

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

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 51-509**



**28 DECEMBER 2023**

**Law**

**APPOINTMENT TO AND  
ASSUMPTION OF COMMAND**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 51-5, *Administrative Law, Gifts, and Command Relationships*, and is consistent with Air Force Mission Directive (AFMD) 1, *Headquarters Air Force (HAF)*. 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 the United States Space Force (USSF), Regular Air Force (RegAF), Air Force Reserve (AFR), as well as Title 10 United States Code (U.S.C.) Air National Guard (ANG). It also applies to members and units of the ANG performing duty under Title 32, U.S.C., 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 publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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 publication OPR for non-tiered compliance items unless otherwise indicated. Compliance with attachments containing tiered compliance statements is also mandatory. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C. § 9013, Secretary of the Air Force,

Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, as amended, and Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Record Notices F036 AFPC L, Unfavorable Information Files, and F036 AFPC C, Military Personnel Records System, F036 AF PC Q, Personal Data System (PDS), are available at <https://dpcl.d.defense.gov/Privacy/SORNs.aspx>.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is 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 clarifying authorities for when an officer designated as a medical, dental, veterinary, medical service, biomedical sciences officer, or as a nurse, may be appointed to command non-medical units; eliminating the grade limitations for section commander appointments, updating Department of the Air Force (DAF) references to reflect applicability to both United States Air Force (USAF) and United States Space Force (USSF) personnel and clarifying the ability of USAF and the USSF to command USAF and USSF units. Moreover, it clarifies that assumption of command can occur within Air Force and Space Force elements when such elements are designated to function as a unit. Furthermore, it provides that major command (MAJCOM) commanders, as Tier-1 waiver authorities, may waive flying unit requirements as opposed to withholding those authorities to AF/A3. No additional delegation from AF/A3 of waiver authority is required. In addition, it prescribes the new DAF Form 35, *Announcement of Appointment to/Assumption of Command*, which simplifies the announcement process. Finally, it removes the non-authoritative civilian director authority reference chart. This chart will be issued outside the formal publication process.

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## 1. Overview.

1.1. Commissioned officers of the United States Air Force (USAF) and United States Space Force (USSF) exercise command of USAF and USSF units. **(T-0)** Civilians and enlisted members cannot exercise command, and an officer cannot command another officer of higher grade. **(T-0)**

1.2. 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.

## 2. Roles and Responsibilities.

2.1. The Secretary of the Air Force (SecAF), pursuant to Title 10 of the United States Code (U.S.C.), section 9013, is the senior official and the head of the Department of the Air Force (DAF) and is responsible for, and has the authority necessary to conduct, all affairs of the DAF.

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 U.S.C. § 164.

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

2.2.2. For purposes other than operational control of USAF and USSF 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.

2.2.3. 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); the Air Staff directorates; and the Chief of Space Operations (CSO) and the Office of the Chief of Space Operations (“Space Staff”) directorates. These authorities are in accordance with Chapters 903, 905, and 908 of Title 10 (10 U.S.C. §§ 9013-9024, §§ 9031-9040, and §§ 9081-9084) and are delegated in Headquarters Air Force (HAF) Mission Directives and Department of the Air Force Policy Directives.

2.3. **The Deputy Chief of Staff of the Air Force for Operations (AF/A3).** 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.

2.4. **The Director, Operations and International Law Directorate, The Office of the Judge Advocate General (AF/JAO).** AF/JAO 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/JAO coordinates on the request.

2.5. **Director, Air Force General Officer Management Office (AF/A1LG).** AF/A1LG will notify the servicing Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services (AF/A1) and AF/JAO of Senate confirmation and expected dates of change of command for 10 U.S.C. § 601 positions.

2.6. **Director, Space Force Senior Leader Management (SF/S1L).** SF/S1L will notify the servicing Deputy Chief of Space Operations for Human Capital (SF/S1) and AF/JAO of Senate confirmation and expected dates of change of command for 10 U.S.C. § 601 positions.

2.7. **Major Command Commanders (MAJCOM/CC).** MAJCOM/CC are 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. Provide a copy of all approved waivers to AF/A3 and AF/JAO for awareness. **Note:** Pursuant to DAFMAN 90-161, NGB/CF (delegable no lower than ANGR/CC), with coordination of the publication's Approving Official, is the approving authority for T-1 waiver requests relevant to National Guard members.

2.8. The appointing authority is the superior competent authority (as defined **in Attachment 1**) to any 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 DAF Form 35 or any other memoranda appointing officers or announcing assumptions of command. **(T-1)**

2.9. 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 A2.1.**, *Preparing DAF Form 35 Guidance*.

2.10. **Servicing Force Support Squadron (FSS) or Manpower, Personnel and Services (A1/S1) office supporting the appointing authority will:**

2.10.1. 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, *Manpower and Organization*, USSF service guidance when published and other DAF organization guidance, as applicable **(T-2)**

2.10.2. Confirm the officer being named is assigned (see **paragraph 4.1**) to and eligible to command the unit. **(T-2)**

2.10.3. For appointments to command, 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)**

2.10.4. For assumptions of command, 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)**

2.10.5. 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 (AFSC) of all RegAF, USSF and Air Reserve Component (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)**

2.10.6. 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 A2.2.**, *G-Series Orders Requirements Checklist*, for a list of required documentation). **(T-3)**

2.10.7. Sign DAF Form 35, *Announcement of Appointment to/Assumption of Command* (“DAF Form 35”) or coordinate on memoranda appointing officers to or announcing assumptions of command, only after affirmatively completing the steps in paragraphs [2.10.1 – 2.10.6](#). (T-2)

**2.11. The legal office supporting the appointing authority will:**

2.11.1. Review information and documents provided by the servicing FSS or A1/S1. Confirm proper rank structure and eligibility to command in accordance with this instruction. (T-1)

2.11.2. 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, field command (FLDCOM) or unit-specific publications or guidance). (T-1)

2.11.3. Sign DAF Form 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)

2.11.4. **See paragraph 8** for special rules applying to 10 U.S.C. § 601 positions.

**3. Eligibility to Command.**

3.1. 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 a USAF or USSF unit (and some non-units, by exception) as authorized by AFI 38-101.

3.2.1. In accordance with 10 U.S.C. § 9065, 10 U.S.C. § 9081, and 10 U.S.C. § 9085, commissioned officers of the USAF or USSF (“DAF Officers”) command USAF and USSF units (“DAF units”). (T-0) These statutes address DAF organizations only and are not intended as limitations on joint service command. On a joint base, if a non-DAF officer is assigned as the military director of a DAF unit, command authorities related to that unit are withheld to the next DAF superior competent authority. Military directors have the same authorities as civilian directors in accordance with this instruction. (T-1) **Note:** For purposes of this instruction, unless otherwise specified, the term “officer” includes officers of the USAF and USSF.

3.2.2. Enlisted members cannot exercise command. (10 U.S.C. § 9065, 10 U.S.C. § 9085, 10 U.S.C. §§ 747, 749). (T-0)

3.2.3. Civilian employees cannot exercise command. (10 U.S.C. § 9065). (T-0) **See paragraph 3.4** for direction on civilian leader/supervisory authorities.

