

**BY ORDER OF THE
DIRECTOR OF THE AIR NATIONAL
GUARD**

**AIR NATIONAL GUARD MANUAL
90-161**

15 JUNE 2023

Communications

**MANAGEMENT OF AIR NATIONAL
GUARD WAIVERS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard (ANG) Manual (MAN) implements Department of the Air Force Instruction (DAFI) 90-160, Publications and Forms Management and Department of the Air Force Manual (DAFMAN) 90-161. The manual defines the ANG process for tier waivers, identifies the roles and responsibilities to effectively process and manage waivers for all ANG units, eliminates waste and overstaffing causing unnecessary workload, increases visibility of all ANG risks in a single location, and implements ANG waiver authority representation. This publication applies to all ANG military, civilians, and personnel contracted with the DoD who initiate and/or approve any ANG Tier waivers in their area of responsibility (AOR). This publication does not apply to the Security Deviation Program as outlined in DAFI 31-101, *Integrated Defense (ID)*. This manual may not be supplemented at the wing level. NGB-A2/6 is the waiver authority for this publication to include non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, ANGMAN 33-322, Management of Air National Guard Records and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and needs to be completely reviewed. Major changes include: the publication control number renamed to 90-161, location of ANG Waiver Repository on Intelink, Action Officers (AOs) uploading approved/disapproved waivers to ANG Waiver repository, ANG Directorate Workflow Managers (WFM) role in routing waivers through the Enterprise Task Management Software Solution (ETMS2), Air National Guard (ANG) Tier Waiver Workflow and Process Guide, and the ANG Directorate OPR list for waivers based on publication series, applicable references, and forms.

1. Overview. Roles and Responsibilities. (See also DAFI 90-160, Publications and Forms Management, and DAFMAN 90-161, Publishing Processes and Procedures). The ANG repository is the authoritative source for ANG “MAJCOM” waivers and also copies of field waivers consolidated into one visible environment, located at <https://intelshare.intelink.gov/sites/angcc/SitePages/ANGWaivers.aspx>. Should an ANG-wide waiver be submitted on behalf of the 54/90, that waiver will be utilized for inspections. The repository is viewable by series and/or by wing and can also be exported and filtered for feasibility. Each wing will set up an alert in the repository for their situational awareness. Only compliance items in AF publications can be waived. DoD directives, TOs and other publications of that nature are not waived at the direction of this publication. All ANG wings will utilize the Air National Guard (ANG) Tier Waiver Workflow and Process Guide located on the ANG repository. **Note:** The effective period for a waiver starts when it is approved, not when it is submitted.

1.1. Director Air National Guard (NGB/CF) will :

1.1.1. Concur/Non-concur on all Tier 0 waiver requests in Section II of the DAF Form 679.

1.1.2. Determine delegation authority for Tier 1 waiver approvals no lower than ANGRC/CC.

1.1.2.1. If no delegation for Tier 1 waivers, signs Section III of the DAF Form 679.

1.2. ANGRC/CC will :

1.2.1. Coordinate on all Tier 0 waiver requests before routing to NGB/CF for Concur/Non-concur.

1.2.2. If Tier 1 approval authority is delegated from NGB/CF, approve/disapprove Tier 1 waiver requests in Section III of the DAF Form 679.

1.2.3. Delegate in writing Tier 2 waiver approval authority no lower than ANG Readiness Center Directors (e.g., A1, A2/6, A3/10, A4, A5/8, IG, SE, HC, HO, etc.).

1.3. NGB-A2/6 Directorate will :

1.3.1. Serve as the ANG POC for DAFI 90-160, Publications and Forms Management, and DAFMAN 90-161, *Publishing Processes and Procedures*, which also includes tiered waiver requirements. **Note:** NGB-A2/6 serves as the ANG POC for reviewing both publications and representing the ANG for compliance requirements contained in these publications. A2/6 is not responsible for overseeing the entire ANG waiver process.

1.3.2. Track the DAFI and DAFMAN to ensure critical comments are adjudicated before publishing. (T-1)

1.3.3. Continue process improvement initiatives and look for enterprise technology advancements to automate this process further.

