

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

**OFFICE OF THE DIRECTOR AND ADJUTANT GENERAL**

**DEPARTMENT ORGANIZATION AND GENERAL FUNCTIONS**

(By authority conferred on the department of military and veterans affairs by sections 33 and 63 of Act No. 306 of the Public Acts of 1969, being §§24.233 and 24.263 of the Michigan Compiled Laws)

**PART 1. OFFICE OF THE ADJUTANT GENERAL AND DIRECTOR**

**R 32.11 Director; adjutant general; office of the director; authority; staff.**

Rule 1. The chief executive in the department of military affairs is the director, who also serves as adjutant general. Appointed by, and serving at the pleasure of, the governor, the adjutant general is also the commanding general of the Michigan national guard. The office of the director is the hub of policymaking for the department and maintains offices in Lansing. His office affects the overall department and derives its authority from the constitution, Act No. 380 of the Public Acts of

1965, as amended, being §§16.225 to 16.228 of the Michigan Compiled Laws, popularly referred to as the executive organization act of 1965, and other laws assigned specifically to the adjutant general or director for administration. The director has a small staff to which is assigned specific responsibilities in program areas that are vital to his responsibility as the chief officer. The director and the various component divisions within the department of military affairs cooperate with all state and local agencies in the implementation of their assigned responsibilities and, more specifically, with the department of state police in rendering military support to civil authority in time of emergency under order of the governor.

History: 1979 AC.

**R 32.12 State military board.**

Rule 2. The state military board, created by Act No. 150 of the Public Acts of 1967, being §§32.760 to 32.790 of the Michigan Compiled Laws, consists of 5 persons appointed by the governor who are responsible for holding title to military lands and acting on associated real property matters. Title to the Hanson military reservation at Camp Grayling, Michigan, is vested in this board.

History: 1979 AC.

**R 32.13 Request for promulgation of a rule.**

Rule 3. A person requesting the department of military affairs, or a division thereof, to promulgate a rule shall do so by filing a written request in the office of the director. In addition to the content specifically directed toward rule promulgation, the request shall include the signature and address of the person making the request. After receipt of a correctly filed request, the department shall, within 90 days, initiate the processing of a rule or issue a concise written statement of its principal reasons for denial of the request, which shall be sent by certified mail to the person who made the request.

History: 1979 AC.

#### **R 32.14 Request for declaratory ruling.**

Rule 4. An interested person requesting a declaratory ruling as to the applicability to an actual state of facts of a statute, rule, or order administered or issued by the department of military affairs shall do so by filing a written request in the office of the director. In addition to the content specifically directed toward the declaratory ruling, the request shall include the signature and address of the person making the request. After receipt of a correctly filed request, the department shall, within 30

days, notify the person who made the request by certified mail whether a declaratory ruling shall be issued, and if it is to be issued, the nature and details thereof.

History: 1979 AC.

#### **R 32.16 Military justice.**

Rule 6. Military justice for persons in the Michigan national guard, but not in the service of the United States, and for persons in the Michigan defense force, when it is in existence, shall be dispensed pursuant to Act No. 297 of the Public Acts of 1957.

History: 1979 AC.

## **PART 2. ARMY NATIONAL GUARD DIVISION**

#### **R 32.21 Staff functions, sections, and programs.**

Rule 21. The army national guard (ARNG) division performs the major staff functions incident to its administration of those activities primarily directed toward army national guard readiness. The division plans, directs, supervises, and coordinates the army national guard programs in this state. The division chief executive has a dual title of deputy director and assistant adjutant general for army. The sections and programs within the division are as follows:

- (a) Commanding general and chief of staff.
- (b) Army technician program.
- (c) Federal equipment maintenance.

- (d) Army aviation support facility.
- (e) Armory post commanders.
- (f) Training sites.

History: 1979 AC.

**R 32.22 Chief of staff section; functions, programs, and activities.**

Rule 22. The chief of staff section reviews, evaluates, and recommends changes in programs, plans, policies, and operating procedures of the Michigan army national guard. The section facilitates the active army annual general inspection program of Michigan units and coordinates the state army national guard command inspection program. The major staff functions, programs, and activities under the purview of the chief of staff are as follows:

(a) The army national guard personnel section, which fulfills the personnel needs of the Michigan army national guard under provisions outlined in federal and state national guard regulations.