3.3. To command a USAF or USSF unit, the officer must be assigned or attached, present for duty, and otherwise eligible and authorized to command. (T-0)

3.3.1. The term “assigned” includes:

- 3.3.1.1. 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);
- 3.3.1.2. Officers attached to a unit “for purposes of command” (see also [paragraph 3.3.2](#)); and
- 3.3.1.3. Officers attached to expeditionary units and provisional units (see also [paragraph 3.3.2.4](#)).
- 3.3.2. 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 the officer 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 the officer is formally assigned.
- 3.3.2.1. An officer assigned to one unit and attached to another for purposes of command may command one or both of those units simultaneously if the officer meets all other requirements of this instruction.
- 3.3.2.2. 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)**
- 3.3.2.3. If the officer is detailed or otherwise attached to a unit and does not have TDY orders, the officer’s superior commander will include in the appointment memorandum or the remarks section of the DAF 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 DAF Form 35.
- 3.3.2.4. An officer who is otherwise present in a unit because 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.
- 3.3.3. 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., paragraphs [8-11](#)), or if the officer has otherwise been declared ineligible to command.
- 3.3.4. An officer who is present for duty in accordance with DAFI 36-3802, *Force Support Readiness Programs*, is considered present for duty for purposes of command.
- 3.3.4.1. Except as may be established by DAF 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.”

- 3.3.4.2. Being in a leave status and/or temporarily away from the unit commanded does not automatically result in loss of command authority. See [paragraph 3.3.7.3](#) for direction on when being away does result in the loss of command authority.
- 3.3.5. Grade and Rank Eligibility Considerations.** An officer cannot command another officer of higher grade. **(T-0)** An officer may be appointed to command another officer of the same grade, but higher rank as provided in [paragraph 6.2](#), and its subparagraphs. Only the senior officer in both grade and rank who is otherwise eligible to command may assume command, as provided in [paragraph 6.3](#), and its subparagraphs. See [Attachment 1](#) for definitions of grade and rank.
- 3.3.5.1. An officer who is assigned to duty in a unit which the officer 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 U.S.C. § 749). If the commanding officer has assumed command, then the subsequent assignment of another officer who is eligible to command and of higher rank than the commanding officer would result in command passing to the newly assigned officer of higher rank.
- 3.3.5.2. 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, see 10 U.S.C. § 12314) for 90 days or more. **Note:** This includes AFR and ANG officers on duty with USSF units or organizations.
- 3.3.5.3. 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 5.8](#).
- 3.3.5.4. An officer can command a unit in which an officer who is senior in grade is assigned if 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)**
- 3.3.6. Officers prohibited from command by superior competent authority are not eligible to command. This provision will 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)**
- 3.3.7. Special Limitations on Eligibility to Command.**
- 3.3.7.1. A retired officer will not command unless recalled to active duty (10 U.S.C. § 750). **(T-0)**



3.3.7.2. Frocked officers have no legal authority based on their frocked grade (10 U.S.C. §§ 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 a Department of the Air Force Headquarters-level publication such as DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, frocked officers will sign all documents evidencing an exercise of the officer's command authority using their permanent grade, not their frocked grade, in the signature block. **(T-1)**

3.3.7.3. 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.

3.3.7.4. 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.

3.3.7.5. Officers assigned to HAF (i.e., Secretariat, Air Staff and Space Staff) cannot assume command of personnel, unless superior competent authority specifically directs otherwise.

3.3.7.6. An officer quartered on a USAF or USSF installation but assigned to an organization not charged with operating the installation, cannot assume command of the installation by virtue of seniority.

3.3.7.7. By law, chaplains cannot assume or be appointed to command (10 U.S.C. § 9231). **(T-0)** They do have the authority to give lawful orders and exercise functions of supervision, control, and direction.

3.3.7.8. 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. **Exception:** Judge advocates may assume command as the senior officer in grade and rank among a group of prisoners of war or under emergency or field conditions.

3.3.7.9. By law, an officer designated as a medical, dental, veterinary, medical service, or biomedical sciences officer, or as a nurse, cannot assume command of units unless the primary mission involves healthcare or the health professions installations (to include the recruiting and training of health professionals) (10 U.S.C. § 9229). **(T-0)** By policy, such officers may not be appointed to command unless the primary mission involves healthcare or the health professions installations (to include the recruiting and training of health professionals). **(T-1)** By law, units whose primary mission involves healthcare or the health professions installations (to include the recruiting and training of health professionals) must be commanded by such officers (10 U.S.C. § 9063). **(T-0)**

3.3.7.9.1. An officer designated as a medical, dental, veterinary, medical service, or biomedical sciences officer, or as a nurse, is eligible to be appointed as an Air Officer Commanding (AOC), only at the squadron level, at the United States Air Force Academy.

3.3.7.9.2. Such an officer appointed **in accordance with paragraph 3.3.7.9.1** is still prohibited from assuming command as provided **in paragraph 3.3.7.9**. This includes command over other similar positions at any organizational level (e.g., group commander). **(T-0)**

3.3.7.10. The Director of Admissions and Permanent Professors at the United States Air Force Academy are ineligible to command except for exercising command in the academic department (10 U.S.C. §9434).

3.3.7.11. Students cannot command a USAF or USSF school, or subordinate unit thereof.

3.3.7.12. 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.

3.3.7.13. Inmates, parolees, and members on appellate leave are ineligible to command.

3.3.7.14. 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 consequently, the installation.

3.3.7.15. 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.

**3.4. Civilian Leader Considerations.** Civilian employees may lead certain units and non-units in accordance with AFI 38-101, and they may hold supervisory positions over, manage, and provide work direction to military members and civilian personnel within their unit or defined sphere of supervision. Civilian employees, however, cannot command USAF or USSF units or USAF or USAF personnel in any duty status (10 U.S.C. § 9065). **(T-0)**

3.4.1. 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)**

3.4.2. As leaders of military organizations, civilian directors perform all functions normally performed by a unit commander except as restricted by law (e.g., military criminal justice actions under the Uniform Code of Military Justice (UCMJ)) or DoD issuance. Thus, if DAF 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 a DAFI 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. **Note:** This paragraph also applied to Air Reserve Technicians (ARTs) serving in director roles during their civilian status.

3.4.3. 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 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.

3.4.4. 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. Chain of Command.

4.1. As prescribed in AFMD 1, and AFD 51-5 the chain of command typically runs from SecAF to MAJCOM and FLDCOM commanders and thereafter as prescribed by the MAJCOM and FLDCOM commanders and authorized by AFI 38-101.

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

4.3. SecAF exercises these command and administrative authorities through the Secretariat, Space Staff and Air Staff.

4.4. CSAF outranks all other USAF officers but is not a commander. CSAF presides over the Air Staff in its execution of responsibilities assigned to it by law and DAF policy. (10 U.S.C. § 9033).

4.4.1. As specified in AFMD 1, AFD 51-5, and Headquarters Department of the Air Force Mission Directive (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.

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

4.5. CSO outranks all other USSF officers but is not a commander. The CSO presides over the Space Staff in its execution of responsibilities assigned to it by law and policy (10 U.S.C. § 9082).

4.5.1. FLDCOM commanders report to the CSO. In addition, the Space Development Agency and Space Rapid Capability Office are direct reporting units under the CSO consistent with 10 U.S.C. §§ 2273a, 9086.

4.5.2. Commanders of USSF forces are responsible to CSO for the administration, training, and readiness of their units.

4.6. Other HAF DRUs and FOAs may report to HAF officials as specified in mission directives and approved organizational change requests.

4.7. **Senior Air Force Officer (SAFO) and Senior Space Force Officer (SSFO).** A SAFO or SSFO of a defense agency, DoD field activity, unified or specified combatant command, joint task force or other joint force, combined task force, coalition force, or activity outside the DAF (as defined in [Attachment 1](#)) is a commander for purposes of imposing nonjudicial punishment on USAF and USSF members assigned to that organization even if the USAF or USSF element of that organization has not been formally designated as a unit and the SAFO or SSFO has not formally been appointed to command. **Note:** For controlling guidance on nonjudicial punishment authority see DAFI 51-202, *Nonjudicial Punishment*.

