



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

AFI38-101_AFGM2

28 September 2012

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A1

SUBJECT: Air Force Guidance Memorandum to AFI 38-101, *Air Force Organization*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 38-101. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The Chief of Staff of the Air Force approved specialized organizational size guidance for the Air Reserve Components (ARC). In advance of a rewrite of AFI 38-101, the attachment to this Memorandum provides guidance changes that are effective immediately. An asterisk (*) indicates the newly revised material

This Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interm change to, or rewrite of AFI 38-101, whichever is earlier.

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Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment:

Guidance Changes

Attachment
Guidance Changes

*(**Add New**) 2.2.13.2.4. This additional specialized guidance applies to ANG and AFRC units. The use of standard wing/group organization structures in the Air Reserve Components (ARC) enhances their ability to transition smoothly to the expeditionary environment and interface with active duty forces, although ARC wings and groups are often smaller due to factors such as a more experienced work force with a smaller trainee population, fewer aircraft at a location, and smaller installation support infrastructure. ARC units follow standard unit size and organizational guidance in all other respects, except:

*(**Add New**) 2.2.13.2.4.1. Specialized adjusted population minimums for ANG and AFRC units are 750 for wings and 200 for groups.

*(**Add New**) 2.2.13.2.4.2. An ANG or AFRC wing with other dependent groups may have an operations group if it has at least one operations squadron reflected in the Force tabs or is an associate squadron, plus at least one other unit (e.g., operations support squadron). This is similar to the guidance for active duty operations groups but reflects that many ARC wings have only one flying unit.

*(**Add New**) 2.2.13.2.4.3. Adjusted populations for ANG units may include a percentage of the state employees. This recognizes the contribution of state employees while reflecting the differing roles and supervisory aspects.

*(**Add New**) 2.2.13.2.4.3.1. Specifically, one-third of the state employees for a unit may be counted when the state employee portion counts for no more than 30% of the adjusted population used to meet unit size minimums. In other words, before state employees may be considered, adjusted populations (excluding CMEs) must be at least 525 for wings, 140 for groups and 25 for squadrons.

*(**Add New**) 2.2.13.2.4.3.2. CMEs are excluded from the adjusted population when assessing if the state employee portion counts for no more than 30% to ensure units are made up predominantly of assets directly associated with USAF. The specified percentages of state employees and CMEs may be included in the final total adjusted population if the minimums have been met.

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 38-101

16 MARCH 2011

Manpower and Organization

AIR FORCE ORGANIZATION



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil/ for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/A1MO
Supersedes: AFI 38-101, 4 April 2006

Certified by: HQ USAF/A1M
(Brig Gen Philip M. Ruhlman)

Pages: 116

This Instruction implements AFPD 38-1, Organization, and AFPD 38-5, Unit Designations. It describes the objectives and principles of Air Force organization. It prescribes various levels and standard structures for organizations and it outlines procedures for establishing and modifying organizations. This publication applies to Air Force Reserve Command and the Air National Guard to the extent that it has the organizations and functions discussed herein. This AFI may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to HQ USAF/A1MO for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the Major Command (MAJCOM) manpower, organization and resources division. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This change: Updates office names and symbols and references. Clarifies definitions for: Primary Subordinate Unit, MAJCOM and Consolidate. Clarifies the use of the terms Command and Agency for MAJCOMs and AF FOAs, respectively. Adds organization size guidance for wings, groups and squadrons. Adds a new chapter on provisional units, including expeditionary units. Updates Director of Staff information. Updates Numbered Air Force information. Makes changes to the Wing Staff to: add Information Protection and change Military Equal Opportunity to Equal Opportunity. Updates standard structure figures for: Civil Engineer

Squadron; Communications Squadron; Comptroller Squadron; Logistics Readiness Squadron; Maintenance Squadron; Maintenance Operations Squadron; Medical Group; Missile Maintenance Squadron; Munitions Squadron; Security Forces Squadron; and Operations Support Squadron. Adds a standard structure for the Force Support Squadron and deletes the Mission Support Squadron and Services Squadron standard structures. Adds a standard structure for Aeromedical Evacuation Squadrons. Realigns Intelligence from the Operations Support Squadron to the Operations Group. Clarifies guidance on wing staff attachments and allows MAJCOMs to approve variances to avoid inappropriate reporting relationships. Incorporates procedural guidance previously in AFPD 38-5, Unit Designations, as a new Chapter 5. Cross references guidance on the strategic basing process. Revises Organization Change Request information. Adds definition for Allot. Clarifies information on Air Force Elements and flights. Clarifies detachment and operating location guidance. Adds authority for HAF/HR to publish orders for their supported organizations. Updates and provides additional guidance and examples for special orders. Adds guidance on memorialization of units and named activities. Provides additional information on Office Symbol Codes. Adds guidance that units should not take actions such as scheduling ceremonies, inviting dignitaries, or making public announcements prior to appropriate HQ USAF approval of organization changes. Updates information regarding various wing staff offices. Makes other clarifications and updates as needed.

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Chapter 1

AIR FORCE ORGANIZATION OBJECTIVES, PRINCIPLES AND RESPONSIBILITIES

1.1. Organization Objectives. Air Force organizations are designed to achieve the characteristics outlined in AFD 38-1.

1.2. Organization Principles. Air Force organizational structure follows these management principles:

1.2.1. **Emphasis on Wartime Tasks.** Organizations must be structured to accomplish wartime tasks without reorganizing.

1.2.2. **Functional Grouping.** Organizations have these characteristics: a clear-cut purpose, goal and scope, with one individual in charge; parts that form a logical, separable activity; a close relationship among the parts, constituting a complete entity; and natural divisions of work that clearly define where responsibility begins and ends.

1.2.3. **Lean Organizational Structures.** Organizations must encourage rapid decision making, so they should be flat structures without intermediate levels, unless mission requirements cannot otherwise be met. When used, intermediate organizations will consist of tactical functions only, without a full range of staff functions. Organizational levels that exist only to review and transmit information or tasking should be eliminated. Both the number of supervisors and the number of internal subdivisions within organizations should be designed to minimize layers and maximize worker-to-supervisor ratios.

1.2.4. **Skip-Echelon Structure.** Major commands (MAJCOM) sit on top of a skip-echelon staffing structure. MAJCOMs, wings and squadrons possess the full range of staff functions needed to perform required tasks. Numbered/named air forces (NAF), groups and flights have no or minimal staff. These tactical echelons are designed to increase operational effectiveness rather than to review and transmit paperwork. The chain of command and responsibility for mission accomplishment runs through commanders at all levels. Problems, however, often are solved by staff communication through the functional chain, bypassing echelons where the function is not found. (**NOTE:** Component NAFs (C-NAFs) possess a broader staff to support the Air Force component commander; see [paragraph 2.2.5.2](#) and [Figure 3.2](#)).

1.2.5. **Standard Levels.** The Air Force uses the standard levels described in [Chapter 2](#) to design organizations. Establish organizations at the lowest level required to successfully accomplish the primary mission. Factors such as scope of responsibility, span of control and functional grouping of related missions/activities are the predominant factors that determine organizational type.

1.3. Responsibilities Assigned:

1.3.1. Headquarters US Air Force (HQ USAF) and the MAJCOMs, field operating agencies (FOA), and direct reporting units (DRU) work toward meeting Air Force organizational goals. The Director of Manpower, Organization and Resources (AF/A1M) is responsible for leading and monitoring progress. HQ USAF functional chiefs give assistance in their functional areas.

1.3.2. AF/A1M is responsible for the administrative control of all units in the Air Force. It publishes Department of the Air Force (DAF/A1M) letters, which are the legal authority for a unit and authorize such actions as unit activations, redesignations and inactivations.

1.3.3. MAJCOMs, FOAs, and DRUs must follow the organizational procedures and standard structures described herein. A MAJCOM, FOA, or DRU must have AF/A1M approval to deviate from a standard structure and to activate, redesignate, or inactivate units (see [Chapter 6](#) for procedures).

1.3.4. Individual unit commanders must use the standard organizational structures found in this Instruction. If a unit's unique mission or location requires a different structure, a waiver to the standard structure can be obtained using the organizational change procedures found in [Chapter 6](#). Units work with their servicing Manpower and Organization activity on such requests (for most field units, this activity is in the Manpower and Personnel Flight of the base Force Support Squadron).

Chapter 2

STANDARD LEVELS OF AIR FORCE ORGANIZATION & ASSOCIATED TERMS

NOTE: (See [Chapter 4](#) for related terminology and procedures.)

2.1. Organizational Entities. The Air Force is comprised of establishments, units, and nonunits.

2.1.1. Establishment. An organizational entity consisting of a headquarters unit and its subordinate units. The name of the establishment is in the name of the headquarters unit. For example, Air Mobility Command (AMC) is an establishment; HQ AMC is its headquarters. Subordinate units are assigned to the establishment and not to the headquarters unit.

2.1.1.1. A group with subordinate squadrons is generally the lowest-level establishment. Lower-level establishments are assigned to higher-level ones; for example: groups to wings, wings to NAFs, NAFs to MAJCOMs, MAJCOMs to HQ USAF. This arrangement (units reporting to establishments, subordinate establishments to superior ones) sets up the chain of command, through which all control and accountability flow.

2.1.1.2. Establishments facilitate organizational actions. For example, the reassignment of a wing (establishment) from one NAF to another automatically reassigns the wing's subordinate units.

2.1.2. Unit. A military organization constituted by HQ USAF or designated by a MAJCOM, FOA or DRU (for provisional units only). A unit is either named or numbered.

2.1.2.1. A unit helps provide for an unbroken chain of command since military personnel must be assigned to a unit at all times. Normally, a unit having military members will have an officer designated as its commander. A civilian may lead a unit in approved circumstances, and provide supervision to military and civilian personnel in the unit. Appointment of a civilian to lead a unit designates that unit as civilian-led. When a civilian is appointed to lead a unit, that individual will be the director of that unit. (In the case of a civilian-led unit, the chain of command is maintained by having it reside with the first military unit commander above the civilian-led unit.)

2.1.2.1.1. Civilians cannot assume military command or exercise command over military members within the unit. Units designated to be led by directors will not have commanders and alternative arrangements for functions which must be performed by a commander will be required (see AFI 51-604, Appointment to and Assumption of Command). A civilian director of a unit is authorized to perform all functions normally performed by a unit commander except as restricted by law (e.g., Uniform Code of Military Justice) or DoD Issuance (DoD Directive, DoD Instruction, etc.). For guidance concerning whether an authority or action is explicitly reserved for military commanders, contact the local staff judge advocate.

2.1.2.2. The following terms apply to a unit:

2.1.2.2.1. Active Unit. A major command (MAJCOM), field operating agency (FOA), or direct reporting unit (DRU) constituted and activated by Headquarters US Air Force (HQ USAF); or a subordinate unit constituted by HQ USAF, assigned to a MAJCOM, FOA, or DRU and activated by special order.

