, distribute, and maintain G-series orders, including official record sets, to formally document succession to command of the unit. The orders publishing activity/organization shall identify orders by organization and G-series number. Number orders sequentially, beginning with the calendar year, and designate a G-series number that reflects the year and sequence, such as "GO 14-1." For the first order of a year, cite the number of the last order published the previous year in the remarks section of the AF Form 35 or above the heading of a memorandum-style order. If no orders were published during the preceding year, state "no orders were published in this series in (year)." **(T-1)**.

12.2.1. Include the following items in all published orders:

12.2.1.1. If an appointment, a statement that the officer is appointed commander by direction of the President;

12.2.1.2. The name of the unit the officer will command;

- 12.2.1.3. If the officer is attached to the unit for purposes of command through the means other than the remarks section of the AF Form 35 or comments in the body of the G-series memorandum, reference the TDY orders or MFR described in paragraph 3.4.2.3. in the remarks section of the AF Form 35 or in the body of the G-series memorandum;
- 12.2.1.4. The effective date; **Note:** If the appointing authority verbally announced the appointment of a commander prior to the publication of the G-series orders, the orders may have an effective date that is earlier than the publication date of the orders. The orders publishing activity/organization should annotate this on the AF Form 35 (see Figure A3.1., Block 21, for recommended wording).
- 12.2.1.5. The authority to appoint or assume command;
- 12.2.1.6. Identify whether the assumption or appointment is temporary or permanent.
- 12.2.2. A staff officer delegated authority to appoint commanders pursuant to paragraph 6.1.5 will announce the exercise of that authority in published orders. **(T-1)**.
- 12.2.3. G-series orders appointing commanders or announcing an assumption of command (both in memorandum and AF Form 35 format) may be signed electronically or with wet ink.
- 12.2.4. The orders publishing activity/organization shall coordinate and staff orders as soon as practically possible through the servicing FSS or A1 and legal office in draft form to ensure the order is prepared correctly. **(T-3)**. The orders publishing activity/organization shall then finalize the draft, obtain necessary signatures, publish, reproduce, and distribute the order. **(T-2)**.
- 12.2.4.1. At a minimum, a copy of all G-series orders shall be distributed to the servicing legal office and to the servicing historian's office. **(T-1)**. G-series orders maintained by the orders publishing activity/organization, servicing legal office, and servicing historian's office shall all be considered official records and must be maintained and disposed of in accordance with AFI 33-364, *Records Disposition—Procedures and Responsibilities*, and AFMAN 33-363. **(T-1)**.
- 12.2.4.2. The orders publishing activity/organization shall maintain the orders log. **(T-3)**.
- 12.2.5. When resuming command, the orders publishing activity/organization need not publish assumption of command or appointment to command orders for an officer who originally held the command position (see paragraph 7.2.2.).
- 12.2.6. Orders published when another officer temporarily assumed command, or was temporarily appointed during a temporary absence of the commander, are automatically rescinded when the permanent commander returns to and is present for duty (see paragraph A3.2. and Figure A3.1., Blocks 6 and 8).
- 12.2.7. You may reproduce any order or portion of it, as a copy. Indicate it is a copy by writing "copy" across the top. Any orders issuing or approving official authorized to publish orders may sign copies or extract copies.
- 12.2.8. See Figure A3.1 for guidance on completing AF Form 35.

12.2.9. The following examples illustrate appropriate wording to announce appointments to command published in memorandum format:

12.2.9.1. Permanent appointment to command: “By direction of the President, Colonel EDWARD R. MURPHY, XXXXXXXXXXXX [DoD ID number], is appointed Commander, 76th Wing, AMC, JB Andrews, MD, effective 9 October 2018. Authority: AFI 51-509.”

12.2.9.2. Temporary appointment to command: “By direction of the President, Colonel BARBARA A. WILSON, XXXXXXXXXXXX [DoD ID number], is appointed Commander, 76th Wing, AMC, JB Andrews, MD, effective 9 October 2018, during the temporary absence of Colonel FREDERICK C. LEWIS. Authority: AFI 51-509.”

12.2.10. The following examples illustrate wording for assumptions of command published in memorandum format:

12.2.10.1. Permanent assumption of command: “Under the provisions of AFI 51-509, I assume command of the 366th Wing, vice Colonel TIM O. THEE, XXXXXX6789 [last four of DoD ID number], effective 9 October 2018.”

12.2.10.2. Temporary assumption of command: “Under the provisions of AFI 51-509, I assume command of the 366th Wing, during the temporary absence of Colonel GERALDINE PRATT MAY, XXXXXX6789 [last four of DoD ID number], effective 9 October 2018.”

12.2.11. Consult Figure A3.2 for uniformity of orders formats and additional orders publishing guidance.

13. Correcting Erroneous Appointments to or Assumptions of Command .

13.1. Certain situations may lead to erroneous appointments to or assumptions of command. Examples of these situations include: when an officer assumes command and it is later discovered that the officer was not senior in rank to another officer assigned to the unit who was eligible to command; an officer is appointed to command and it is later discovered that an officer senior in grade who was eligible to command was assigned to the unit; or, the officer who erroneously assumed, or was erroneously appointed to, command was otherwise ineligible to command. The following rules apply:

13.1.1. All command authorities and responsibilities exercised by that officer may be affirmed and/or ratified in writing by a superior competent authority or by a subsequent, lawfully appointed or assuming commander. **Exception:** Actions under the UCMJ.

13.1.2. If an officer’s assumption of command is discovered to be improper only because the officer was not senior in rank to another officer of the same grade assigned to the same unit who was eligible to command, that officer’s command may be accomplished retroactively.

13.1.2.1. In this case, a superior competent authority may appoint the officer to command the unit and indicate on the AF Form 35 that appointment began on the date the officer originally improperly assumed command.

13.1.2.2. The retroactive appointment order ratifies the officer's previous command actions and decisions. **Exception:** Actions taken under the UCMJ.

13.1.3. Any command authorities and responsibilities under the UCMJ exercised by an ineligible commander are void. All other command authorities and responsibilities exercised by an ineligible commander that are not affirmed or ratified are voidable.

13.2. Amendments, Rescissions, and Revocations .

13.2.1. Use AF Forms 35 to amend, rescind or revoke G-series orders. Publish amendments, rescissions, and revocations in the same series as the original order. By publishing an AF Form 35, previous AF Forms 35 for that particular unit are superseded by the appointment to or assumption of command of the new commander. Do not, however, include blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders."

13.2.2. Who May Change an Order. Only the organization that published the original order may amend, rescind, or revoke it.

13.2.3. When to Amend an Order. Publish an amendment to add, delete, or change pertinent data to read as originally intended, and also to correct an error in the body of the order.

13.2.4. When to Rescind an Order. Rescind an order when it is no longer needed; for example, if a commander has been permanently removed from command or if the commander of a particular unit needs to change for any reason before expiration of the G-series order.

13.2.5. When to Revoke an Order. Revoke an order before it goes into effect.

13.2.6. 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.

13.2.7. 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.

13.2.8. 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 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 underscore the corrected portion when possible; and make sure the distribution matches the original order.

14. Relief of Command . Command is a privilege, not a right. As such, a superior competent authority may relieve an officer of command for any reason not prohibited by law or policy.

14.1. **Not for cause .** If an officer is relieved of command as an assignment action only and not for cause, then the officer's relief of command may not be used as a basis to support any adverse action or collateral administrative documentation against the officer. This prohibition

does not limit raters' ability to generally provide appropriate comments in the officer's next performance report regarding the officer's performance or potential. However, the comments may not reference the relief of command assignment action.

14.2. **For cause** . An officer may be relieved of command for cause, including instances where the superior competent authority has lost confidence in the officer's ability to command due to misconduct, poor judgment, the subordinate's inability to complete assigned duties, the interests of good order and discipline, morale, the good of the organization, or other similar reasons.

14.2.1. A superior competent authority's decision to relieve a commander for cause must not be arbitrary and capricious.

14.2.2. Relief of command for cause may be used as a basis, in addition to the specific underlying reason for relief, to support adverse action(s) or collateral administrative documentation pertaining to the officer.