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

## 5. Command and Staff.

5.1. A commander exercises control through subordinate commanders, principal assistants, and other officers to whom the commander has delegated authorities. The organizational structure of the DAF, including information about various types of command, is provided in AFI 38-101.

5.2. AFI 38-101 controls the command and staff duty titles for units, civilian directors, and commanders.

5.3. Deputy commanders, on-scene commanders, non-unit flight commanders, directors of staff or chiefs of staff 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)**

5.4. Subject to [paragraph 5.8.2](#), a commander can designate subordinates, including civilians, who are authorized to sign or act in the commander's name.

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

5.5.1. **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)**

5.5.2. **Exception:** Certain functions in the DAF that require special training or experience, such as chaplains, judge advocates, or health professions officers, may only be filled by qualified officers (e.g., see 10 U.S.C. § 9063).

5.6. There is no title or position of “acting commander.” The term “acting commander” is not authorized. See [paragraph 7](#) for procedures concerning the appointment of a temporary commander in the event a permanent commander is temporarily absent or disabled and is expected to resume command.

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

5.7.1. CSAF and VCSAF.

5.7.2. CSO and VCSO.

5.7.3. Deputy Chiefs of Staff and Deputy Chiefs of Space Operations.

5.7.4. Assistant Chiefs of Staff and Military Deputies to the Deputy Chiefs of Space Operations.

5.7.5. Heads (military or civilian) of Air Staff or Space Staff “two-letter” or “three-letter” organizations. **Note:** AFPD 51-5 authorizes “two-letter” or “three-letter” offices within the Office of the Secretary, Air Staff, or the Space Staff to perform functions identified in Department of the Air Force policy as requiring action by the respective unit commander (e.g., squadron level commander or civilian equivalent), as long as those actions are not reserved specifically to a “commander” by law (e.g., the UCMJ) or AFPD 51-5. This authority is not delegable and the rules pertaining to delegation **under [paragraph 5.8](#) do not apply.**

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

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

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

5.7.9. As senior leaders and supervisors, these personnel are authorized to perform functions requiring action by the respective unit commander, if those actions are not reserved specifically to a commander by law or controlling superior legal authority. **Note:** Consult your servicing legal office for assistance.

5.8. **Delegation of duties.** Delegations of duties and authority to staff members is generally authorized.

5.8.1. Except as stated in [paragraph 5.8.2](#) and its subparagraphs, commanders (including Senior Air Force Officers and Senior Space Force Officers) 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 accomplishing the mission.

5.8.2. Do not delegate the following duties:

5.8.2.1. Duties specifically imposed on commanders by federal law, such as those specified under the UCMJ, Appropriation Acts, and statutory provisions, will not be delegated to staff officers. **(T-0)**

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

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

5.8.3. Refer to DAFI 51-501 for information on the delegation of convening authority duties. Refer to DAFI 51-202 for information on the delegation of non-judicial punishment (Article 15) authority.

5.8.4. **Refer to paragraph 6.2.7** , if considering delegation of command appointment authority.

## 6. Succession to Command.

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

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

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

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

6.2.3. 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 U.S.C. § 749).

6.2.3.1. **Example:** Two majors are assigned to a squadron. Both majors are senior in grade to any other officer assigned or attached to that unit who are present for duty and eligible to command. A superior competent authority may appoint either major to command regardless of date of rank.

6.2.4. A superior competent authority will not appoint an officer to command another officer who is senior in grade, present for duty, and otherwise eligible to command. **(T-0)** To appoint an officer who is in a lower grade to command, superior competent authority must first 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)**

6.2.4.1. **Example:** A major and lieutenant colonel are assigned to a squadron. A superior competent authority intends to place the major in command of the squadron. The superior competent authority first reassigns the lieutenant colonel out of squadron. As a result, now the major is senior in grade to all other officers assigned or attached to that unit who are present for duty and eligible to command. The superior competent authority can now appoint the major to command squadron.

6.2.5. When an officer higher in grade still needs to perform duties in the unit, but not command, a solution is to reassign the officer 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. **Note:** Any solution designed to enable a junior in grade officer to be appointed or to assume command should be documented in writing.

6.2.5.1. **Example:** A superior competent authority wishes to have a lieutenant colonel command a medical unit which has colonels assigned performing duty who are eligible to command. The presence of an officer senior in grade to the lieutenant colonel prevents the lieutenant colonel from assuming or being appointed to command the medical unit. To solve this problem, the colonels are reassigned to the next higher level of command and then detailed for duty back to the medical unit. This leaves the lieutenant colonel as the officer senior in grade to all other officers assigned or attached to that unit who is present for duty and eligible to command. The superior competent authority can now appoint the lieutenant colonel to command the medical unit. The superior competent authority should ensure this solution is documented in writing.

6.2.6. **Withholding Authorities.** When appointing an officer to command, the superior competent authority will 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.

6.2.6.1. **Example:** "This appointment does not include authority to act 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 will be by appointment only."

6.2.6.2. 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.

6.2.6.3. If a superior competent authority later determines 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.

6.2.7. **Delegation of Appointment Authority.** Delegated appointment authority may be redelegated to commanders in subordinate units and staff officers. Any redelegation must be to a colonel or higher (except as noted in [paragraph 9](#) below, in relation to the appointment of section commanders). (T-1)

6.2.8. 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.

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

6.3.1. Unless prohibited by superior competent authority, when a commander of a USAF or USSF unit is unable to command, command of the unit passes as specified in AFPD 51-5 and this instruction to the senior USAF or USSF officer assigned to the unit, including elements designated to function as a unit, who is present for duty and eligible to command.

6.3.1.1. 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 (See [paragraph 6.2.6.2.](#)).

6.3.1.2. 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.

6.3.2. Assumption of command ensures that there is no break or vacancy in the command of a USAF or USSF unit, even absent official action by superior competent authority.

6.3.3. 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. **Exception:** For detachments and sections, officers cannot assume command; they must be appointed to command. Refer to [paragraph 9](#) and its subparagraphs.

6.3.4. An officer may assume command only of a unit to which that officer is assigned by proper authority (see [paragraph 3.3.1.](#)). 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 3.3.2.4](#) for direction on expeditionary and provisional units.

6.3.5. If an officer is assigned to a unit (see [paragraph 3.3.1.](#)), is present for duty and eligible to command, and is:

6.3.5.1. 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.

6.3.5.2. 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.



- 6.3.5.3. 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.
- 6.3.5.4. 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.
- 6.3.6. The SAFO or SSFO assigned to a USAF or USSF element, outside the DAF that has been designated to function as a unit, may assume command in accordance with this section.
- 6.3.7. In the case of non-units (i.e., detachments and sections) special rules apply. **Refer to paragraph 9** and its subparagraphs.
- 6.3.8. 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)**:
- 6.3.8.1. Previous grade's date of rank. **(T-0)** If the same, then
  - 6.3.8.2. The date of rank in an earlier grade; **(T-0)**
  - 6.3.8.3. Previous active duty grade relative seniority (if applicable); **(T-0)**
  - 6.3.8.4. Total active commissioned service; **(T-0)**
  - 6.3.8.5. Total federal commissioned service; **(T-0)**
  - 6.3.8.6. Date of appointment as a commissioned officer. **(T-0)**
  - 6.3.8.7. If two command-eligible officers remain equal in seniority through this process, the criteria for determining promotion sequence in DAFI 36-2501, *Officer Promotions and Selective Continuation*, will be applied. **(T-1)**

## **7. Permanent and Temporary Succession to Command.**

- 7.1. As noted above, succession to command occurs by appointment or by assuming command; however, either may also be considered permanent or temporary as explained below.
- 7.2. 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. 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.
- 7.3. 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.

