

INSTRUCTIONS FOR CNG FORM 690-36

When requesting a change to the organizations hierarchy, a CNG Form 690-36 will need to be completed for each supervisory position gaining new subordinates. This form will only allow changes to one position at a time.

ARMY

1. Unit or organization supervisory position belongs to (ex: FMS 18, Trng Site Los Alamitos)
2. UIC supervisory position belongs to (ex: W8AYAA)
3. Effective date of requested changes
4. Army paragraph number supervisory position belongs to (ex: 1210, 5123)
5. Point of contact for this request
6. Work number point of contact can be reached at
7. The higher level reviewer of the supervisory position being addressed (see note below)
8. Military rank of the higher level reviewer (ex: SFC, SSG, COL, NDS)
9. Military rank of the supervised positions/employees (ex: SFC, SSG, COL, NDS)
10. Employee's name being assigned (if applicable)
11. Para/Line number of positions being assigned
12. Position title of positions being assigned
13. Current supervisor of position(s) being assigned
14. Para/Line number of the gaining fulltime supervisory position
15. Position title of the gaining fulltime supervisory position

AIR

1. Unit or organization supervisory position belongs to (ex: 129 AMX, 162 CCGp)
2. Air PAS supervisory position belongs to (ex: B41CFL18)
3. Effective date of requested changes
4. Air Functional Account Code supervisory position belongs to FAC (ex: 23E100, 521000)
5. Point of contact for this request
6. Work number point of contact can be reached at
7. The higher level reviewer of the supervisory position being addressed (see note below)
8. Military rank of the higher level reviewer (ex: SMSgt, Maj, LtCol, NDS)
9. Military rank of the affected positions/employees (ex: SMSgt, Maj, LtCol, NDS)
10. Employee's name being assigned (if applicable)
11. MPCN of positions being assigned
12. Position title of positions being assigned
13. Current supervisor of position(s) being assigned
14. MPCN of the gaining fulltime supervisory position
15. Position title of the gaining fulltime supervisory position

FAC – Functional Account Code

Higher level reviewer – this position is the position that is immediately over the supervisory position gaining subordinate positions. The higher level supervisor is the same for all positions under a specific supervisory position

NDS – Non-dual status (i.e. civilian)

PAS – Personnel Accounting Symbol

UIC – Unit Identification Code