14.2.3. If a specified cause for relief of command is later discovered, or determined by superior competent authority, to have been in error, the officer is not returned to command. The superior competent authority may initiate, or the officer may request that the superior competent authority issue, a memorandum for record recharacterizing the relief of command from "for cause" (paragraph 14.2.) to "relief of command not for cause" (paragraph 14.1.) or to a suspension (paragraph 14.3.). The officer relieved in error may then use the memorandum in any appropriate forum (e.g., Evaluation Report Appeals Board, Air Force Board for the Correction of Military Records) as support in seeking corrections to his/her personnel records.

14.3. **Suspension** . Temporary suspension of an officer from command may be accomplished by a superior competent authority. Temporary suspension is appropriate when the superior competent authority is concerned about an officer's ability to command but has not yet determined whether relief of command is warranted and/or whether relief of command should be with or without cause.

14.3.1. The superior competent authority may temporarily suspend that subordinate officer from command for any reason not prohibited by law or policy. Temporary suspensions render the suspended officer ineligible to command during the period of suspension.

14.3.2. Temporary suspensions must be in writing. **(T-1)**. If the superior competent authority cannot issue the suspension in writing before the suspension is effective, then the superior competent authority must do so as soon as possible.

14.3.3. If the temporary suspension is later terminated, the termination must be in writing and must clearly delineate the period of suspension. **(T-1)**.

14.3.4. During such periods of suspension, another officer eligible to command may be temporarily appointed to command the unit.

14.3.4.1. To ensure clear lines of authority, assumption of command in this circumstance is discouraged.

14.3.4.2. If the superior competent authority decides not to appoint a temporary commander and prohibits the assumption of command of the unit, then the superior competent authority retains and may exercise command authorities related to the unit.

14.3.4.3. In those unique situations when the superior competent authority is not a commander, for example, when HAF Directorates appoint FOA commanders, then either another commander must be appointed by the superior competent authority or, alternatively, command authority must be exercised over the unit by the next superior competent authority who is otherwise eligible to command.

14.3.5. After collecting information during a period of temporary suspension, the superior competent authority may relieve the officer of command for cause or as an assignment action only, or may reinstate the officer's command authorities.

14.4. **Notice requirements** .

14.4.1. **Notice to Superior Competent Authority** . Prior to taking final action to relieve an officer from any command position, with or without cause, a superior competent authority must notify the next higher superior competent authority of the officer being relieved of command. **(T-1)**. For example, a wing commander relieving a subordinate group commander must notify the wing commander's next superior commander. If the relief of command is for cause, notice to the next higher superior competent authority must be in writing (e.g., email exchange, memo, etc.). **(T-1)**. Failure to provide the required written notice in advance of the relief from command does not invalidate the relief from command. In such cases, the required written notice must be accomplished as soon as practicable following the relief from command of the officer.

14.4.2. **Notice to the Officer** . A superior competent authority must provide written notice of his/her decision to relieve an officer of command without cause (paragraph 14.1.), for cause (paragraph 14.2.), or to suspend an officer from command pending further investigation (paragraph 14.3.) to the officer at or before the time the officer is relieved of command. **(T-1)**. A sample written notice is provided at Attachment 4. The officer relieved of command is not required to be afforded an opportunity to respond to this written notice. Such written notice becomes effective immediately upon notice to the officer relieved of command. In cases where written notice cannot be immediately provided and verbal notice is provided instead, a subsequent written notice is effective at the time the earlier verbal relief was communicated to the relieved officer.

JEFFREY A. ROCKWELL
Lieutenant General, USAF
The Judge Advocate General

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

- AFI 1-2, *Commander's Responsibilities*, 8 May 2014
- AFI 10-203, *Duty Limiting Conditions*, 20 November 2014
- AFI 10-403, *Deployment Planning and Execution*, 20 September 2012
- AFI 11-401, *Aviation Management*, 10 December 2010
- AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010
- AFI 31-101, *Integrated Defense (ID) (FOUO)*, 5 July 2017
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 December 2006
- AFI 36-815, *Absence and Leave*, 8 July 2015
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- AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002
- AFI 36-2110, *Total Force Assignments*, 5 October 2018
- AFI 36-2134, *Air Force Duty Status Program*, 4 August 2014
- AFI 36-2651, *Air Force Training Program*, 15 September 2010
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 8 November 2016
- AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004
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- AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008
- AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 27 July 2017
- AFI 36-2608, *Military Personnel Records System*, 26 October 2015
- AFI 36-2626, *Airman Retraining Program*, 20 November 2018
- AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 December 2013
- AFI 36-2905, *Fitness Program*, 21 October 2013
- AFI 36-2907, *Unfavorable Information File (UIF) Program*, 26 November 2014
- AFI 36-2910, *Line of Duty (Misconduct) Determination*, 8 October 2015
- AFI 36-2911, *Desertion and Unauthorized Absence*, 14 October 2016
- AFI 36-3003, *Military Leave Program*, 11 May 2016

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AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 38-101, *Air Force Organization*, 31 January 2017

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 18 July 2018

AFI 51-202, *Nonjudicial Punishment*, 31 March 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

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DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, 19 September 2018

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AFPD 36-9, *Senior Executive Resource Management*, 31 October 2011

AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*, 31 August 2018

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Manual for Courts Martial United States (2016 Edition)

5 USC § 552a, *The Privacy Act of 1974*

10 USC § 101
10 USC § 164
10 USC § 601
10 USC § 741
10 USC § 747
10 USC § 749
10 USC § 750
10 USC § 777
10 USC § 777a
10 USC § 815
10 USC §§ 822 and 823
10 USC § 892
10 USC § 938
10 USC § 8013
10 USC §§ 8013-8039
10 USC § 8031
10 USC § 8033
10 USC § 8067
10 USC § 8074
10 USC § 8579
10 USC § 8581
10 USC § 8583
10 USC § 10101
18 USC § 1382
32 USC § 315
32 USC § 325
38 USC § 1131
50 USC § 797

Prescribed Forms

AF Form 35, *Announcement of Appointment to/Assumption of Command*

Adopted Forms

AF Form 108, *Air Force Fitness Education and Intervention Processing*

AF Form 418, *Selective Reenlistment Program (SRP) Consideration for Airmen*

AF Form 422, *Notification of Air Force Member's Qualification Status* AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2096, *Classification/On-The-Job-Training Action*

DD Form 2808, *Report of Medical Examination*

DD Form 2839, *Career Status Bonus Election*

OGE Form 278, *Public Financial Disclosure Report*

OGE Form 450, *Confidential Financial Disclosure Report*

Abbreviations and Acronyms

AF—Air Force

AF/A3—Deputy Chief of Staff for Operations

AF/CVXG—Air Force General Officer Matters Office

AF/JAA—Administrative Law Directorate

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMD—Air Force Mission Directive

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AF/RE—Deputy Chief of Staff for Air Force Reserve

AFSC—Air Force Specialty Code

ANG—Air National Guard

ARC—Air Reserve Component

COMAFFOR—Commander, Air Force Forces

CC—Commander

CSAF—Chief of Staff of the Air Force

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDID—Department of Defense Identification Number

DRU—Direct Reporting Unit

FOA—Field Operating Agency

FSS—Force Support Squadron
GCMCA—General Court-Martial Convening Authority
HAF—Headquarters Air Force
HAFMD—Headquarters Air Force Mission Directive
JA—Judge Advocate
LOD—Line of Duty
MAJCOM—Major Command
MCM—Manual for Courts-Martial
MFR—Memorandum for Record
MPS—Military Personnel Section
MRE—Military Rules of Evidence
NAF—Numbered Air Force
NJP—Nonjudicial Punishment
OPR—Office of Primary Responsibility
PAS—Personnel Accountability System
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PRP—Personnel Reliability Program
RCM—Rule for Courts Martial
RegAF—Regular Air Force
SAFO—Senior Air Force Officer
SCA—Show Cause Authority
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SES—Senior Executive Service
SJA—Staff Judge Advocate
SPCMCA—Special Court-Martial Convening Authority
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UPMR—Unit Personnel Management Roster
USC—United States Code
VCSAF—Vice Chief of Staff of the Air Force

Terms

Active Duty (AD)—Full-time duty in the active military service of the United States. The term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. AD does not include full-time National Guard duty. (10 USC § 101(d))

Active Service—Service on active duty or full-time National Guard duty. (10 USC § 101(d))

Active Status—The status of a member of a reserve component who is not in the inactive ANG, on an inactive status list, or in the Retired Reserve. (10 USC § 101(d))

Activity Outside the Air Force—An organization or agency to which AF members are assigned or attached that is not part of the Title 10 AF. They include, but are not limited to, defense agencies, DoD field activities, Air National Guard units not in federal service, and consolidated units (as defined in AFI 38-101), such as consolidated flying units. While joint and combined organizations are not part of the AF, they are not considered "Activities Outside the Air Force" for the purpose of this instruction.

