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***Utilization and Classification of Military
Personnel***

***MANAGEMENT OF TRAINING AND
OPERATIONAL SUPPORT WITHIN
THE AIR NATIONAL GUARD***

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-21, *Utilization and Classification of Military Personnel*, DoD Instruction (DoDI) 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, and DoDI 1215.13, *Ready Reserve Member Participation Policy*. It provides guidance and procedures on administering and controlling personnel duty status. It applies to individuals at all levels including *all Air National Guard (ANG) organizations and individuals*. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 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. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include: updates to the ANG Federal and State Missions to reflect currency; duty status and duty type details updated IAW USC, DoD, and DAF requirements; Regularly Scheduled Drill (RSD) written authorization refinement that better describes RSD publication, schedule location, approval authority, and duty certification; inclusion of dual compensation restriction for Military Technicians, regardless of pay and points, or points only duty; geographic specification of OCONUS Inactive Duty Training (IDT); codified requirement of Adjutants General concurrence for members to perform RSD with units outside of the member's assigned state or territory; inclusion of meal period authorization and unit-provided meals as permitted by wing commanders (or higher authority); update of DFAS and AROWS language regarding the maximum Aircrew Flight Training Periods (AFTPs) per quarter; authorization to perform OCONUS Annual Training (AT) for no more than 15 days annually; removal of AT excusal examples and inclusion of documentation requirement; added Verbal Orders of the Commander (VOCO) text, requirements for orders requests along with Commander and Certifier responsibilities for administrative duties; and removal of language pertaining to FY training performance requirement before ADOS tours. The attachment for Drill Attendance Codes, explanations, and examples is also refreshed.

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Chapter 1

OVERVIEW

1.1. Purpose and Scope. DoDI 1215.06 outlines policies, assigns responsibilities, and establishes procedures for the classification, training, and reporting of Reserve Component (RC) Service members. This instruction provides guidance as it applies to the ANG under Title 10 U.S.C. and Title 32 U.S.C. order authorities in addition to overarching DoD policies.

1.2. Air National Guard (ANG) Mission. ANG units have a dual Federal and State mission, identified as follows:

1.2.1. Federal Mission. To maintain well-trained, well-equipped units available for prompt mobilization during war and provide assistance during national emergencies (such as natural disasters or civil disturbances). During peacetime, the combat-ready units and support units are assigned to most Air Force major commands to carry out missions compatible with training, mobilization readiness, humanitarian and contingency operations. Air National Guard units may be activated in a number of ways as prescribed by public law.

1.2.2. State Mission. Under state law, the ANG provides protection of life, property and preserves peace, order and public safety. These missions are accomplished through emergency relief support during natural disasters such as floods, earthquakes and forest fires; search and rescue operations; support to civil defense authorities; maintenance of vital public services and counterdrug operations. When ANG units are not mobilized or under federal control, they report to the governor of their respective state, territory (Puerto Rico, Guam, Virgin Islands) or the commanding general of the District of Columbia National Guard.

1.3. Utilization Authorities and Types of Duty. The Director of the ANG (NGB/CF) is responsible for implementing NGB policies for the ANG. The National Guard Bureau/Manpower, Personnel, Recruiting, and Services Directorate (NGB/A1) oversees utilization authorities and types of duty, including training management, domestic response, and wartime requirements.

1.3.1. Responsibilities of State Adjutants General, Joint Force Headquarters (JFHQs), Commanders, and Unit Training Managers. Ensure proper internal controls, resource management, and documentation as outlined in this instruction.

1.3.2. Types of Duty. ANG members may be assigned to four types of authorized duty: Inactive Duty (ID), Active Duty (AD), Full-Time National Guard Duty (FTNGD), and Federal Service. Federal service performed in accordance with Title 10 U.S.C., sections 331, 332, and 12406 are an additional RC duty type that is treated as active duty.

1.3.2.1. Inactive Duty. This category includes Inactive Duty Training (IDT), Muster Duty (MD), and Funeral Honors Duty (FHD).

1.3.2.1.1. IDT involves regularly scheduled unit training periods, additional IDT periods, and voluntary IDT to provide individual or unit readiness training. Reference [Chapter 3](#) for standards and participation requirements of IDT.

1.3.2.1.2. MD is a special category of ID used to meet the continuous screening requirement established by Title 10 U.S.C. 10149 and is applicable to certain members of the Individual Ready Reserve IAW DoDI 1215.06.

- 1.3.2.1.3. FHD is a special category of ID used to prepare for and provide honors at funerals of military members and veterans IAW Title 10 U.S.C. 1491. Members of the ANG may perform FHD in a voluntary status pursuant to the provisions of Title 32 U.S.C. Section 115. Reference **Chapter 3** for standards and participation requirements of FHD.
- 1.3.2.2. The AD category includes Active Duty for Training (ADT) and Active Duty Other Than Training (ADOT).
- 1.3.2.2.1. ADT comprises Initial Active Duty Training (IADT), Annual Training (AT), and Other Training Duty (OTD), primarily focusing on individual or unit readiness training. Reference **Chapter 4** for standards and participation requirements of ADT.
- 1.3.2.2.2. ADOT includes Active Duty Operational Support (ADOS-AC, ADOS-RC), Title 10 U.S.C. Active Guard Reserve (STAT TOUR) duty, Involuntary AD, and Other. Reference **Chapter 4** for standards and participation requirements of ADOT.
- 1.3.2.3. The Federal Service category may be used under conditions of national rebellion or invasion, or if the President is unable to execute the laws of the United States with regular forces, members and units of the National Guard may be called into active military service pursuant to Title 10 U.S.C. Sections 252, 253, and 12406.
- 1.3.2.4. Full-Time National Guard Duty (FTNGD). This category, governed by Title 10 U.S.C. Sections 101(d)(3), 101(d)(5), and 12301(d), as well as Title 32 U.S.C. Sections 316, 502, 503, 504, and 505, includes Full-Time National Guard Duty Training (FTNGD-T) and Full-Time National Guard Duty Other than for Training (FTNGD-OT).
- 1.3.2.4.1. FTNGD-T consists of Full-Time National Guard Duty-Annual Training (FTNGD-AT) and Full-Time National Guard Duty-Other Training Duty (FTNGD-OTD). Reference Chapter 5 for standards and participation requirements of FTNGD-T.
- 1.3.2.4.2. FTNGD-OT includes Full-Time National Guard Duty Operational Support (FTNGD-OS), Full-Time National Guard Duty Active Guard Reserve (FTNGD-AGR), and Full-Time National Guard Duty Involuntary. Reference **Chapter 6** for standards and participation requirements of FTNGD-OT.

Chapter 2

STANDARDS, REQUIREMENTS, AND PARTICIPATION CATEGORIES

2.1. General Standards. Members must adhere to the standards outlined in DoDI 1215.06 when performing duty that may result in pay and/or points.

2.2. Training Responsibilities.

2.2.1. State/Territory/District of Columbia Responsibilities. Federal law prescribes that ANG training is conducted under the command of State, Territory, and/or the District of Columbia commanders IAW ANG directives, applicable U.S. Air Force (USAF) training policies, standards, and programs, and as directed by the respective Adjutants General.

2.2.1.1. The Adjutant General oversees training participation within their respective state or territory.

2.2.1.2. Wing/Unit commanders are responsible for developing and overseeing a training plan for all areas required by their subordinate units.

2.3. Organization and Equipment for Training. Unit organization and equipment authorizations will align in accordance with the appropriate ANG Unit Manpower Document (UMD) and the USAF Table of Allowances (TA).

2.4. Participation Authorization. Authorization for pay, retirement points, benefits, entitlements, or any related claims as a result of military service requires documentary evidence of authorized duty status. Unit commanders will issue written authorizations in advance, emphasizing internal controls to monitor authorization, certification, and documentation in the execution of workdays and resources.

2.4.1. Written authorization. ANG States, Territories, and the District of Columbia publish their Regularly Scheduled Drill (RSD) schedules annually. This listing serves as written authorization for assigned units, elements, and members to perform their respective training. Authorization for Rescheduled Drills and Full-Time National Guard Duty is accomplished through varying electronic means, approved in advance with consent from the responsible commander, and should be maintained by the member's unit. Certification of duty performed for RSDs and individual (IDT) may be accomplished via the ANG Form 105S, *Authorization for Individual Inactive Duty Authorization Training*, or ANG Form 633, *Regularly Scheduled Drill Roster*, within the Air National Guard Order Writing System (AROWS).