2.1.2.2.2. Inactive Unit. A unit constituted by Headquarters US Air Force but not yet activated or a unit constituted, activated and subsequently, inactivated.

2.1.2.2.3. Disbanded Unit. A unit whose legal authority for existence is withdrawn by Headquarters US Air Force. Its designation is retired and preserved in historical records.

2.1.2.2.4. Parent Unit. An organization that directly administers units, detachments, or operating locations assigned to it.

2.1.2.2.5. Provisional Unit. A temporary unit organized to perform a specific task. (See [Chapter 8](#) for guidance on provisional units.)

2.1.2.2.6. Attached Unit. A unit, or part of a unit, placed under the control of another organization for a specific purpose such as operational control, administrative control, or logistic support. It is still assigned to the parent unit.

2.1.2.2.7. Detached Unit. A unit serving away from its organization of assignment. It may function independently, or may be attached to another organization.

2.1.2.2.8. Primary Subordinate Unit (PSU). A unit that performs part or all of the primary mission of the organization to which it is assigned. The unit reports to the commander of the parent organization and has full authority to execute its assigned mission. A PSU's purpose is to perform part of its parent organization's main mission and not to provide support functions for its parent headquarters. Under a MAJCOM, examples include NAFs, Air University (AETC) and the Air Force Global Logistics Support Center (AFMC). Similarly, under a wing, squadrons are PSUs of their group and the groups are PSUs of the wing.

2.1.3. Nonunit. An organizational entity that is not constituted by Headquarters US Air Force as a unit.

2.1.3.1. The following terms apply to a nonunit:

2.1.3.1.1. Named Activity. A part of a unit whose mission can be identified better by assigning it a definitive name (for example, the Civil Engineer School is part of a unit, the Air Force Institute of Technology). Headquarters US Air Force is responsible for administrative control of named activities and authorizes them by issuing DAF/A1M letters.

2.1.3.1.2. Detachment. Part of a unit that is separated geographically from its parent unit. Although not a unit for organizational purposes, if a commissioned officer is assigned and appointed on orders as a commander, the commander has nonjudicial punishment authority under the Uniform Code of Military Justice (UCMJ) unless withheld by superior competent authority.

2.1.3.1.3. Operating Location. Part of a unit that is separated geographically from its parent unit. It is used to account for personnel by location. Personnel remain assigned to the parent unit. An operating location has none of the administrative attributes of a unit and does not have nonjudicial punishment authority under the UCMJ.

2.1.3.1.4. Squadron Section. A function responsible for the administrative control of all members assigned to a unit. A squadron section is created by appointing a section commander on special orders in accordance with guidance in AFI 51-604. A squadron section commander has nonjudicial punishment authority under the UCMJ unless withheld by superior competent authority. Section commanders at other organizational levels may use a term reflecting their unit level, e.g., Group Section Commander, etc.

2.1.3.1.5. Air Force Element. The nomenclature used to account for manpower authorizations and to identify Air Force personnel on duty with organizations outside the Air Force, such as defense agencies, defense field activities and Air National Guard units not in federal service. Although not a unit for organizational purposes, an element may function as a unit if so designated by competent authority, an eligible commissioned officer either assumes command or is appointed to command and Air Force members are assigned or attached to the element (see [paragraph 4.3.3.5](#)).

2.2. Standard Levels of Air Force Organization. The following standard levels of organization are used in structuring and designating Air Force units:

2.2.1. Headquarters US Air Force (HQ USAF). The senior headquarters of the Air Force, consisting of two major entities: the Secretariat (including the Secretary of the Air Force and the Secretary's principal staff) and the Air Staff, headed by the Chief of Staff.

2.2.2. Major Command (MAJCOM). A major subdivision of the Air Force that is assigned a major part of the Air Force mission. A MAJCOM is directly subordinate to Headquarters US Air Force. Most MAJCOMs have the word Command as part of their designation; Command should not be used in the designation of any unit that is not a MAJCOM. MAJCOM headquarters are management headquarters and thus have the full range of functional staff. MAJCOMs, in turn, may be subdivided according to either of the organizational schemes shown in [Figure 2.1](#). The levels are in descending order and represent levels of assignment. For example, a group may be assigned to any organization listed above it, but a group may not be assigned to another group or to a squadron. The terms below "Center" represent internal staff structure and are not units as defined in [paragraph 2.1.2](#).

Figure 2.1. Organizational Schemes.

| Unit Oriented Scheme | Scheme with Major Non-Unit Organizations |
|----------------------|--|
| Major Command | Major Command |
| NAF | Center |
| Wing | |
| Group | Directorate* |
| Squadron | Division |
| Flight | Branch |
| | Section |

*Limited Use

2.2.2.1. Lead MAJCOM. A type of MAJCOM that consolidates responsibilities for a particular function in a single MAJCOM, supporting the entire Air Force as applicable. For example, Air Education and Training Command is the Lead MAJCOM for education and training.

2.2.2.2. Component MAJCOM (C-MAJCOM). A type of MAJCOM that is the USAF component to a Unified Combatant Command. For example, Pacific Air Forces (PACAF) is a C-MAJCOM that is the USAF component to United States Pacific Command (USPACOM). A C-MAJCOM is commanded by the Commander of Air Force Forces (COMAFFOR) and includes supporting staff, one or more CNAFs (through which it presents its forces to the Combatant Commander (CCDR)), and all assigned and attached forces. The C-MAJCOM integrates, at the strategic level, component activities across all phases of conflict. The C-MAJCOM staff should not duplicate the functions of the C-NAF AFFOR staff or AOC (see [Figure 3.2](#)). The C-MAJCOM commander is the CCDR's theater COMAFFOR and may function as a theater Joint Force Air and Space Component Commander (JFACC) when required. Refer to AFDD2, Operations and Organization, for additional information on component relationships and roles. **NOTE:** A MAJCOM can be both a C-MAJCOM and a Lead MAJCOM.

2.2.3. Direct Reporting Unit (DRU). A subdivision of the Air Force, directly subordinate to the Chief of Staff, US Air Force. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM.

2.2.3.1. Major Command Direct Reporting Unit (MAJCOM DRU). DRU also applies to a subdivision of a MAJCOM. A MAJCOM DRU reports directly to the MAJCOM commander and performs a mission that does not fit into any of the MAJCOM's primary subordinate units.

(**NOTE:** See **paragraph 6.2.4.** for additional guidance on establishment of DRUs or MAJCOM DRUs.)

2.2.4. Field Operating Agency (FOA). A subdivision of the Air Force, directly subordinate to a Headquarters US Air Force functional manager. A FOA performs field activities beyond the scope of any of the major commands. The activities are specialized or associated with an Air Force-wide mission and do not include functions performed in management headquarters, unless specifically directed by a DoD authority. Air Force FOAs usually have the word Agency as part of their designation; Agency should not be used in the designation of any unit that is not a FOA directly under HQ USAF. **NOTE:** Organization guidance for MAJCOMs also applies to the large Air Force FOAs that are structured along MAJCOM lines, e.g., Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA).

2.2.4.1. Major Command Field Operating Agency (MAJCOM FOA). FOA also applies to a subdivision of a MAJCOM. A MAJCOM FOA reports directly to a MAJCOM functional manager and performs specialized field activities beyond the scope of any of the MAJCOM's primary subordinate units. The activities are specialized and are associated with MAJCOM or theater-wide missions that transcend the scope of routine wing functions. FOA activities do not include functions performed in management headquarters unless specifically directed by DoD authority. (**NOTE:** See **paragraph 6.2.4** for additional guidance on establishment of FOAs or MAJCOM FOAs.)

2.2.5. Numbered/Named Air Force (NAF). A level of command directly under a MAJCOM. NAFs provide operational leadership and supervision. A NAF is assigned subordinate units, such as wings, groups and squadrons. They do not have complete functional staffs. They are not management headquarters (unless specifically directed by a DoD authority).

2.2.5.1. NAFs designated as component NAFs (C-NAF) support the Air Force component commander (COMAFFOR) at the operational and tactical level. When designated as the Air Force component to a Unified Combatant Command (UCC), the component NAF will function at the strategic, operational and tactical level. A C-NAF is authorized a broader staff as depicted in **Figure 3.2**.

2.2.5.2. The number of persons assigned to a NAF headquarters varies from case to case, but, with the exception of C-NAFs, should not exceed 99 manpower authorizations without an approved waiver from AF/AIM. The size of the C-NAF headquarters staff is not limited to 99 manpower authorizations.

2.2.6. Wing. A level of command below the NAF or higher headquarters. A wing has a distinct mission with significant scope. A wing is usually composed of a primary mission group (e.g., operations, training) and the necessary supporting groups. By pulling together the mission and support elements, a wing provides a significant capability under a single commander. It is often responsible for maintaining the installation. A wing has several squadrons in more than one dependent group. Wings will have a minimum adjusted population of at least 1000 per **paragraph 2.2.13**. A wing may be either an operational wing, an air base wing, or a specialized mission wing.

2.2.6.1. Operational Wing. A wing that has an operations group and related operational mission activity assigned to it. When an operational wing performs the primary mission of the base, it usually maintains and operates the base. In addition, an operational wing is

capable of self-support in functional areas like maintenance, supply and conventional munitions, as needed. When an operational wing is a tenant organization, the host organization provides it with varying degrees of base and logistics support.

2.2.6.2. Air Base Wing. A wing that performs a support rather than an operational mission. It maintains and operates a base. An air base wing sometimes provides functional support to a MAJCOM headquarters.

2.2.6.3. Specialized Mission Wing. A wing that performs a specialized mission and usually does not have aircraft or missiles assigned to it. For example, intelligence, surveillance and reconnaissance wing; training wing and so on. This wing may be either a host wing or a tenant wing, depending on whether it maintains and operates the base.

2.2.7. Group. A level of command between wings and squadrons. Groups bring together multiple squadrons or other lower echelon units to provide a broader capability. For instance, a mission support group pulls together several squadrons in a variety of areas to provide a full spectrum mission support capability. A group is generally a tactical echelon without significant staff support. A group has two or more subordinate units. Groups will have a minimum adjusted population of at least 400 per [paragraph 2.2.13](#).

2.2.7.1. Dependent Group. A dependent group is a mission, maintenance, mission support, medical, or large functional unit (e.g., communications) that encompasses a number of related squadrons to provide the specified capability to a parent wing. Such groups may possess small supporting staff elements, such as standardization and evaluation or quality control, that are organized as sections.

2.2.7.2. Independent Group. An independent group has the same functions and responsibilities as a like-type wing but its scope and size do not warrant wing-level designation and associated overhead costs.