7.3.1. An officer in temporary command will 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. **(T-2) Exception:** An officer may only do so when responding to an urgent situation and when obtaining approval of a higher-level commander is not practical.

7.3.2. 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:

7.3.2.1. 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.

7.3.2.2. 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.

7.3.3. 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.

#### 7.4. Command During Short Absences.

7.4.1. 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 DAF-level policy other than this instruction or as directed by a superior competent authority.

7.4.2. 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 5.8.2](#).

7.5. **Death, Prolonged Absence, or Disability.** 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 who is senior in grade or rank or appointment of another officer to command by superior competent authority.

#### 7.6. Prolonged Absence or Disability.

7.6.1. In determining whether an absence or disability warrants appointment or assumption of command by another officer, the following factors should be considered:

7.6.2. The expected length of the absence, deployment, or disability.

7.6.3. The types of command actions and decisions that will be needed during the absence or disability.

7.6.4. The communication tools available for use during the commander's absence or disability.

7.6.5. 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 commander.

7.6.6. 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: 10 U.S.C. § 601 positions (O-9 and O-10 positions)**

8.1. Special rules exist for positions designated under 10 U.S.C. § 601 for the grade of lieutenant general (O-9) or general (O-10).

8.2. Officers assigned to positions designated by the President as positions of importance and responsibility in accordance with 10 U.S.C. § 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.

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

8.3.1. Upon Senate confirmation and at the time AF/A1LG or SF/S1L can determine with reasonable certainty the expected date for a change of command, AF/A1LG or SF/S1L will notify the servicing FSS, A1 or S1 for the specific command and AF/JAO.

8.3.2. The servicing A1 or S1 for the command will initiate the DAF Form 35 for signature by SecAF, CSAF, VCSAF, CSO, or VCSO. The servicing legal office for the command will complete the required legal review and forward to AF/JAO for review and further processing to an authorized appointing authority. The servicing A1 or S1 will complete final processing.

## **8.4. Appointing Authority for 10 U.S.C. 601 positions.**

8.4.1. IAW AFPD 51-5, only SecAF, CSAF or Vice CSAF (VCSAF) may appoint MAJCOM and USAF DRU commanders.

8.4.2. IAW AFPD 51-5, only SecAF, CSO or Vice CSO (VCSO) may appoint FLDCOM and USSF DRU commanders.

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

8.4.4. Except as provided in [paragraph 8.6](#) and its subparagraphs, officers whose assignments require Presidential nomination and Senate confirmation because their command positions have been designated as 10 U.S.C. § 601 positions will not assume command.

#### 8.5. Grade Considerations for 10 U.S.C. 601 positions.

8.5.1. Officers assigned to 10 U.S.C. § 601 positions are promoted to the grade of lieutenant general or general as applicable. These officers retain their grade only if they serve in their Presidential appointed positions unless an exception applies in accordance with 10 U.S.C. 601(b).

8.5.2. 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) Note:** Reference 10 U.S.C. § 601(b) for the list of exceptions.

8.5.3. Lieutenant generals or generals appointed to command positions by Presidential designation must remain in command, even during periods of lengthy absence, until relieved by a superior competent authority. **(T-1)**

#### 8.6. Assumption of command rules for 10 U.S.C. 601 positions.

8.6.1. 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/A1LG or SF/S1L and AF/JAO. **(T-1)**

8.6.2. In the event a commander serving in a 10 U.S.C. § 601 position is disabled or will be absent for a prolonged period, the commander's designated representative must notify AF/A1LG or SF/S1L, as applicable, as soon as possible. **(T-1)**

8.6.3. 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.

8.6.4. When a commander serving in a 10 U.S.C. § 601 position becomes permanently unavailable and before another commander has been nominated by the President, confirmed by the Senate under the provisions of 10 U.S.C. § 601, and appointed to the position **in accordance with [paragraph 8.3](#)** above, command of the unit must continue. **(T-0)**

8.6.4.1. Appointment to command is always preferred.

8.6.4.2. 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.

8.6.4.3. 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 U.S.C. § 601 command position. **(T-0)** However, that commander will still carry the title of commander and have the incidents of authority associated with command.

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

## 9. Special Rules: Sections and Detachments.

9.1. 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.

9.2. 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 DAFI 51-202 to determine the appellate authority for nonjudicial punishment imposed by a detachment or section commander.

9.3. 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)**

9.3.1. In the case of detachments and sections that are within an DAF organization, command succession **under paragraph 6.3.5** 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.

9.3.2. **Example:** Detachment 1 for squadron X is commanded by a major. Subsequently, a lieutenant colonel is assigned to the detachment. Because the lieutenant colonel is senior in grade to the major, the assignment causes the junior officer to be relieved of command and the lieutenant colonel to assume a staff position only. Assumption of command is not permitted in sections or detachments, and the lieutenant colonel must now be appointed to command if Detachment 1 is to retain a commander (see paragraphs **6.3.3** and **9.3.**).

9.4. 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 also DAFI 51-202).

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

9.6. The commander of a large unit may appoint a section commander within the unit. In accordance with AFI 38-101, large units include those units with 235 or more military authorized. 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.

9.7. The commander of a USAF or USSF element may appoint a section commander within the element.

9.8. 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.

9.9. 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.

9.10. 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.

## 10. Special Rules: Command of Flying Units.

10.1. Any unit that has flying, planning and directing the employment of manned and remotely piloted aircraft as its primary mission is a flying unit. See paragraphs 2.3 and 2.7 for guidance on the waiver authorities to the T-1 compliance items in this section.

10.2. Only Line of the AF officers with a current aeronautical rating, as defined by AFMAN 11-402, *Aviation and Parachutist Service*, (except flight surgeons) may command flying units. **(T-1)**

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

10.2.1.1. 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)**

10.2.1.2. 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)**

10.2.1.3. 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)**

10.2.2. Officers from other military departments with USAF-equivalent crew-member ratings or certifications may command joint or consolidated flying training organizations. (See AFI 38-101, para. 27.2.8 for a discussion of unit consolidation.) Within the consolidated flying training organization, the USAF 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 DAFI 51-202.

10.3. **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:

10.3.1. 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.

10.3.2. Any 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. Air Reserve Component (ARC) Commanders.

11.1. Commanders of ARC units must comply with duty status and duty title requirements of AFI 38-101, paragraph 25.3.1, and this instruction. **(T-1)**

11.2. Commanders of AFR units must be in a Title 10 U.S.C. duty status to take command action if a civilian director would be prohibited by law or DoD guidance from taking such actions. **(T-0)**

11.3. Commanders of ANG units must be in a Title 10 U.S.C. or Title 32 U.S.C. duty status, as appropriate, to take command action if a civilian director would be prohibited by law or DoD guidance from taking such actions. **(T-0)**

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

11.4.1. The duty title on his/her civilian position description will not include the word "commander." **(T-0)**

11.4.2. The duties assigned in the civilian position description may follow the guidance for civilian directors provided in AFI 38-101.

11.4.3. 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 (see **paragraph 3.4** and its subparagraphs).