1.3.4. Provide checklists or training for the field as requested.

1.4. ANG Directorate Workflow Managers (WFMs) will:

1.4.1. Ensure waivers received from the field were submitted to the appropriate directorate. If not, WFMs will route the waiver request to the appropriate ANGRC directorate WFM based on the publication series.

1.4.2. Input waiver request into ETMS2 and assign to the appropriate division within one duty day of receipt.

1.4.3. Monitor waiver process to ensure staffing is completed within 30 days of receipt of a clear and concise waiver request.

1.4.4. Manage the tiered waiver staffing process from cradle to grave within their directorate.

1.4.5. Upload and maintain blanket ANG waivers that encompass the 54/90.

1.4.6. Upload completed waivers submitted by wings that require outside agency, NGB/CF, ANGRC/CC, or ANGRC Directors (Tiers 0-1).

1.4.7. Upload a copy of the email to the unit in the ETMS2 tasker for historical reference and close the tasker. If the waiver is disapproved, a copy of the electronic Staff Summary Sheet (eSSS) should be included so the submitting Wing knows why their waiver was disapproved.

1.5. ANG Directorate AOs (i.e., CFM, FAM, OPR, OCR) will :

1.5.1. Monitor respective ETMS2 boxes for tiered waiver requests.

1.5.2. Review received waiver and review ANG Waiver Repository to ensure an approved ANG-wide waiver for the same directive and paragraph does not already exist.

1.5.2.1. If approved ANG-wide waiver exists for same directive and paragraph, send the waiver back to the unit and identify the location of the ANG-wide waiver for the unit's reference and complete the tasker in ETMS2 with a copy of the email to the unit uploaded as reference.

1.5.2.2. If no ANG-wide waiver exists in the repository, determine if other ANG unit waivers exist for the same item.

1.5.2.2.1. If another unit waiver for the same directive and paragraph exists, determine if an ANG-wide waiver needs to be submitted for the identified issue. This will eliminate the need for the unit to submit a waiver and will reduce the fields' maintenance of waivers.

1.5.2.2.2. If no other unit waiver for the same directive and paragraph exists, continue coordination of waiver request.

1.5.3. Ensure the waiver was submitted utilizing the most current version of DAF Form 679 located in e-publishing (all previous versions are obsolete). Validate waiver IAW ANG Tier Waiver Workflow and Process Guide instructions and checklist.

1.5.4. Ensure the intent of the waiver is clear and concise; if not, return to the requesting unit for clarification and resubmission if necessary.

1.5.5. Coordinate on Tier 0 – Tier 2 waivers only, unless HHQ publications have specific requirements in their publication (e.g., DAFMAN 90-161 requirement for supplements and/or waivers specifically state it must be submitted to AFDPO/AA1PX for coordination).

1.5.6. Complete the waiver staffing process for Tier 0 – Tier 2 waivers within 30 days of receipt of a clear, concise waiver request, to include the staff time required to obtain the required DAF Form 679 Section III approval/disapproval per the following guidelines:

1.5.6.1. Tier 0: Must be staffed to NGB/CF for approval before being staffed to publication owner for review and final determination. Because Tier 0 waivers involve statutes and/or directives beyond DAF purview, Tier 0 waiver processing will be lengthy and may exceed 30 days. **Note:** If the AO non-concurs, the waiver will progress forward to the ANGRC/CC for concur/non-concur. If the ANGRC/CC non-concurs, the waiver will be returned to the Wing and not progress forward.

1.5.6.2. Tier 1: Must be staffed to NGB/CF or ANGRC/CC (if delegated by NGB/CF) for approval/disapproval and OPR of publication must concur/non-concur.

1.5.6.3. Tier 2: Must be staffed to the appropriate ANGRC Director based on publication series for approval/disapproval if delegated in writing by ANGRC/CC. **Note:** If the AO non-concurs on a waiver (Tiers 1 and 2) the waiver will still progress as the NGB/CF or ANGRC/CC are the only approver/disapprover in the process.

1.5.7. Once the waiver request, DAF Form 679 Section III, has been approved/disapproved, the AO will upload the finished waiver into the ANG waiver repository and notify the submitting unit via email, attaching fully approved/disapproved waiver, and courtesy copy the WFM.

1.5.8. Review applicable waivers for their directorate annually and following a new publication release, determine viability of current waivers housed in the waiver repository.