2.4.2. DoD Financial Management Regulation (FMR) Compliance. Members of a Reserve Component may be paid the equivalent total of pay for more than 360 days in a year, when so directed based on the actual entitlement if the total is based on a combination of AD pay and IDT compensation, in accordance with DoD 7000.14-R, FMR, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*, Chapter 58.

2.4.3. Eligibility for Annual Training. Members who have not completed their initial active duty training (IADT) can participate in RSDs but are not eligible for participation in Annual Training.

2.5. Satisfactory Participation. ANG service members must meet all general and category requirements as outlined in DoDI 1215.13.

2.6. Unsatisfactory Participation. Failure to meet requirements in this instruction, DoD 1215.06 and DoDI 1215.13 may lead to discharge or involuntary transfer to the Individual Ready Reserve (IRR) in accordance with DAFI 36-3211, *Military Separations*, and DAFI 36-2110, *Total Force Assignments*.

2.7. Military Technician Status During Military Duty. Technicians must be in an off-duty or official leave status from their civil service position when performing military duty. Members must adhere to dual compensation rules as provided under CNGBI 1400.25, Vol. 630, *National Guard Technician and Civilian Personnel Absence and Leave Program*, Enclosure N

2.8. Funding. Pay and travel/per diem status for training will be in accordance with DoD 7000.14-R, *FMR*, and the Joint Travel Regulations (JTR).

2.9. Certification of Performance. Duty performance is recorded and reported in accordance Chapters [2-5](#) of this publication.

Chapter 3

INACTIVE DUTY

3.1. Inactive Duty (ID). ID encompasses Inactive Duty Training (IDT), Muster Duty (MD), and Funeral Honors Duty (FHD).

3.2. Inactive Duty Training (IDT). IDT is comprised of RSDs, additional IDT periods, and voluntary IDT that provides individual or unit readiness training to ANG members. Legal provisions and guidance, such as Title 32 U.S.C. 502, Title 37 U.S.C. 206(e), DoDI 1215.06, and DoDI 1215.13, establish basic policies. IDT may not be used for correspondence courses or electronic-based distributed learning per Title 37 U.S.C. 206(d).

3.2.1. Members cannot perform ID and Active Duty (AD) on the same day. Travel entitlements for IDT outside normal commuting distance are outlined in the JTR.

3.2.2. Paid IDT periods are for a minimum of four (4) hours, not exceeding two (2) periods in a calendar day.

3.2.3. Regularly Scheduled Drills (RSDs) are 48 annual pre-scheduled periods for individual or unit readiness training pursuant to Title 32 U.S.C. section 502(a).

3.2.4. Split-RSDs take place when the personnel resources of an ANG unit are divided, allowing different organizations to conduct training during separate periods. For a series of formations to be recognized as a cohesive drill assembly, all organizations of the unit must participate within a 90-day consecutive period. Wing Commanders are responsible for ensuring that Split-RSDs are planned and conducted within 90 days of the scheduled RSD. Attendance at the parent unit during the scheduled drill will be the combined total of the attendance records for each of the authorized split drills. It's important to note that no member should be counted more than once and credit for participation should not exceed one formation.

3.2.5. Equivalent Training (ET) is used to make up missed training due to personal illness, emergencies, or excused absence. ET is not interchangeable with Rescheduled Drill (RD). Commanders may authorize ET, ensuring it is of equivalent value to regularly scheduled training.

3.2.6. Additional IDT periods are a specialized subset aimed at enhancing readiness. They play a crucial role in ensuring that individuals and units acquire and sustain the necessary training levels for designated readiness standards. These additional IDT periods will be distinctly identified in budget documents and internal records, separating them from regular unit or individual training sessions. This separation allows for clear identification, justification, and audit of training period costs and associated support costs. Importantly, the number of additional IDT periods for any member should not surpass 36 of any given type in a fiscal year.

3.2.6.1. Three distinct categories of additional IDT periods, as outlined in DoDI 1215.06, include Additional Training Periods (ATPs), Additional Flying and Flight Training Periods (AFTPs), and Readiness Management Periods (RMPs). Annual maximum limits and guidelines for their utilization are specified within this publication and are contingent upon available funding.

3.2.6.2. With the exception of aircrew members, the total combination of ATPs and RMPs should not exceed 72 in each fiscal year per individual. For aircrew members, the combined

total of ATPs, AFTPs, and RMPs should not exceed 84 in a fiscal year. The unit commander bears the sole responsibility for tracking and documenting RSD participation and IDT conducted.

3.2.7. Voluntary IDT allows members to perform special additional duties for retirement points only, as designated by the Secretary of the Air Force (SecAF) under Title 37 U.S.C. Section 101 (22)(B). These periods are for retirement points only, not to exceed 2 points in any one calendar day per DoDI 1215.06.

3.3. IDT Authorization and Drill Attendance Codes.

3.3.1. All IDT requires advance written authorization as described in paragraph 2.4-2.4.1. IDT can be performed for pay and points or points only. Whether duty is performed for pay and points, or for points only, members must adhere to the rules for dual compensation as specified in Enclosure N of CNGBI 1400.25, Vol. 630, *National Guard Technician and Civilian Personnel Absence and Leave Program*, as applicable.

3.3.1.1. Travel entitlements for IDT outside normal commuting distance are outlined in the JTR.

3.3.1.2. Only members in authorized positions may participate in aircrew flying training activities.

3.3.1.3. IDT can be performed preceding or follow periods of AT, ADT, FTNGD, or ADOS. IDT cannot be combined with ADT, ADOS, or FTNGD solely for travel expenses. Valid support or training requirements must substantiate all combined tours.

3.3.1.4. IDT OCONUS is not permitted. For the purpose of IDT, OCONUS is described as outside the U.S., its territories, and possessions.

3.3.2. Drill Attendance Codes are provided in **Attachment 2** of this publication and an Acronym Cross Reference Table can be found in ANGI 65-101, Table A2.1.

3.4. Constructively Present. Members participating in RSDs while on Active Duty (AD) or Full-Time National Guard Duty (FTNGD) orders that overlap with scheduled drill are considered constructively present. This includes members physically present and effectively participating in unit training while in another pay status (e.g., AGR, Temp AGR, ADOS-AC or MPA, ADOS-RC or FTNGD). A member who is marked as constructively present is not eligible for rescheduling an IDT period.

3.4.1. Members not physically present or present but not effectively participating in drill due to duty in another pay status (e.g., Active Duty) may perform Inactive Duty on an alternate scheduled date as determined by their Unit Commander.

3.4.2. Members may also be considered constructively present for the following reasons:

3.4.2.1. Attending an accredited basic course or Air Force Reserve Officer Training Corps (AFROTC) during the academic year when participation with the unit is not feasible, as determined by the State Adjutant General or Commanding General of the District of Columbia National Guard.

3.4.2.2. Hospitalization or incapacitation due to duty-related injury or illness.

3.5. Authorizing Official. The commander or a designated representative appointed via DD Form 577, *Appointment/Termination Record - Authorized Signature*, is the authorizing official for IDT. For additional guidance on the appointment of Authorizing Officials and Certifying Officials, refer to DoD 7000.14-R, FMR, Volume 5 and the Department of the Air Force Departmental Accountable Official and Key Signatories of Financial Documentation Guide.

3.6. Scheduling Drills. In accordance with DoDI 1215.13, a commander may schedule or reschedule an IDT period to meet mission and training requirements.

3.6.1. Federally recognized units will conduct 48 drills each fiscal year, with no more than two drill periods on any calendar day. Published RSD schedules from the Governor or Adjutant General, released at least four months before the first newly scheduled drill month, will inform unit members of upcoming drills. Based on mission requirements, more than one published RSD schedule may be necessary to document unique quarterly or super-drill scheduling and/or flying requirements.

3.6.2. All RSD schedules should include a 12-month drill timetable specifying the date, time, and location of each drill. It must also state that all members are ordered to attend scheduled drills.

3.6.2.1. Limited exceptions to the policy of 48 drills may be approved by ANGR/CC for units with 100% AGR manning, provided appropriate training and operational justification is provided.

3.6.3. Rescheduled IDT periods must be announced 30 days in advance. Instances where a member consents to a rescheduled drill with less than 30 days notice should be documented using ANG Form 105S or ANG Form 633 or an authorized substitute.

3.6.4. The schedule should be provided to individuals and clearly posted. A copy of each unit's drill schedule for the upcoming fiscal year will be uploaded to the ANG UTA Schedule SharePoint site by no later than (NLT) 1 September of each year.