2.2.8. Squadron. The basic unit in the Air Force. Squadrons are the basic “building block” organizations in the Air Force, providing a specific operational or support capability. A squadron may be either a mission unit, such as an operational flying squadron, or a functional unit, such as a civil engineer, security forces, or maintenance squadron. A squadron has a substantive mission of its own that warrants organization as a separate unit based on factors like unity of command, functional grouping and administrative control, balanced with efficient use of resources. Squadrons vary in size according to responsibility, but will have a minimum adjusted population of at least 35 per [paragraph 2.2.13](#). Do not fragment a capability into multiple squadrons when a single squadron provides a parent wing or group commander the best approach in terms of a coordinated, focused capability under single direction. In extreme cases, when squadron population exceeds 700 manpower authorizations, MAJCOMs, FOAs and DRUs may request establishment of two squadrons. Functional squadrons will employ the 7-series numbering convention in these instances; i.e., “XX” and “7XX” Squadrons.

2.2.9. Flight. If internal subdivision is required, a flight may consist of sections, then elements. A flight may be either a numbered flight, named flight, alpha flight, or a functional flight.

2.2.9.1. Numbered/Named Flight. The lowest level unit in the Air Force. A numbered or named flight primarily incorporates smaller elements into an organized unit that is established by a DAF/A1M letter. Its administrative characteristics, such as strength reporting, are like those of a squadron. Functions requiring unit status that are not large enough to be squadrons may be considered for numbered/named flight level. Because a numbered/named flight is a unit, it must be assigned to an establishment at group level or higher rather than to a squadron. **EXAMPLES:** 497th Combat Training Flight, Air Mobility Command Contracting Flight.

2.2.9.2. Alpha Flight. Part of a squadron (usually a mission squadron) and composed of several elements performing identical missions. Because an alpha flight is not a unit, it is not subject to unit reporting. **EXAMPLE:** A Flight in an operations squadron.

2.2.9.3. Functional Flight. Usually part of a squadron and composed of elements performing specific missions. Because a functional flight is not a unit, it is not subject to unit reporting. **EXAMPLE:** Manpower and Personnel Flight in a force support squadron.

2.2.10. Center. A named unit that performs a specialized mission. A primary characteristic is that it performs most of its mission within a large complex at one location; for example, air logistics centers and test centers. Usually, it has only a few subordinate units.

2.2.11. Laboratory. An organization that performs a research or advanced development mission.

2.2.12. Region. A term sometimes used when organization is geographic.

2.2.13. Organization Size Guidance for Wings, Groups and Squadrons.

2.2.13.1. Adjusted population minimums are 1000 for wings, 400 for groups and 35 for squadrons. Adjusted populations include:

2.2.13.1.1. Manpower authorizations as reflected in the Manpower Programming and Execution System (MPES).

2.2.13.1.2. Average daily student load (ADSL) or, for the USAF Academy, cadets. For the purpose of figuring adjusted populations for this AFI:

ADSL = (Course Days x Total Students) divided by Training Days per Year

2.2.13.1.3. A percentage of the contractor workforce. Specifically, one-third of the Contract Manyear Equivalent (CME) reflected in MPES for a unit may be counted when:

2.2.13.1.3.1. The CME portion counts for no more than 30% of the adjusted population used to meet unit size minimums. In other words, before CMEs may be considered, adjusted populations must be at least 700 for wings, 280 for groups and 25 for squadrons.

2.2.13.1.3.2. The Contracting Officer's Technical Representative resides in the unit. (Also referred to as Contracting Officer's Representative. For more information see AFI 38-203, Commercial Activities Program; the Federal Acquisition Regulation; and the Defense Acquisition Regulation Supplement.)

2.2.13.1.3.3. This guidance recognizes the role of contractors in mission accomplishment while reflecting the reduced supervisory responsibilities. It also ensures USAF units are made up of predominantly USAF assets.

2.2.13.2. Additional specialized guidance:

2.2.13.2.1. A unit reflected as a squadron in the Force Tabs may maintain its squadron status regardless of size. (The Force Tabs are maintained by AF/A8P as part of the Program Data System per AFI 16-402, Aerospace Vehicle Programming, Assignment, Distribution, Accounting and Termination.)

2.2.13.2.2. A wing with other dependent groups may have an operations group if it has multiple squadrons reflected in the Force Tabs, regardless of the operations group's size.

2.2.13.2.3. An Associate unit may be a squadron if the unit whose weapons system(s) it shares is a squadron. Refer to AFPD 90-10, Total Force Integration Policy, for descriptions of Associate units.

2.2.13.3. MAJCOM/AIMs will monitor unit sizes on an ongoing basis to ensure units are named and organized per the guidance in this Instruction.

2.2.13.4. AF/A1M will review wing, group and squadron sizes every two years to ensure compliance with organization size guidance.

2.2.13.5. Expeditionary Units. MAJCOMs should strive to organize expeditionary units per the organization size guidance but may authorize variances when necessary due to factors such as operational needs, relationships with other Service or coalition forces, or to avoid turbulence due to population fluctuations. (See **Chapter 8** for general guidance on provisional units.)

2.3. Standard Elements of Air Force Organization. The following terms describe the organizational elements within command and staff functions.

2.3.1. Command:

2.3.1.1. Commander. An officer who occupies a position of command pursuant to orders of appointment or by assumption of command according to AFI 51-604. This designation is used in all Air Force units except:

2.3.1.1.1. US Air Force Academy, which is commanded by a superintendent
2.3.1.1.2. School organizations, which are commanded by commandants.

2.3.1.1.2. A unit with a civilian leader. When a civilian is appointed to lead a unit, that individual will be the director of the unit. A unit designated to be led by a civilian director will not have a commander, section commander or detachment commander. (**NOTE:** Internal functional flight heads using the duty title of "flight commander" may continue to use this title since they are not unit commanders with commensurate legal command authority.)

2.3.1.1.2.1. MAJCOM, FOA, or DRU headquarters may approve designation of a unit to be led by a civilian director instead of a military commander subject to the restrictions within this AFI or other applicable guidance. HQ USAF approval under the waiver process in this AFI is required for approval under any other circumstances.

2.3.1.1.2.2. Civilian unit directors must be full-time Department of the Air Force appropriated fund employees who have completed any applicable probationary periods. Civilian unit directors must be United States citizens.

2.3.1.1.2.3. A unit will not have a civilian unit director and must have a military commander if:

2.3.1.1.2.3.1. The unit is committed as a unit to a combat mission or to fill a mobility requirement.

2.3.1.1.2.3.2. The unit or an organization subordinate to the unit has a flying mission.

2.3.1.1.2.3.3. The unit has a medical mission.

2.3.1.1.2.3.4. The unit is above wing level. (This restriction does not apply to Air Force FOA and MAJCOM FOA headquarters units.)

2.3.1.1.2.3.5. The unit is one whose leader would normally function as an installation commander.

2.3.1.1.2.3.6. The unit is an expeditionary or provisional unit.

2.3.1.1.2.3.7. The unit is in the Air Force Reserve Command or Air National Guard. (This restriction does not limit traditional Reserve and ANG Technician arrangements.)

2.3.1.1.2.4. Since civilians cannot assume military command or exercise command over military members, and no member of the unit or subordinate unit can assume command of the unit, prior designation of a successor to leadership of the unit, in the event the civilian leader is incapacitated, should be made. Refer to AFI 51-604 for guidance on military justice and command authority matters for units led by civilian directors.

2.3.1.1.2.5. Civilian unit leaders will use an Office Symbol Code (OSC) of CL, Civilian Unit Leader. Civilian unit leaders will not use the title Commander nor an OSC of CC (Commander).

2.3.1.1.2.5.1. Since units with civilian leaders do not have commanders, the titles and OSCs for Vice Commander (CV) and Deputy Commander (CD) cannot be used for either military or civilian members in such units. When authorized, a primary subordinate who shares the civilian director's duties and acts for the director in the director's absence will use the title Deputy Director and the OSC of DD. The title Vice Director and OSC of DV may be used for such a primary subordinate at center or wing level.

2.3.1.1.2.5.2. Civilians who are subordinates in units commanded by officers cannot use the titles Vice Commander, Deputy Commander, Deputy to the Commander or any similar title which denotes or implies the ability to exercise command authority in a Commander's absence. Such civilians may use a title of Deputy and OSC of DD.

2.3.1.2. Vice Commander. An officer who shares a commander's duties and acts for the commander during the commander's absence. If command is properly assumed or appointed under the provisions of AFI 51-604, a vice commander may exercise all command authority. This designation is used at major command through wing level only.

2.3.1.2.1. Where the Air Force is the lead service at a joint base, the officer (irrespective of branch of military Service) designated the "Deputy Joint Base Commander" performs the functions of vice commander at wing level.

2.3.1.3. Installation Commander. The host unit commander. This individual discharges the duties directed by US statutes or Air Force directives to be performed by the installation commander.

2.3.1.4. Deputy Commander. An officer who shares the commander's duties and acts for the commander during the commander's absence. If command is properly assumed or appointed under AFI 51-604, a deputy commander may exercise all command authority. This designation is used at group level.

2.3.2. Staff:

2.3.2.1. Chief of Staff (CSAF). Title held by the Chief of Staff, US Air Force, with the only variance for Component NAFs. (See [Figure 3.2](#) for variance for Component NAFs.)

2.3.2.2. Deputy Chief of Staff (DCS). An officer who oversees a major portion of the Air Staff and who reports directly to the CSAF. A DCS supervises the activities of directorates and field operating agencies.

2.3.2.3. Director of Staff (DS) A staff element reporting directly to the MAJCOM Vice Commander. The function oversees executive services, orderly room and command section activities. Wings may use this title when authorized under Air Force Manpower Standards (AFMS).

2.3.2.4. Directorate. A staff element at Headquarters US Air Force or major command level. This is a decision making level which performs a range of related staff functions. Normally, a directorate supervises the activities of divisions and field operating agencies.

2.3.2.4.1. Directorates are also authorized in large HQ USAF field operating agencies and in large centers and laboratories (approximately 500 authorizations) which oversee major mission areas and key Air Force programs or support functions.

2.3.2.5. Division. Normally aligned as a staff element in Headquarters US Air Force, major command, NAF, center, field operating agency, or equivalent. Divisions supervise the activities of branches if the organization is large enough to require branches. Organizations that hold squadron status in the wing structure can be aligned as divisions when the head of the organization is a civilian (e.g., Services Divisions).

2.3.2.6. Branch. A staff element that performs a specific portion of a division's mission. Branches may be further subdivided into sections and elements. Branches supervise the activities of sections and elements. However, sections and elements are only authorized if the organization performs technical, highly specialized workload or if the supervisor-to-worker ratio exceeds 1:10. If further subdivision of a branch is required, a team-leader approach is the preferred arrangement.