Air Force Element—The non-unit nomenclature used to account for manpower authorizations and to identify Air Force personnel on duty with organizations outside the Air Force, such as defense agencies, DoD field activities and ANG units not in federal service. Although not a unit for organizational purposes, an AF Element may function as a unit if so designated by competent authority, an eligible commissioned officer either assumes command or is appointed to command and Air Force members are assigned or attached to the element. (AFI 38-101)

Air Reserve Component (ARC)—The air reserve components include the Air National Guard of the United States (ANGUS) and the AFR. (10 USC § 10101)

Arbitrary and capricious—The absence of a rational connection between the facts found and the choice made, constituting a clear error of judgment. The action does not appear to be supported by fair, solid, and reasonable cause, or based upon consideration of relevant factors.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a "command." This designation is used in all AF units authorized to be led by a commander except the USAF Academy, which is commanded by a superintendent, and school/academic units, which may be commanded by commandants.

Grade—The office or position a military officer holds, as in second lieutenant, first lieutenant, captain, major, etc. (10 USC § 741(a))

Headquarters Air Force (HAF)—The HAF is comprised of the offices of the SecAF and the Air Staff. CSAF presides over the Air Staff. (10 USC §§8014, 8031, & 8033; AFMD 1)

Inactive Status—Status of Reserve members on an inactive status list of a Reserve component or assigned to the inactive ANG. Those in an inactive status may not train for points or pay and may not be considered for promotion.

Member—A person appointed to, enlisted in, or conscripted into a uniformed service.

Rank—Rank among officers of the same grade or of equivalent grades is determined by comparing dates of rank. An officer whose date of rank is earlier than the date of rank of another officer of the same or equivalent grade is senior to that officer. (10 USC § 741(b))

Superior Competent Authority—The next level commander or equivalent of the AF unit superior to the one of which the commissioned AF officer is appointed to or assumes command.

Unit—A military organization constituted by HAF directives. A unit is either named or numbered. AF units include MAJCOMs, NAFs, wings, groups, squadrons, centers, DRUs, FOAs, and provisional units. See AFI 38-101. They also include deployable units such as air expeditionary wings, groups or squadrons, attached to an Air and Space Expeditionary Task Force or an in-place NAF that has been directed to support a joint force commander. A unit may be civilian led or will have a commander. For purposes of this instruction, unless otherwise specified, the term “unit” will include those non-units identified in AFI 38-101 as being authorized to have a commander, such as AF Elements, sections, and detachments.

Attachment 2

COMMANDER AND CIVILIAN DIRECTOR AUTHORITIES

A2.1. Subject to the exceptions listed below, civilians may be appointed as directors to lead units designated to be civilian-led, including for some organizations traditionally commanded by military officers.

A2.1.1. Per AFI 38-101, paragraph 2.3.1.1.3.3., a unit will not have a civilian director and must have a military commander if the unit:

A2.1.1.1. Is committed as a unit to a combat mission or to fill a mobility requirement;

A2.1.1.2. Has, or has a subordinate organization with, a flying mission;

A2.1.1.3. Has a medical mission;

A2.1.1.4. Is above wing level (this restriction does not apply to AF and MAJCOM FOA headquarters units);

A2.1.1.5. Is one whose leader would normally function as an installation commander;

A2.1.1.6. Is an expeditionary or provisional unit; or

A2.1.1.7. Is in the AFR or ANG (this restriction does not limit traditional AFR and ANG technician arrangements).

A2.2. As leaders of military organizations, civilian directors perform all functions normally performed by a unit commander except as restricted by law (e.g., UCMJ) or DoD issuance (AFI 38-101, para 2.1.2.1.). Thus, if AF guidance indicates an action is to be carried out by the “commander,” additional research is required to determine if DoD guidance or law requires those actions to be performed by a military member. If not, then a civilian director who is equivalent in grade and authority of the commander may take those actions. For example, if an AFI currently requires that a group commander, in the grade of O-6, sign off on a particular action, a civilian director would have to be a director over a group, and a GS-15, to be able to do the same.

A2.2.1. Figure A2.1 is provided as a reference tool, applying this general rule to specific areas of authorities and to explain which authorities can be delegated (either by the commander or, if applicable, the civilian director).

A2.2.1.1. Figure A2.1 is not all inclusive, but addresses some of the more common areas of concern. This figure is not a substitute for independent research and consultation with the supporting legal office for each circumstance presented.

A2.2.2. Where civilian directors are authorized, some of their administrative functions must be approved by the special court-martial convening authority (SPCMCA) or general court-martial convening authority (GCMCA). 10 USC §§ 822 and 823 (Articles 22 and 23, UCMJ, respectively) identify only the President, Secretary of Defense, the service secretaries, and commanding officers are eligible to become a GCMCA and SPCMCA. Because federal law prohibits civilian directors from holding those positions, a civilian director can never be the final approval authority for those issues that require SPCMCA or GCMCA approval.

Figure A2.1. Civilian Director Authorities and Limitations

#	May a Civilian Director:	Answer	Rationale	Delegable?
<i>Uniform Code of Military Justice (UCMJ) & Investigations</i>				
1.	Issue an Article 15, nonjudicial punishment (NJP)?	No	See Manual for Courts Martial (MCM), Part V, para 2. and AFI 51-202 paras 2.2 & 2.7; 10 USC § 815 (Article 15(b), UCMJ) states, "Subject to subsection (a) any commanding officer may, in addition to or in lieu of admonition or reprimand, impose one or more of the following disciplinary punishments for minor offenses without the intervention of a court-martial...."	No, but AFI 51-202, para 3.9, allows a commander (CC) to direct a subordinate, senior in rank to the member (when practicable) and in member's unit to notify a member of NJP proceedings. See also, AFI 51-202, for special provisions regarding principal assistants.
2.	Order pretrial apprehension?	No	Under MCM, Part II, Rule for Courts Martial (RCM) 302, only those subject to UCMJ may order pretrial apprehension.	No.
3.	Order pretrial restraint and confinement?	No	Under MCM, Part II, RCMs 304 & 305, only those subject to UCMJ may order pretrial apprehension. Any officer on active duty may order restraint of an enlisted member. Only commanding officers may order restraint of an officer.	CC may delegate authority to restrain enlisted members to noncommissioned officers. (RCM 304(b)(2)). CC must decide w/in 72 hours of confinement whether it will continue. (RCM 305(h)(2)(A)).

4.	Prefer court-martial charges?	No	MCM, Part II, Rule 307(a), states, "Any person subject to the code may prefer charges."	No.
#	May a Civilian Director:	Answer	Rationale	Delegable?
5.	Cause an accused to be notified of court-martial charges?	No, but can deliver the notice	MCM, Part II, Rule 308(a) says the immediate CC shall cause the accused to be notified of the charges. The commander may then have someone else (including a civilian director) actually deliver the notice.	Causing notice to be delivered: no Delivering notice: yes
6.	Authorize probable cause searches?	Maybe	MCM, Part III, Military Rule of Evidence (MRE) 315 authorizes CC or other persons "serving in a position designated by the Secretary concerned as either a position analogous to an officer in charge or a position of commander, who has control over the place where the property or person to be searched is situated or found...." Each civilian director position and proposed search must be analyzed separately.	No.
7.	Be the subject of an Article 138 complaint?	No	10 USC § 938 (Article 138, UCMJ) states: "Any member of the armed forces who believes himself wronged by his commanding officer"	N/A
8.	Direct investigations?	Yes	A civilian director has inherent authority to investigate matters within his/her authority. See SAF/IG CDI Guide, 18 Feb 16, para 3.2, and 10 USC § 8583 ("All commanding officers and others in authority in the AF are required—(2) to be vigilant in inspecting the conduct of all persons who are placed under their command.")	CDI guide is silent

9.	Be a report of survey appointing authority?	Yes	Not prohibited by federal law or DoD issuance.	Not prohibited.
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#	May a Civilian Director:	Answer	Rationale	Delegable?
10.	Be a report of survey approving authority?	Yes	Not prohibited by federal law or DoD issuance.	Not prohibited.
<i>Adverse Administrative Actions</i>				
11.	Issue an LOA, LOC, or LOR?	Yes	AFI 36-2907, <i>Unfavorable Information File (UIF) Program</i> Chapter 4, para 4.1, states, "Commanders, supervisors, and other persons in authority can issue administrative counseling, admonitions, and reprimands."	No, but see discussion on authority of additional personnel in Rationale column.
12.	Establish a UIF for officers and enlisted?	Yes	Not prohibited by federal law or DoD issuance; also see AFI 36-2907, para 2.1 (authorizing directors at various levels to take such action).	No provision against it, but recommend this authority not be delegated.
13.	Establish or remove officers and enlisted from a control roster?	Yes	Not prohibited by federal law or DoD issuance; see AFI 36-2907, Ch. 3.	No provision against it, but recommend this authority not be delegated.
14.	Request OPR/EPR close-out date extensions to document bad behavior & pending admin actions?	Yes	Not prohibited by federal law or DoD issuance; see AFI 36-2406, <i>Officer and Enlisted Evaluation Systems</i> .	AFI is silent.