3.7. Limitations.

3.7.1. Pursuant to DoDI 1215.06, AD performed under Title 10 U.S.C. Sections 12301(d), 12302, 12304, 12304b, or 12406 may be considered equivalent to AT or IDT. This determination occurs after the Active Duty service has been performed.

3.7.1.1. Units or members conducting such AD during the fiscal year may choose to participate in a prorated number of drills or fully engage in scheduled IDT for the remainder of the fiscal year. Additionally, members not physically present for drill(s) due to performance of AD in another location may perform IDT on alternate scheduled dates determined by the Unit Commander.

3.7.2. ANG unit commanders can authorize members, with their consent, to participate in training duties without pay. Top of Form

3.7.3. ANG members may attend RSD with organizations other than their own within their state at the discretion of the commander.

3.7.3.1. Members will normally attend RSD with their assigned unit. State Adjutants General (or delegated authority) may authorize participation of RSD with units of another

state, territory, or the District of Columbia with the concurrence of the other location's Adjutant General (or delegated authority).

3.8. Satisfactory Performance.

3.8.1. Members must be physically and mentally capable of performing drill. Commanders must inform personnel to report any condition that might affect their duty performance prior to the start of any IDT period. If a member's ability is questionable, qualified military medical personnel must evaluate and provide their professional opinion.

3.8.2. Unit commanders may grant excused absences based on adequate justification submitted by individuals in writing. Unexcused absences may be reconciled only via retirement points compensation. Pay entitlement shall not accrue to an individual making up an unexcused drill absence.

3.8.3. IAW DoDI 1215.13, the RC has no obligation to authorize equivalent training or reschedule drills at the convenience of the member or for unexcused absences.

3.8.4. Unsatisfactory participation should be processed in accordance with DAFI 36-3211.

3.9. Rescheduled Drills (RDs).

3.9.1. Unit commanders have the authority to reschedule drills within the same fiscal year (FY) for an entire unit, individual, or groups of individuals in accordance with DoDI 1215.13. It is crucial for commanders to exercise discretion and sound judgment when opting for this approach. It is also important to note that RD should not be used as a substitute for ET. RD is not intended for the convenience of the member but rather for the convenience and benefit of the government. Commanders are responsible for ensuring that the training provided during RD is of equivalent value to RSD training. The RD training schedules must comply with DoDI 1215.06 to ensure equivalent training and readiness value for both the unit and the individual. Each commander is required to maintain all related participation documents to support excused and unexcused absences, as well as records of RD or IDT periods.

3.9.2. RDs include members away on orders for Formal School Training under Title 10 U.S.C. or performing unit-funded training or MEST under Title 32 U.S.C. However, members constructively present for duty during a drill at their home unit and performing any duty other than IDT are not eligible to reschedule the drill.

3.9.3. An individual may only perform a RD during the same FY for those scheduled drills that fall during the time the individual is actively serving as an ANG member. Example: if a member enlists and begins their ANG service in March 2024, the member is then not eligible to make up drills for October 2023 through February 2024.

3.9.4. ANG Assistants (O-6 to O-8 officers on NGB special assignment) are permitted to conduct all drills within a six-month timeframe at any point during that period, and the permissible drills must be adjusted proportionately, considering the number of months the member is actively assigned as an ANG member. For instance, if an ANG Assistant is retiring in November, the acceptable number of drill periods during that six-month span would be eight (i.e., four drill periods per month (2x Saturday plus 2x Sunday) multiplied by two months (Oct & Nov) produces eight total periods). Notably, all drill periods remain subject to FY limitations.

3.9.5. An individual transitioning from ANG Technician or Traditional Guard Member (aka Drill Status Guardsman) status to AGR status will not have authorization to be compensated for drills scheduled after the AGR start date. Similarly, AGRs returning to ANG Technician or Traditional Guard Member status will not be allowed to engage in drills scheduled before the AGR status end date in accordance with the guidelines outlined in Title 37 U.S.C. 206 regarding dual compensation. Effectively, this means that RSDs or RDs performed that occur during the AGR status timeframe will not be compensated.

3.10. IDT Duration.

3.10.1. The length of each IDT coincides with local duty hours. IDT should be based on a 4-hour minimum period for 1 point, not exceeding 2 points per calendar day. All members are required to be present at the commencement of each training period.

3.10.1.1. Notably, the 4-hour period specified does not encompass meal breaks as this is under the discretion and guidance of the wing commander or higher authority. Availability of unit-provided meals is based on local unit funds and are directed IAW wing commander (or higher authority) guidance and scheduling. Additionally, paid IDT periods must not fall below the 4-hour threshold while IDT periods for points only should not be less than 2 hours.

3.10.2. Members conducting IDT on a mid-shift basis, where the shift spans two (2) calendar days, should receive 2 points upon completion of 8 or more consecutive hours of IDT within a 24-hour period. Notably, however, firefighters and individuals engaged in 24-hour shifts are exceptions to this rule. In cases where shifts exceed 12 hours, approval from the unit commander is required.

3.10.3. In unique situations, a member may receive credit for attending a drill for pay purposes, provided they have actively participated in the scheduled drill for a minimum of 2 hours. While commanders have the flexibility to grant this authorization based on the specific circumstances, it is essential to uphold appropriate internal controls. These controls should involve obtaining advance written authorization and giving special attention to consecutive periods of such authorization. This provision will not be applied for the personal convenience of individual members.

3.10.4. A unit commander may release all members from the requirement to complete the 4-hour period under extenuating circumstances after a minimum of 2 hours, with written reasons forwarded to the Adjutant General.

3.11. Equivalent Training (ET).

3.11.1. Unit commanders may approve ET for individuals to make up an excused absence from a scheduled drill.

3.11.2. Paid ET is subject to limitations, including a maximum of four periods per FY, performed in the same FY as the missed drill.

3.11.3. Unit commanders are responsible for educating members on ET limitations and tracking the number of ET periods to prevent exceeding the maximum authorized each fiscal year.

3.12. Additional IDT Periods.

3.12.1. These are specialized IDT periods aimed at enhancing readiness by providing essential training for individuals and units to achieve and sustain readiness levels. To facilitate clear identification, justification, and auditing of training costs and support costs, these periods are delineated separately in budget documents and internal records, dependent on the availability of annual funding, and are documented using ANG Form 105S.

3.12.1.1. Additional Training Periods (ATPs). ATPs are designated for units, unit components, and individuals to fulfill supplementary training requirements. The maximum number of these training periods for any member within a FY is limited to 36.

3.12.2. Aircrew Flight Training Periods (AFTPs). AFTPs are specifically authorized for aircrew members engaging in aircrew training and combat crew qualification training to maintain proficiency and readiness. The maximum limit for AFTPs in a FY for any aircrew member is set at 72.

3.12.2.1. AFTPs are granted to individuals assigned to specific Rated Aircrew Position Indicators (APIs) 1, 2, 5, 6, 7, 8, 9, Career Enlisted Advisors (CEAs), APIs A, B, D, F, G and who hold a rated or CEA Air Force Specialty Code (AFSC). There is an exception for Non-Rated 13BXX personnel who are not authorized AFTPs. Additionally, AFTPs are authorized for current non-rated officers with B, C, X, K, or Q prefixes on the Duty AFSC (DAFSC), or non-CEA enlisted aircrew members identified by X, K, or Q prefixes on the DAFSC. This includes Pararescue Jumpers (PJs) and Combat Rescue Officers (CROs) if they are medically qualified for Flying Class III when assigned to a valid flying position. Qualifications must align with DAFMAN 11-401, *Aviation Management*, AFMAN 11-402, *Aviation and Parachutist Service*, AFI 11-412, *Aircrew Management*, AFMAN 11-421, *Aviation Resource Management*, and AFI 65-503, *US Air Force Cost and Planning Factors*.

3.12.2.2. Units in conversion may approve the use of AFTPs for personnel in Flying Status Code (FSC) K to conduct ground training related to flying within the year preceding their scheduled flying training date in the new Major Weapon System (MWS).

3.12.3. Readiness Management Periods (RMPs). RMPs are designed for use by Drill Status Guardsmen who are not dual-status military technicians. These members support various functions necessary for unit training preparation, day-to-day operations, unit administration, support activities, and maintenance functions.

3.12.3.1. The maximum number of RMPs allowed for any member in a FY is 36, with a limit of one RMP per individual in a calendar day. These training periods are utilized only when sufficient full-time support personnel are unavailable or not specifically assigned to perform the listed duties.