Chapter 3

STANDARD ORGANIZATIONS

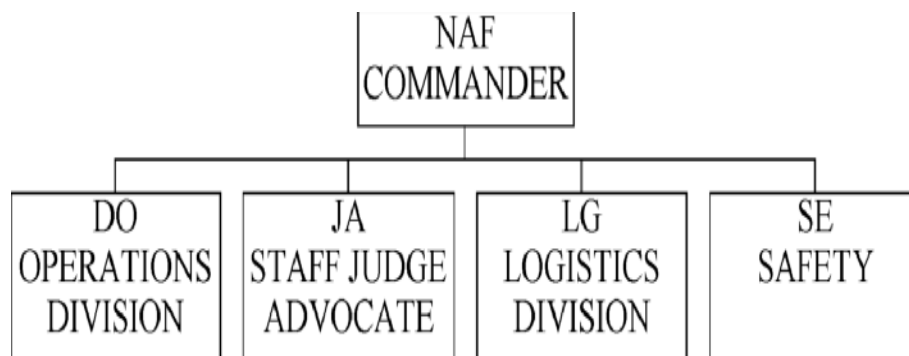
3.1. Organization Structure. This chapter prescribes standard organizational structures for use to the lowest level shown. Illustrative figures include approved organizational titles (**Figure 3.1** through **Figure 3.36**). Organization structures are illustrated to the lowest mandatory levels. HQ USAF and MAJCOM functional managers and Manpower, Organization and Resources focal points are authorized to develop standard organization structures below the mandatory level. This chapter also reflects standard office symbol codes.

3.1.1. Organizational Variations. Each figure depicts a standard organizational structure for a particular unit or function. AF/A1M must approve any variations from standard structure. Variations from standard structures should have a clear, overriding purpose that has easily recognizable and defensible organizational and cost benefits. MAJCOMs, FOAs and DRUs submit variation requests as described in **Chapter 6** of this Instruction when a standard function does not exist at a location, when functions are combined due to small size, or when units are responsible for activities not accounted for in standard structures.

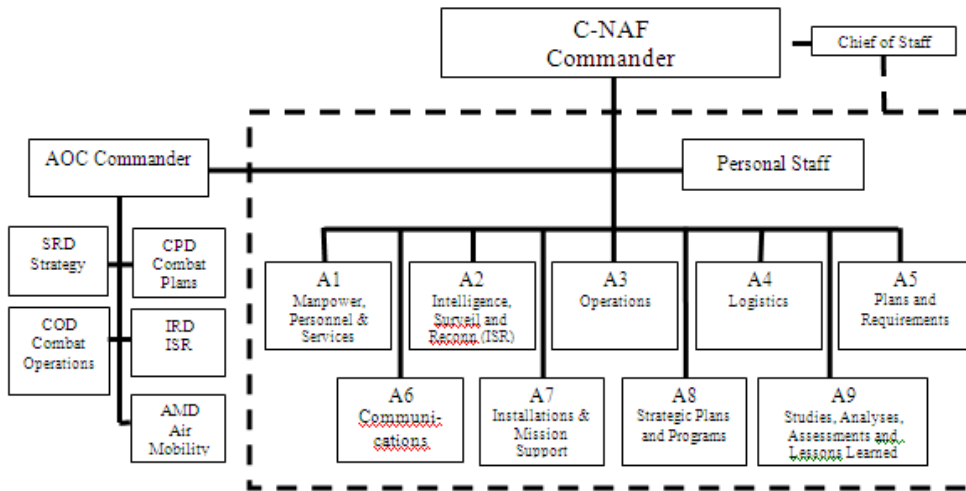
3.1.2. Functions and Responsibilities. Each figure depicts the standard organizational structure and lists typical functions and responsibilities performed by an organization. These functions and responsibilities are not comprehensive, but are intended to give an understanding of activity that fits in each organizational block.

3.2. Numbered/Named Air Force (NAF). The NAF is a command echelon directly under a MAJCOM that is focused on ensuring the readiness of assigned forces. It prepares forces for deployment and employment. The basic NAF structure is in **Figure 3.1**.

Figure 3.1. Basic NAF Structure (Applies to NAFs that are not C-NAFs).



3.2.1. A component NAF (C-NAF) is a specialized category of NAF that is structured to perform an operational and warfighting mission in support of a Unified Combatant Command (UCC). The C-NAF is a command echelon directly under the control of an operational MAJCOM. The C-NAF structure is in **Figure 3.2**. The C-NAF will plan, command, control, execute and assess air, space and information operation capabilities across the full range of military operations. The C-NAF consists of an AFFOR staff and an Air and Space Operations Center (AOC) as depicted in **Figure 3.2**. Air Force forces and units will be assigned or attached as required to support the UCC.

Figure 3.2. Component NAF Structure.

Organization Variations. Elements of Personal Staff should be reduced or eliminated as much as practical through support agreements and reachback. The Personal Staff may include Protocol (CCP), Political/Military Advisor (CCT), Staff Judge Advocate (JA), Public Affairs (PA), Historian (HO), Chaplain (HC), Safety (SE), Surgeon (SG), Financial Management (FM), Reserve Affairs (RE), Information Protection (IP) and Inspector General (IG). The rest of the C-NAF staff should consist of the standard Air Force A1-A9 staff functions (see Figure 4.1 and paragraph 4.4.3 for information on A-staff OSCs). A-staff 2-digit functions may be linked (e.g., A3 and A5 as A3/5), but separate functional staffs must be maintained. C-NAFs are authorized to use the Chief of Staff (CS) title as a variance to paragraph 2.3.2.1 of this Instruction. C-NAF responsibilities may vary depending on the capabilities provided by the MAJCOM.

3.3. Standard Wing. The standard wing (**Figure 3.3**) generates and employs combat capability. One commander has the authority and responsibility to command the wing. The standard operational wing structure is a wing with four dependent groups (operations, maintenance, mission support and medical) with related functions and disciplines aligned under the appropriate group. Generally, only the wing staff, comptroller unit and the four group commanders report directly to the wing commander. Thus, the wing commander concentrates on the wing's primary mission and delegates authority to subordinates so they can accomplish their responsibilities. Major wing functions are divided among a few principal subordinates, each accountable for carrying out a specific part of the wing mission. Responsibilities are clearly defined and duplication is avoided. While the standard wing is organized for combat operations, its basic structure is applied to all types of wings (for instance, air base and specialized mission wings).

3.3.1. Staffing of a Standard Wing. A wing is organized as an operational unit with manpower requirements set at those levels required for mission success. A standard or core manpower level exists for each organization defined in this Instruction (see AFI 38-201, Determining Manpower Requirements).

3.3.2. Wing Staff Organization. Wing staff functions report to the wing commander (**Figure 3.4**). A wing staff function may be referred to as an office, for example: a public affairs office. The senior staff member is referred to as the chief. (**NOTE:** the below reflects

separate wing staff functional offices; it does not reflect individual positions/activities immediately under the CC or CV as reflected by CC_ or CV_ office symbol codes, such as the Sexual Assault Response Coordinator (CVK) and Antiterrorism Officer (CCW).)

3.3.2.1. Public Affairs (PA). Delivers candid counsel and guidance to commanders to communicate timely, truthful, accurate, and useful information about Air Force activities to DoD, Air Force, domestic and international audiences. Provides visual information (VI) services and VI documentation of significant events. Gives commanders awareness of the public information environment and the means to use it as part of Air Force air, space, cyberspace, and information operations. Provides expert advice to assist leaders in making and communicating decisions affecting mission accomplishment. Employs communication tools to link Airmen and their leaders. Plans, develops, executes, and evaluates strategies and activities to obtain informed public understanding and support on issues impacting Air Force operations. Directs media and community relations activities. Provides security and policy review of publicly releasable information. Only wings with host installation responsibilities are authorized a PA office without SAF/PA waiver.

3.3.2.2. Safety (SE). Advises commanders and supervisors on safety requirements and issues. Manages wing USAF mishap prevention program to help preserve vital resources and enhance mission capability.

3.3.2.3. History (HO). Provides commanders and staffs with research services; prepares official histories and other publications.

3.3.2.4. Staff Judge Advocate (JA). Advises wing and subordinate commanders on military justice and disciplinary matters. Prosecutes courts-martial and represents the government in administrative separation hearings. Provides personal legal assistance. Provides legal advice to military investigative agencies. Represents Air Force interests in environmental, civilian labor and utility rate matters and advises on contract law and related civil law issues. Acts as Air Force liaison with Federal, state and local legal authorities. Advises commanders and staffs on international law matters. Drafts and reviews operation and exercise contingency plans for compliance with the law of armed conflict.

3.3.2.5. Command Post (CP). Implements emergency action and quick reaction checklist procedures and controls assigned forces; operates communications systems; maintains and provides communications security and area security; monitors alert force status; monitors airfield, weather and navigational aid status. Coordinates and reports maintenance actions. There is only one command post on each installation unless otherwise approved under AFI 10-207, Command Posts.

3.3.2.6. Chaplain (HC). Provides spiritual care and the opportunity for authorized personnel to exercise their constitutional right to the free exercise of religion by conducting religious observances and providing pastoral care. Advises leadership on spiritual, ethical, moral, morale, core values and religious accommodation issues.

3.3.2.7. Information Protection (IP). Wing focal point for information protection (IP) guidance and programs supporting a converged IP environment that includes all aspects associated with the protection of sensitive, controlled and classified information.

3.3.2.8. Plans (XP). Focal point for wing deployment exercise evaluations. Coordinates base support planning. Provides and directs war reserve materiel management.

3.3.2.9. Equal Opportunity (EO). Assists commanders at all levels to proactively engage all Airmen in the pursuit of equal opportunity by fostering and supporting equal opportunity, the Air Force Core Values and the Airman's Creed through day-to-day actions and implementation of various EO programs (e.g., complaint program, human relations program, climate assessment program, Alternate Dispute Resolution (ADR) program – including conflict consulting, Affirmative Employment Program and Special Emphasis Programs). Educates and trains all Airmen to make workplace professionalism a top priority and to take proactive steps to prevent, correct and eliminate unlawful discriminatory behavior.

3.3.2.10. Inspector General (IG). Plans, directs, conducts and monitors inspector general programs. Implements the Air Force's Inspection System; Complaints Program; and Fraud, Waste and Abuse (FWA) Programs.

3.3.2.11. Wing staff personnel are attached to the Comptroller Squadron for administrative and UCMJ purposes.

3.3.2.11.1. For wings that do not have a Comptroller Squadron or that have a civilian-led Comptroller Squadron, wing staff personnel are attached to the Force Support Squadron. In this case, if the Force Support Squadron is civilian-led, the wing staff personnel are attached to the Mission Support Group headquarters unit.

3.3.2.11.2. MAJCOM/A1s, in coordination with their MAJCOM/JAs, may approve variances to the above wing staff attachments if necessary to avoid inappropriate reporting relationships such as between spouses. The variances should last the minimum time needed to avoid the inappropriate relationship.