15.	Initiate officer promotion propriety actions?	No	AFI 36-2501, <i>Officer Promotions and Selective Continuation</i> , para 5.3., requires that Promotion Propriety Actions “normally” be initiated by the officer’s immediate commander (the officer’s higher level Air Force military commander has concurrent authority to initiate).	No provision against it, but recommend this authority not be delegated.
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			Additionally, para 5.3.1. requires that the reviewing authority be the first military commander in the initiating commander’s Air Force chain of command who is at least a wing-level or equivalent commander.	
#	May a Civilian Director:	Answer	Rationale	Delegable?
16.	Demote enlisted personnel?	Yes	If the civilian director is in the same or equivalent position as the CCs listed in the AFI, such actions are not otherwise prohibited by federal law or DoD issuance. See AFI 36-2502, <i>Airman Promotion/Demotion Programs</i> , para 6.2.1.	No provision against it, but recommend this authority not be delegated.
17.	Be the show-cause Authority (SCA) for officer discharges?	No	AFI 36-3206, <i>Administrative Discharge Procedures for Commissioned Officers</i> , paras 1.1, 4.14 & 4.22 and DODI 1332.30, <i>Commissioned Officer Administrative Separations</i> , (definition of SCA) specifically require a general officer or officer exercising GCMCA.	Absent unusual circumstances, MAJCOM/CC will delegate SCA to general officer wing CCs or GCMCA. SCA can delegate certain administrative functions.

18.	Initiate an enlisted discharge action?	Yes	Not prohibited by federal law or DoD issuance. Though AFI 36-3208 <i>Administrative Separation of Airmen</i> , Chapters 4, 5, and 6, paras 4.4.1, 6.9, 6.14, refers to commanders as the initiating authority, this authority was not intended to limit the ability of civilian directors from taking such actions.	No provision against it, but recommend this authority not be delegated
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<i>Medical & Physical Fitness Related</i>				
19.	Initiate a line of duty (LOD) determination?	Yes	Military medical providers, staff judge advocates, and CCs “shall take an active role in ensuring that an LOD determination is initiated.” Because this mandate is not limited to CCs, civilian directors may also take an active role in ensuring an LOD is initiated, when appropriate. See AFI 36-2910, <i>Line of Duty (Misconduct) Determination</i> , para 2.1.2, and 38 USC § 1131.	No prohibition, although if the LOD is adverse to member, such adverse decisions are usually made at higher levels.
#	May a Civilian Director:	Answer	Rationale	Delegable?
20.	Act as: (a) immediate commander; (b) appointing authority; (c) reviewing authority, or (d) approving authority for an LOD determination?	(a)-(c) Yes (d)(1) No (d)(2) Yes	(a)-(c) Neither federal law nor DoD issuance prohibits civilian directors from acting in this role. (d)(1) Approving authority for RegAF, Air Force Academy cadets, and ANG on Title 10 federal active duty rests with an SPCMCA; (d)(2) All other are staff or command positions that are not limited by DoD guidance or law. See AFI 36-2910, Table 2.2.	(a)-(c) Yes (d)(1) No (d)(2) Yes

21.	Direct a mental health evaluation?	Yes	DoDI 6490.04, <i>Mental Health Evaluations of Members of the Military Services</i> , vests authority in CCs, commissioned officers and civilian employees in a grade level comparable to a commissioned officer, who exercise supervisory authority over the service member owing to the service member's current or TDY assignment or other circumstances of the duty assignment; and is authorized due to the impracticality of involving an actual commanding officer in the member's chain of command to direct a Mental Health Evaluation.	Yes, to a senior enlisted supervisor for enlisted Mental Health Evaluations. The DoDI does not authorize any other delegations of authority.
22.	Direct member to submit to Alcohol and Drug Abuse Prevention and Treatment or drug testing within 24 hours of suspected alcohol- related misconduct, etc.?	No	<p>Civilians may not order military members to submit urinalysis samples as part of a urinalysis program</p> <p>-- <i>US v. Miller</i>, 66 M.J. 306 (CAAF 2008);</p> <p>-- DoDI 1010.01, <i>Military Personnel Drug Abuse Testing Program (MPDATP)</i>, states: command-directed testing is done when a "commander has reason to question the Service member's competence for duty," and references MRE 313 (which speaks of drug testing as an "incident of command");</p> <p>-- Superior CCs in the chain may also order CC-directed drug tests.</p> <p>See also AFI 44-121, <i>Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program</i>, paragraph 3.8.2. and its subsequent paragraphs.</p>	No
#	May a Civilian Director:	Answer	Rationale	Delegable?

23.	Order unit sweep drug tests?	No	<p>Civilians may not order military members to submit urinalysis samples as part of a urinalysis program</p> <p>-- <i>US v. Miller</i>, 66 M.J. 306 (CAAF 2008);</p> <p>-- Superior CCs in the chain may also order unit drug sweeps</p> <p>See also AFI 90-507, <i>Military Drug Demand Reduction Program</i>, Table 7.1, Note 2; MRE 313(b); and <i>US v. Moore</i>, 45 MJ 652.</p>	See discussion in Rationale column, but authority to order unit sweep is not delegable
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#	May a Civilian Director?	Answer	Rationale	Delegable?
24.	Sign random drug test notification letters to members?	No	<p>Same rationale as above.</p> <p>See AFI 90-507, paras 2.6.4.8.2 & 2.6.4.8.2.1.</p>	<p>After consulting the Staff Judge Advocate (SJA), CCs may designate others, in writing, to issue notifications.</p> <p><i>Designees must be in same component of, and superior in grade to, the member to be tested.</i></p>
25.	Perform Alcohol and Drug Prevention and Treatment responsibilities (i.e., refer for assessment)	No	<p>DoDI 1010.01 envisions command consultation during intake and command involvement in rehab programs. Also, some responsibilities listed in AFI 44-121, para 3.8, come within the purview of the UCMJ and others deal specifically with drug testing (discussed earlier).</p>	No

26.	Document physical fitness test failures by signing AF Form 108, <i>Physical Fitness Education and Intervention Processing</i> ?	Yes	Per para 10.4.3, AF Form 108 may be signed by CC or civilian equivalent to document education and intervention. Not prohibited by federal law or DoD issuance. See AFI 36-2905, <i>Fitness Program</i> , para 10.4.3	Yes. Unit CC may designate a command representative
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#	May a Civilian Director?	Answer	Rationale	Delegable?
27.	Sign/approve physical profile forms: AF Form 469, <i>Duty Limiting Condition Report</i> , AF Form 422, <i>Notification of Air Force Member's Qualification Status</i> , & DD Form 2808, <i>Report of Medical Examination</i> ?	Yes	Not prohibited by federal law or DoD issuance. See AFI 10-203, <i>Duty Limiting Conditions</i> , paras 2.17.4	No provision against delegation AF Form 469 actions not limiting mobility may be delegated to first sergeant or member's supervisor
<i>Operations, PRP, & Security</i>				
28.	Participate in military operations?	No	Civilian employees are prohibited from participating in offensive combat operations. DoDI 1100.22, <i>Policy and Procedures for Determining Workforce Mix</i> , Encl 4, para 1c.(1)(b)	N/A
29.	Take miscellaneous deployment actions?	Unlikely	AFI 10-403, <i>Deployment Planning and Execution</i> , para 7.4.1 requires deployed CC verification and coordination on extensions. Civilian directors, however, are unlikely to perform duties in a role equivalent to deployed commanders.	AFI is silent