3.12.3.2. Priority for RMPs is given to unit members who are not dual-status military technicians. Military technicians cannot be placed on leave to enable them to perform duty in an RMP status. Additionally, military technicians cannot perform duty in an RMP status for activities within the normal requirements and workload of their job description.

3.12.4. For non-aircrew members, the combined total of ATPs and RMPs should not exceed 72 in each FY for each person.

3.12.5. Combinations of ATPs, AFTPs, and RMPs for aircrew members should not surpass 84 in a FY. However, the Secretary of the Air Force is authorized to provide a waiver, allowing a maximum of 96 additional IDT periods for an aircrew member in a FY.

3.13. Voluntary Inactive Duty Training (IDT).

3.13.1. Pursuant to Title 37 U.S.C. 101(22)(B) and DoDI 1215.06, members may voluntarily perform special additional duties as IDT periods for retirement points only. These periods are without pay and must not be less than 2 hours, with a maximum of 2 points authorized in any one calendar day.

3.13.2. Members may engage in voluntary IDT without pay, solely for retirement points, at any time during the FY to make up for a missed RSD. When performed in a non-pay status, voluntary IDT should be recorded on ANG Form 105S. This documentation should be maintained separately from attendance records for drills in a pay status. In cases where AROWS cannot be utilized, the records should be forwarded directly to the Force Support Squadron.

3.14. Documenting IDT Participation if AROWS cannot be utilized.

3.14.1. ANG Form 105S may be used to certify all types of IDT except correspondence courses.

3.14.1.1. DFAS and AROWS allow for a maximum input of 24 AFTPs per quarter, not to exceed 72 AFTPs per FY in accordance with DoDI 1215.06. If manual entry is necessary due to system issues, AFTPs must be recorded via the ANG Form 105S. Flying Squadrons will then validate and consolidate the AFTP ANG 105s onto separate DD Forms 114 for each member, monthly. These compiled DD Forms 114, along with the ANG 105S for pay, will be submitted to the wing Comptroller Office. The DD Forms 114 are subsequently routed to DFAS via CMS for payment processing.

3.14.1.2. The current pay and orders systems impose a restriction on ATPs, allowing only one period per day for pay. Unlike AFTPs, DFAS cannot accommodate CMS requests to facilitate payment for additional ATPs. Therefore, until both the pay and orders systems are enhanced to align with the maximums outlined in DoDI 1215.06 and this publication, ATPs will remain constrained to one period per day.

3.14.2. Flying Squadrons are responsible for maintaining tracking records to ensure no member exceeds the maximum authorized periods.

3.14.3. Members. For off-site drills without automated sign-in capability, unit members may use ANG Form 633 and ANG Form 105S. All drill exceptions (excusals, reschedules, unexcused, etc.) must be coordinated with the unit commander.

3.14.4. Unit Commanders. Unit commanders are solely responsible for monitoring and documenting drill participation and IDT. If any corrections to participation data are necessary after updating in the PDS, a copy of the ANG Form 633 and ANG Form 105S is required.

3.15. Illness or Injury during IDT.

3.15.1. If a member is injured or becomes ill during IDT, they may report to the Guard Medical Unit (GMU) or Active Duty Military Treatment Facility (MTF) for evaluation. A Line of Duty (LOD) determination must be considered when a member reports for medical care. See DAFI

36-2910 for LOD guidance. Commanders may excuse the remaining portion of the drill and the member will receive credit for IDT if training has met or exceeded two hours.

3.16. Muster Duty (MD). Not utilized within the Air National Guard.

3.17. Funeral Honors Duty (FHD).

3.17.1. FHD includes preparation for, and performance of funeral honors functions as defined in Title 10 U.S.C. 1491 and DoDI 1215.06. The participation of ANG members in funeral honors duty is governed by Title 32 U.S.C. 115 and DoD FMR, Vol 7a.

3.17.2. Military Funeral Honors (MFH). This duty refers to the official rendering of honors. The management and procedures for conducting MFH are detailed in DAFI 34-160, *Mortuary Affairs Program*.

3.17.3. Eligibility for FHD Status. Within the ANG, a period of ID status may be utilized expressly for training and/or preparation for MFH. While FHD status is a form of ID, it is distinct from IDT and does not count towards the requirement of completing 48 IDT periods annually.

3.17.4. FHD status is strictly voluntary and may be paid or nonpaid. Election of performing FHD in a paid status entitles the military member to one day of base pay for each day in FHD status. Opting for nonpaid FHD status entitles the member to 1 retirement point for each day of FHD status. These retirement points exceed the 130-point limit for retirement in a Retention/Retirement (R/R) year and are tracked separately under Point Credit Accounting and Reporting System (PCARS).

3.17.5. Military Technicians may utilize FHD status but not on official time (Civil Service Status). Dual-status technicians cannot use military leave to perform duty in FHD status.

3.17.6. ANG Members will be authorized FHD in AROWS. FHD status is limited to no less than 2 hours for each day it is performed. AROWS will be used for compensation and points submissions for FHD status. One AROWS entry will be used for each calendar day performed.

3.17.7. Utilization of FHD status is restricted to ANG members residing within a 50-mile radius of the designated FHD location. Members will adhere to travel requirements listed within DoDI 1300.15 and DAFI 34-160. If FHD training or duty extends beyond this 50-mile limit from the participant's residence, it should be conducted using Military Personnel Appropriation (MPA) man-days. The provision of MPA man-days is facilitated by the Air Force Services Center (AFSVC).

3.17.8. There is no limitation, aside from unit fiscal constraints, on the number of FHD status opportunities that may be performed by any one member in the ANG.

3.17.9. FHD status will not be used to substitute for any statutory MFH participation.

3.17.10. AGR members are not entitled to FHD status compensation. They draw their normal pay and allowance for the duty day on which MFH is performed.

Chapter 4

ACTIVE DUTY (AD)

4.1. Active Duty. At any time, an authority designated by the Secretary concerned or the Commandant of the USCG may order a member of the RC under their jurisdiction to AD or retain the member on AD with the member's consent under the authority of Title 10 U.S.C. 12301(d), 12301(h), 12322, 12323, or 12402. However, an ANG member may not be ordered to AD under the authority of Title 10 U.S.C. 12301(d) or 12301(h) without the consent of the Governor or other appropriate authority of the State concerned. For the RC, AD is comprised of the categories ADT, ADOT, and for other purposes.

4.2. Active Duty Training (ADT). The primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements (i.e., OS) may occur incidentally to performing ADT. Included in the ADT category is Initial Active Duty Training (IADT), Annual Training (AT), and Other Training Duty (OTD).

4.2.1. IADT. This training is required for all enlisted non-prior service accessions per Title 10 U.S.C. 12103 and DoDI 1215.06.

4.2.1.1. Consult DAFI 36-3211, *Military Separations*, for guidelines on the administrative separation of Airmen who engage in substandard performance during IADT, Basic Military Training (BMT), or Technical Training.

4.2.2. AT. This is the period Reserve Component (RC) service members should complete each year to meet the training requirements listed in Title 10 U.S.C. 10147 and, specific to the National Guard, 32 U.S.C. 502(a). The primary purpose of AT is to provide readiness training for individuals or units but may incidentally support Active Component (AC) missions and requirements. IAW DoDI 1215.06, AT performed by National Guard members will not exceed 30 days each FY. AT is conducted under Full-Time National Guard Duty for Annual Training (FTNGD-AT) in accordance with Title 32 U.S.C 502(a) and DoDI 1215.06. Refer to **Chapter 5** for more specific guidance.

4.2.2.1. DoDI 1215.06 permits ANG members to perform AT outside of the Continental United States (OCONUS) in Title 10 U.S.C. 12301(b) status no more than 15 days annually, including travel time. OCONUS training duty may also be conducted under the authority of Title 10 U.S.C. 12301(d).

4.2.3. Other Training Duty (OTD). OTD is authorized to provide full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It will support RC service members in obtaining the necessary skills and disciplines to meet required readiness standards. The primary purpose of OTD is to provide individual or unit readiness training. National Guard OTD will be performed under FTNGD-OTD unless training duty is conducted OCONUS or the mission requires training under Title 10 U.S.C. authority. Refer to **Chapter 5** for specific guidance. OCONUS OTD will be conducted under authority of Title 10 U.S.C. 12301(d). National Guard and Reserve service members not employed as military technicians will receive priority consideration for such training. Support to DoD mission requirements, when it also provides individual or unit readiness training, may occur as a consequence of performing OTD.

4.3. Active Duty Other Than for Training (ADOT). Training may occur incidentally to performing ADOT. Refer to paragraph 6.2.2 for sanctuary and End-Strength guidance as it applies to ADOT type duty.