3.3.2.11.3. If a wing does not have any of the units specified in [paragraph 3.3.2.11](#) or [3.3.2.11.1](#), the wing commander may attach wing staff personnel to another unit for administrative and UCMJ purposes

3.3.3. Comptroller (FM). Provides financial analysis and services, including budget development and execution, cost and economic analysis, pay and travel services and liaison with the Defense Finance and Accounting Service (DFAS) ([Figure 3.5](#)).

3.3.4. Operations Group ([Figure 3.6](#)):

3.3.4.1. The operations group operates primary mission equipment.

3.3.4.2. Standardization/evaluation (OGV) and intelligence (OGI) will be separate staff elements.

3.3.5. Maintenance Group ([Figure 3.13](#)):

3.3.5.1. The maintenance group supports the primary mission with weapon system maintenance. This includes maintenance training, on-equipment and off-equipment maintenance.

3.3.5.2. Normally, the maintenance group will consist of a maintenance squadron, an aircraft maintenance squadron and a maintenance operations squadron. If a maintenance squadron has over 700 manpower authorizations, MAJCOMs may approve splitting the

maintenance squadron into a component maintenance squadron and an equipment maintenance squadron. Where authorized, munitions squadrons are also in the maintenance group.

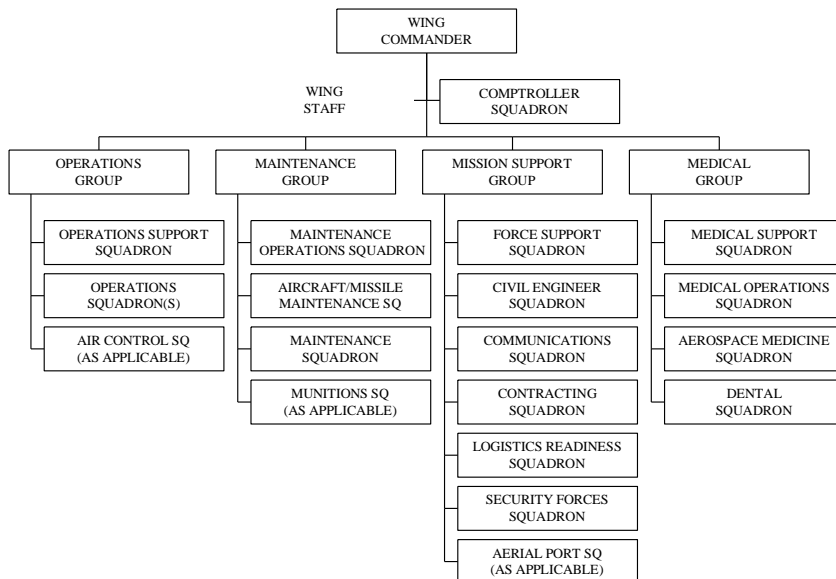
3.3.5.3. Loading standardization and quality assurance will be separate staff elements.

3.3.6. Mission Support Group. The mission support group provides base support and services (Figure 3.22).

3.3.6.1. Noncommissioned Officer (NCO) Academy. At overseas locations with an NCO academy, the academy will be a functional flight assigned to the mission support group commander. CONUS academies are aligned under Air Education and Training Command (AETC). An NCO academy will be named after its host base and established as a named activity; an example is the Lackland NCO Academy.

3.3.7. Medical Group. See Figure 3.29 for a standard medical group structure.

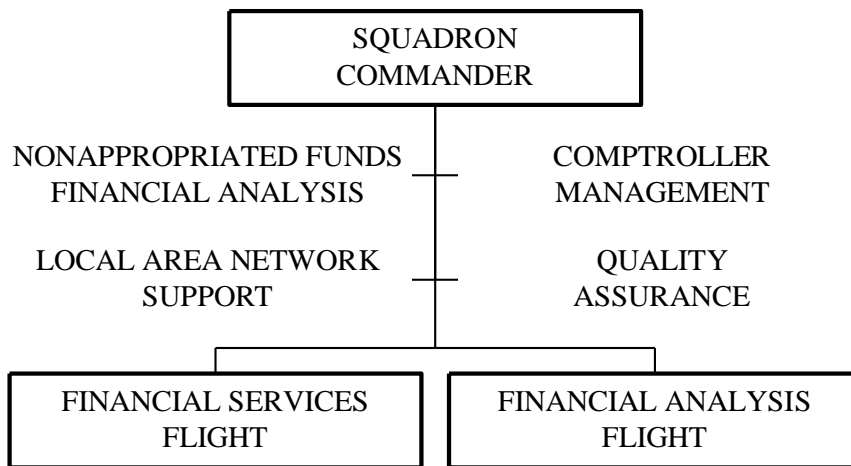
Figure 3.3. Wing Structure Organization Variations.



Where applicable, Air Control Squadrons will be part of the Operations Group. Where applicable, Munitions Squadrons will be part of the Maintenance Group. Where applicable, Aerial Port Squadrons will be part of the Mission Support Group. (**NOTE:** Aerial Port Squadron alignment is under review).

Figure 3.4. Wing Staff Structure.



Figure 3.5. Comptroller Squadron Structure.

Comptroller Squadron (FM) Functions and Responsibilities:

Comptroller Management (FMD). Functions include oversight to unit training, management of unit authorizations and management of personnel and additional duties.

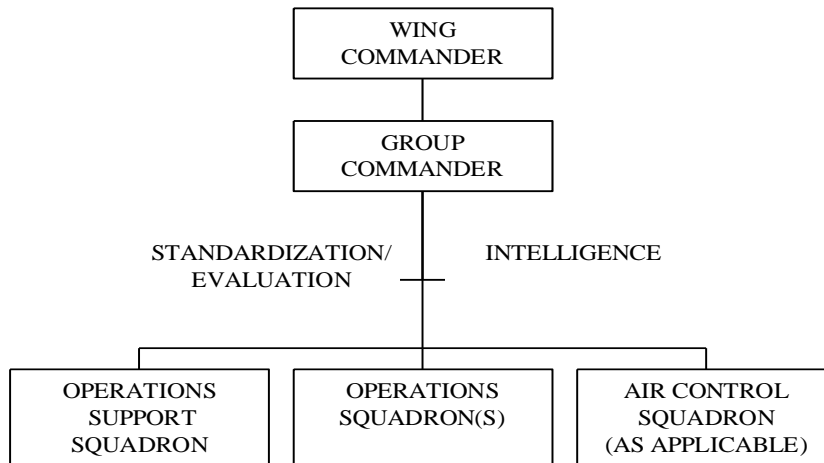
Nonappropriated Funds Financial Analysis (FMN). Provides independent financial management oversight and analysis of Morale, Welfare and Recreation (MWR) and lodging programs and activities on the base, along with other special nonappropriated fund programs. Supports the installation commander, the comptroller, and force support squadron management.

Quality Assurance (FMQ). Develops and maintains a viable Quality Assurance Program for squadron operations. Includes performing quality review inspections, developing internal review checklists and ensuring squadron internal controls are in place and working.

Local Area Network Support (FMZ). Installs, configures, administers and provides for the maintenance of squadron computer systems and equipment.

Financial Analysis Flight (FMA). Plans, develops and presents all budget and fund requirements for the installation to the major command or other higher headquarters. Responsibilities for financial analysis encompass economic analysis and execution of appropriated Air Force funds, including applicability and propriety of fund usage, to ensure their most effective use in support of Air Force programs and priorities. Provides accounting liaison, customer service and customer support functions. Accounting liaison includes accounting support for host and tenant unit commanders in the execution of funding authorities and liaison service among units, vendors and DFAS. Performs commitment accounting and fund certification for the Government Purchase Card Program, Fund Cite Authorizations, Fund Control Messages and other funding authorizations. Obligates and authenticates TDY and emergency leave orders and performs follow-up on outstanding orders and advances.

Financial Services Flight (FMF). Customer service provides pay and travel counter service for all personnel. Performs in and out processing for PCS, separations and retirements including travel claims. Manages debt programs, dependency determinations and recertification of entitlements. Customer support processes documents to update pay, allowance, leave, allotment and tax information. Computes and audits TDY travel claims, trains and oversees unit leave monitors and timekeepers, processes time and attendance records for updates to the Defense Civilian Pay System and performs disbursing and cashier functions.

Figure 3.6. Operations Group Structure.**Organization Variations.**

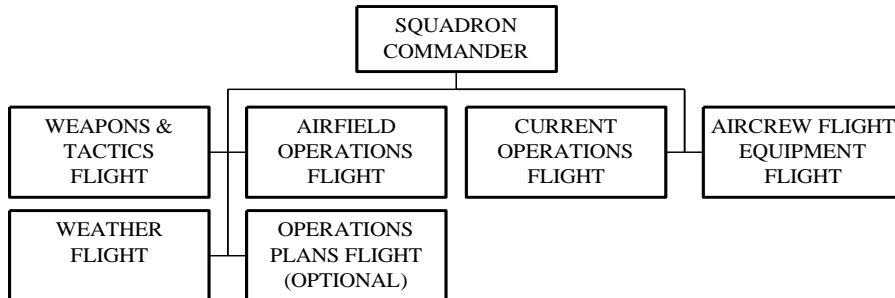
With the exception of the lettered flights, the Operations Group Commander has the discretion to combine operations squadron functions with like functions in the Operations Support Squadron or in the Operations Group staff in cases where effectiveness and/or efficiency will be improved.

Where applicable, Air Control Squadrons will be part of the Operations Group.

The Operations Group Commander may attach individual OGI-assigned ISR airmen to the operations squadrons under OGI administrative control or assign individual ISR airmen to the operations squadrons.

Standardization/Evaluation (OGV). Performs group aircrew standardization/evaluation program functions.

Intelligence (OGI). Provides intelligence support for the wing during all phases of conflict and decision making. Trains aircrew/operators and prepares the wing for contingency and wartime missions. Provides intelligence tailored to the wing's operational mission and base support activities. Provides full-spectrum threat assessments and mission planning in support of deployments, contingencies, and combat operations.

Figure 3.7. Operations Support Squadron Structure Organization Variations.

Operations Support Squadron (OS) Functions and Responsibilities:

Weapons and Tactics Flight (OSK). Develops procedures and unit tactics for planning and employing operational mission and wing assets. Advises wing staff on operational capabilities, limitations and status of resources.

Airfield Operations Flight (OSA). Provides airfield management and air traffic operations services to the base flying wing transient and civil users. These services can include control tower, radar operations and base operations functions.

