

**JOSH GREEN, M.D.**  
GOVERNOR  
KE KIA'ĀINA



**KENNETH S. HARA**  
MAJOR GENERAL  
ADJUTANT GENERAL  
KA 'AKUKANA KENELALA

**STEPHEN F. LOGAN**  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL  
KA HOPE 'AKUKANA KENELALA

STATE OF HAWAI'I  
KA MOKU'ĀINA O HAWAI'I  
**DEPARTMENT OF DEFENSE**  
**KA 'OIHANA PILI KAUA**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAI'I 96816-4495

MEMORANDUM FOR HIANG

15 December 2022

FROM: NGHI-TAG

SUBJECT: Authority Delegation and Signature Delegation

1. This delegation memorandum applies to all Airmen in the Hawaii National Guard. As The Adjutant General (TAG), I have delegated my authority in accordance with the attached delegation matrix which provides the applicable instruction, chapter, paragraph, or table for each item delegated.
2. Individuals identified on Attachment 1, Tab 1 – Authority Delegation, have approval to sign using their own signature block.
3. Individuals identified on Attachment 1, Tab 2 – Signature Delegation, will sign on my behalf using the line “FOR THE ADJUTANT GENERAL” with the individual’s signature block.
4. Any further delegation authorized by appropriate guidance will be in writing and maintained on file.
5. Changes to items in the delegation matrix will require TAG approval and update of this memo. Additionally, this memorandum is subject to review upon change of TAG or HIANG/CC.
6. This letter supersedes all previous letters on this subject. My office retains the authority to cancel or withdraw delegated authority at any time.
7. My point of contact for this program is HQ HIANG/A1: [hqhiang.a1distro@us.af.mil](mailto:hqhiang.a1distro@us.af.mil) or (808) 369-3550.

HARA.KENNETH.S  
HIRO.1179527312

Digitally signed by  
HARA.KENNETH.SHIRO.117952  
7312  
Date: 2022.12.15 11:32:20 -10'00'

**KENNETH S. HARA**  
Major General, HING  
Adjutant General

2 Attachments:

1. NGHI-TAG Authority Delegation Matrix
2. NGHI-TAG Signature Delegation Matrix

**NGHI-TAG AUTHORITY DELEGATION MATRIX**

**November 2022**

ITEM	CATEGORY	ACTION	REFERENCE	CITATION	AUTHORITY	May be delegated to:	NGHI-TAG Delegated to	
1	AGR Program	Responsibilities	ANGI 36-101, 21 Apr 2022	para 1.3.4	1.3.4. The TAG or CG may delegate these responsibilities in writing to the Human Resource Officer (HRO).	TAG	HRO	HRO
2	AGR Program	AGR Assignment Process	ANGI 36-101, 21 Apr 2022	para 4.3.3	4.3.3. TAG or CG is the final approval authority for selection of applicants. TAG or CG may delegate this responsibility to the HRO in writing.	TAG	HRO	HRO
3	AGR Program	AGR Assignment to a Position/ Unit Waiver	ANGI 36-101, 21 Apr 2022	para 6.6.1	6.6.1. Airmen should remain in their initial, assigned position for a minimum of 24 months. TAG or CG, or designee may waive this requirement when in the best interest of the unit, state, or ANG.	TAG	HRO	HRO
4	AGR Program	Voluntary Reassignment to AGR Position	ANGI 36-101, 21 Apr 2022	para 6.7.4	6.7.4. Airmen who are reassigned to a new position should remain in that position for a minimum of 24 months. TAG or CG, or designee may approve waivers when in the best interest of the unit, state, and ANG.	TAG	HRO	HRO
5	AGR Program	Management Directed Re-assignment Involuntary Time In Place Waiver	ANGI 36-101, 21 Apr 2022	para 6.8.2	6.8.2. AGRs should serve at least 24 months in their present position to be considered for a MDR. MDRs with less than 24 months in current assignment require waiver approval by TAG or CG, or designee.	TAG	HRO	HRO
6	AGR Program	Voluntary Tour Curtailment	ANGI 36-101, 21 Apr 2022		8.4.1. AGR members may request early release from their AGR tour based on personal hardship or other valid reason. They must submit a fully justified curtailment request through their chain of command (including the HRO) to TAG or CG, who is the final approval/disapproval authority. This authority may be delegated to the HRO.	TAG	HRO	HRO
7	AGR Program	Voluntary Tour Curtailment	ANGI 36-101, 21 Apr 2022	para 8.4.3	8.4.3. Due to end-strength accounting considerations, any voluntary curtailment requests submitted between 1 July and 30 September with a requested date of separation (DOS) prior to 31 October can only be approved by TAG, CG, or delegated authority for Title 32 AGR members, or the authority/delegated authority outlined in ANGI 36-6 for Title 10 ANG Statutory Tour members.	TAG	HRO	HRO
8	Assignments	Endorsement of a Non-Rated Vice Wing Commander	DAFI 36-2110, 2 Aug 2021	para 14.3.16.1.2	14.3.16.1.2. An endorsement from TAG (or delegated representative not lower than the Director of Staff – Air). (T-1).	TAG	ATAG, CoS or DoS	ATAG
9	Assignments	Endorsement of a Non Weapon System Qualified Wing Commander	DAFI 36-2110, 2 Aug 2021	para 14.3.17.1.2	14.3.17.1.2. An endorsement from TAG (or delegated representative not lower than the Director of Staff – Air).	TAG	ATAG, CoS or DoS	ATAG
10	Assignments	NGB Approved Initial Excess Assignment Requests	DAFI 36-2110, 2 Aug 2021	para 16.2.6.1	16.2.6.1. NGB Approved Initial Excess Assignment. For excess assignments requiring NGB approval as outlined in this instruction, the unit commander will submit a request using the template found in the MyPers website for Excess or Overgrade Assignment Requests. (T-3). The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. (T-1). The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forwarded to NGB/AIP. (T-1). Disapproval to the assignment request may be made at any level.	TAG	ATAG, CoS or DoS	DoS