4.3.1. Active Duty Operational Support (ADOS). ADOS tours are funded through applicable Military Personnel Appropriations (MPA) or Reserve Personnel Appropriations (RPA). ADOS-AC funded tours support AC programs, and ADOS-RC funded tours support RC programs. Guidelines regarding the payment of per diem to RC service members performing ADOS duty will be based on adherence to the Joint Travel Regulations. ADOS tours are performed pursuant to Title 10 U.S.C. 12301(d) and performed as ADOT at the request of an organizational or operational commander or as a result of reimbursable funding where positive authority to accept reimbursement exists. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. Authorization of ADOS-AC will be managed pursuant to DAFI 36-2619. National Guard ADOS will be performed under FTNGD-OS unless duty is conducted OCONUS or the mission requires duty under Title 10 U.S.C. authority. Refer to CNGBI 1301.01 and 1302.01 for further guidance.

4.3.1.1. Members on long-term ADOS-AC tours may attend ARC unit support mission training when requested by the ARC Commander and if approved by the RegAF Commander. Approved documentation must be maintained by the supported RegAF Commander and the functional area manager before the start of the ADOS-AC tour. These members will not receive additional pay, points, or other compensation for supporting unit mission training requirements or participating in mission certification training while on a long-term ADOS.

4.3.1.2. Non-Prior Service (NPS) enlisted members and officer selectees are not authorized to perform ADOS tours.

4.3.1.3. Scheduling ADOS Tours. Members on ADOS tours for a period that overlaps holidays or weekends must be on continuous orders until completion of the support requirement to avoid disruption of associated benefits and entitlements.

4.3.1.4. Active service orders (e.g. ADOS, FTNGD, etc.) will not be combined with IDT solely for providing travel expenses to the IDT location. Commanders and supervisors will ensure that all active service tours performed during an IDT period can be substantiated by a valid support or training requirement.

4.4. Active Guard Reserve (AGR) Duty. Service members performing AGR duty are included in the full-time support (FTS) numbers for each RC under the collective title of AGR. Exclusions are specified in Title 10 U.S.C. 101(d)(6)(B). AGR duty is performed for 180 consecutive days or more for organizing, administering, recruiting, instructing, or training the RCs, or other duties as prescribed in Title 10 U.S.C. 10211 and 12310. National Guard AGR duty will be performed under FTNGD-AGR as per Title 32 U.S.C. Sections 502(f)(1) and 328. ANGRC Statutory Tour (Stat Tour) members must comply with ANGI 36-6.

4.5. Involuntary Active Duty. Involuntary AD is provided for in Title 10 U.S.C. 12301(a) and 12302 for full and partial mobilization, Title 10 U.S.C. 12304 for Presidential Reserve Call-Up authority, Title 10 U.S.C. 12304(a) for responses to major disasters or emergencies, and Title 10 U.S.C. 12304(b) for preplanned missions in support of the Combatant Commands.

4.6. Other Purposes. Secretaries concerned may involuntarily order members to AD under the provisions of Title 10 U.S.C. Sections 688, 802(d), 10148, 12301(b), 12301(g), or 12303.

4.6.1. Other. This category encompasses AD for medical purposes as outlined in Title 10 U.S.C. 12301(h) and 12322. It also covers voluntary AD pending a LOD determination for sexual assault victims' investigation and/or treatment in accordance with Title 10 U.S.C. 12323.

4.6.2. Federal Service. Under conditions of national rebellion or invasion, or if the President is unable to execute the laws of the United States with regular forces, the President may call into active military service members and units of the National Guard pursuant to Title 10 U.S.C. Sections 252, 253, and 12406.

4.7. AD Sanctuary. Title 10 U.S.C. 12686(a) imposes limits on the release of ARC members from active duty when they are within two years of becoming eligible for active duty (regular) retirement. This law provides protection for the ARC member's right to an active duty retirement, known as active duty sanctuary. DAFI 36-2110, *Total Force Assignments*, details the administration of active duty sanctuary for the ARC.

4.7.1. Air Force policy prohibits ARC members from inadvertently entering Active Duty sanctuary. Therefore, ARC members may not perform voluntary tours of active duty without an approved waiver. If an ARC member will perform an AD tour (i.e., ADOS, MPA, or FTNGD) tour of fewer than 180 days, and the period of AD would result in the member qualifying for AD sanctuary, the member may not begin the tour without an approved waiver in place before the tour start date. Refer to DAFI 36-2110 for specific guidance and procedures.

4.7.2. If an ARC member is within two years of becoming eligible for an active duty (regular) retirement and wishes to perform voluntary ADOS tours, then Title 10 U.S.C. 12686(b) provides for a waiver allowing the ARC member to waive the right to invoke sanctuary for periods of active duty (other than for training). When a member waives the right to invoke sanctuary, the member is then allowed to perform ADOS tours. Any extension of AD cannot commence without an additional waiver for the period of the tour extension.

Chapter 5

FULL-TIME NATIONAL GUARD DUTY – TRAINING (FTNGD-T)

5.1. Full-Time National Guard Duty (FTNGD) falls under active service as defined in Title 10 U. S.C. Sections 101(d)(3), 101(d)(5), and 12301(d). FTNGD encompasses Full-Time National Guard Duty for Training (FTNGD-T) and Full-Time National Guard Duty Other Than for Training (FTNGD-OT) in accordance with Title 32 U.S.C. Sections 316, 502, 503, 504, and 505.

5.1.1. FTNGD-T includes Full-Time National Guard Duty- Annual Training (FTNGD-AT) and Full-Time National Guard Duty- Other Training Duty (FTNGD-OTD).

5.1.2. FTNGD-AT primarily aims to enhance individual or unit readiness training. Pursuant to DoDI 1215.06, FTNGD-AT will not be conducted in response to a governor's order for emergency support to civil authorities, even if a state qualifies for reimbursement due to a federally declared disaster. By exception, AT may be employed to address a state or federal emergency during a pre-planned annual training event, provided that, at the Adjutant General's discretion, the work performed aligns with the unit's wartime mission or annual training objectives. All members, except NPS personnel, are required to participate in at least 15 days of FTNGD-AT annually unless excused for reasons identified in this chapter.

5.2. Attendance.

5.2.1. State Adjutants General and their staff may attend FTNGD-AT of Army and/or Air organizations of their respective states during specified dates in published orders.

5.2.2. Higher Headquarters commanders (and support staff) may participate in FTNGD-AT of subordinate units assigned to/train at different locations.

5.2.3. Members will normally attend FTNGD-AT with their assigned unit. State Adjutants General may authorize attachment to another unit of the same state or units of another state with the concurrence of the other state's Adjutant General.

5.2.4. Excusals. A commander may excuse a member from all or a portion of the annual FTNGD-AT participation requirement of at least 15 days for various reasons. Excusals should be documented in writing (e.g. email, memorandum, etc.), however no written excusal is necessary if the member fulfills the 15-day requirement through active service, as confirmed by pay records. Valid excusal reasons may consist of:

5.2.4.1. Having served two or more years on AD and released during the FY in which the FTNGD-AT is scheduled.

5.2.4.2. Completing the initial period of IADT within six months of FTNGD-AT commencement.

5.2.4.3. Being physically or mentally incapacitated according to Title 10 U.S.C. 504 by appropriate military medical authority.

5.2.4.4. Scheduled training falling within the last 180 days of a member's obligated participation in the ANG.

5.2.4.5. The member has enlisted during the FY and accomplished a proportionate share of the 15-day FTNGD-AT requirement (1-1/4 days per month, rounded off).

5.2.4.6. Being scheduled to retire or separate from the unit during the FY and accomplishing a proportionate share of the 15-day FTNGD-AT requirement (1-1/4 days per month, rounded off).

5.2.4.7. Requesting excusal under circumstances that impose extreme hardship and does not diminish the member or unit's readiness status.

5.2.4.8. Having already performed active service during the year, combining the authorized FTNGD-AT days with performed duty to ensure at least 15 active service days are performed.

5.2.5. Annual Training Performance Limitations. Normally, annual training does not exceed 15 days per FY per individual member. Additional days beyond 15 may be authorized to ease scheduling, expedite local planning, and meet training requirements.

5.2.6. Split AT. While annual training is typically performed in one consecutive period, split tours may be authorized for selected units or individuals based on training mission requirements or DoD mission support associated with required training. Any additional costs must be reasonably justified.