1.5.9. Maintain waivers IAW AFI 33-322, Records Management Program, ANGMAN 33-322, Management of Air National Guard Records, and the ANGRC Records Management Plan. **(T-1)**

1.5.10. Ensure Temporary NTE, invalid, or superseded waivers are archived once expired. These will still be available to ANG wings for SA. **Note:** Waivers that are no longer valid, expired, or have been superseded, will be archived and applicable Wing(s) will be notified.

1.6. **ANG Inspector General (IG) will :**

1.6.1. Ensure that waivers are incorporated into the evaluation process required by DAFI 90-302, *The Inspection System of the Department of the Air Force*.

1.6.2. Share with the Wing IGs training resources and information that is provided in the DAFMAN 90-161, or by the AOs, and A2/6.

1.6.3. Work closely with AOs and A2/6 to identify and address needs of the field regarding waiver process shortfalls and process improvements.

1.6.4. Educate Wing IGs on waiver process and ensure their understanding and adherence to current requirements.

1.7. Wing Commanders will :

1.7.1. Ensure that their Wing complies with this ANG Manual, the ANG Waiver Guide, and properly file, and manage their waivers IAW AFI 33-322 and DAFMAN 90-161. **(T-2)**

1.7.2. Appoint in writing a Wing Waiver POC for program oversight and maintenance.

1.7.3. Ensure that all Tiered waivers are submitted, and coordination is completed electronically on DAF Form 679, Air Force Publications Compliance Item Waiver Request/Approval, and uploaded in the ANG Waiver Repository. **(T-1)**

1.7.4. Ensure waivers are not approved as permanent for temporary conditions and proper mitigation efforts have been determined. **(T-2)**

1.7.5. Ensure that waivers are properly coordinated and identified by HHQ publication requirements with appropriate tiering levels (e.g., waivers for other MAJCOM publications or AFI specific waiver submittal requirements may explicitly state waiver approval authorities even for non-tiered waivers). **(T-1)**

1.7.6. Ensures prior to ANGRC waiver submittal, all Wing organizations who have functional responsibility for a tiered waiver in a particular publication series have coordinated on the waiver. All functional areas will validate the waiver is clear and concise. If the intent of the waiver is unclear, the Wing Waiver POC will work with their unit to gain clarity prior to submitting the waiver request to ANGRC (e.g., Maintenance Group submits a waiver request for a 36-series publication, therefore, FSS/CC and MSG/CC should coordinate on the waiver request prior to routing to the WG/CC, correct paragraph is selected, justification for risk is valid, etc.). **(T-2)**

1.7.7. Ensure a delegation letter is on file if the WG/CC has delegated approval authority to SQ/CCs or equivalent for non-tier and Tier 3 waivers. **(T-2)**

1.7.8. Ensure submitted waivers do not cover multiple tiering levels on one DAF Form 679. Each tiered item will require their own separate DAF Form 679. **(T-2)**

1.7.9. Within 90 days of a Wing Commander's change of command, a Memorandum for Record (MFR) is created listing all wing waivers have been revalidated and are still current without having to renew each waiver. This MFR will be kept on file by the wing and validated by the Wing IG during the evaluation process. Wings will immediately remove any waivers from the repository that were not validated, are superseded, or no longer relevant (e.g., publication superseded, waiver was not valid, requirement has been incorporated into directive, etc.). **(T-2)**

1.7.10. Maintain a copy of the prior Wing/CC's waivers IAW AFI 33-322, Records Management and Information Governance Program, and ANGMAN 33-322, Management of Air National Guard Records. **(T-1)**

1.8. Wing IGs will :

1.8.1. Refer to the ANG Waiver Repository regarding compliance items and ANG waiver authorities. (T-2)

1.8.2. Ensure waivers are included in the evaluation process. (T-2)

1.9. Wing Waiver POCs will:

1.9.1. Be appointed in writing by the Wing/CC

1.9.2. Set an alert on the ANG Waiver Repository for SA on what other wings are waiving and what the ANG “MAJCOM” is waiving for the 54/90.