11.4.4. When serving in a Title 10 U.S.C. or Title 32 U.S.C. 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 U.S.C. 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)**

11.5. ARC officers must be on Title 10 active duty (other than for training) orders to command RegAF or USSF 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 or USSF units.

11.5.1. 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 or USSF 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 or USSF unit on the first day of the period of active duty service. **(T-1)**

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

11.5.3. **Exception:** The COMAFFOR/COMSPACEFOR may authorize ARC officers on active duty (other than for training) for less than 90 days to command RegAF/Space Force units operating under the COMAFFOR/COMSPACEFOR's authority. This authority may be delegated no lower than the commanders of expeditionary wings or equivalent for expeditionary units operating under their authority.

11.6. ANG officers may be designated as a dual-status commander to command both ANG and RegAF/USSF units if such appointment complies with 32 U.S.C. § 325.

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

11.8. RegAF and USSF officers and ARC officers on Extended Active Duty in accordance with AFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) For Air Reserve Component (ARC) Service Members and the Career Intermision Program*, may only command units of the AFR with Deputy Chief of Staff for Air Force Reserve (AF/RE) approval.

## 12. Announcement of Command.

12.1. All command succession will 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 will reflect the actual effective date of command, even if the date precedes the publication date of the orders (see [paragraph 12.4.4](#)) **(T-1)**

12.2. G-series orders are typically published on a DAF Form 35, but they may be published in memorandum format. See [Figure A2.1](#) for guidance on completing DAF Form 35.

12.3. The orders publishing activity/organization will 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 will 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 DAF 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)**

12.4. Include the following items in all published orders:

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

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

12.4.3. If the officer is attached to the unit for purposes of command through the means other than the remarks section of the DAF Form 35 or comments in the body of the G-series memorandum, reference the TDY orders or MFR described in **paragraph 3.3.2.3** in the remarks section of the DAF Form 35 or in the body of the G-series memorandum;

12.4.4. The effective date. 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 DAF Form 35.

12.4.5. The authority to appoint or assume command;

12.5. Identify whether the assumption or appointment is temporary or permanent.

12.6. A staff officer delegated authority to appoint commanders **pursuant to paragraph 6.2.7** will announce the exercise of that authority in published orders. **(T-1)**

12.7. G-series orders appointing commanders or announcing an assumption of command (both in memorandum and DAF Form 35 format) should be signed electronically if possible, but may be signed with wet ink if necessary.

12.8. The orders publishing activity/organization will coordinate and staff orders through the servicing FSS, A1, or S1 and legal office in draft form to ensure the order is prepared correctly. **(T-3)** The orders publishing activity/organization will finalize the draft, obtain necessary signatures, publish, reproduce, and distribute the order. **(T-2)**

12.8.1. At a minimum, a copy of all published G-series orders will 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 will all be considered official records and must be maintained and disposed in accordance with the Air Force Records Disposition Schedule. **(T-1)**

12.8.2. The orders publishing activity/organization will maintain the orders log. **(T-3)**

12.9. 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 7.3.2.**).

12.10. 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.

12.11. 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.

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

12.12.1. Permanent appointment to command: “By direction of the President, Colonel EDWARD R. MURPHY, XXXXXXXXXXXX [DoD ID number], is appointed Commander, 76<sup>th</sup> Wing, AMC, JB Andrews, MD, effective 9 October 2022. Authority: DAFI 51-509.”

12.12.2. Temporary appointment to command: “By direction of the President, Colonel BARBARA A. WILSON, XXXXXXXXXXXX [DoD ID number], is appointed Commander, 76<sup>th</sup> Wing, AMC, JB Andrews, MD, effective 9 October 2022, during the temporary absence of Colonel FREDERICK C. LEWIS. Authority: DAFI 51-509.”

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

12.13.1. Permanent assumption of command: “Under the provisions of DAFI 51-509, I assume command of the Delta 6, vice Colonel TIM O. THEE, XXXXXX6789 [last four of DoD ID number], effective 9 October 2022.”

12.13.2. Temporary assumption of command: “Under the provisions of DAFI 51-509, I assume command of Delta 6, during the temporary absence of Colonel GERALDINE PRATT MAY, XXXXXX6789 [last four of DoD ID number], effective 9 October 2022.”

12.14. Consult Figures [A2.1](#) and [A2.2](#) for uniformity of orders formats and additional orders publishing guidance.

### 13. Correcting, Amending, Revoking & Rescinding 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.

13.2. When there has been an erroneous appointment to or assumptions of command, the following rules apply:

13.2.1. 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 where command authority is explicitly required.

13.2.2. 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 appointment to command may be accomplished retroactively.

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

- 13.2.2.2. The retroactive appointment order ratifies the officer's previous command actions and decisions. **Exception:** Actions taken under the UCMJ.
- 13.2.3. 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.

### 13.3. Amendments, Rescissions, and Revocations.

- 13.3.1. Use a DAF Form 35 to amend, rescind or revoke G-series orders. Publish amendments, rescissions, and revocations in the same series as the original order. By publishing a DAF Form 35, previous DAF Forms 35 for that 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."
- 13.3.2. Who May Change an Order. Only the organization that published the original order may amend, rescind, or revoke it.
- 13.3.3. When to Amend an Order. Publish an amendment to add, delete, or change pertinent data to read as originally intended, and to correct an error in the body of the order.
- 13.3.4. 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.
- 13.3.5. When to Revoke an Order. Revoke an order before it goes into effect.
- 13.3.6. 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.
- 13.3.7. 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.
- 13.3.8. 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 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.

14.2.1.1. 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.

14.2.1.2. 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)** The notice may include a brief statement describing the reasons for relief of command for cause. Sample written notices are provided at Attachments [3](#) thru [Attachment 5](#). 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.

14.4.2.1. The officer relieved of command is not required to be afforded an opportunity to respond or rebut the superior competent authority's decision to relieve the officer from command. Such written notice becomes effective immediately upon notice to the officer relieved of command.

14.4.2.2. All notices of relief of command for cause must be filed in the member's Officer Selection Record (OSR) in accordance with DAFI 36-2501, *Officer Promotions and Selective Continuation*, and DAFI 36-2907, *Adverse Administrative Actions*. **(T-0)** A superior competent authority will notify the officer of this required filing and provide the member an opportunity to submit comments in response to the OSR filing in accordance with DAFI 36-2907. **(T-1)** See **Attachment 3** for a sample written notice for relief of command for cause.