30.	Convene a Flying Evaluation Board?	No	AFI 11-402, para 4.4.2, requires a Flying Evaluation Board to be convened by a flying wing CC. AFI 38-101, para 2.3.1.1.2.3.2, prohibits civilian directors from leading units with a flying mission.	AFI is silent
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#	May a Civilian Director?	Answer	Rationale	Delegable?
31.	Take Personnel Reliability Program (PRP) actions?	Yes	DoDM 5210.42_AFMAN 13-501, <i>Nuclear Weapons Personnel Reliability Program (PRP)</i> , authorizes CC/director actions, depending upon role in which director is serving.	In accordance with Enclosure 3, App 1, para 1.a.(2)(d) CC/director may delegate certain authorities in writing to specific officials. Delegation should be limited and not used on a routine basis.
32.	Suspend an individual's security clearance?	Yes	Not prohibited by federal law or DoD issuance. See DoDM 5200.02_AFMAN 16-1405, <i>Air Force Personnel Security Program</i> .	AFMAN is silent.
33.	Sign interim security clearance authorizations/ security clearance approval for special projects?	Yes	Not prohibited by federal law or DoD issuance. See DoDI 5200.02 and DoDM 5200.02_AFMAN 16-1405, <i>Air Force Personnel Security Program</i> , para. 2.13.f.(6).	AFMAN is silent, but recommend this authority not be delegated.
34.	Declare a national defense area?	No	DoDI 5200.08, <i>Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)</i> , authorizes CCs to issue regulations to safeguard property and places.	DoDI is silent, but recommend this authority not be delegated.

<i>Personnel and Other Actions (See separate section below for Civilian Employees)</i>				
#	May a Civilian Director:	Answer	Rationale	Delegable?
35.	Initiate and/or authorize a decoration?	Yes, but only AF decorations	Not prohibited by federal law or DoD issuance. See AFI 36-2803, <i>The Air Force Military Awards and Decorations Program</i> .	AFI is silent, but recommend this authority not be delegated.
36.	Sign and/or perform “commander” functions related to EPRs?	Yes	AFI 36-2406 authorizes “civilian equivalents” to sign as commander, and this practice is not prohibited by federal law or DoD issuance.	Yes
37.	Authorize leave, liberty, or grant 3- and 4-day passes?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-3003, <i>Military Leave Program</i> .	Leave disapproval – yes, but no lower than first-line supervisor. See AFI 36-3003, para. 3.1.3.1. See AFI for further guidance on delegations of various types of leave.
38.	Authorize permissive TDY?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-3003.	Yes - but not lower than deputy or equivalent. See AFI 36-3003, para. 4.2.3.2.10.
39.	Investigate and document unauthorized absences?	Yes	Not prohibited by federal law or DoD issuance. Military Personnel Section (MPS) or CC’s staff may take actions. See AFI 36-2911, <i>Desertion and Unauthorized Absence</i> , paras 1.1., 1.4., 2.1., 2.5.	See discussion in Rationale column.

40.	Decide whether to file documents in or remove them from an Officer Selection Record or Noncommissioned Officer Selection Record?	Ch. 7 – No; Ch. 8 – Yes, in part	AFI 36-2608, <i>Military Personnel Records System</i> , Ch 7, relates to NJP authorities which are reserved to personnel who are subject to the UCMJ. Civilians are not subject to the UCMJ and thus, cannot make decisions incident to that authority. Chapter 8, only as it relates to documentation of other administrative actions and thus can be exercised by a civilian of like grade and authority.	AFI is silent, but recommend this authority not be delegated.
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#	May a Civilian Director:	Answer	Rationale	Delegable?
41.	Make a recommendation regarding officer retirement grade?	Yes	Not prohibited by federal law or DoD issuance. According to AFI 36-3203, <i>Service Retirements</i> , paras 7.6.3, the unit CC or “other appropriate authority” will initiate a grade determination.	AFI is silent.
42.	Be the appointing authority for conscientious objector cases?	Not for RegAF and AFR Maybe for ANG	AFI 36-3204, <i>Procedures for Applying as a Conscientious Objector</i> , para 4.1., requires appointment by the SPCMCA for RegAF and AFR members, so a civilian director cannot exercise this authority. The appointing authority for investigations involving ANG members, however, is an ANG wing or group CC. If the civilian director is acting in this or an equivalent capacity, then the director may be the appointing authority.	RegAF/AFR – No ANG – Yes
43.	Initiate duty status changes for Absent Without Leave, confinement, etc.?	Yes	Per AFI 36-2911, paras 1.1, 1.2., 2.2., the unit CC, support staff, or MPS can take action.	Yes

44.	Review/sign reassignment Reports on Individual Personnel?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2110, <i>Total Force Assignments</i> .	Yes
45.	Authorize assignment availability code extensions?	Maybe	Appears dependent on the actions—those that require a CC action refer to the individual's immediate CC. Reading of portions of AFI 36-2110 indicates that approval of assignment availability code extensions is to some degree dependent on the type of code.	AFI 36-2110, Atch 1, defines commander as: "Unless otherwise specified, refers to the immediate commander of the member concerned and includes officially appointed squadron section commanders."

#	May a Civilian Director:	Answer	Rationale	Delegable?
46.	Sign career status bonuses (DD Form 2839, <i>Career Status Bonus (CSB) Election</i>)?	Yes	Not prohibited by federal law or DoD issuance.	Yes -- does not appear to require commander or supervisor's signature
47.	Approve classification/On-the-Job training/PCA actions via AF Form 2096, <i>Classification/On-the-Job Training Action</i> ?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2651, <i>Air Force Training Program</i> , paras 4.2., 4.4.4.2., 6.6.1.22.	Yes, for upgrade training – AFI 36-2651, para 4.2. AFI is silent on delegation for other actions. But given potential adverse consequences of AFSC withdrawal and downgrades, recommend those authorities not be delegated.

48.	Endorse retraining applications?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2626, <i>Airman Retraining Program</i> , para 3.9.	AFI is silent
49.	Promote enlisted personnel?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2502, para 1.5.	AFI is silent
50.	Act as a selection authority for selective reenlistments?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2606, <i>Reenlistment and Extension of Enlistment in the United States Air Force</i> , paras 2.3.1., and ANGI 36-2651, <i>Air National Guard Selective Retention Review Boards</i> .	AFI/ANGI is silent generally, though ANGI requires some actions to be performed by the CC personally

#	May a Civilian Director:	Answer	Rationale	Delegable?
51.	Sign Selective Reenlistment Bonuses & Critical Skills Retention Bonuses and accelerated payment requests?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2606, Chapters 4 & 7.	No provision against delegation, but delegate cautiously. Also, because unit CC disapproval is a final decision, authority to disapprove should not be delegated.
52.	Deny reenlistment via AF Form 418?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2606, para 2.6. et seq.	No provision against delegation, but should not be delegated.

53.	Authorize extensions of enlistment or reenlistment?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2606, and ANGI 36-2651	AFI/ANGI is silent generally, though ANGI requires some actions to be performed by the CC personally.
54.	Administer the oath of reenlistment?	No	The President, the Vice-President, the Secretary of Defense, any commissioned officer (including warrant officers), or any other person designated under regulations prescribed by the Secretary of Defense. See AFI 36-2606, para 5.4.	No
55.	Perform CC responsibilities related to Weighted Airmen Promotion Standards testing?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-2605, <i>Air Force Military Personnel Testing System</i> , para 1.12.	AFI is silent
56.	Issue a “lawful order”?	No, but see #57	Lawful orders may be issued by a member of the armed forces. See MCM, Part IV, discussion of Article 92, UCMJ, at para b(2)(a). A military member cannot be punished under Article 92(1) or (2) for not obeying an apparent order from a civilian led director.	Depends upon the substance of the order.
#	May a Civilian Director:	Answer	Rationale	Delegable?
57.	Issue a directive that military members must follow?	Yes	10 USC § 892 (Article 92, UCMJ) states, “Any person subject to this chapter who ... (3) is derelict in the performance of his duties; shall be punished as a court-martial may direct.” MCM, Part IV, para c(3)(a) explains that a duty may be imposed by regulation or custom of the service.	Depends upon the substance of the directive.