5.2.7. Approval Authority for AT. Unit commanders have approval authority for AT for unit members.

5.2.8. Substitution of AT Requirement. Refer to DoDI 1215.06, Enclosure 7, for guidance on substituting AT requirements.

5.2.9. Travel. AT travel will adhere to Joint Travel Regulations (JTR). An AT day will not be used solely as a travel day to fund travel for IDT.

5.3. Full-Time National Guard Duty-Other Training Duty (FTNGD-OTD) involves full-time participation in organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It is designed to assist ANG service members in acquiring the necessary skills and disciplines to meet required readiness standards. Priority consideration for such training is given to National Guard members not employed as military technicians. These training periods may fulfill the 15-day active service requirement for ANG members at the discretion of the local commander, provided the training aligns with the member's wartime training requirements. (**Note:** Although members who haven't completed IADT are generally ineligible for OTD, exceptions may permit the use of OTD for specific purposes, such as limited activities supporting skill development for individual and unit readiness.)

5.3.1. Members on FTNGD-OTD will exclusively perform duties required for the mission/training they were ordered to. If duty circumstances change, commanders must amend/curtail the existing order. A member removed from FTNGD-OTD for a specific mission/training and whose tour was amended/curtailed requires a new order to return to the original mission. Commanders will not amend/curtail or divide orders for the purpose of avoiding pay for typical non-duty days, as specified in CNGBI 1302.01, *Guidance for Members Performing Duty Under the Authority of 32 USC§ 502(f)*.

5.3.2. Workdays involving travel are considered when determining workday requirements. Commanders should establish leave policies in accordance with DAFI 36-3003, *Military Leave Program*. Title 32 U.S.C. orders will not be extended solely for using accrued leave, in accordance with CNGBI 1100.01, *Prohibited Extensions of Title 32 Orders for the Use of Leave*. Travel arrangements should adhere to the JTR.

5.3.3. Individuals participating in OCONUS (excluding U.S. states, U.S. territories, and U.S. possessions) exercises or events not exclusively for the purpose of training and organization of ANG personnel will be ordered to AD under Title 10 U.S.C. 12301(d).

5.3.4. OTD-type workdays cannot be reallocated between Military Personnel Flight (MPF) identifiers without written approval from the issuing program manager (PM).

5.3.5. Workdays required for specific events (e.g., exercises, airlift support, close air support, joint training) should be requested from the appropriate validating PM.

5.3.6. OTD-type workdays cannot be converted between officers and enlisted or vice versa at the unit level. Requests must be directed to the original PM providing the resources.

5.3.7. Members do not qualify for AD sanctuary while serving on OTD type orders under any circumstances. Members who will enter AD sanctuary while on OTD orders will complete a Sanctuary Waiver and garner waiver approval before the OTD order start date.

5.3.8. OTD workdays assigned to validating PMs (excluding counterdrug) are intended for training purposes and will not be used for special projects or augmenting full-time support at NGB or Air National Guard Readiness Center (ANGRC).

Chapter 6

FULL-TIME NATIONAL GUARD DUTY – OTHER THAN FOR TRAINING (FTNGD-OT)

6.1. Full-Time National Guard Duty-Other Duty (FTNGD-OT). Members of the ANG may receive orders to perform various duties in support of ANG missions according to Title 32 U.S.C. 502(f)(1)(a) or 502(f)(1)(b). FTNGD-OT order types encompass FTNGD-Operational Support (OS), FTNGD-Active Guard Reserve (AGR), and FTNGD-Involuntary.

6.2. FTNGD-Operational Support (FTNGD-OS). The purpose of FTNGD-OS is to provide the necessary skilled manpower assets for existing or emerging requirements IAW Title 32 U.S.C. 502(f). FTNGD-OS is a voluntary tour, other than AGR duty, executed in compliance with Title 32 U.S.C. 502(f)(1)(a) or 502(f)(1)(b), or for training at the request of an organizational or operational commander, or due to reimbursable funding or FHD pursuant to Title 32 U.S.C. 114. Members of the ANG may be placed on orders for operational support or training at the request of the President or Secretary of Defense as outlined in Title 32 U.S.C. 502(f)(2)(a) or 502(f)(2)(b).

6.2.1. Authorization. FTNGD-OS is an authorized tour of duty under Title 32 U.S.C. 502(f)(1)(a) or 502(f)(1)(b).

6.2.2. Duration and Limitations. ARC members that voluntarily serve on ADOS-AC, ADOS-RC, FTNGD-OT, and/or FTNGD-OS funded tours are accountable against component end-strength when their cumulative periods of active duty and FTNGD performed has exceeded or will exceed 1,825 days (5 years) out of the previous 2,190 days (6 years) IAW Title 10 U.S.C. 115. This accountability requirement provides certain exemptions, including Counter Drug support, however, in general, end-strength accountability will not consider rank, position, or mission. Refer to the *ANG End-Strength Program – 1,825 Waiver Guide* for more detail.

6.2.2.1. ANG may impose limitations or establish priority for FTNGD-OT/FTNGD-OS use. This occurs when resources initially approved for a specific program are formally reprogrammed by the ANG to address unforeseen/critical requirements.

6.2.2.2. FTNGD-OS workdays authorized for a specific purpose will only be used for that purpose. Unused days must be returned via the validating resource advisor.

6.2.2.3. Workdays involving travel are considered in determining workday requirements. Travel arrangements will adhere to the JTR.

6.2.2.4. FTNGD workdays will not be reallocated between MPF IDs without approval from the issuing PM.

6.2.2.5. Workdays cannot be converted between officers and enlisted or vice-versa at the unit level. Requests must go to the original PM.

6.2.2.6. ANG members on ADOS-RC or FTNGD-OS will not attend IDT or AT with their assigned unit. Exceptions allow participation in IDT or AT with unit commander approval. Approvals must be documented and maintained by the drilling unit. These members won't receive additional pay or points for IDT or AT on ADOS orders.

6.3. Full-Time National Guard Duty-Active Guard Reserve (FTNGD-AGR). Active service ordered under FTNGD according to Title 32 U.S.C. 502(f)(1)(B) for 180 consecutive days or more

is utilized for the purpose of organizing, administering, recruiting, instructing, or training the ANG, or performing other duties per Title 32 U.S.C. 328. Refer to ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, for more detail.

Chapter 7

MEDICAL CONTINUATION (MEDCON)

7.1. Injury, Illness, or Disease. All ANG members incurring or aggravating an injury, illness, or disease are entitled to medical/dental treatment and pay and allowances for the duration of treatment for that condition, provided it occurred or worsened during an authorized duty status and was not due to the member's gross negligence or misconduct. A determination that establishes a covered condition may be referred to as an “in-LOD determination.” Overarching guidance for LOD matters follows DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*, and DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

7.2. MEDCON. An Airman may qualify for MEDCON orders when an injury, illness, or disease is incurred or aggravated while on duty, rendering the Airman unable to perform military duties. MEDCON eligibility necessitates an LOD determination and a finding by a privileged military health care provider that the Airman has an unresolved health condition requiring treatment and renders them unable to meet retention or mobility standards per DAFMAN 48-123, *Medical Examinations and Standards*.

7.2.1. Injury. Airmen, unless hindered by operational requirements, must promptly report any injury, illness, or disease incurred/aggravated while on AD or in IDT status to the GMU or supervisor, ideally within 72 hours.

7.2.2. Timeliness. Efforts must be made to ensure timely completion of MEDCON actions without break-in-service periods. If an order expires before the member is fit for duty or separated via the Disability Evaluation System, it adversely affects TRICARE enrollment, medical/dental treatment, and pay/allowances, contradicting the purpose of MEDCON. Unit PMs should request MEDCON at least 30 days before the order or its amended order end date.

7.2.3. Initial MEDCON Post Deployment & ADOS-AC Non-Contingency. Members on ADOS-AC orders requiring Initial MEDCON must request it through the M4S to AF/A1M per DAFI 36-2619 before the order expires. The MPA allocation authority for orders continuation remains with AF/A1M.

7.3. MEDCON for School Status Members. In cases of injury, illness, or disease on school training orders, the ANG Liaison and supporting Force Development Office (FDO) should be notified immediately to initiate the LOD determination at the injury location. MEDCON orders cannot be backdated. Initiate request at least two weeks prior to the member’s orders end date to avoid any breaks in service and treatment. Refer to DAFI 36-2910 for MEDCON and Pre-MEDCON matters.

7.3.1. Immediately upon returning from the technical training/school location, the member should visit the GMU for a medical status review and to determine whether Initial MEDCON is required.

