



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS OHIO AIR NATIONAL GUARD  
2825 WEST DUBLIN GRANVILLE ROAD  
COLUMBUS, OHIO 43235-2789

1 April 2019

MEMORANDUM FOR JOINT FORCE HEADQUARTERS – OHIO  
121ST AIR REFUELING WING  
178TH FIGHTER WING  
179TH AIRLIFT WING  
180TH FIGHTER WING  
251ST CYBERSPACE ENGINEERING INSTALLATION GROUP  
123D AIR CONTROL SQUADRON  
200TH RED HORSE SQUADRON  
220TH ENGINEERING INSTALLATION SQUADRON  
269TH COMBAT COMMUNICATIONS SQUADRON  
164TH WEATHER FLIGHT

FROM: NGOH-AAG-AF

SUBJECT: Ohio Air National Guard (OHANG) Active Guard/Reserve (AGR) Orders and Control Grades Memorandum

1. Effective immediately, all OHANG AGR orders require NGOH-HRO approval. ANG Forms 336 must be approved by the OHANG AGR Manager before they are entered into AROWS, and all OHANG AGR orders will route through HRO in AROWS. Additionally, Human Resources Remotes will use the ANG Form 336, approved by HRO, to initiate or modify all AGR orders. Point of contact for OHANG AGRs is Ms. Bethany Tronafarler.
2. All Control Grade projections, to include promotions, new hires, and losses, must be routed through HRO for awareness. Control Grade loans between Wings must be requested, using the enclosed HRO template, and will be maintained by HRO. Point of contact for OHANG Control Grade management is Maj Cassandra Ostrowsky AT (614) 336-4534.
3. Compliance with this memorandum is mandatory. This memorandum becomes void upon completion of ANGI36-101 OHANGSUP *Air National Guard Active Guard Reserve (AGR) Program*.

Encl

1. ANG Form 336
2. Control Grade Request template

A handwritten signature in black ink, appearing to read "James R. Camp", is positioned above the typed name.

JAMES R. CAMP  
Brigadier General  
Assistant Adjutant General for Air

## AIR NATIONAL GUARD ORDERS REQUEST

### PRIVACY ACT STATEMENT

1. AUTHORITY: Title 5 USC Section 552A; and Executive Order 9397.  
 2. PURPOSE: Information Provided will be entered into the Air National Guard Order Writing System (AROWS).  
 3. ROUTINE USES: None.  
 4. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

<b>1. DUTY PURPOSE</b>			<b>2. APPLICATION INFORMATION</b>		
DUTY PURPOSE			ORDER TYPE Annual Training		
GAINING MAJOR COMMAND			REQUEST TYPE Initial		
PHONE COMM	PHONE DSN		AROWS TRACKING NUMBER		
EXERCISE/COURSE NAME/OTHER			ORDER NUMBER		
POC NAME			SPECIAL CIRCUMSTANCES Select From List:		
POC EMAIL			INCLUDE LOCAL MILEAGE AS ONLY PER DIEM Yes		
<b>3. PERSONNEL INFORMATION</b>			HHG APPLICABLE TO THIS ORDER? Select From List:		
MEMBER NAME ( <i>Last, First, MI</i> )		SSN	IS THE MEMBER AUTHORIZED UNACCOMPANIED BAGGAGE ALLOWANCE? No		
DEPART FROM Residence		RETURN TO Residence			
ADDRESS		ADDRESS	<b>6. CSS NOTES</b>		
<b>4. DUTY LOCATIONS</b>			TAFMSD: RANK: Occasional Tour Justification: Selected From Job Announcement:		
FOR DUTY WITH			___ Medical Approval		
UNIT NAME/DUTY LOCATION	ORDER START DATE	ORDER END DATE	___ Fitness Scores		
ADDRESS	FIELD CONDITION FROM	FIELD CONDITION TO	___ Supervisor Signature		
ACTUAL EXPENSE ALLOWANCE Select From List:	TECHNICIAN EXERCISING THE 44-DAY LEAVE RIGHT Select From List:		___ State HRO Approval		
<b>a. DUTY LOCATION #2</b>			___ Do Order		
UNIT NAME/DUTY LOCATION	LOCATION START DATE	LOCATION END DATE	___ Distro Order		
ADDRESS	FIELD CONDITION FROM	FIELD CONDITION TO	___ CMS # _____		
<b>b. DUTY LOCATION #3</b>			___ Absent Uniformed Service (AUS) (if a Technician)		
FOR DUTY WITH	LOCATION START DATE	LOCATION END DATE	___ Update Milpds Tech ID/date updated: _____		
ADDRESS	FIELD CONDITION FROM	FIELD CONDITION TO	___ Update Combined Doc		
<b>5. FUND CITE INFORMATION AND APPROVALS</b>			___ Update UMD		
PAY AND ALLOWANCES	SUPPORTING LOA		___ File with AGRs		
TRAVEL AND PER DIEM	PCS & HHG LOA		___ DD214		
WUC EA	ESP		SUPERVISOR SIGNATURE		
			APPROVING OFFICIAL SIGNATURE		

STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

Insert Current Date

MEMORANDUM FOR NGOH-HRO

SUBJECT: Control Grade (CG) Loan Request Form

**1. WING REQUESTING CONTROLLED GRADE LOAN:**

Parent Wing 121 ARW

Rank Requested Col

Service Member

Squadron 179

Date:

To:

**2. WING PROVIDING CONTROLLED GRADE LOAN:**

Parent Wing: 180 FW

Control Grade Number:

**3. MISSION JUSTIFICATION:**

WG CC  
SIGNATURE BLOCK

WG CC  
SIGNATURE BLOCK