58.	Issue an installation debarment letter?	No	<p>18 USC § 1382 authorizes the CC or person in charge of an installation to bar an individual from the installation. This authority is narrowed by other statutes and regulations. Per 50 USC § 797, violating such orders is a misdemeanor only if the order was promulgated or approved by SecDef, a military officer, or a senior civilian DoD employee in a position designated by SecDef. DoDI 5200.08, <i>Security of DOD Installations and Resources and the DOD Physical Security Review Board (PSRB)</i>, para E1.1.6, authorizes CCs or their civilian equivalents to issue regulations for the security of property or places under their control. AFI 38-101, para 2.3.1.1.2.3.2., however, expressly states that civilian directors may not be installation CCs. Because this paragraph is more specific than para 2.1.2.1., para 2.3.1.1.2.3.2. is controlling. Therefore, while federal law and DoD issuances do not prohibit civilian directors that are equivalent to “installation commander” (AFI 31-101, <i>Integrated Defense (FOUO)</i>, para 2.4.9) from issuing debarment orders, AFI 38-101 does.</p>	No
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#	May a Civilian Director:	Answer	Rationale	Delegable?
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59.	Issue a debarment letter for an area that is not a military installation?	Yes, if the civilian is in a position designated by SecDef	<p>18 USC § 1382 authorizes the CC or person in charge to bar an individual from a military reservation, arsenal or yard. Per 50 USC § 797, violating such orders is a misdemeanor only if the order was promulgated or approved by SecDef, a military officer, or a senior civilian DoD employee in a position designated by SecDef. DoDI 5200.08, para E1.1.6, authorizes CCs or civilian equivalents to issue regulations for the security of property or places under their control. AFI 38-101, para 2.3.1.1.2.3.2, expressly states that civilian directors may not be installation CCs but is silent as to non-installation areas. Because federal law and DoD issuances allow properly appointed civilian directors to exercise this authority, they may do so.</p> <p>But see <i>U.S. v. Apel</i>: 134 S.Ct. 1144 at 83: 18 USC § 1382 “<i>is most naturally read to apply to places with a defined boundary under the command of a military officer.</i>”</p> <p>See also <i>U.S. v. Ventura-Melendez</i>, 275 F.3d 9 (1st Cir. 2001).</p>	No
60.	Sign an appointment letter?	Depends	Depends on the substance of the letter and guidance in the corresponding AFI.	Depends on the substance & corresponding AFI.

61.	Respond to a congressional inquiry?	Yes	CCs will establish appropriate procedures to respond to inquiries. Responding to congressional inquiries is not an act that is purely military in nature requiring a commanding officer to establish response procedures or to sign off on inquiries. A civilian director can perform similar functions. See AFI 90-401, <i>Air Force Relations with Congress</i> , para 3.3.1.2., 3.3.1.3.	Yes, but must be coordinated with MAJCOM and Secretary of the Air Force Office of Legislative Liaison.
62.	Sign an OGE 450, <i>Confidential Financial Disclosure Report</i> or OGE 278, <i>Public Financial Disclosure Report</i> ?	Yes	The Joint Ethics Regulation, DOD 5500.7-R, Sections 7-205 and 7-305, speaks of supervisors. It does not mandate that CCs be the only ones involved in the process.	Yes
#	May a Civilian Director:	Answer	Rationale	Delegable?
<i>Civilian Employees</i>				
63.	Sign/approve performance and miscellaneous award certificates?	Yes	Approval authority dependent on type of award. See AFI 36-1004, <i>The Air Force Civilian Recognition Program</i> , Table 5.1.	See discussion in Rationale column.
64.	Approve annual performance awards?	Yes	Not prohibited by federal law or DoD issuance.	Nothing prohibits delegation.
65.	Sign years of service and retirement certificates?	Yes	Signature authority: HQ USAF directors (Colonel/O-6 or equivalent & above); MAJCOM director; and installation wing CC or director. See AFI 36-1004, para 5.4.12.1.	AFI silent on delegation authority.

66.	Approve administrative leave/excused absences?	Yes	Not prohibited by federal law or DoD issuance. See AFI 36-815, <i>Absence and Leave</i> , paras 2.1 & 2.2.	Supervisors and team leaders may approve in accordance with AFI 36-815, para 1, authority to approve leave is normally delegated to the lowest supervisory level having personal knowledge of work requirements and leave record.
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Attachment 3

INSTRUCTIONS FOR PREPARATION OF AF FORM 35

A3.1. Use of the AF Form 35 is highly encouraged, but is optional to record appointments to and assumptions of command. Failure to use it or fill it out correctly does not invalidate an otherwise valid appointment to or assumption of command.

A3.2. Do not publish orders when the permanent commander returns from an absence if assumption of or appointment to command of an interim commander was temporary. The permanent commander's return automatically rescinds temporary assumption of and appointment to command orders.

A3.3. Depending on the incoming commander's status and the type of unit that officer will command, fill in the appropriate block.

A3.3.1. To ensure clear lines and scopes of authorities, appointment to command is preferred (use block 11 and 12).

A3.3.2. If the officer is equivalent in grade but junior in rank to another officer assigned to the unit, present for duty, and otherwise eligible to command, then the next higher organizational command level commander must use an appointment to designate the officer to command (use block 7 or 8).

A3.3.3. Unless prohibited by this instruction or superior competent authority, an officer that is senior in both grade and rank in the unit may assume command (use block 5 or 6, although block 11 or 12, accomplishing an appointment, would also be appropriate if the AF Form 35 is completed by the next higher organizational command level commander).

A3.3.4. If the officer is attached to a unit expressly "for purposes of command" by TDY orders or by detail, then the officer may assume command (use block 5 or 6) or the appointing authority may appoint him or her to command (use block 7 or 8 or, if more appropriate, block 11 or 12).

A3.3.5. If the officer is to command a section, detachment or AF Element, use blocks 9 or 10, as appropriate.

A3.4. Command positions held by three- and four-star general officers are subject to special rules (see paragraph 8), and those commanders may not relinquish their commands even temporarily without the advance approval of superior competent authority.

A3.5. Specific guidance for completing the blocks on AF Form 35 are provided in Figure A3.1.

A3.6. A checklist for completing the legal review of G-series command orders (AF Form 35 and memorandum format) is provided at Figure A3.2. This checklist is not required but is offered as a reference tool only.

Figure A3.1. Preparing AF Form 35 Guidance

Block(s)	Instructions for the Form 35
1	Enter the date of request

2	<p>Enter last name, first name, middle initial, grade, and last four digits of the Department of Defense Identification number (DoDID) of the officer being appointed to or assuming command. Format = all capital letters Example: "SOMERS, WANDA B., LT COL XXXXXX6789"</p>
3	<p>Enter the name of the unit the officer will command. Format = all capital letters; use office symbol. Example: "HQ AMC" or "81 MDG"</p>
4	<p>Enter the location of the HQ of the unit. For example, if the unit is at Hanscom, but the commander is at Gunter, Block 4 will say "HANSCOM AFB MA" Format = Use all capital letters and two-letter designator for state</p>
5-10	<p>Ensure only one of these Blocks is used</p>
5	<p>Use this Block when the officer taking permanent command is of the highest grade and has the earliest date of rank of all other eligible officers. Preferably, this is only used when the next higher commander is unavailable to appoint the commander. Use of this block is rare and should only be used when appointment to command is not a viable or timely option. The assumption of command becomes invalid if an officer of equal grade but with an earlier date of rank is assigned (see definition in paragraph 3.4.) to the unit at any time.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not use this block for MAJCOM, HAF DRU and three-star NAF commanders; these 10 USC § 601 command positions must be appointed in accordance with paras 8.1.2. <input type="checkbox"/> Do not use this block for section commanders, detachment commanders, or AF Element commanders. <input type="checkbox"/> Do not use this block if superior competent authority has prohibited assumption of command of organizations within his/her supervision and control. <p>Enter complete title of the unit the officer will command; the grade, name (last, first, middle initial, all upper case), and the last four digits of the DoDID of the commander relinquishing command, and the effective date. Example = "LT COL, BUKKIT, EMMA, T., XXXXXX6789"</p>