7.3.2. If Initial MEDCON is requested, the GMU will ensure necessary documentation for medical continuation of orders is completed and submitted to NGB/A1PS as the policy manager and approval authority for Initial MEDCON. The GMU will ensure the FDO is notified if the member’s formal training orders need to be extended to ensure no break in orders occur.

7.3.3. Student Initial MEDCON/MEDCON processing begins with the Technical Training School (TTS) Liaison communicating with the home station Training Office, Medical Group, NGB/SG, and NGB/A1PS. Coordination determines if an in-place transition to Initial MEDCON is necessary for members at TTS. If a member returns to training and subsequently to the home station, coordination continues to establish start dates for Initial MEDCON and subsequent MEDCON, if required.

7.3.4. AGR members, whether Occasional or Temporary, are not eligible for MEDCON. Refer to ANGI 36-101 for medical continuation procedures for AGR members. IAW DAFI 36-2910, Title 32 U.S.C. and Title 10 U.S.C. AGR members are performing active duty service and are entitled to all the same benefits as Regular Air Force Airmen. Typically, these members do not require an AF Form 348, *Line of Duty Determination*, to be initiated for medical care or treatment. Certain circumstances may warrant an AF Form 348 to be initiated for an AGR member, however. The decision to initiate an AF Form 348 requires coordination with National Guard Bureau Customer Support & Policy Branch office (NGB/A1PS) for further clarification and guidance before initiating an AF Form 348. If an AGR member voluntarily curtails their AGR orders and still requires medical care and treatment, an AF Form 348 will need to be initiated.

Chapter 8

FORMAL SCHOOL TRAINING

8.1. Formal School Training (FST). Active service (FTNGD-T or ADT) conducted in a pay status to complete necessary formal school AFSC upgrade training, refresher/proficiency training, or developmental education. These periods may fulfill the requirement for ANG members to accomplish the annual requirement of 15 days of active service for training. Dual-status Technicians are prohibited from attending ANG Formal School funded training while in a technician status.

8.2. Funding. School workdays and travel funds support initial skills training, skill level awarding training, and in-residence Developmental Education. They may also support some wartime required training, mandatory recurrent training, or skill enhancement training based on funding availability. Desirable/optional training or events such as conferences, workshops, seminars, or symposiums are not funded with school workdays or travel funds.

8.3. Temporary Duty (TDY)/Permanent Change of Station (PCS). For TDY/PCS entitlements, refer to the JTR. Basic Allowance for Housing (BAH) waivers may be requested to maintain the BAH rate from members' Homes of Record (HOR).

8.4. ANG Formal School Funding and Management Processes. Refer to the ANG Formal Schools Personnel Services Delivery Guide (PSDG) for all formal school processes and the ANG Workday Guidance for formal school resource management.

Chapter 9

ORDERS

9.1. Verbal Orders of the Commander (VOCO).

9.1.1. Verbal orders are authorized only when time constraints prevent the issuance of written orders before travel. VOCOs are issued only by exception and are not used to circumvent core administrative processes. The AROWS orders must be published within 72 hours of the VOCO being issued.

9.1.2. ANG Commanders do not possess VOCO authority over ADOS-AC or MPA funding. In accordance with DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, MAJCOM ADOS-AC Man-Day Account Functional Managers have VOCO authority for orders funded by the active component (Regular Air Force).

9.1.3. Airmen requiring End-Strength – 1,825 waiver accounting or per diem waivers are not authorized to receive VOCO.

9.2. Orders Requests. Avoid using ANG Form 336 or any local orders request forms when executing the AROWS mobilization orders process. AROWS Orders Specialists must promptly initiate the orders production process once the Installation Personnel Readiness (IPR) office publishes the M4S E49. This will ensure timely processing and helps prevent delays in members receiving their orders, benefits and entitlements.

9.3. Commander and Certifier Responsibility. The Commander Approver Roles and Certifier Roles in AROWS are designated for officers holding a G-series orders appointment as commanders are responsible for authorizing an ANG member's order to Title 10 U.S.C. or Title 32 U.S.C. duty. IAW DAFI 51-509, *Appointment to and Assumption of Command*, commanders may delegate administrative duties or authority, in general, including AROWS actions. Such delegation, however, does not relieve or absolve the commander of responsibility to exercise command supervision and accomplish the mission.

9.3.1. Designation of alternate approving officials to act on behalf of unit commanders within AROWS must meet the following guidelines:

9.3.1.1. Formal appointment via official memorandum.

9.3.1.2. Minimum pay grades of either O-1 (officers), E-7 (enlisted), or GS-09 (civilian service) or equivalent civilian pay grade. Contractors are not authorized.

9.3.1.3. Appointed members must be assigned to the same organization (wing, group, squadron or equivalent) as their respective commander.

9.3.2. Appointment memorandums should be maintained and updated, as necessary. Local AROWS user access procedures require accomplishment of a DD Form 2875 and should also be maintained IAW DAFI 90-160 and AFI 33-322 guidance.

Brigadier General, USAF
Commander, ANGRC

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

Title 10, United States Code, Section 101, *Definitions*

Title 10, United States Code, Section 252, *Use of militia and armed forces to enforce Federal authority*

Title 10, United States Code, Section 253, *Interference with State and Federal law*

Title 10, United States Code, Section 688, *Retired members: authority to order to active duty; duties*

Title 10, United States Code, Section 802, Art. 2, *Persons Subject to this Chapter*

Title 10, United States Code, Section 1491, *Funeral honors functions at funerals for veterans*

Title 10, United States Code, Section 10148, *Ready Reserve; failure to satisfactorily perform prescribed training*

Title 10, United States Code, Section 10149, *Ready Reserve: Continuous Screening*

Title 10, United States Code, Section 10206, *Members: Physical Examinations*

Title 10, United States Code, Section 10211, *Policies and regulations: participation of Reserve officers in preparation and administration*

Title 10, United States Code, Section 12103, *Reserve components: terms*

Title 10, United States Code, Section 12301, *Reserve Components Generally*

Title 10, United States Code, Section 12302, *Ready Reserve*

Title 10, United States Code, Section 12303, *Ready Reserve: members not assigned to, or participating satisfactorily in, units*

Title 10, United States Code, Section 12304, *Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency*

Title 10, United States Code, Section 12310, *Reserves: for organizing, administering, etc., reserve components*

Title 10, United States Code, Section 12319, *Ready Reserve: Muster Duty*

Title 10, United States Code, Section 12322, *Active duty for health care*

Title 10, United States Code, Section 12323, *Active duty pending line of duty determination required for response to sexual assault*

Title 10, United States Code, Section 12402, *Army and Air National Guard of the United States: commissioned officers; duty in National Guard Bureau*

Title 10, United States Code, Section 12406, *National Guard in Federal service: call*

Title 10, United States Code, Section 12686, *Reserves on active duty within two years of retirement eligibility: limitation on release from active duty*

Title 10, United States Code, Section 1491, *Funeral honors functions at funerals for veterans*

Title 32, United States Code Section 316, *Detail of members of Army National Guard for rifle instruction of civilians*

Title 32, United States Code Section 114, *Funeral honors functions at funerals for veterans*

Title 32, United States Code Section 115, *Funeral honors duty performed as a Federal function*

Title 32, United States Code Section 316, *Detail of members of Army National Guard for rifle instruction of civilians*

Title 32, United States Code Section 328, *Active Guard and Reserve duty: Governor's authority*

Title 32, United States Code, Section 502, *Required drills and field exercises*

Title 32, United States Code, Section 503, *Participation in field exercises*

Title 32, United States Code, Section 504, *National Guard schools and small arms competitions*

Title 32, United States Code, Section 505, *Army and Air Force schools and field exercises*

Title 37, United States Code, Section 101, *Definitions*

Title 37, United States Code, Section 206, *Reserves; members of National Guard: inactive-duty training*

DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status*, 07 Nov 19

DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, 11 Mar 14, Incorporating Change 2, 12 July 2022

DoDI 1215.13, *Ready Reserve Member Participation Policy*, 05 May 15

DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*, 19 April 2016

DoDI 1300.15, *Military Funeral Support*, 9 April 2021

DoD 7000.14-R, *Financial Management Regulation (FMR), Volume 5, Disbursing Policy*, July 2023

DoD 7000.14-R, *Financial Management Regulation (FMR), Volume 7A, Military Pay Policy - Active Duty and Reserve Pay*, May 2023

