

1 January 2015

General Order 2015-1

Personnel – General

Request for Orders (RFOs)

Joint Force Headquarters
Connecticut Military Department
Hartford, Connecticut
1 January 2015

UNCLASSIFIED

1 January 2015

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Joint Force Headquarters
Connecticut Military Department
Hartford, Connecticut 06105-3795
1 January 2015

Effective 30 January 2015

PERSONNEL – GENERAL

REQUEST FOR ORDERS (RFOs)

Summary. This General Order (GO) prescribes the process for units of the Armed Forces of the State of Connecticut to generate requests for specific state orders: unit Requests for Orders (RFOs). This GO is not intended to supersede the process for requesting individual State Active Duty orders as directed by GO 2010-2.

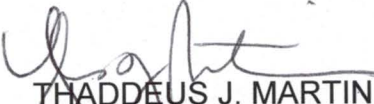
Applicability. This GO is applicable to all units of the Armed Forces of the State of Connecticut.

Supplementation. Supplementation of this GO is prohibited without prior approval of the Adjutant General.

Proponent. The proponent for this GO is the Adjutant General, Connecticut Military Department, Attention: Military Administrative Office, Governor William A. O'Neill State Armory, 360 Broad Street, Hartford, CT 06105

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Adjutant General, ATTN: CTMD-HS, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

By Order of the Adjutant General, duly authorized, in accordance with (IAW) Conn. Gen. Stat. § 27-20


THADDEUS J. MARTIN
Major General
The Adjutant General

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REQUIRED CTMD FORMS

This GO requires command elements to generate an RFO on official unit letterhead. An example of an RFO is found at paragraph 1-12 of this GO.

Chapter 1 Military Orders

1-1. Purpose

This GO establishes the policies and mandated operating tasks for uniform formats for militia unit RFOs necessary for the production of State Military Orders. It provides the basis for unit commanders to request the Connecticut Military Department (CTMD) to generate official military orders in a logical sequence. This GO provides a single-source operating document to the field and, as such, is binding on all units requiring the production of orders.

1-2. Responsibilities of The Adjutant General

The Adjutant General is charged with all matters pertaining to the command, discipline, employment and administration of the armed forces of the state. He has the duty to record, authenticate and communicate to all members of the armed forces of the state, all orders, instructions and regulations by the Governor or the Adjutant General as the Governor's designee. To that end, the Adjutant General establishes unit RFO formats for publication in this GO for use by state militia units.

1-3. Responsibilities of Unit Commanders

a. State commanders of militia units (e.g., commandants) and other designated command elements will monitor and assist in the administration of the orders program to ensure compliance with policies and mandated tasks established by this GO.

b. State commanders of militia units (e.g., commandants) and other designated command elements will establish, resource, and operate an orders program that accomplishes the requirements established by this GO.

1-4. Responsibilities of Members of the State Armed Forces

a. Members of the Armed Forces of the State of Connecticut have the duty to comply with lawful orders. The member should fully understand the details of the order and its intent. Members are responsible to review written orders that pertain to their personnel actions or duty/assignments for accuracy.

b. If a member perceives a written order is inaccurate, the member is responsible for seeking an immediate clarification through their chain of command.

1-5. Orders

a. An order is a communication, written or oral, that conveys instructions from a superior element to a subordinate element. In a broad sense, the terms "order" and "command" are synonymous. The authority to issue orders forms the basis for military

command and control. The constitutional authority to issue military orders is vested in the Governor. The statutory authority to issue state military orders is vested in Governor and the State Adjutant General. This authority is delegated through the chain of command. Connecticut centralizes the administration of militia units and personnel, through the CTMD, which is under the charge of the Adjutant General. The Adjutant General produces written orders with the assistance of the State Military Administrative Office. Members are legally bound to obey orders (written and verbal) of their superiors. Failure to obey lawful orders is misconduct. The enlisted oath obliges obedience to the orders of superior officers. The officer oath implies the same of officers.

b. Orders are required for unit organization actions/activities (e.g., Annual Training, participation in the Governor's inauguration), travel, and personnel actions (e.g., promotion, separation, awards).

c. Official written orders for unit and personnel actions are issued by CTMD, under the statutory authority of the Adjutant General. Designated command elements, including unit commanders/commandants do not have the authority to issue legally binding written orders. Designated command elements have the authority to request written orders. CTMD may issue orders with or without an RFO.

d. Unit commanders are required to initiate the production of written orders through the execution of an RFO.

e. To initiate production of written orders, unit and other designated commanders must utilize the RFO formats provided in Chapter 2 of this GO.

1-6. Restrictions on Orders

a. For certain militia unit activity or personnel action to be valid, it must be specifically authorized or authenticated by written CTMD (state) orders. Written orders are legal documents and are historical records. Written orders approve, authenticate and memorialize certain unit activities and personnel actions. Written orders are only valid when issued or authenticated by CTMD. CTMD may centrally issue a written order. Unit commanders and other designated command elements may request written orders through an RFO. RFOs initiate the orders production process for a militia unit activity or personnel action.

b. This GO concerns the production of certain written orders to approve, authenticate and memorialize militia unit actions/activities and personnel actions, IAW the formats provided in Chapter 2. This GO is not intended to infringe on the local command and control of militia unit. Commanders and militia personnel issue necessary verbal orders for routine actions and when situations demand immediate action.