1.9.3. Check the waiver repository validating the creation of the new waiver once received from the requesting unit. (T-2)

1.9.4. Ensure the most current DAF Form 679 is being completed. (T-2)

1.9.5. Ensure the proper tier is annotated. (T-2)

1.9.6. Ensure ANG Tier Waiver Workflow and Process Guide instructions and checklist were utilized, and waiver meets HHQ publication waiver requirements (specifically addressed in block 9 on the DAF Form 679). (T-2)

1.9.7. Ensures completed coordination on base and/or HHQ and Sections II on DAF Form 679 is accomplished to include digital signature(s). (T-2)

1.9.8. Ensures proper Naming Convention of submitted waivers are as follows: T-1_DAFI90-160_183 WG or if more than one waiver for that AFI add para T-1_DAFI90-160, [para 2.1.1_183 WG](#).

1.9.9. Send Tier 0, 1, and 2 waivers to appropriate ANG Directorate WFM Organizational Account based upon directive series identified in [Attachment 2](#), Series Assignments, and ANG Directorate Workflow Organizational Mailboxes (see ANGR External Roster on ANG Waiver Repository, located under Waiver Repository Resources tab). If the unit is unsure where to send waivers, waivers can be sent to the SACO organizational mailbox at NGB.CF.ANG.Workflow.Org@us.af.mil. In the requesting email, reference any “like” waivers already in the repository. This will alert the AO if a “like” waiver has processed and further review should be considered with the possibility of an all-encompassing ANG waiver for the field eliminating the need for duplicate waivers. (T-2)

1.9.10. Coordinate with initiators regarding status of waivers. (T-2)

1.9.11. Monitor ANG waiver repository for AO upload of approved/disapproved waivers. (T-2)

1.9.12. Maintain the ANG Waiver Repository for their specific Wing’s waivers. (T-2) Waiver maintenance includes monitoring expirations dates, changes to referenced publications, etc. Records sets must be kept IAW directive publications.

2. Repository Requirements. The ANG Waiver Repository is a consolidated location for all ANG waivers, and serves as the single visible representation of ANG risks for the ANGR/CC and NGB/CF. Each Wing will maintain their current and applicable waivers are located in the ANG Repository (ANGWaivers (intelink.gov), to include all Tier-3, non-tiered, and disapproved waivers.

2.1. AOs will work with the unit's Waiver POCs once a waiver has been approved/disapproved. Uploaded waivers must follow the standard naming convention and all columns must be completed in the ANG Waiver repository (e.g. DAFI 90-160_183 WG). **(T-2)**
Note: If the wing has multiple waivers for the same HHQ publication, add the paragraph in the naming convention. (e.g. DAFI 90-160, para 1.5._183 WG).

2.2. **AOs (i.e., CFM, FAM, OPR, OCR) will :**

2.2.1. Select the Wing and upload the approved/disapproved waiver on the ANG Waiver Repository. **(T-2)**

2.2.2. Coordinate with the Wing Waiver POC via email notifying Wing of waiver decision, upload waiver to repository, and include waiver as an attachment. **(T-2)**

2.3. **Wing Waiver POCs will:**

2.3.1. Add the paragraph requested to be waived. **(T-2)**

2.3.2. Provide a waiver description for ease of use and reference. **(T-2)**

2.3.3. Select the type of Tier (non-tier and/or 0-3). **(T-2)**

2.3.4. Select if the waiver is Approved permanent, Approved Temporary Not to Exceed (NTE), or Disapproved. Do not remove disapproved waivers from the repository. This allows units to see what has been disapproved and eliminates duplicate efforts. **(T-2)**

2.3.5. If the waiver is temporary NTE, enter the date reflected on the DAF Form 679. **(T-2)**

2.3.6. Add the waiver Initiator and DSN number for Directorate AOs or IG to contact regarding the waiver and its validity. **(T-2)**

2.3.7. Add any notes for the waiver, if needed. The requestor, Wing Waiver POC, or their Wing IG will add any notes, if warranted (e.g., good waiver or not, needs deleted, communications between AO/units, etc).