Joint Travel Regulation, 1 Jan 24

DAFI 11-412, *Aircrew Management*, 9 April 2024

DAFI 34-160, *Mortuary Affairs Program*, 03 March 2022

DAFI 36-2110, *Total Force Assignments*, 09 August 2024

DAFI 36-2619, *Active Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*, 15 January 2025

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 29 February 2024

DAFI 36-2910_DAFGM2023-02, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, Reissued on 12 November 2024

DAFI 36-3003, *Military Leave Program*, 07 August 2024

DAFI 36-3211, *Military Separations*, 24 Jun 22, Incorporating Change 1, 20 Nov 23

DAFI 51-201, *Administration of Military Justice*, 24 Jan 24

DAFI 65-601, Volume 1, *Budget Guidance and Procedures*, 22 Jun 22

DAFI 90-160, *Publications and Forms Management*, 14 April 2022, Incorporating Change 1, 21 June 2023

DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 August 2023

Department of the Air Force Departmental Accountable Official and Key Signatories of Financial Documentation Guide, 12 June 2024

DAFMAN 11-401_DAFGM2024-01, *Aviation Management*, 23 May 2024 with original publication dates 27 October 2020, Incorporating Change 1, 14 December 2021

DAFMAN 11-402, *Aviation, Missile, and Parachutist Service*, 24 Jan 2025

DAFMAN 48-123, *Medical Examinations and Standards*, 08 Dec 20

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 20, Incorporating Change 1, 28 July 2021

AFI 65-503, *US Air Force Cost and Planning Factors*, 13 Jul 18

AFMAN 11-421, *Aviation Resource Management*, 23 March 2020

AFMAN 36-2100, *Military Utilization and Classification*, 07 April 2021

CNGBI 1302.01, *Guidance for Members Performing Duty Under the Authority of 32 USC § 502(f)*, 23 Apr 2012, Certified as Current 12 July 2017

CNGBI 1400.25, Vol. 630, *National Guard Technician and Civilian Personnel Absence and Leave Program*, 23 April 2021

ANGI 36-101, *Air National Guard Active Guard/Reserve (AGR) Program*, 21 Apr 22

ANGI 65-101, *Air National Guard (ANG) Workday Accounting and Reporting Procedures*, 10 May 2018

ANGI 65-601, *Air National Guard (ANG) Resource Management Policies and Responsibilities for Commanders*, 31 May 2005, Certified Current 07 Nov 2024

ANG End-Strength Program – 1,825 Waiver Guide, 8 April 2024

Prescribed Forms

ANG Form 105S, *Authorization for Individual Inactive Duty Authorization Training*

ANG Form 633, *Regularly Scheduled Drill Roster*

Adopted Forms

DD Form 114, *Military Pay Order*

DD Form 577, *Appointment/Termination Record - Authorized Signature*

DD Form 2875, *System Authorization Access Request (SAAR)*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 348, *Line of Duty Determination*

Abbreviations and Acronyms

AC—Active Component

AD—Active Duty

ADOS—Active Duty for Operational Support

ADOT—Active Duty Other Than Training

ADT—Active Duty Training

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSVC—Air Force Services Center

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFSC—Air Force Specialty Code

AFTP—Additional Flying and Flight Training Period

AGR—Active Guard Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ARC/CMD—Air Reserve Component/Case Management Division

ARNGUS—Army National Guard of the United States

AROWS—Air National Guard Order Writing System

AT—Annual Training

ATP—Additional Training Period

BAH—Basic Allowance for Housing

BIT—Break-in-Training

BMT—Basic Military Training

CD—Counterdrug
CEA—Career Enlisted Aviator
CNGBI—Chief National Guard Bureau Instruction
COT—Commissioned Officer Training
CRO—Combat Rescue Officers
DES—Disability Evaluation System
DoD—Department of Defense
DoDI—Department of Defense Instruction
E.O.—Executive Order
ET—Equivalent Training
FA—Fitness Assessment
FDO—Force Development Office
FHD—Funeral Honors Duty
FMR—Financial Management Regulation
FSC—Flying Status Code
FTNGD-AGR—Full-Time National Guard Duty-Active Guard Reserve
FTNGD-AT—Full-Time National Guard Duty-Annual Training
FTNGD-OS—Full-Time National Guard Duty-Operational Support
FTNGD-OT—Full-Time National Guard Duty-Other than for Training
FTNGD-OTD—Full-Time National Guard Duty-Other Training Duty
FTNGD-T—Full-Time National Guard Duty-Training
FTS—Full—Time Support
FTU—Flying Training Unit
FY—Fiscal Year
GMU—Guard Medical Unit
HOR—Home of Record
IADT—Initial Active Duty Training
ID—Inactive Duty
IDT—Inactive Duty Training
IRR—Individual Ready Reserve
JTR—Joint Travel Regulation
LOA—Letter of Authority

LOD—Line of Duty
MD—Muster Duty
MEDCON—Medical Continuation
MFH—Military Funeral Honors
MILPDS—Military Personnel Data System
MPA—Military Personnel Appropriation
MPF—Military Personnel Flight
MTF—Military Treatment Facility
MWS—Major Weapon System
NCO—Noncommissioned Officer
NGB—National Guard Bureau
NLT—No Later Than
NPS—Non—Prior Service
OCONUS—Outside the Continental United States
OPR—Office of Primary Responsibility
OTD—Other Training Duty
PCARS—Point Credit Accounting and Reporting System
PCS—Permanent Change of Station
PDS—Personnel Data System
PJ—Pararescue Jumper
PM—Program Manager
RC—Reserve Component
RDS—Records Disposition Schedule
RMP—Readiness Management Periods
RPA—Reserve Personnel Appropriations
RSD—Regularly Scheduled Drill
R/R—Retention/Retirement
SORN—System of Record Notice
TDY—Temporary Duty
TLN—Training Line Number
TRQI—Training Resource Quota Indicators
UCMJ—Uniform Code of Military Justice

UPT—Undergraduate Pilot Training

U.S.C.—United States Code

UMD—Unit Manpower Document

WUC—Workday Utilization Code

Office Symbols

ANGRC/CC—Air National Guard Readiness Center Commander

CNGB—Chief, National Guard Bureau

NGB/A1—National Guard Bureau/Manpower, Personnel, Recruiting, and Service Directorate

NGB/A1DU—National Guard Bureau/Training Resources & Programming Branch

NGB/A1PS—National Guard Bureau/MPS Customer Support Policy Branch

NGB/A3O—National Guard Bureau/Combat Air Force Division

NGB/CF—Director of the Air National Guard

NGB/J32—National Guard Bureau/Domestic Operations Directorate-Counterdrug

Terms

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

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

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

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

Attachment 2

DRILL ATTENDANCE CODES

Figure A2.1. Drill Attendance Codes.

DRILL ATTENDANCE CODES

Code	Status	Explanation	Example
I	Present in Formation (Default)	Member is physically present for duty in an Inactive Duty Training (IDT) status	N/A
P	Present, Not in Formation	Member is physically present for duty in an IDT status	N/A
X	Constructively Present	Member is physically present and effectively participating in unit training but in another pay status	AGR, Temp AGR, ADOS-AC, MPA, ADOS-RC, MEST or FTNGD
R	Rescheduled Drill (RD) ***Enter specific RD dates in the remarks column of the attendance roster***	(1) Member not present for drill due to being on AD orders at another location may perform IDT to complete requirements on an alternate date as determined by the Unit Commander. (2) Members not physically present; individual/group/unit training rescheduled by Unit Commander at the benefit and convenience of the government to meet training and mission requirements. (3) Member is at unit location but not participating in unit training due to ADOS-AC or MPA requirements. IDT to conduct required training may be completed on an alternate date as determined by the Unit Commander. ***Note: Regularly Scheduled Drills (RSDs) is followed to the maximum extent possible, however when individual or unit readiness benefits from AFTPs and/or AT periods occurring on Saturday or Sunday as an RSD, then the member is eligible to perform a RD on an alternate scheduled date as determined by the Unit Commander.	(1) Deployed ISO named operation. <i>Note: These members may elect to participate in a prorated number of drills for the remainder of the FY.</i> (2) Unit schedule changes due to flying schedule, range availability, etc.
A	Absent (Unexcused) ***Members who miss drill due to being on active duty orders will not be considered unexcused***	Member is not present for duty and the absence is unexcused	N/A
E	Equivalent Training (ET) Excused Absence (Pay and Points Only)	Member missed Regularly Scheduled Drill (RSD) due to personal illness, emergency situation or excused absence for the convenience of the member; member received Unit Commander authorization to conduct IDT individually for pay and points during a future date	N/A