CHARLES L. PLUMMER  
Lieutenant General, USAF  
The Judge Advocate General

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

- 5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)
- 10 U.S.C. § 101, *Definitions*
- 10 U.S.C. § 164, *Commanders of combatant commands: assignment; powers and duties*
- 10 U.S.C. § 601, *Positions of importance and responsibility: generals and lieutenant generals; admirals and vice admirals*
- 10 U.S.C. § 741, *Rank: commissioned officers of the armed forces*
- 10 U.S.C. § 747, *Command: when different commands of Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard join*
- 10 U.S.C. § 749, *Command: commissioned officers in same grade or corresponding grades on duty at same place*
- 10 U.S.C. § 750, *Command: retired officers*
- 10 U.S.C. § 777, *Wearing of insignia of higher grade before promotion (frocking): authority; restriction*
- 10 U.S.C. § 9013, *Secretary of the Air Force*
- 10 U.S.C. § 9033, *Chief of Staff*
- 10 U.S.C. § 9065, *Commands: territorial organization*
- 10 U.S.C. § 9081, *The United States Space Force*
- 10 USC § 9085, *Regular Space Force: composition*
- 10 U.S.C. § 9229, *Command: commissioned officers in certain designated categories*
- 10 U.S.C. § 10101, *Reserve components named*
- 10 USC § 12314, *Reserves: kinds of duty*
- 32 U.S.C. § 315, *Detail of regular members of Army and Air Force to duty with National Guard*
- 32 U.S.C. § 325, *Relief from National Guard duty when ordered to active duty*
- Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943
- AFI 1-2, *Commander's Responsibilities*, 8 May 2014
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- DoDI 1310.01, *Rank and Seniority of Commissioned Officers*, 23 August 2013
- AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 June 2004
- AFI 38-101, *Manpower and Organization*, 29 August 2019
- AFMD 1, *Headquarters Air Force (HAF)*, 5 August 2016

AFPD 36-9, *Senior Executive Resource Management*, 31 October 2011  
DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*, 3 March 2023

DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, 4 August 2023

DAFI 51-202, *Nonjudicial Punishment*, 4 January 2022

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

HAFMD 1-4, *Chief of Staff of the Air Force*, 7 March 2012

### ***Prescribed Forms***

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

### ***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**AD**—Active Duty

**AFDW**—Air Force District of Washington

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMD**—Air Force Mission Directive

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**AOC**—Air Officer Commanding

**ARC**—Air Reserve Component

**COMAFFOR**—Commander, Air Force Forces

**COMSPACEFOR**—Commander, Space Force Forces

**CC**—Commander

**CSAF**—Chief of Staff of the Air Force

**CSO**—Chief of Space Operations

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual



**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  
**FLDCOM**—Field Command  
**FSS**—Force Support Squadron  
**GCMCA**—General Court-Martial Convening Authority  
**HAF**—Headquarters Department of the Air Force  
**HAFMD**—Headquarters Department of the Air Force Mission Directive  
**JA**—Judge Advocate  
**MAJCOM**—Major Command  
**MAJCOM/CC**—Major Command Commander  
**MFR**—Memorandum for Record  
**NAF**—Numbered Air Force  
**OPR**—Office of Primary Responsibility  
**OSR**—Officer Selection Record  
**PAS**—Personnel Accountability System  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PDS**—Personal Data System  
**RegAF**—Regular Air Force  
**SAFO**—Senior Air Force Officer  
**SecAF**—Secretary of the Air Force  
**SecDef**—Secretary of Defense  
**SES**—Senior Executive Service  
**SJA**—Staff Judge Advocate  
**Space Staff**—Office of the Chief of Space Operations  
**SSFO**—Senior Space Force Officer  
**SURF**—Single Unit Retrieval Format  
**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice  
**UMD**—Unit Manning Document  
**UPMR**—Unit Personnel Management Roster  
**USAF**—United States Air Force  
**USAFA**—United States Air Force Academy  
**U.S.C.**—United States Code  
**USSF**—United States Space Force  
**VCSAF**—Vice Chief of Staff of the Air Force  
**VCSO**—Vice Chief of Space Operations  
**VLPAD**—Voluntary Limited Period of Active Duty

### *Office Symbols*

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel, and Services  
**AF/A3**—Deputy Chief of Staff for Operations  
**AF/A1LG**—Air Force General Officer Management Office  
**AF/JA**—Air Force General Officer Management Office  
**AF/JAO**—Operations and International Law Directorate, The Office of the Judge Advocate General  
**AF/RE**—Deputy Chief of Staff for Air Force Reserve  
**SF/S1**—Deputy Chief of Space Operations for Human Capital  
**SF/S1L**—Space Force Senior Leader Management

### *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 U.S.C. § 101(d))

**Active Service**—Service on active duty or full-time National Guard duty. (10 U.S.C. § 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 U.S.C. § 101(d))

**Activity Outside the Air Force**—An organization or agency to which USAF and/or USSF 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 DAF, they are not considered "Activities Outside the Air Force" for the purpose of this instruction.

**Air Force/Space Force Element**—The non-unit nomenclature used to account for manpower authorizations and to identify Air Force or Space Force personnel on duty with organizations outside the DAF, such as defense agencies, DoD field activities and ANG units not in federal service. Although not a unit for organizational purposes, an AF/SF 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 or Space Force members are assigned or attached to the element. (AFI 38-101)

**Air Reserve Component (ARC)**—The air reserve components include the ANG and the AFR. (10 U.S.C. § 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 USAF and USSF 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 U.S.C. § 741(a))

**Headquarters Air Force (HAF)**—The HAF is comprised of the offices of the SecAF, the Air Staff and Office of the Chief of Space Operations (Space Staff). CSAF presides over the Air Staff and CSO presides over the Space Staff. (10 U.S.C. §§ 9014, 9031, 9033, 9082, 9083; 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 U.S.C. § 741(b))

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

**Unit**—A military organization constituted by HAF directives. A unit is either named or numbered. DAF units include MAJCOMs, FLDCOMS, NAFs, wings, deltas, 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 elements, sections, and detachments.

## Attachment 2

### INSTRUCTIONS FOR PREPARATION OF DAF FORM 35.

**A2.1. Use of the DAF 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.

**A2.2. 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.

**A2.3. Depending on the incoming commander's status and the type of unit that officer will command, fill in the appropriate block.**

A2.3.1. Appointment to command is always preferred. When appointing commanders use blocks 3(a) and 3(b).

A2.3.2. When assuming command use block 3(c) or 3(d).

A2.3.3. 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 3(c) or 3(d)) or the appointing authority may appoint him or her to command (use block 3(a) or 3(b)).

A2.3.4. If the officer is to command a section use block 3(e).

A2.3.5. If the officer is to command a detachment use block 3(f).

A2.3.6. If the officer is to command a USAF or USSF element that has been designated to function as a unit in accordance with AFI 38-101, use the standard assumption or appointment blocks as appropriate. In such cases, the instrument that designated the USAF or USSF element to function like a unit should be attached to the DAF Form 35.

**A2.4. 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.

**A2.5. Specific guidance for completing the blocks on DAF Form 35 are provided in Figure A2.1.**

**A2.6. A checklist for completing the legal review of G-series command orders (DAF Form 35 and memorandum format) is provided at Figure A2.2.** This checklist is not required but is offered as a reference tool only.

**Figure A2.1. Preparing DAF Form 35 Guidance.**

<b>Block(s)</b>	<b>Instructions for the Form 35</b>
<b>1</b>	<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.</p> <p>Format = all capital letters</p> <p>Example: “SOMERS, WANDA B., LT COL XXXXXX6789”</p>
<b>2</b>	<p>Enter the name of the unit the officer will command and the location of the HQ of the unit. 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”</p> <p>Format = all capital letters; use office symbol, and two-letter designator for state</p> <p>Example: “HQ AFSOC HURLBURT FIELD, FL”</p>
<b>3(a)-(f)</b>	<p>Ensure only one of these blocks is used</p>
<b>3(a)</b>	<p>Use this block to permanently appoint a commander to command. This covers all permanent appointment situations, including but not limited to:</p> <ul style="list-style-type: none"> <li>(1) When the officer taking permanent command is of the highest grade but junior in rank to other eligible officers.</li> <li>(2) When a commander who is not yet on station,</li> <li>(3) 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.</li> <li>(4) When the commander will undertake the command duties of the gaining unit before being relieved from duty from a losing unit.</li> <li>(5) when one officer is to command two different units.</li> <li>(6) the initial appointment of a unit commander where the appointing authority wishes to appoint a commander</li> </ul> <p>Enter complete title of the unit the individual officer will command and the effective date.</p>