1-7. RFO and Order Retention

Unit commanders must retain a copy of RFOs and corresponding written orders and other centrally issued CTMD orders that concern their units and personnel. The RFO and orders will be maintained sequentially by RFO number and order number. These documents will be inspected during annual unit inspections and maintained for historical purposes.

1-8. RFO Formats

a. This GO describes formats for preparing most written orders at all echelons of the state militia. (See Chapter 2 for the list of formats)

b. Some formats are multipurpose and can be used for several different actions (e.g., assignment to new duty position and corresponding adjustment of rank).

c. Formats will not be modified. RFO narratives must be brief but provide necessary information to document the requested activity/action.

1-9. RFO Numbering

a. The RFO number begins with the unit designation (1GFG, 2GFG, 1GHG, 2GHG, JFHQ, etc.). The unit designation is followed by a dash (1GFG-).

b. The second part of the RFO number is IAW the numbered RFO formats provided by Chapter 2 of this GO. The RFO formats are numbered RFO1 thru RFO12. Use only the format number for this part of the RFO number (1 thru 12). Follow the format number with a dash (1GFG-07-).

c. The third part of RFO number is the year in which unit generates the RFO. Follow the year with a dash (1GFG-07-2015-).

d. The last part of the RFO number is the consecutive number of the order generated by the unit in the calendar year. If it is the thirtieth order of the year, it is listed with three number places (1GFG-07-2015-030).

e. Example. The RFO number for the retirement of a 1GFG member, which is the 30th RFO generated by the 1GFG in 2015, is "1GFG-07-2015-030".

f. To generate the RFO 1GFG-07-2015-030, the issuing authority uses unit letterhead, in memorandum format, as shown in paragraph 1-12 below.

1-10. RFO Processing

An RFO will be properly formatted and signed as a memorandum (see paragraph 1-12 below) and submitted to the CTMD Military Administrative Officer (MAO) for approval by

the Adjutant General. Upon receiving approval, the MAO will generate and publish corresponding written orders IAW the Adjutant General's/Commander's guidance. The MAO will utilize order formats as required.

1-11. Individual State Active Duty RFO

This GO is not intended to supersede the process for requesting orders for select members to perform State Active Duty as directed by GO 2010-2. In accordance with GO 2010-2, a request for an individual member to perform State Active Duty is generated on a CTMD Form 5-2.

1-12. RFO Memorandum Format

UNIT CREST

UNIT LETTERHEAD

RFO 1GFG-07-2015-030

15 January 2015

1. Effective 30 January 2015, request retirement of the following member(s) as indicated in accordance with Unit Bylaws Section 4 and GO 2010-2, Section 2, and transfer to the retired list of the Armed Forces of the State of Connecticut.

- a. SFC JOHN W. SMITH, at the request of the member.
- b. SGT WILLAM A. JONES, due to age restriction.

2. Effective 28 February 2015, request retirement of the following member as indicated in accordance with Unit Bylaws Section 4 and GO 2010-2, Section 2, and transfer to the retired list of the Armed Forces of the State of Connecticut.

SGM James F. Baker, at the request of the member.

OFFICIAL:

/Signature of Commandant/
[NAME OF COMMANDANT]
[RANK] [BRANCH]
Commandant

/Signature of Adjutant/
[NAME OF ADJUTANT]
[RANK] [BRANCH]
Adjutant

DISTRIBUTION:
OTAG-CT
AAG, Army
Unit File
Member(s) Concerned

**Chapter 2
RFO Formats**

2-1. Appointment

a. RFO1: New member appointment into the State militia. Use this format for an individual who has never been a member of the unit. Rank should be RCT (Recruit) until they have completed all recruit training.

b. Format.

Effective [DATE], request appointment of the following recruit(s) as members of the Armed Forces of the State of Connecticut in the [UNIT] in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [POSITION] [SECTION]
- b. [RANK] [NAME] [POSITION] [SECTION]

2-2. Reappointment

a. RFO2: Reenlistment in the State militia. Use this format for an individual who is enlisting in the unit, but has been in the unit previously and was discharged. Use Narrative as required. For example: "Reference State Order XXX, 2 March 2010, "discharge"

b. Format.

Effective [DATE], request reappointment of the following member(s) as members of the Armed Forces of the State of Connecticut in the [UNIT] in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [POSITION] [SECTION] [NARRATIVE]
- b. [RANK] [NAME] [POSITION] [SECTION] [NARRATIVE]

2-3. Duty Position Assignment

a. RFO3: Duty Position Assignment. Use this format when an individual is assigned to a new position but there is no change in rank.

b. Format.