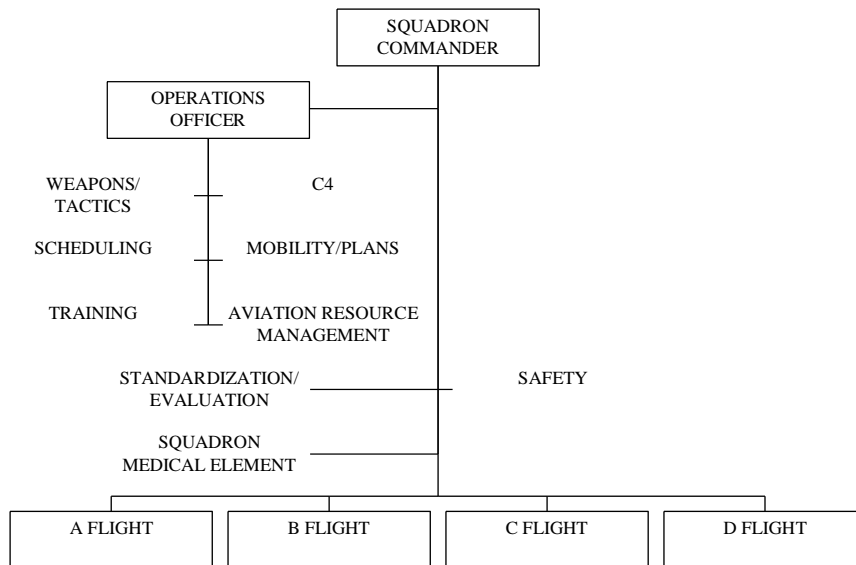
Current Operations Flight (OSO). Responsible for all wing flying operations. Monitors and directs flying, scheduling and training. Manages the flying hour program and flight simulator systems and provides centralized flight records support. Coordinates wing combat mission planning and sortie allocation. Provides inspection support and coordinates deployment requirements for the Operations Group.

Aircrew Flight Equipment (AFE) Flight (OSL). Provides aircrew flight equipment and training (formerly aircrew life support and survival equipment) for all flying squadrons within the wing. Responsible for aircrew flight equipment continuation training program.

Weather Flight (OSW). Provides weather services for all operations on base, all activities supported by the base and Reserve component activities as directed. Prepares and disseminates weather information for base resource protection from severe weather and other environmental effects. Provides weather inputs into DoD databases to support DoD operations worldwide. Provides tailored weather input to satisfy specific combat operations and weapon system requirements.

Operations Plans Flight (OSX) (Optional). All MAJCOMs are authorized a variation to perform operations plans functions in the Operations Support Squadron to accommodate their deployment missions.

Figure 3.8. Operations Squadron Structure.



Organization Variations.

The number of lettered flights may be varied to adjust flight size for optimum mission capability. Also, see “Organization Variations” under **Figure 3.6**, Operations Group Structure.

Figure 3.9. Operations Squadron Structure for Space Launch Squadrons.

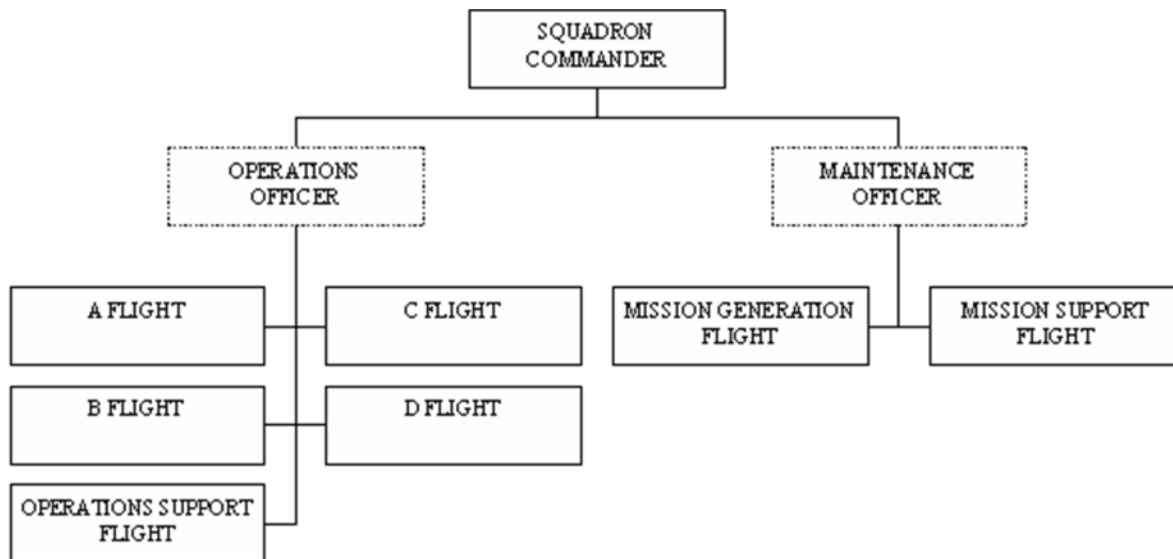


Figure 3.10. Operations Squadron Structure for Missile Squadrons.

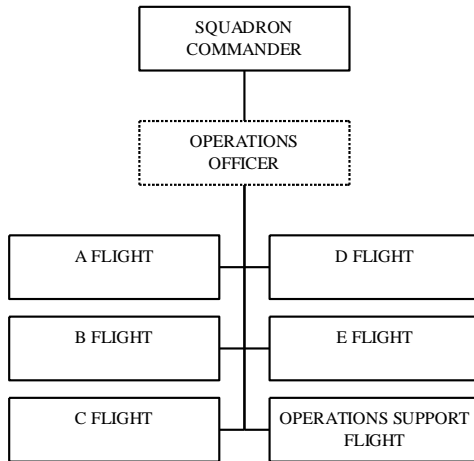
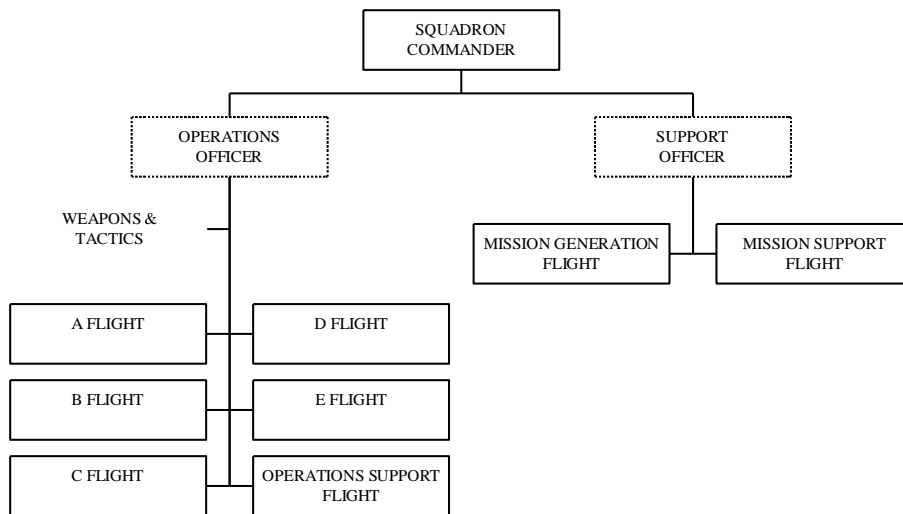
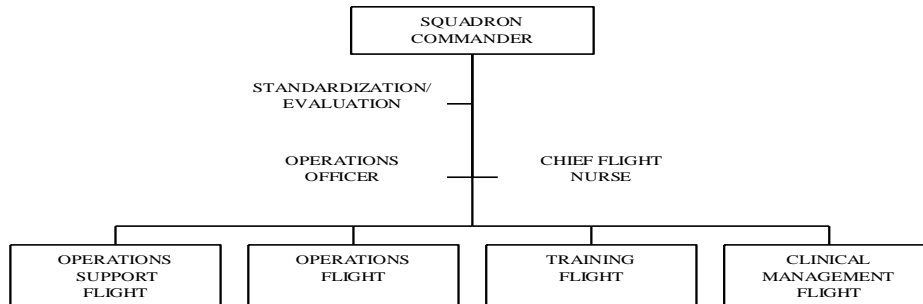


Figure 3.11. Operations Squadron Structure for Space Operations and Space Warning Squadrons.



NOTE: Geographically separated units add special staff functions as necessary (i.e., Chaplain, Comptroller, Safety and Equal Opportunity)

Figure 3.12. Operations Squadron Structure for Aeromedical Evacuation Squadrons.

Aeromedical Evacuation (AE) Squadron Functions and Responsibilities:

Standardization and Evaluation (AEV). Manages and conducts flight and emergency procedures evaluations. Responsible for the aircrew examination, flight publication, and flight evaluation folder maintenance and review programs. Conducts review and certification boards.

Operations Officer (DO). Directs operations within the squadron to include organizational flying, aircrew/ground Unit Type Code (UTC) training, and operations support functions. The MAJCOM (may be delegated to the squadron commander) may direct that the Operations Officer supervise the Operations, Operations Support and Training Flights.

Chief Flight Nurse (CN). Directs nursing services within the squadron. Exercises primary responsibility for the nursing standards of care. Provides clinical oversight of organizational flying, training, and readiness functions within the squadron. The MAJCOM (may be delegated to the squadron commander) may direct that the Chief Flight Nurse supervise the Clinical Management Flight.

Operations Flight (AEO). Provides scheduling, mission planning and mission management for operational and aeromedical readiness missions. Coordinates pre-mission requirements with supporting agencies, provides ground support during execution of AE missions for assigned and transient AE crews/Critical Care Air Transport Teams, and processes all required post-mission documentation.

Training Flight (AET). Responsible for the aircrew and ground UTC training requirements of all assigned personnel.

Operations Support Flight (AER). Provides C4 systems, logistics, resource management, and readiness support.

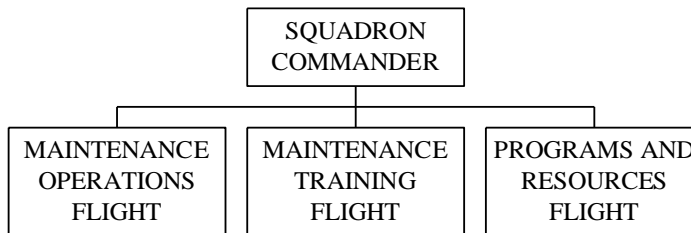
Clinical Management Flight (AEC). Responsible for the clinical training, patient safety, and clinical quality programs.

Figure 3.13. Maintenance Group Structure.**Organization Variations.**

Where applicable, Munitions Squadrons (MXW) will be part of the Maintenance Group.

Weapons Standardization (MXL). Comprised of the superintendent, the loading standardization crew (LSC), academic instructor and lead crews. A LSC may be formed for each Mission Design Series (MDS) in multiple MDS units. One lead crew is normally formed for each Aircraft Maintenance Unit (AMU). Weapons Standardization does not need to be formed in organizations that do not load munitions requiring certification, providing the requirements of the weapons task qualification program are met. In organizations such as this, the weapons function will be responsible for applicable weapons manager responsibilities and the weapons task qualification program.