(b) The plans, operations, training, and military support to civil authority section, whose major areas of endeavor include the functional areas of training plans and performance evaluation; facilitating national guard bureau directives regarding organization, reorganization, and mobilization; program measures involving physical security of armories and training sites; and coordinating the planning and execution of military support to civil authority.

(c) The Michigan military academy, which administers the state officer candidate, noncommissioned officer candidate, and selected leadership programs.

(d) All Michigan army national guard units are subordinate to the army division and report to and through successively higher headquarters to the command element serviced by the chief of staff section.

History: 1979 AC.

**R 32.23 Army technician program.**

Rule 23. The army national guard division is responsible for coordinating the army technician program administered and influenced by the technician personnel office for full-time department of military affairs' army division federal employees.

History: 1979 AC.

**R 32.24 State maintenance office.**

Rule 24. The state maintenance office is responsible for administering a continuing maintenance program for surface equipment issued to the Michigan army national guard. Headquartered in Lansing, the state maintenance office utilizes a central facility for major and specialized maintenance and a number of

organizational maintenance shops dispersed throughout the state for the performance of routine and scheduled service.

History: 1979 AC.

**R 32.25 Army aviation support facility.**

Rule 25. The army aviation support facility, focal point of the army division's national guard flight program, exercises primary supervision over the major aviation activities of flight operations, safety, and maintenance.

History: 1979 AC.

**R 32.26 Armory post commander.**

Rule 26. All armories have a post commander appointed to insure that the facility is managed and maintained according to prescribed standards.

History: 1979 AC.

**R 32.27 Training sites.**

Rule 27. Training sites exist to provide training and logistical support required by military forces during weekend and annual training periods.

History: 1979 AC.

### **PART 3. AIR NATIONAL GUARD DIVISION**

**R 32.31 Staff functions, sections, facilities, and programs.**

Rule 31. The air national guard (ANG) division directs the major staff functions incident to its administration of those activities and facilities directed to or facilitating Michigan air national guard readiness. The division is responsible for planning, directing, coordinating, and supervising state air national guard programs. The division chief executive carries a multiple title of deputy director, assistant adjutant general for air, and commanding general of Michigan air national guard headquarters. All Michigan air national guard units are subordinate to the air division and report to and through successively higher headquarters to the air division command element. The principal sections, facilities, and programs under division jurisdiction are as follows:

- (a) Air (ANG) personnel.
- (b) Air technician program.
- (c) Operations and training.
- (d) Air bases and training sites.
- (e) Internal audit.

History: 1979 AC.

**R 32.32 Personnel section.**

Rule 32. The ANG personnel section fulfills the personnel needs of the Michigan air national guard under provisions outlined in federal and state military regulations and directives.

History: 1979 AC.

**R 32.33 Air technician program.**

Rule 33. The air national guard division is responsible for coordinating the air technician program administered and influenced by the technician personnel office for full-time department of military affairs' air division federal employees.

History: 1979 AC.

**R 32.34 Operations and training.**

Rule 34. The operations and training element of the air division facilitates national guard bureau directives regarding organization, reorganization, and mobilization; effects training guidance and performance evaluation; and maintains liaison with the several major Michigan air national guard command headquarters.

History: 1979 AC.

**R 32.35 Installations.**

Rule 35. There are 3 major air national guard installations in Michigan:

(a) Selfridge air national guard base, located near Mt. Clemens, and Battle Creek air national guard base are the home stations for the major Michigan air national guard units. Both facilities, in conjunction with tenant units, are capable of providing necessary administration, supply, maintenance, medical, and mission support functions.

(b) Phelps Collins air national guard base in Alpena is operated and maintained for annual training encampments, deployment exercises, gunnery exercises, and combat maneuvering.

History: 1979 AC.

**R 32.36 Internal audit services.**

Rule 36. Internal audit services are performed for the department of military affairs under the direction of a deputy director. Auditing efforts are directed

toward accountability and departmental compliance with prescribed policies, rules, regulations, procedures, and statutes concerning the expenditure and disposition of state funds.