<p><b>3(b)</b></p>	<p>Use this block to temporarily appoint a commander to command. This covers all temporary appointment situations, including but not limited to:</p> <p>(1) when the officer taking command 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).</p> <p>(2) When an officer is appointed to command who has not arrived on station, if the unit’s permanent commander is deployed, ill, TDY, on leave, etc.</p> <p><b>Note:</b> As a temporary appointment, the original commander will take command upon return without the need to cancel or create new G-Series orders.</p> <p>Temporary appointment to command under this block is necessary when the individual officer taking succeeding to command cannot meet the assumption criteria in DAFI 51-509.</p> <p>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> <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., -XXXX-XX-6789”</p>
<p><b>3(c)</b></p>	<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. The assumption of command becomes invalid if an officer of equal grade but with an earlier date of rank is assigned to the unit at any time.</p> <ul style="list-style-type: none"> <li>- <b><u>Do not use this for MAJCOM, FLDCOM, HAF DRU and three-star NAF commanders unless authorized by AF/JAO.</u></b> These 10 U.S.C. § 601 command positions must be appointed. <b>See paragraph 8</b> and its subparagraphs.</li> <li>- Do not use this block for section commanders or detachment commanders</li> <li>- Do not use this block if superior competent authority has prohibited assumption of command of organizations within his/her supervision and control.</li> </ul>

	<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.</p> <p>Example = “LT COL, BUKKIT, EMMA, T., XXXXXX6789”</p>
<p><b>3(d)</b></p>	<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"> <li>- <b><u>DO NOT use this block when the command position is normally held by a three- or four-star general until coordinated with AF/A1LG or SF/S1L and AF/JAO.</u></b></li> <li>- Do not use this block for section commanders and detachment commanders</li> <li>- Do not use this block if superior competent authority has prohibited assumption of command of organizations within his/her supervision and control.</li> <li>- 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.</li> </ul> <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>
<p><b>3(e)</b></p>	<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>
<p><b>3(f)</b></p>	<p>Use this block to appoint detachment commanders. Detachment commanders cannot assume command.</p> <p>Enter complete title of the unit the officer will command and the effective date.</p>

<b>4(a)</b>	<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.</p> <p><b>Note:</b> 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>
<b>4(b)</b>	May be signed either with ink or electronically.
<b>4(c)</b>	Enter the date reviewed (may be after the effective date).
<b>5(a)</b>	<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 DAFI 51-509 and AFI 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.</p> <p><b>Note:</b> 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>Examples:</p> <p>“JOHN E. LAW, Lt Col, USAF, Staff Judge Advocate, X FW” or  “JOHN E. LAW, Lt Col, Staff Judge Advocate, X FW”  “JOHN E. LAW, Lt Col, X FW/SJA”</p>
<b>5(b)</b>	May be signed either with ink or electronically.
<b>5(c)</b>	Enter the date reviewed (may be after the effective date).
<b>6(a)</b>	<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> <p>(1) For assumptions, the assuming commander's name is inserted here.</p> <p>(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 AFD 51-5.</p> <p>Format = Abbreviate grade and office symbol, as necessary, to fit in the form.</p>



	<p><b>Note:</b> 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>
<b>6(b)</b>	May be signed either with ink or electronically.
<b>6(c)</b>	Enter the date reviewed (may be after the effective date).
<b>7</b>	<p>Use this block to include any comments pertinent to the proposed action, such as:</p> <p>(1) references to letters or messages that direct the command action or publication of the order;</p> <p>(2) references to TDY orders or detailing MFR(s) attaching an officer to the unit for purposes of command;</p> <p>(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]”).</p> <p>(4) to document those exigencies of the service precluded earlier recording;</p> <p>(5) to document necessary restrictions on the commander’s authority (Example: if an O-6 is the incoming commander to a General Court Martial Convening Authority (GCMCA) position, add: “This appointment does not include authority to convene courts-martial, which will be withheld to the Commander, AFMC.”)</p> <p>(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.”)</p> <p>(7) if the appointing authority (block 6(a)) is at a superior unit to the unit listed in block 8 (which is the unit issuing the order), then provide language in block 7 to authorize the publication (Example: “X AF authorizes X FW to publish this order in accordance with DAFI 51-509”)</p> <p>(8) if the command billet is a 10 U.S.C. § 601 position, provide language to authorize the publication (Example: “HAF authorizes HQ XXXX to publish this order in accordance with DAFI 51-509, para 8.3. (10 U.S.C. § 601 position)”).</p>

	<p>(9) to document compliance with DAFI 51-201, paragraph 32.6.1, by providing the date of the commander's completion of his/her Article 137 briefing, when practical. Otherwise ensure the required training occurs as prescribed in DAFI 51-201.</p> <p>(10) if the remarks are too lengthy for the space provided, then attach a memorandum listing all remarks, and reference the memorandum in block 7.</p>
<b>8</b>	<p>Enter the publishing headquarters, its location, and zip+4. Example: "4TH FIGHTER WING (ACC) SEYMOUR JOHNSON AFB NC 27531-2427"</p>
<b>9</b>	<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.</p> <p>Example: "Mbr, X FW/JA, X MXG/CC, X FSS/FSMP, X FW/HO"</p>
<b>10</b>	<p>The issuing unit completes this section after all other blocks are completed. Ensure order is recorded in appropriate log.</p> <p>Format = "G-1"</p> <p>(1) A second letter prefix may be added if the issuing unit wants to break the series into a specific type.</p> <p>(2) The issuing unit may decide whether to use calendar or fiscal year for keeping track of their orders.</p> <p>(3) If the issuing unit uses a two-letter prefix that matches other orders, follow the same rule as for those orders.</p> <p>(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.</p> <p>(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.</p>
<b>11</b>	<p>The issuing unit completes this section after all other blocks are completed, using the drop-down menu as created in the DAF Form 35.</p> <p>Format = "Oct 15, 2022"</p>

Figure A2.2. G-Series Orders Requirements Checklist.

<b>G-SERIES ORDERS REQUIREMENTS CHECKLIST</b> <b>For DAF Forms 35 and for Memoranda</b> <b>References: AFI 38-101; DAFI 51-509</b>		
UNIT OF COMMAND:	EFFECTIVE DATE:	Initials & Date or N/A
<p><b>WARNING:</b> If the G-Series Orders involve an incoming or outgoing lieutenant general (O-9) or general (O-10) officer, stop and call AF/JAO. These officers retain their grade only if they serve in their appointed positions. Any act removing them from their position will effectively vacate their grade unless an exception applies.</p> <p><b>See DAFI 51-509, paragraph 8</b></p>		
<p><b>NOTICE:</b> If the incoming commander will not be assigned to the unit or will not be physically located at the unit, contact AF/JAO.</p>		
<p>Include in Package: <b>(T-1)</b></p> <ol style="list-style-type: none"> <li>1. DAF Form 35 or Memorandum Format Order</li> <li>2. Single Unit Retrieval Format (SURF) for incoming commander</li> <li>3. Unit Manning Document (UMD) printout</li> <li>4. If a temporary appointment, include the absent commander's G-Series Orders.</li> <li>5. If a section commander, include the unit commander's G-Series Orders.</li> </ol>		
<p>(1) Verify the unit is eligible to have a commander. (AFI 38-101)</p> <p><b>Note:</b> If this is a USAF or USSF element, verify the element has been designated to function like a unit. If available, attached the relevant designation documentation to DAF Form 35.</p> <p><b>See DAFI 51-509, paras 3.2. and 6.3.6.; AFI 38-101, Chapter 25</b></p>		
<p>(2) Determine whether there are any restrictions on assumption of or appointment to command the unit issued by superior competent authority.</p> <p><b>See DAFI 51-509, para 6.2.6.</b></p>		
<p>(3) Obtain a UMD printout from the servicing FSS or A1/S1 that identifies the unit's PAS code and subordinate units' PAS codes and the names, grades, date of rank, and AFSCs of all RegAF, USSF and ARC officers of the proposed commander's grade or higher who are assigned to the unit.</p> <p><b>See DAFI 51-509, para 2.10.</b></p>		
<p>(4) Ensure there are not officers of a grade higher than the proposed commander assigned to the unit or a subordinate unit (look at copy of UMD obtained in step 3).</p> <p>- 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</p>		