2.3.8. The ANG Waiver repository is a visual representation for ANG waivers and does not serve the purpose of the records management requirements outlined in DAFMAN 90-161, para 9.7.1., "The approved waiver is part of the approver's and requestor's official records and must be appropriately filed IAW AFI 33-322." **(T-1)**

2.3.9. File copy of waiver IAW AFI 33-322, ANGMAN 33-322, that was received from AO.

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Director, Air National Guard

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

AFI 33-322, Records Management Program, 23 March 2020, IC 28 July 2021
DAFI 90-160, Publications and Forms Management, 14 April 2022
DAFMAN 90-161, Publishing Processes and Procedures, 15 April 2022
AFI 90-201_AFGM2021-02, The Air Force Inspection System, 17 December 2021
ANGMAN 33-322, Management of Air National Guard Records, Date TBD

Adopted Forms

DAF Form 673, Air Force Publication/Form Action Request
DAF Form 679, Air Force Publication Compliance Item Waiver Request/Approval
DAF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFI—Air Force Instruction
ANG—Air National Guard
ANGMAN—Air National Guard Manual
AO—Action Officer (CFM, FAM, OPR, OCR)
CFM—Career field Manager
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
eSSS—electronic Staff Summary Sheet
ETMS2—Enterprise Task Management Software Solution 2
FAM—Functional Area Manager
MAJCOM—Major Command
NGB—National Guard Bureau
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
POC—Point of Contact
SLAP—Senior Leadership Approval Process
WFM—Workflow Manager

Terms

Action Officer—Subject Matter Experts, Career Field Managers, Functional Area Managers, Office of Primary Responsibility, Office of Collateral Responsibility, and any other applicable personnel that collaborate with Workflow Managers and publications and forms management office before developing (including tiering), coordinating (including adjudication of comments as necessary), applying levels of classification and accessibility, staffing, and maintaining organizational publications and forms. The AO also adheres to publishing guidance and requirements contained in this publication.

Field—Organizational entity below the HAF and MAJCOM level; FOA, DRU, NAF, wing, etc.

Office of Primary Responsibility (OPR)—The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Attachment 2

**SERIES ASSIGNMENTS AND ANG DIRECTORATE WORKFLOW
ORGANIZATIONAL MAILBOXES**

Table A2.1. Series Assignments and ANG Directorate Workflow Organizational Mailboxes.

PUBLICATION SERIES	DIRECTORATE	ORG MAILBOX
34, 36, 38	NGBA1	NGB.A1.A1.Admin.Org@us.af.mil
14, 17, 33, 10, 11, 13, 15, 16, 62	NGB- A2/6 NGB-A3/10	NGB.A26.A26_Intel_Cyber_Org@us.af.mil ngb.a310.a310.ang.ops.org@us.af.mil
20, 21, 23, 24, 25, 31, 32, 60, 63, 64	NGB-A4	NGB.A4.A4.Workflow.org@us.af.mil
36	NGB-HR	NGB.HR.HRC.Civilian.Workflow.Org@us.af.mil
71, 90	NGB-IG	NGB.CC.Inspector.General.Org@us.af.mil
34	NGB-CCP	NGB.CC.CCP.ANG.Protocol.Org@us.af.mil
91	NGB-SE	NGB.SE.SE.Workflow.Org@us.af.mil
40, 41, 44, 46, 47, 48	NGB-SG	NGB.SG.SG.Workflow.Org@us.af.mil
65	NGB-FM	NGB.FM.FM.Workflow.Org@us.af.mil
52	NGB-HC	NGB.HC.HC.workflow.mgmt@us.af.mil
1, 51, 61, 84, 99	NGB-SACO	NGB.CF.ANG.Workflow.Org@us.af.mil
35	NGB-PA	NGB.CF.CFXP-

		ANG.Public.Affairs.org@us.af.mil
84	NGB-HO	NGB.HO.Historians.Org@us.af.mil
<p>Note: Directorate e-mail organizational boxes are subject to change. Please reference ANG Repository, under “Waiver Repository Resources,” ANGRC External roster as that is updated monthly.</p> <p>Note Series: 10 – Operations provide policy and procedures on cross-functional programs on readiness and security, planning, base actions, capabilities, space, support for civil authorities, information operations, CBRNE, etc., and can be for multiple series.</p> <p>Note Series: 16 – Operations Support provides policy on International Affairs—Politico-Military and Security Assistance and can be for multiple series.</p> <p>Note Series 90 – Special Management provides policy that does not fall under a specific AFSC-based function and includes Organizational strategic planning, policy formulation, performance measurement, Inspector General, Lessons learned, etc.</p>		