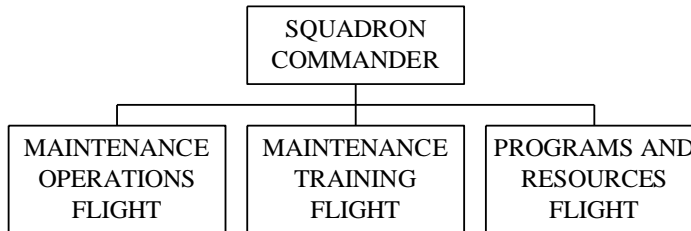
Quality Assurance (MXQ). Primary technical advisory agency for maintenance, helping production supervisors and the maintenance group commander resolve quality problems. Evaluates and analyzes deficiencies and problem areas to identify underlying causes and recommend corrective actions.

Figure 3.14. Maintenance Operations Squadron Structure.**Maintenance Operations Squadron (MXO) Functions and Responsibilities:**

Maintenance Operations Flight (MXOO). Provides the following fleet health functions: Maintenance Operations Center (MOC); plans, scheduling and documentation (PS&D); Maintenance Data System Analysis (MDSA); and Engine Management (EM). Maintenance Supply Liaisons (MSLs) are authorized in the Logistics Readiness Squadron and are matrixed to the Maintenance Operations Flight.

Maintenance Training Flight (MXOT). Directs, monitors and schedules training for all group personnel. Provides Air Force engineering technical services.

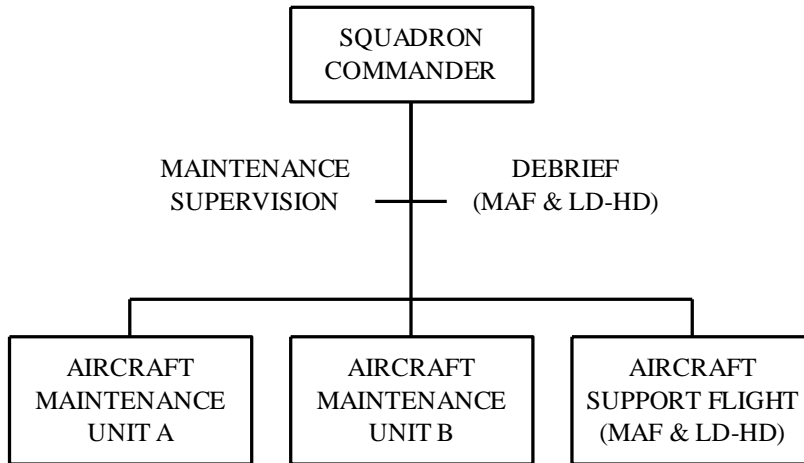
Programs and Resources Flight (MXOP). For the group, provides management of programs and resources such as deployment, support plans and agreements, facilities, budget, commercial contracts, manpower, communications and status of resources and training (SORTS) reporting.

Figure 3.15. Maintenance Operations Squadron Structure for Missile Organizations.**Maintenance Operations Squadron (MXO) Functions and Responsibilities:**

Maintenance Operations Flight (MXOO). Maintains status of all launch facilities and missile alert facilities, provides leadership with key information to assist in determining maintenance requirements and priorities. Functions as centralized manager for manpower, mission support equipment facilities and long-range planning. Provides expertise to solve unique weapon system problems that are beyond the normal scope of technical data.

Maintenance Training Flight (MXOT). Manages ICBM maintenance training for all maintenance personnel assigned to the maintenance group. Provides ancillary training to maintenance technicians..

Programs and Resources Flight (MXOP). Performs off-equipment maintenance on electrical, environmental, power generation, pneumatic and hydraulic systems associated with the ICBM weapon system. Centrally stores, issues, inspects and repairs ICBM support equipment, guidance systems and special purpose vehicles.

Figure 3.16. Aircraft Maintenance Squadron Structure.

Aircraft Maintenance Squadron Functions and Responsibilities:

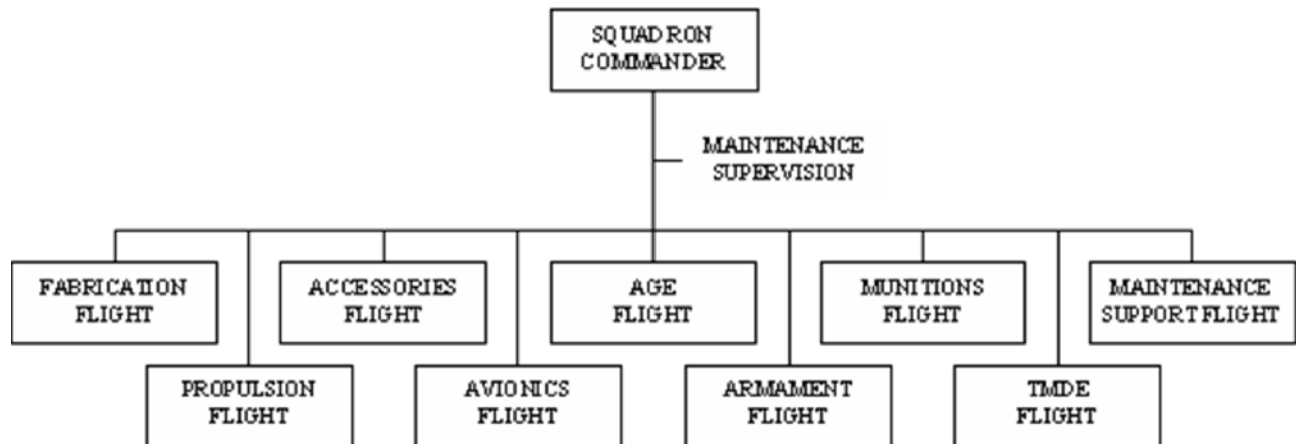
Maintenance Supervision (MXA). Overall management and supervision of daily maintenance activities.

Debrief (MXAF). Tracks discrepancies, deviations, utilization and applicable flight data for each aircraft at the termination of sorties/missions. (For Mobility Air Forces (MAF) and Low Density-High Demand (LD-HD) aircraft organizations. In Aircraft Maintenance Units (AMU) in Combat Air Forces (CAF) organizations.)

Aircraft Maintenance Units (AMU) (MXAA/B/C, etc., with the fourth character being any letter not already used in this squadron). Responsible for servicing, inspecting, maintaining, launching, and recovering assigned aircraft and ensuring all mobility requirements are met. There is one AMU for each supported operations squadron. In order to maximize efficient use of resources, MAJCOMs have the option to organize an AMU to support multiple flying squadrons. (**NOTE:** This organization is a flight internal to the Aircraft Maintenance Squadron.)

Aircraft Support Flight (MXAS). Provides support to flight line maintenance and generation activities. Functions include: maintaining technical orders, hazardous materials and bench and operating stocks; preparing equipment/supplies for deployment; controlling and maintaining TMDE; and ensuring maintenance, control and storage of Alternate Mission Equipment, Dash-21 equipment and Maintenance, Safety and Protective Equipment. (For MAF and LD-HD aircraft organizations. In AMUs in CAF organizations.)

Organizational Variations. In MAF and LD-HD organizations, the debrief and aircraft support activities are centralized for the squadron as shown. Combat Air Forces (CAF) squadrons will have debrief and support sections in each AMU.

Figure 3.17. Maintenance Squadron Structure.

Maintenance Squadron Organizational Variations. If a squadron exceeds 700 authorizations, two squadrons may be established. If two maintenance squadrons are needed, they must be designated Equipment Maintenance Squadron (**Figure 3.19.**) and Component Maintenance Squadron (**Figure 3.20.**) and use flight office symbols as shown below.

Maintenance Squadron Functions and Responsibilities (MXM):

Maintenance Supervision (MXM). Overall management and supervision of daily maintenance activities including production supervision.

Fabrication Flight (MXMF). Performs inspection, repair and fabrication of aircraft components; non-destructive inspection of aircraft and components; and aircraft structural repair.

Accessories Flight (MXMC). Performs off-equipment maintenance on pneudralic systems, aircraft and support equipment electrical systems, batteries and environmental systems. Maintains aircraft fuel and egress systems.

Avionics Flight (MXMV). Performs diagnostic and off-equipment maintenance on communication-navigation, electronic warfare, guidance control, airborne photographic and sensor systems and repairs Type 4 precision measurement equipment.

Aerospace Ground Equipment (AGE) Flight (MXMG). Performs inspections, maintenance, pickup and delivery and time compliance technical orders of AGE. Stores or prepares AGE for shipment.

Armament Flight (MXMR). Performs off-equipment maintenance of weapons release systems, guns, munitions racks, adapters, pylons and launchers.

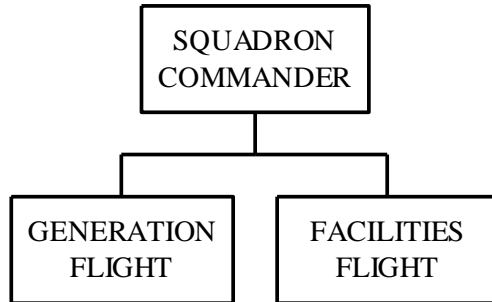
Maintenance Support Flight (MXMT). Services transient aircraft, performs repair and reclamation (large component repair) and builds up and services wheels and tires.

Munitions Flight (MXMW). Performs maintenance on and accounts for conventional munitions, containers, dispensers, training items and associated support equipment. Maintains, receives, stores, delivers and obtains disposition instructions for munitions. Inspects munitions and storage facilities.

Propulsion Flight (MXMP). Performs off-equipment inspection, repair, maintenance and testing of engines and associated engine support equipment.

Test Measurement Diagnostics Equipment (TMDE) Flight (MXMD). Performs on-site or in-laboratory testing, repair and calibration of precision measurement equipment.

Figure 3.18. Missile Maintenance Squadron Structure.

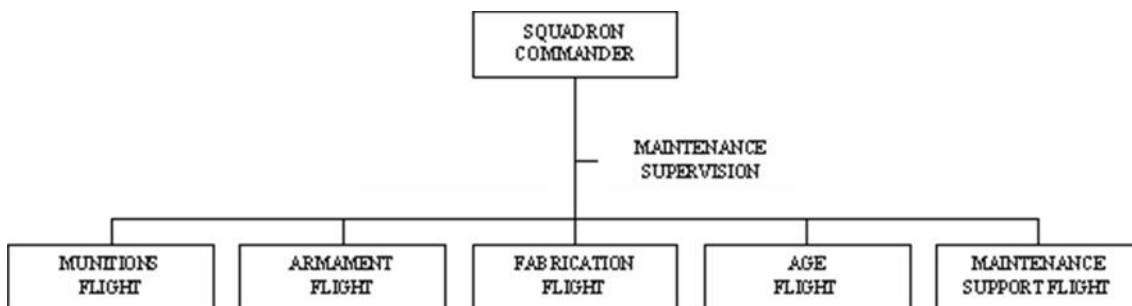


Missile Maintenance Squadron Functions and Responsibilities:

Generation Flight (MXSG). Generates and maintains assigned Inter-continental Ballistic Missile (ICBM) forces. Performs electronic, electro-mechanical, security, weapon system communications and electrical system repair and troubleshooting and coding of the ICBM weapon system. Removes, installs and transports Minute-man aerospace vehicle equipment, reentry systems and missiles.