<p>outgoing commander can be reassigned to his/her new unit or to a higher headquarters, pending formal reassignment.</p> <p><b>See DAFI 51-509, paras 1, 2.10.3-2.10.4, 3.3.5.</b></p>	
<p>(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.</p> <p><b>See DAFI 51-509, para 11 and its subparagraphs.</b></p>	
<p>(6) If a judge advocate is being appointed to command, make sure they have express authorization of The Judge Advocate General</p> <p><b>See DAFI 51-509, para 3.3.7.8</b></p>	
<p>(7) Verify the incoming commander is not a chaplain.</p> <p><b>See DAFI 51-509, para 3.3.7.7.</b></p>	
<p>(8) Verify that the incoming commander will not be a student in the unit to be commanded</p> <p><b>See DAFI 51-509, para 3.7.10</b></p>	
<p>(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 AFMAN 11-402, para 4.2 (except flight surgeons) and is and must be qualified for aviation service in the airframe flown by the unit to be commanded.</p> <p>- 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 AFMAN 11-402, Table 3.1, at the time he/she assumed command.</p> <p>- Include SURF that shows pilot/crewmember rating and flying hours.</p> <p><b>See DAFI 51-509, para 10</b></p>	
<p>(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). <b>Exception:</b> Appointments to AOC positions at the United States Air Force Academy (USAFA).</p> <p><b>See DAFI 51-509, para 3.3.7.9</b></p>	
<p>(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).</p> <p><b>See DAFI 51-509, para 3.3.7.9.</b></p>	

(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. <b>Note:</b> Section commanders are typically appointed for units with 235 or more military personnel authorized (AFI 38-101) <b>See DAFI 51-509, para 9</b>	
(13) Document the announcement of command in memorandum format or on a DAF Form 35. <b>See DAFI 51-509, para 2.10.7.</b>	
(a) If orders are to be written in memorandum format, <b>refer to DAFI 51-509 paragraph 12</b> and its sub-paragraphs for guidance.	
(b) If orders are documented in a DAF Form 35, refer to Figure A2.1. and complete 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 3(a)-(f) 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) Ensure the orders publishing activity/organization requests and obtains FSS or A1/S1 review.	
(vii) Submit for JA review.	
(viii) In block 7 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 6(a)) has been delegated appointing authority for the unit to be commanded in accordance with AFPD 51-5, this instruction, or other publication/memorandum.	
(x) Ensure all necessary offices are included in the memo/block 9.	
(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 10.	

## Attachment 3

## SAMPLE NOTICE FOR RELIEF OF COMMAND FOR CAUSE

Figure A3.1. Sample Notice for Relief of Command for Cause.

<p>DATE</p> <p>MEMORANDUM FOR [GRADE, FIRST M. LAST]</p> <p>FROM: Organization/Office Symbol [Issuer's organization and office symbol]</p> <p>SUBJECT: Notice of Relief of Command</p> <p>1. I have decided to relieve you of command of the XXXth Squadron, for cause, in accordance with DAFI 51-509, paragraph 14.2., effective _____. Per DAFI 36-2907, <i>Adverse Administrative Actions</i>, this Notice of Relief of Command will be filed in the Officer Selection Record (OSR). [OPTIONAL: A brief statement describing the reasons for relief of command for cause]</p> <p>2. I have reached this decision after careful consideration and after notifying [enter the name of the next superior competent authority notified].</p> <p>3. The following information required by the Privacy Act is provided for your information. <b>AUTHORITY:</b> 10 U.S.C. § 9013. <b>PURPOSE:</b> To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. <b>ROUTINE USES:</b> Provides you an opportunity to submit comments or documents for consideration. If provided, the response you submit becomes a part of the record. <b>DISCLOSURE:</b> Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.</p> <p>4. You will acknowledge receipt of this Notice of Relief of Command immediately by signing the first indorsement. This Notice of Relief of Command will be placed in your OSR as required by Department of the Air Force Policy and such placement is non-discretionary. Within three duty days from the day you received this notice, you may submit written comments in response to the filing of the notice of relief of command (for cause) in your OSR. Any comments or documents you wish to give concerning the placement of this notice in your OSR must be submitted at that time, and will become part of the record, consistent with DAFI 36-2907.</p> <p>Signature Issuing Authority's Duty Title, Organization</p>
--

1st Ind to Organization/Office Symbol [of issuer], date, Notice of Relief of Command  
Recipient's Rank First M. Last Date

MEMORANDUM FOR Organization/Office Symbol [Issuer's organization and office  
symbol]

I acknowledge receipt and understanding of this notice on \_\_\_\_\_ at \_\_\_\_\_  
hours. I understand that I have three duty days from the date I received this notice to submit  
written comments in response to the filing of the notice of relief of command (for cause) in my  
OSR.

Signature

## Attachment 4

## SAMPLE NOTICE FOR SUSPENSION OF COMMAND

Figure A4.1. Sample Notice for Suspension of Command.

<p>DATE</p> <p>MEMORANDUM FOR [GRADE, FIRST M. LAST]</p> <p>FROM: Organization/Office Symbol [Issuer's organization and office symbol]</p> <p>SUBJECT: Notice of Relief of Command</p> <p>1. I am concerned about your ability to command. Thus, I have decided to suspend you from command of the XXXth Squadron, in accordance with DAFI 51-509, paragraph 14.3., effective [Date]. I [will] [will not] appoint a temporary commander of the XXXth Squadron during your suspension. I anticipate making a final decision regarding your command authority by [Date].</p> <p>2. I have reached this decision after careful consideration and after notifying [enter the name of the next superior competent authority notified].</p> <p>Signature Issuing Authority's Duty Title, Organization</p> <p>MEMORANDUM FOR Organization/Office Symbol [Issuer's organization and office symbol]</p> <p>I acknowledge receipt and understanding of this notice on _____ at _____ hours.</p> <p>Signature</p>
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Attachment 5

SAMPLE NOTICE FOR RELIEF OF COMMAND NOT FOR CAUSE

Figure A5.1. Sample Notice for Relief of Command Not for Cause.

DATE

MEMORANDUM FOR [GRADE, FIRST M. LAST]

FROM: Organization/Office Symbol [Issuer's organization and office symbol]

SUBJECT: Notice of Relief of Command

1. I have decided to relieve you of command of the XXXth Squadron, effective [Date]. This is an assignment action.
2. I have reached this decision after careful consideration and after notifying [enter the name of the next superior competent authority notified].
3. 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.

Signature  
Issuing Authority's Duty Title, Organization

MEMORANDUM FOR Organization/Office Symbol [Issuer's organization and office symbol]

I acknowledge receipt and understanding of this notice on \_\_\_\_\_ at \_\_\_\_\_ hours.

Signature