Effective [DATE], request assignment of the following member(s) to the position indicated in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [POSITION] [SECTION], Vice [RANK] [NAME] [POSITION]
- b. [RANK] [NAME] [POSITION] [SECTION], Vice [RANK] [NAME] [POSITION]

2-4. Promotion

a. RFO4: Promotion. Use this format when an individual is promoted to a higher rank. List the new rank & position, not the old rank. Use narrative to briefly describe reason for promotion.

b. Format.

Effective [DATE], request promotion of the following member(s) to the rank indicated in accordance with [BYLAW SECTION/GO NUMBER] and request promotion within the Armed Forces of the State of Connecticut:

- a. [RANK] [NAME] [POSITION] [SECTION] [NARRATIVE]
- b. [RANK] [NAME] [POSITION] [SECTION] [NARRATIVE]

2-5. Reassignment/Adjustment of Rank

a. RFO5: Reassignment/Rank. Use this format when an individual is reassigned to a lower rank. Be sure to list the new rank & position, not the old rank.

b. Format.

Effective [DATE], request reassignment of the following member(s) to the position and rank indicated in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [POSITION] [SECTION], Vice [RANK] [NAME] [POSITION],
- b. [RANK] [NAME] [POSITION] [SECTION], Vice [RANK] [NAME] [POSITION]

2-6. Discharge or Separation

a. RFO6: Discharge. Use this format when an individual is being discharged (NCOs) or separated (officers) from the unit and is either not eligible or does not request to be on the retiree list. Use the correct bylaws reference for the appropriate type of discharge. Narrative is short description of reason for discharge.

b. Format.

Effective [DATE], request discharge of the following member(s) from the Armed Forces of the State of Connecticut as indicated in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [TYPE OF DISCHARGE] [NARRATIVE]
- b. [RANK] [NAME] [TYPE OF DISCHARGE] [NARRATIVE]

2-7. Retirement/Transfer

a. RFO7: Retirement/Transfer. Use this format when member is eligible for retirement. Will qualify for voluntary retiree call-up.

b. Format.

Effective [DATE], request retirement of the following member(s) as indicated in accordance with [BYLAW SECTION/GO NUMBER] and transfer to the retired list of the Armed Forces of the State of Connecticut:

- a. [RANK] [NAME] [NARRATIVE]
- b. [RANK] [NAME] [NARRATIVE]

2-8. Excused Absence

a. RFO8: Excused Absence. Use this format when an individual is granted a leave of absence from participating in drills or unit events. Duty missed will not count negatively on their attendance.

b. Format.

Effective [DATE], request leave of absence for the following member(s) as indicated in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [START] [END]
- b. [RANK] [NAME] [START] [END]

2-9. Award

a. RFO9: Award. Use this format to award individuals unit awards. List the award and the bylaw section that authorizes the award. Use narrative for description (e.g., 3rd award, etc.) State awards will be issued a CTMD award order.

b. Format.

Effective [Date], request award of the [NAME OF AWARD] to the following member(s) as indicated in accordance with [BYLAW SECTION/GO NUMBER].

- a. [RANK] [NAME] [POSITION] [NARRATIVE]
- b. [RANK] [NAME] [POSITION] [NARRATIVE]

2-10. Duty

a. RFO10: Duty. Use this format when ordering personnel to duty. This is not necessary if a State Order is centrally issued.

b. Format.

Effective [DATE], request duty orders for the following member(s) as indicated in accordance with [BYLAW SECTION/GO NUMBER] for the purpose of participation in the following unit activity:

- a. [NAME OF ACTIVITY] [TYPE OF ACTIVITY] [DATE] [TIME] [LOCATION]
[ADDITIONAL INSTRUCTIONS]
 - 1. [RANK] [NAME] [POSITION]
 - 2. [RANK] [NAME] [POSITION]

- b. [NAME OF ACTIVITY] [TYPE OF ACTIVITY] [DATE] [TIME] [LOCATION]
[ADDITIONAL INSTRUCTIONS]
 - 1. [RANK] [NAME] [POSITION]
 - 2. [RANK] [NAME] [POSITION]

2- 11. Transfer/Attachment

- a. RFO11: Transfer/Attachment. Use this format for transfer of members from one unit to another. Use the narrative to briefly describe the reason for the requested orders.

- b. Format.

Effective [DATE], request transfer/attachment of the following member(s) as indicated in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [POSITION] [to UNIT] [POSITION] [RANK] [NARRATIVE]
- b. [RANK] [NAME] [POSITION] [to UNIT] [POSITION] [RANK] [NARRATIVE]

2-12. Miscellaneous

- a. RFO12: Miscellaneous. Use this format for unique circumstances and when no other order format is applicable. Use the Narrative to briefly describe the reason for the requested orders.

- b. Format.

Effective [DATE], request orders for the following member(s) as indicated in accordance with [BYLAW SECTION/GO NUMBER]:

- a. [RANK] [NAME] [POSITION] [NARRATIVE]
- b. [RANK] [NAME] [POSITION] [NARRATIVE]