**NGHI-TAG AUTHORITY DELEGATION MATRIX**

**November 2022**

ITEM	CATEGORY	ACTION	REFERENCE	CITATION	AUTHORITY	May be delegated to:	NGHI-TAG Delegated to	
11	Assignments	NGB Approved Excess Extension Requests	DAFI 36-2110, 2 Aug 2021	para 16.2.6.2	16.2.6.2. NGB Approved Excess Assignment Extension. If, after all factors have been reviewed and a request for extension of an initial assignment to excess condition is considered in the best interest of the ANG, the unit commander will submit a request for extension using the template found in the MyPers website for Excess or Overgrade Assignment Requests. (T-3). The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. (T-1). The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1PP. (T-1). Disapproval of the assignment request may be made at any level.	TAG	ATAG, CoS or DoS	DoS
12	Assignments	NGB Approved Initial Overgrade Requests	DAFI 36-2110, 2 Aug 2021	para 16.3.10.1	16.3.10.1. NGB Approved Initial Overgrade Assignment. For overgrade assignments requiring NGB approval, unit commanders will submit a request using the template found in the MyPers website for Excess or Overgrade Assignment Requests. (T-3). The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. (T-1). The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1PP. Disapproval of the assignment request may be made at any level.	TAG	ATAG, CoS or DoS	DoS
13	Assignments	NGB Overgrade Extension Requests	DAFI 36-2110, 2 Aug 2021	para 16.3.10.2	16.3.10.2. NGB Approved Overgrade Assignment Extension. If, after all factors have been reviewed and a request for extension of an initial assignment to overgrade condition is considered in the best interest of the ANG, the unit commander will submit a request for extension using the template found in the MyPers website for Excess or Overgrade Assignment Requests. (T-3). The request must include a definitive plan for resolving the condition within 24 months, how the excess condition occurred, and why the extension is in the best interest of the ANG. (T-1). The request must be routed through the FSS, State Headquarters, TAG (this may be delegated down no further than the Director of Staff), and forwarded to NGB/A1PP. (T-1). Disapproval of the assignment request may be made at any level.	TAG	ATAG, CoS or DoS	DoS
14	Enlisted Promotions	Enlisted Promotions- (E7-E9)	AFI36-2502, 16 Apr 2021	para 10.1.2.1.1	10.1.2.1.1. TAG or CG retains the authority to approve promotions to the grades of MSgt, SMSgt, and CMSgt. 10.1.2.1.2. TAG or CG may delegate in writing the authority to promote Airmen in these grades to the Assistant Adjutant General for Air. The Assistant Adjutant General for Air may delegate in writing this authority to the Director of Staff. This authority cannot be delegated below the Director of Staff. (T-1).	TAG	ATAG	ATAG

