



G-SERIES ORDERS PROCEDURES

SUMMARY OF REVISIONS:

Changed the responsibility for verifying eligibility and finalizing the AF IMT 35 from the Military Personnel Section (Customer Service) to the Military Personnel Section (Force Management).

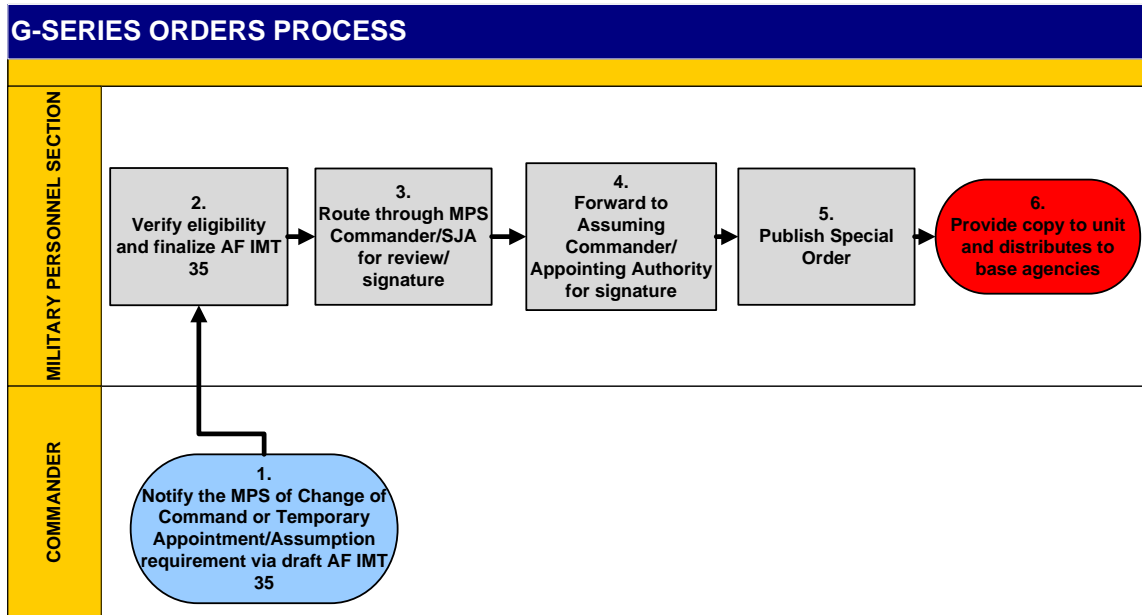
INTRODUCTION

G-Series orders are used to announce and record command succession, unless precluded by military agencies. Commanders, including those appointed on a temporary basis, must be identified on G-Series orders to exercise the legal authority granted to them based on their role. G-Series orders are also published to activate, inactivate, re-designate, assign, and reassign units and detachments subordinate to a MAJCOM, FOA, or DRU; and to attach one unit to another.

OPR: AFPC/DPSIMC (Special Programs)

REFERENCES: [AFI 38-101](#), *Air Force Organization*; [AFI 51-604](#), *Appointment to and Assumption of Command*, [AFI 33-328](#), *Administrative Orders*

TARGET AUDIENCE: Regular Air Force (RegAF)



G-SERIES ORDERS		
STEP	ACTION OWNER	NARRATIVE
1	Commander	Notify MPS. Notify the MPS of the new/temporary individual assuming command. Notification is accomplished by drafting and forwarding the AF IMT 35, Request and Authorization for Assumption of Appointment to Command , items 1 - 5, and applicable assumption/appointment item (one of items 6 – 12). NOTE: See Attachment 2 of AFI 51-604 for instructions on completing the AF IMT 35.
2	Military Personnel Section (MPS) (Force Management)	Verify eligibility and Finalize AF IMT 35. Verify the individual selected to fill the role (temporary appointment), ensure individual meets the requirements (rank, position, etc) and complete items 13-26 on the AF IMT 35.
3	MPS	Route for coordination. Coordinate the AF IMT 35 with the MPE/MPS Commander and Staff Judge Advocate (SJA) for approval.
4	MPS	Forward to Approving Authority. Obtain signature of approval authority.
5	MPS	Publish Special Order. Uses next available special order to complete AF Form 35.
6	MPS	Distribute copies of special orders. Ensure copy is provided to the requesting unit, legal office and other base agencies (may vary by location).

GENERAL INFORMATION:

1. An officer succeeds to command by assuming command, or by appointment to command.
2. Do not publish assumption of command or appointment to command orders for an officer who originally held the command position when he or she resumes command after a temporary absence.
3. Orders published when another officer temporarily assumed command, or was temporarily appointed during a temporary absence of the commander, are automatically rescinded when the permanent commander returns to duty.
4. There is no title or position of "acting commander." The term "acting commander" is not authorized.

RESPONSIBILITIES:**MILITARY PERSONNEL SECTION (MPS)**

1. Prepare, coordinate publish, distribute and maintain G-Series orders, including official record sets, to formally document succession to command of the unit.
2. Verify eligibility and prepare AF IMT 35.

3. Obtain signature of approval authority on the AF IMT 35, and coordinate the AF IMT 35 with the MPS Commander and the Staff Judge Advocate (SJA) for approval.

COMMANDER

Notify the MPS via draft AF IMT 35 to appoint a temporary commander or a permanent change of commander.