6	<p>Use this Block when the officer taking temporary command (in absence of the permanent commander) is of the highest grade and has the earliest date of rank of all other eligible officers. This block is a good option when the permanent commander is temporarily out of town and the next highest ranking officer needs to take command action.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DO NOT use this Block when the command position is normally held by a three- or four-star general until coordinated with AF/CVXG and AF/JAA. <input type="checkbox"/> Do not use this block for section commanders, detachment commanders, or AF Element commanders. <input type="checkbox"/> Do not use this block if superior competent authority has prohibited assumption of command of organizations within his/her supervision and control. <input type="checkbox"/> Do not publish orders when the regular permanent commander returns from an absence if assumption of command was temporary. The permanent commander's return automatically rescinds temporary assumption of command orders. <p>Enter complete title of the unit the officer will command; the grade, name (last, first, middle initial, all upper case), and the last four digits of the DoDID of the absent or disabled commander; and the effective date. Example = "LT COL, BUKKIT, EMMA, T., XXXXXX6789"</p>
7	<p>Use this Block when the officer taking permanent command is of the highest grade but junior in rank to other eligible officers. This is the recommended block to use because it is appropriate even if there is a <u>possibility</u> that a higher ranking officer is assigned to the unit at the same time, such as when the outgoing commander is still assigned to the unit after the change of command (often the case to allow the outgoing commander time to ship household goods and PCS) or if higher ranking officer of the same grade is later assigned to the unit (you can never foresee this).</p> <p>Enter complete title of the unit the individual officer will command and the effective date.</p>
8	<p>Use this Block for temporary command when the officer taking commander is of the highest grade but junior in rank to other eligible officers (when the commander is expected to return – for example, when the original commander is deployed, ill, TDY, or on leave). The original commander will take command upon return without the need to cancel or create new G-Series orders.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Temporary appointment to command under this block is necessary when the individual officer taking succeeding to command cannot meet the assumption criteria in AFI 51-509. <ol style="list-style-type: none"> 1. Do not publish orders when the regular permanent commander returns from an absence if the appointment to command was temporary. The permanent commander's return automatically rescinds orders for temporary appointments to command. <p>Enter complete title of the unit the officer will command; the grade, name (last, first, middle initial, all upper case), and the last four digits of the DoDID of the absent or disabled commander, and the effective date. Example = "LT COL, BUKKIT, EMMA, T., -XXXX-XX-6789"</p>

9	<p>Use this Block to appoint section commanders. Section commanders cannot assume command. Headquarters sections should include “Headquarters” in the name of the unit and “HQ” in its abbreviation (e.g., Headquarters, Pacific Air Forces (HQ PACAF)).</p> <p>Enter complete title of the unit the officer will command and the effective date.</p>
10	<p>Use this Block to appoint detachment or AF Element commanders. Detachment commanders cannot assume command.</p> <p>Enter complete title of the unit the officer will command and the effective date.</p>
11 & 12	<p>These Blocks are normally used in situations not covered by Blocks 5-10, such as when an officer is appointed to command a unit to which s/he is not formally assigned and for which s/he cannot assume command even though s/he might otherwise be the senior officer in the unit were s/he assigned to it.</p> <ol style="list-style-type: none"> 1. This circumstance occurs in some dual-hat command or dual-status command situations or 2. When the commander will undertake the command duties of the gaining unit before being relieved from duty from a losing unit. 3. It is also used in situations when one officer is to command two different units. 4. These Blocks may also be used for the initial appointment of a unit commander where the appointing authority wishes to appoint a commander and the provisions of Blocks 7 or 8 do not apply.
11	<p>Use this Block to permanently appoint a commander who is not yet on station, for standing up a new unit, or when any other block does not apply.</p> <p>Enter complete title of the unit the officer will command and the effective date.</p>
12	<p>Use this Block to temporarily appoint a commander who has not arrived on station, if the unit’s permanent commander is deployed, ill, TDY, on leave, etc., or when any other block does not apply.</p> <p>Enter complete title of the unit the officer will command; the grade, name (last, first, middle initial, all upper case), and the last four digits of the DoDID of the absent or disabled commander; and the effective date.</p> <p>Example = “LT COL, BUKKIT, EMMA, T., XXXXXX6789”</p>
13	<p>Enter the date reviewed (may be after the effective date).</p>
14	<p>Enter the complete name, grade, and title of the personnel official who reviewed the proposed order. The personnel review should verify the officer’s assignment to the unit and his/her grade and date of rank in that grade. This information should be used to determine whether assumption or appointment is the correct command succession mechanism.</p> <p>Format = Abbreviate grade and office symbol, as necessary, to fit in the form. Note: the electronic form makes you fit some signature blocks onto one line – even if the electronic form allows two lines, print the form to make sure both lines are visible on the paper copy.</p> <p>Example: “PAULY C. MANN, Lt Col, Commander, XXX FSS”</p>
15	<p>May be signed either with ink or electronically.</p>

16	Enter the date reviewed (may be after the effective date).
17	<p>Enter the complete name, grade, and title of the Judge Advocate (JA) official who reviewed the proposed order. The JA review examines the order for legal sufficiency and compliance with the criteria of AFIs 51-509 and 38-101. The JA reviewing official should determine which of the command succession mechanisms is appropriate in the specific situation, i.e., permanent or temporary assumption or appointment.</p> <p>Format = Abbreviate grade and office symbol, as necessary, to fit in the form. Note: the electronic form makes you fit some signature blocks onto one line – even if the electronic form allows two lines, print the form to make sure both lines are visible on the paper copy.</p> <p>Example: “JOHN E. LAW, Lt Col, USAF, Staff Judge Advocate, X FW” or “JOHN E. LAW, Lt Col, Staff Judge Advocate, X FW”</p>
18	May be signed either with ink or electronically.
19	Enter the date reviewed (may be after the effective date).
20	<p>Enter the complete name, grade, and title of the officer authorized to direct, order, or effect this command action. Normally, this is the next higher commander (i.e., the group commander appoints a squadron commander).</p> <ol style="list-style-type: none"> 1. For assumptions, the assuming commander’s name is inserted here. 2. For appointments, the commander of the next higher level of command (with delegated appointment authority) will sign, if available. Otherwise, appointment authorities have been delegated by SecAF as provided in AFPD 51-5. 3. Only a lieutenant colonel or higher grade unit commander may appoint a section commander within the unit (AFI 51-509, paras 8.2.5.). <p>Format = Abbreviate grade and office symbol, as necessary, to fit in the form. Note: the electronic form makes you fit some signature blocks onto one line – even if the electronic form allows two lines, print the form to make sure both lines are visible on the paper copy.</p> <p>Example: “JEANNIE N. ABOTTLE, Colonel, USAF, Commander, X FW” or “JEANNIE N. ABOTTLE, Colonel, Commander, X FW”</p>
21	May be signed either with ink or electronically.

22	<p>Use this Block to include any comments pertinent to the proposed action, such as:</p> <ol style="list-style-type: none"> 1. references to letters or messages that direct the command action or publication of the order; 2. references to TDY orders or detailing MFR(s) attaching an officer to the unit for purposes of command; 3. to document the fact of an earlier VOCO (voice or verbal communication) assumption or appointment (Example: "XX verbally appointed XX to command on [date]"). 4. to document that exigencies of the service precluded earlier recording; 5. to document necessary restrictions on the commander's authority (Example: if an O-6 is the incoming commander to a GCMCA position, add: "This appointment does not include authority to convene courts-martial, which will be withheld to the Commander, AFMC.") 6. to document authorities withheld from the commander (Example, if the superior commander wants to limit the authority of a section commander on military justice actions, add: "This appointment does not include authority to take action on E-7s and above for nonjudicial punishment, involuntary discharge, promotion propriety actions, and demotions, which will be withheld to the X OG/CC.") 7. if the appointing authority (Block 20) is at a superior unit to the unit listed in Block 23 (which is the unit issuing the order), then provide language in Block 22 to authorize the publication (Example: "X AF authorizes X FW to publish this order in accordance with AFI 51-509") 8. if the command billet is a 10 USC § 601 position, provide language to authorize the publication (Example: "HAF authorizes HQ XXXX to publish this order in accordance with AFI 51-509, para. 8.1.2. (10 USC § 601 position)"). 9. if the remarks are too lengthy for the space provided, then attach a memorandum listing all remarks, and reference the memorandum in Block 22.
23	<p>Enter the publishing headquarters, its location, and zip+4. Example: "4TH FIGHTER WING (ACC) SEYMOUR JOHNSON AFB NC 27531-2427"</p>
24	<p>Enter a list of all individuals and units, a distribution code, or both. A list of the individuals and units is preferred, so everyone can understand where the form needs to be sent. Include at a minimum the member being appointed, the servicing JA and the servicing historian office. Example: "Mbr, X FW/JA, X MXG/CC, X FSS/FSMP, X FW/HO"</p>
25	<p>The issuing unit completes this section after all other Blocks are completed, using the drop down menu as created in the AF Form 35. Format = "Oct 15, 2018"</p>