**NGHI-TAG AUTHORITY DELEGATION MATRIX**

**November 2022**

ITEM	CATEGORY	ACTION	REFERENCE		CITATION	AUTHORITY	May be delegated to:	NGHI-TAG Delegated to
15	Enlisted Promotions	Enlisted Promotions (E1-E6)	AFI36-2502, 16 Apr 2021	para 10.1.2.1.3.	10.1.2.1.3. The authority to promote through the grade of TSgt may be delegated to wing or equivalent commanders. Wing or equivalent commanders may further delegate this authority to each individual group, unit or squadron commander.	TAG	WG/CC or Equivalent	WG/CC
16	Enlisted Promotions	Wounded Warrior Promotions - (E2-E4)	AFI36-2502, 16 Apr 2021	para 10.1.6.1.1	10.1.6.1.1. TAG, CG, or Assistant Adjutant General for Air may grant a grade or skill level waiver or delegate this authority for an Amn, or A1C or SrA when all requirements for award of a 3-skill level AF specialty code have been met, with the exception of the appropriate security clearance.	TAG or ATAG	Not specified	WG/CC
17	Enlisted Demotions	Enlisted Demotions - (E7-E9)	AFI36-2502, 16 Apr 2021	para 11.2.1	11.2.1. Unit Level Airmen. The authority to demote enlisted ANG members as Reserves of the Air Force is vested in TAG or CG of the state, district, or territory according to the policies and procedures stated herein. TAG or CG will exercise demotion authority for enlisted members serving in the grades of MSgt, SMSgt, and CMSgt. (T-1). This authority may be delegated to the Assistant Adjutant General for Air.	TAG	ATAG	ATAG
18	Enlisted Demotions	Enlisted Demotions - (E1-E6)	AFI36-2502, 16 Apr 2021	para 11.2.1.1	11.2.1.1. Demotion authority for enlisted ANG members serving in the ranks of TSgt and below may be further delegated to the Wing/Group/Base commander or the commander of a geographically separated unit.	TAG	WG/CC, GROUP/CC, GSU/CC	GROUP/CC
19	Officer Promotions	Position Vacancy Promotions	ANGI 36-2504, 7 Jan 2019	para 3.3.12	3.3.12. Nominees' must be recommended for Federal recognition by the Adjutant General. This authority may be delegated by the Adjutant General to an officer on the ANG State Headquarters staff for recommendations to grades below colonel.	TAG	An Officer on JFHQ-AC staff	ATAG
20	Officer Promotions	Board Member Selection Relief	ANGI 36-2505, 26 Nov 2012	para 2.3.5	2.3.5. Any officer selected to be a board member who believes they cannot in good conscience perform his/her duties and responsibilities have a duty to request relief by the State Adjutant General or designated representative from such duty. Such a request shall be honored.	TAG	Any Representative	HIANG/A1
21	Re-enlistment	Re-Enlistment Appeal Authority	AFI 36-2606, 19 Sep 2019	Table 11.1 Notes 1-5	1. In the Joint Base construct, the approval authority must be an Air Force, Air Force Reserve or Air National Guard commander above the group level. (T-3) 2. If the wing commander initiated the AF Form 418, approval authority is The Adjutant General (TAG). 3. FTA or Career Airmen who will complete 20 or more years Total Service on current ETS appeal to their respective group commander. (Exception: These Airmen appeal to their wing commander if the group commander made the SRP non-selection decision). 4. Appeal authority becomes the TAG if the wing commander made the SRP non-selection decision. 5. TAG may delegate authority to no lower than the Director of Staff (DS).	TAG	ATAG, CoS or DoS	ATAG
22	Recruiting /Accessions	ANG Applicants	AFMAN 36-2032, 27 Sep 2019		5.10.4.2. The ANG unit must submit the appointment application through its TAG (or representative) for approval, indorsement, and forwarding to NGB/A1 for final approval, in accordance with paragraph 5.11 (T-1)	TAG	Any Representative	DoS