History: 1979 AC.

## **PART 4. COMPTROLLER DIVISION**

### **R 32.41 Staff functions and sections.**

Rule 41. The comptroller division performs the major staff functions incident to obtaining, administratively controlling, and accounting for state funds needed to provide resources for the department and assists in the overall management of people, materiel, resources, and facilities. The primary sections within the comptroller division are as follows:

- (a) Administrative services.
- (b) Engineering and facilities.
- (c) Fiscal and procurement.
- (d) Management services.

History: 1979 AC.

### **R 32.42 Administrative services section.**

Rule 42. The administrative services section has primary responsibility in the functional areas of office management, state personnel, state payroll, property accounting, and the transportation work unit. Administration and information regarding Michigan military service bonus programs for world war I, world war II, Korean conflict, and the Vietnam era are coordinated by, or provided through, this section. The section fulfills the personnel needs of the department of military affairs and works with the department of civil service on personnel matters and the department of management and budget to effect payroll transactions. The section administers a logistics management program for the receipt, warehousing, and distribution of all state supplies, materials, and equipment as well as operating a departmental motor pool of state-owned vehicles. Additional office services include central stock and mailroom. The section maintains offices in Lansing.

History: 1979 AC.

### **R 32.43 Engineering and facilities section.**

Rule 43. The engineering and facilities section provides technical support to the department of military affairs and the installations under its control. Programming, planning, construction, supervision, inspection, and overall management of the construction, remodeling and additions, and maintenance programs are provided for by this section for both army and air national guard

facilities. The section develops construction and maintenance programs and prepares budget requests for both federal and state funds based upon these programs. The section is responsible for the acquisition of real property for new armories, the licensing of federal property, and the rental or leasing of property for armories and vehicle storage. The section works with the department of management and budget on matters concerning state-owned facilities, and with the national guard bureau and other federal agencies on matters concerning federal projects. The engineering and facilities section has an internal work unit responsible for the review, processing, and action on all reports of survey for lost or destroyed United States army, air force, and state of Michigan property. The work unit also investigates all department accidents or reportable incidents and advises the adjutant general regarding their disposition. The engineering and facilities section maintains offices in Lansing.

History: 1979 AC.

#### **R 32.44 Fiscal and procurement section.**

Rule 44. The fiscal and procurement section's primary responsibility is to provide financial control of expenditures through its administrative and cost accounting program. The section consists of 3 work units: budget and accounting, revenue, and purchasing. The budget and accounting and revenue units are responsible for accounting, recording, and reporting on the status of funds within the department. The purchasing unit is responsible for purchasing or contracting for all supplies, materials, services, and equipment needed in the maintenance and operation of all state-supported department of military affairs facilities. The fiscal and procurement section maintains close liaison with the department of management and budget and legislative agencies, and is the principal coordinating staff section regarding departmental budget preparation. The section maintains offices in Lansing.

History: 1979 AC.

#### **R 32.45 Management services section.**

Rule 45. The management services section provides staff services and performs project support functions which are deemed external to established major staff section responsibilities.

History: 1979 AC.

### **PART 5. UNITED STATES PROPERTY AND FISCAL OFFICER**

#### **R 32.51 United States property and fiscal officer.**

Rule 51. The United States property and fiscal officer is responsible for equipping, supplying, and maintaining national guard units in Michigan in behalf of the federal government. His offices in Lansing perform the major staff functions

incident to obtaining, administratively controlling, and accounting for federal funds and materiel directed toward servicing state national guard units.

History: 1979 AC.

## **PART 6.MICHIGAN DEFENSE FORCE**

### **R 32.61 Michigan defense force.**

Rule 61. If the president calls or orders all or part of the national guard into federal service in time of a national emergency, or if it appears that the national guard may be called into federal service, the governor, as commander-in-chief, may organize within the state military establishment such number of army and air force units as he deems necessary for the adequate protection of the state. These units, known as the Michigan defense force, shall protect the state in case of insurrection, invasion, disaster, or other emergency, actual or imminent. The Michigan defense force shall be governed by rules and regulations similar to those governing the national guard.

History: 1979 AC.