26	<p>The issuing unit completes this section after all other Blocks are completed. Ensure order is recorded in appropriate log. Format = “G-1”</p> <ol style="list-style-type: none"> 1. A second letter prefix may be added if the issuing unit wants to break the series into a specific type. 2. The issuing unit may decide whether to use calendar or fiscal year for keeping track of their orders. 3. If the issuing unit uses a two-letter prefix that matches other orders, follow the same rule as for those orders. 4. If this is the first order for this year, cite the number of the last order published the previous year in the top right corner of the form. 5. If no orders were published in a series during the preceding year (or years), write: “No orders were published in this series in 2018” in the top right corner of the form.
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Figure A3.2. G-Series Orders Requirements Checklist

<p>G-SERIES ORDERS REQUIREMENTS CHECKLIST For Forms 35 and for Memoranda References: AFI 38-101; AFI 51-509; AFPC’s Personnel Services Delivery Guide</p>		
UNIT OF COMMAND: _____	EFFECTIVE DATE: _____	Initials & Date or N/A
<p>Note: AFPC’s Personnel Services Delivery Guide on G-Series Orders is available on myPers at https://mypers.af.mil/app/answers/detail/a_id/12004/kw/g-series.</p>		
<p>WARNING: If the G-Series Orders involve an incoming or outgoing lieutenant general or general officer, stop and call AF/JAA. These officers retain their grade only as long as they serve in their appointed positions. Any act removing them from their position will effectively vacate their grade unless an exception applies. (AFI 51-509, para 8.)</p>		
<p>NOTICE: If the incoming commander will not be assigned to the unit or will not be physically located at the unit, contact AF/JAA.</p>		
<p>Include in Package: (T-1)</p> <ol style="list-style-type: none"> 1. AF Form 35 or Memorandum Format Order 2. SURF for incoming commander 3. UMD printout 4. If a temporary appointment, include the absent commander’s G-Series Orders. 5. If a section commander, include the unit commander’s G-Series Orders. 		

(1) Verify the unit is eligible to have a commander. (AFI 38-101, para 2.1-2.2)	
(2) Determine whether there are any restrictions on assumption of or appointment to command the unit issued by superior competent authority.	
(3) Obtain a UMD printout from the servicing FSS or A1 that identifies the unit's PAS code and subordinate units' PAS codes and the names, grades, date of rank, and AFSCs of all RegAF and ARC officers of the proposed commander's grade or higher who are assigned (see paragraph 2.4.7.2.) to the unit.	
(4) Ensure there are not officers of a grade higher than the proposed commander assigned (see paragraph 3.4.5.5.) to the unit or a subordinate unit (look at copy of UMD obtained in step 3). - If the outgoing commander is of higher grade than the incoming commander, ensure the outgoing commander is removed from the UMD or on terminal leave prior to completing the order appointing the incoming commander. The outgoing commander can be reassigned to his/her new unit or to a higher headquarters, pending formal reassignment.	
(5) If there is a reservist of higher grade, verify that the reservist will not serve a tour of 90 days or more of active duty (other than for training) under that PAS code for the duration of the commander's term of command. (AFI 51-509, para 9.2.1.)	
(6) If a judge advocate is being appointed to command, make sure they have express authorization of The Judge Advocate General (AFI 51-509, para 3.4.7.8.).	
(7) Verify the incoming commander is not a chaplain. (10 USC § 3581 & AFI 51-509, para 3.4.7.7.)	
(8) Verify that the incoming commander will not be a student in the unit to be commanded (AFI 51-509, para 3.4.7.11.)	
(9) If the unit is a flying unit (testing, air refueling, airlift, etc.), ensure the incoming commander has a current aeronautical rating or crewmember certification, as defined by AFI 11-402, para 2.2 (except flight surgeons) and is and must be qualified for aviation service in the airframe flown by the unit to be commanded. (AFI 51-509, para 10) - For assumptions of command, ensure the officer occupied an active flying position with an aircrew position indicator of 1, 2, 6, 7, 8, or 9, in accordance with AFI 11-401, Table 2.1, at the time he/she assumed command. - Include SURF that shows pilot/crewmember rating and flying hours.	

(10) If the unit does not have a primary mission involving health care or the health professions, ensure the incoming commander is not a nurse, medical, dental, veterinary, medical service, or biomedical sciences officer (check AFSCs listed on the UMD obtained in step 3). (10 USC § 8579 and AFI 51-509, para 3.4.7.9.)	
(11) If the unit's primary mission involves health care or the health professions, make sure the incoming commander is a nurse, medical, dental, veterinary, medical service, or biomedical sciences officer (check AFSCs listed on the UMD obtained in step 3). (10 USC § 8067 and AFI 51-509, para 3.4.7.10.)	
(12) If it is an appointment of a section commander, verify that the commander of that unit (same PAS Code) is on G-Series Orders. If not, the unit cannot have a section commander. <i>Note: Section commanders are typically appointed for units with 235 or more military personnel authorized (AFI 38-101, para 4.3.3.4).</i>	
(13) Document the announcement of command in memorandum format or on a Form 35.	
(a) If orders are to be written in memorandum format, refer to AFI 51-509 paragraph 12 and sub-paragraphs (b)(i)-(iii), (v)-(xii) below for guidance.	
(b) If orders are documented in a Form 35, refer to Figure A3.1. and the following:	
(i) Verify the dates are accurate	
(ii) Verify names of people and units are spelled correctly	
(iii) Verify DoDIDs are correct.	
(iv) Ensure only one of Blocks 5-12 are used.	
(v) If a senior executive service (SES) federal employee is in the unit to be commanded and the incoming commander is an O-6 or below, ensure the SES is assigned to the appropriate rater (under AFPD 36-9, <i>Senior Executive Resource Management</i> , para 2, an SES employee cannot be rated by an O-6 or below or less than an SES). Contact higher headquarters to reassign an SES to a different rater.	
(vi) The orders publishing activity/organization shall request and obtain FSS or A1 review.	
(vii) Submit for JA review.	
(viii) In Block 22 or the body of the G-series memorandum, ensure restrictions required by law or policy and attachment orders/MFRs (if relevant) are explicitly stated or incorporated by reference.	

(ix) If an appointment, ensure the proposed appointing authority (Block 20) has been delegated appointing authority for the unit to be commanded in accordance with AFD 51-5, this instruction, or other publication/memorandum.	
(x) Ensure all necessary offices are included in the memo/Block 24.	
(xi) If order numbers are issued by JA, make sure order is recorded in appropriate log.	
(xii) Remind the orders publishing activity/organization that it is responsible for distributing copies of the order, as outlined in the memo/Block 24.	

Attachment 4

SAMPLE LETTER FOR RELIEF OR SUSPENSION OF COMMAND

2 March

2018 MEMORANDUM FOR LIEUTENANT COLONEL JEANNIE N. ABOTTLE

FROM: XXX OG/CC

SUBJECT: Relief of Command

1. I have decided to relieve you of command of the XXXth Airlift Squadron, effective _____. This is an assign

or

1. I have decided to relieve you of command of the XXXth Airlift Squadron, for cause, in accordance with AFI 51-509, paragraph 14.2., effective _____.

or

1. I am concerned about your ability to command. Thus, I have decided to suspend you from command of the XXXth Airlift Squadron, in accordance with AFI 51-509, paragraph 14.3., effective ____. I will / will not appoint a temporary commander of the 3455 AS during your suspension. I anticipate making a final decision regarding your command authority by _____.

***** The following paragraphs are to be used in all letters. *****

2. I have reached this decision after careful consideration and after notifying [enter the name of the next superior competent authority notified] _____.

3. [If officer is being relieved of command] You may contact your career field manager or [name and grade (if applicable), office symbol, telephone number and e-mail] _____ to begin working a follow-on assignment.

L. JEFE DELTODO, Colonel, USAF
Commander, XXXth Operations Group

Received on _____
[Date]

JEANNIE N. ABOTTLE, Lt Col, USAF