**NGHI-TAG AUTHORITY DELEGATION MATRIX**

**November 2022**

ITEM	CATEGORY	ACTION	REFERENCE		CITATION	AUTHORITY	May be delegated to:	NGHI-TAG Delegated to
23	Recruiting /Accessions	Officer Appointment Eligibility Factors	AFMAN 36-2032, 27 Sep 2019		5.4.1. Eligibility Factors. To be eligible for initial appointment an applicant must meet the minimum criteria in paragraphs 5.4.2 through 5.4.13 (T-1). Appointment is not assured merely by meeting the established minimum requirements. The overriding consideration is the best interest of the Air Force. Waiver authority may not be further delegated unless specifically stated. (SEE BELOW)	TAG	See Below	See Below
24	Recruiting /Accessions	Officer Appointment Eligibility Factors	AFMAN 36-2032, 27 Sep 2019	Table A2.1 Misconduct (3XX). Non-Traffic (2XX). Traffic (IXX)	Table A21 Waiver Authority Matrix: Misconduct (3XX) Category 3 (DoS) Non-Traffic (2XX) Category 3 & 4 (DoS) Traffic (IXX) Category 4 (DoS)	TAG	DoS	DoS
25	Recruiting /Accessions	Officer Appointment Eligibility Factors	AFMAN 36-2032, 27 Sep 2019	Table A2.1 Traffic (IXXX)	Table A21 Waiver Authority Matrix: Traffic (IXX) Category 5 (WG/CC)	TAG	WG/CC	WG/CC
26	Separation	Enlisted Discharges - Separation Authority	DAFI 36-3211, 24 Jun 2022	Para. 13.1.1.1/Table 13.1	13.1.1.1. (ANG) The authority to separate ANG assigned members from state status rests with TAG or CG. TAG, CG, or a delegated authority is the separation or waiver authority for all cases (except as noted in Table 13.1 and when special processing is required for action by SecAF, or designee. See paragraph 1.2, paragraph 3.1.3 and Table 8.2). TAG or CG may delegate the authority to separate enlisted members from the reserve of the Air Force with an entry level separation or an Honorable or General (Under Honorable Conditions) discharge to a commander in the federally recognized rank of O-6 or above but no lower than a group commander.	TAG	GRP/CC no lower than O6	GRP/CC no lower than O6
27	Sanctuary	Active Duty Sanctuary Waiver	DAFI 36-2110, 2 Aug 2021	para 2.1.2.1. 2.1.2.2	17.9 Final Tour Approval. 17.9.4 ANG members. Each level of command up to State JFHQ may recommend approval/disapproval of the tour request. Final approval authority within the ANG is the TAG. NGB/A1PP note (30 Aug 2021): May be delegated to DoS.	TAG	DoS	DoS
28	STAT TOUR/MVA Request	StatTour/ MVA Application Procedures	ANG Stat Tour MV Application	21-Apr-22	The Adjutant General (TAG) or Director Acknowledgment Letter must be signed and included with the package. Packages without a signed letter are incomplete and will be disqualified All verbiage in template MUST BE INCLUDED. ANG Field Airmen - Must have TAG or delegated authority (ie: ATAG, DoS) acknowledgment	TAG	ATAG or DoS	DoS
29	Telework	Telework	ANGI 36-8001, 6 Apr 2022	para 3, Roles and Reponsibilities	3.1. The Adjutant General (TAG) or Commanding General (CG) is the approval authority for their respective state or territory. TAG/CG may delegate telework agreement approval down to the unit commander level (or equivalent).	TAG	Unit/CC	Unit/CC

**NGHI-TAG SIGNATURE DELEGATION MATRIX**

**November 2022**

ITEM	CATEGORY	ACTION	REFERENCE		CITATION	AUTHORITY	NGHI-TAG Delegated to:
1	Training	Annual Training Attendance - Out of State	ANGI 36-2001, 30 Apr 2019		5.2.1.3. Members will normally attend FTNGD-AT with the unit to which assigned. The State Adjutants General may authorize attachment of individuals to another unit of the same state or to units of another state with the concurrence of the State Adjutant General of the other state.	TAG	DoS
2	Training	Training Waivers	AFMAN 36-2100		Classification and Formal Training waivers requiring NGB level approvals.	TAG	DoS
3	Recruiting / Accessions	Officer Appointments of Other Uniformed Services - Twice Deferred	AFMAN 36-2032, 27 Sep 2019	para 5.9.3/5.9.3.4.2	5.9.3. Officers of Other Uniformed Services Who Want to Join the ANG or AFR. Members interested in transferring to the ANG or AFR should contact a recruiter in their local area for information and assistance. Nomination authorities may tender an ANG or AFR appointment to a reserve officer of another uniformed service, if, in addition to the application and documents required in Attachment 10, they meet the following requirements: 5.9.3.4. The officer must not be in a failed promotion status and his/her service dates and date of rank cannot place the officer beyond the mandatory phase point for promotion to the next grade. (T-3) See Attachment 7. 5.9.3.4.2. The ANG waiver authority is the gaining TAG	TAG	DoS