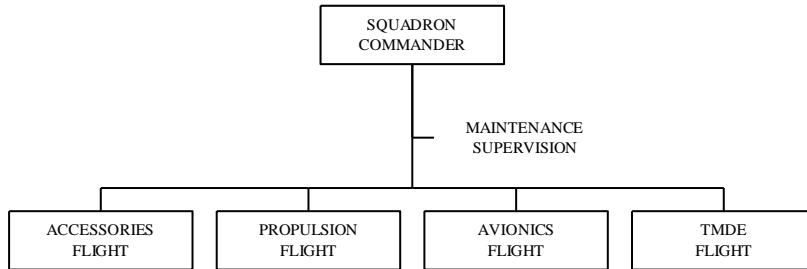
Facilities Flight (MXSF). Performs on-site repair of ICBM launch facility and missile alert facility power and environmental control systems. Performs periodic maintenance inspections, corrosion control and preventive maintenance actions. Maintains the Hardened Intersite Cable System.

Figure 3.19. Equipment Maintenance Squadron Structure.



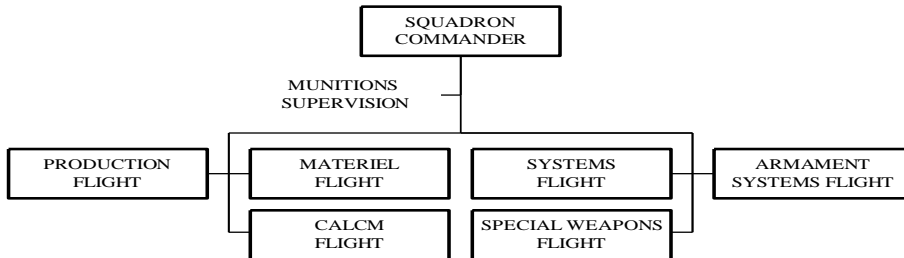
See **Figure 3.17**, Maintenance Squadron Structure, for flight descriptions and office symbols.

Figure 3.20. Component Maintenance Squadron Structure.



See **Figure 3.17**, Maintenance Squadron Structure, for flight descriptions and office symbols.

3.21. Munitions Squadron Structure.



Munitions Squadron Functions and Responsibilities:

Munitions Supervision (MXW). Provides overall management and supervision of daily activities of munitions maintenance production and support.

Production Flight (MXWP). Assembles, disassembles, delivers and maintains conventional munitions, missiles, containers, dispensers, assigned Munitions Materiel Handling Equipment (MMHE) and training items. Administers and conducts the Combat Munitions Training (CMT) Program (may be aligned in Systems Flight at local option).

Materiel Flight (MXWC). Stores, handles, inspects, ships, receives, disposes locally and accounts for conventional munitions, containers, dispensers and training items and coordinates transportation.

Systems Flight (MXWK). Provides broad command and control, direction and support for all munitions squadron activities to include training, resources, munitions information systems, facilities and mobility programs. Plans, schedules, coordinates, controls and directs all munitions activities.

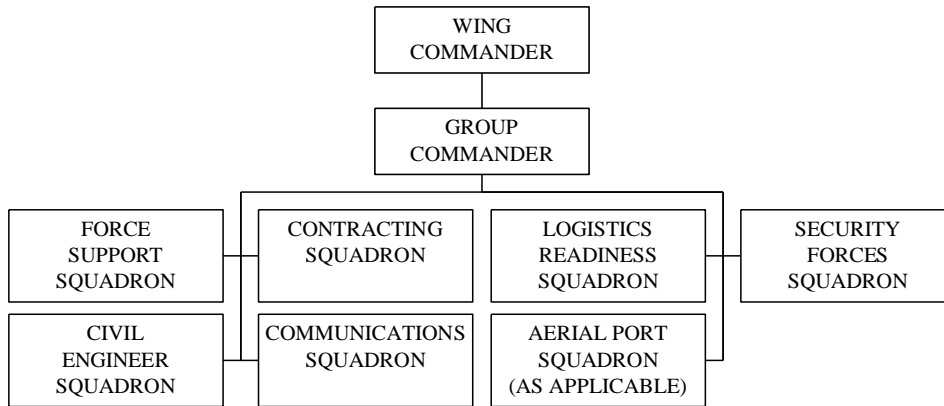
Armament Systems Flight (MXWR). Performs off-equipment maintenance of weapons release systems, guns, munitions racks, adapters, pylons and launchers. (If assigned.)

Conventional Air-Launched Cruise Missile (CALCM) Flight (MXWM). Performs on-equipment and off-equipment maintenance on assigned CALCM and associated equipment.

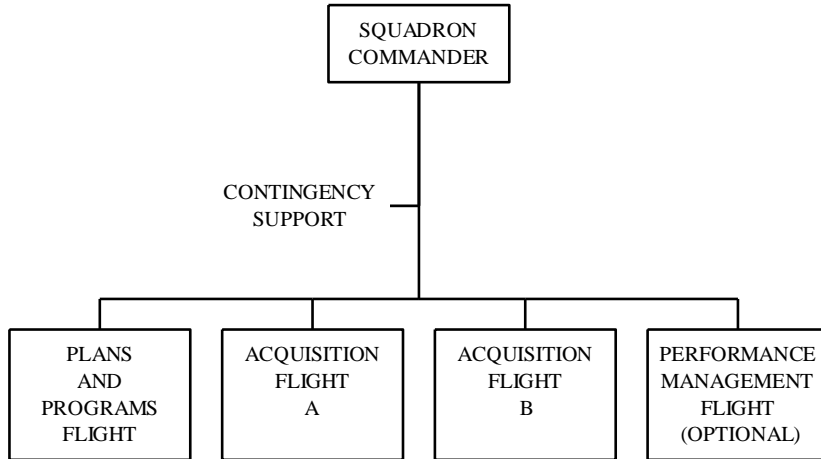
Special Weapons Flight (MXWS). Performs on-equipment and off-equipment maintenance on assigned nuclear weapons, missiles, reentry systems, reentry vehicles and associated equipment.

Organizational Variations. Because AFMC munitions activities are not organized for direct combat operations, they are authorized to organize according to MAJCOM guidance instead of the structure in this AFI.

Figure 3.22. Mission Support Group Structure.



Organization Variations. Where applicable, Aerial Port Squadrons will be part of the Mission Support Group (**NOTE:** Aerial Port Squadron alignment is under review).

Figure 3.23. Contracting Squadron Structure.

Contracting Squadron (LGC) Functions and Responsibilities. The Contracting Squadron provides acquisition planning and business advice; leads market research for solicitation, contract award and contract administration; and ensures performance management in support of installation contracting requirements and deployment contingency contracting.

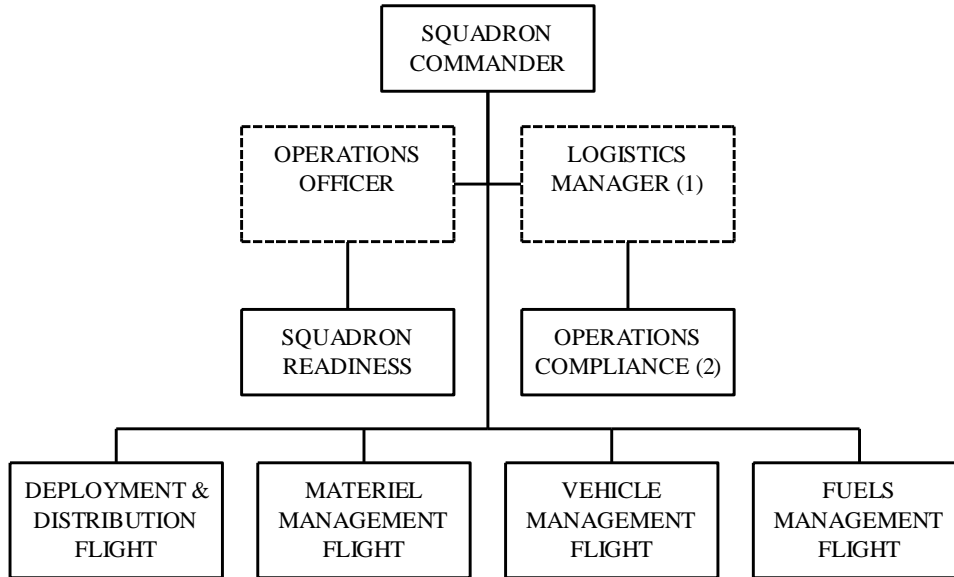
Contingency Support (LGCX). Contingency support will provide planning, programming, training and execution of all contingency contracting operations.

Acquisition Flights (LGCA/B/C, etc.). The acquisition flights will lead market research; provide business advice and acquisition planning for solicitation, execute award and perform contract administration; and ensure performance management for all installation acquisition requirements.

Plans and Programs Flight (LGCP). The Plans and Programs Flight will include all functions in support of the contracting squadron. This may include functions such as Information Technology support, administration of the Government-wide Purchase Card Program, Quality Assurance Evaluator Program, contract review committee, focal point for squadron training, squadron performance metric development and trend analysis.

Performance Management Flight (LGCM) (Optional). This flight may perform consolidated contract quality/specialist functions needed to provide complete performance management support to the acquisition flight(s). In addition to quality assurance, this flight may include the quality assurance program coordinator, contract specialists and additional multi-functional expertise (additional acquisition personnel, program management, engineers, quality assurance specialist, etc.) as determined by wing senior leadership. Under this option, the flight will perform pre-award planning, solicitation and source selection and post award functions as a multi-functional unit under the squadron commander for a single multi-functional service contract or group of services contracts. One or more performance management flight(s) may be added with the approval of the wing commander.

Organization Variations. If Acquisition Flight A and Acquisition Flight B together exceed 30 manpower authorizations, the squadron commander may establish additional acquisition flights. Additional acquisition flights may be added with MAJCOM Head of Contracting Activity (HCA) approval. In addition, a Performance Management Flight may be established with the approval of the Wing Commander with an information copy to the MAJCOM HCA.

Figure 3.24. Logistics Readiness Squadron Structure.

1. If earned IAW existing Manpower Standards. Applicable to Active Duty units only.
2. When no Logistics Manager, aligned under the Operations Officer.

Logistics Readiness Squadron (LGR) Functions and Responsibilities:

Operations Officer (LGR). Provides direct support to the squadron commander, oversees day-to-day operations within the squadron and directly supervises the squadron Unit Deployment Manager (UDM) and Squadron Readiness. Carries out Logistics Manager duties when no Logistics Manager is assigned.

Squadron Readiness (LGRR). Responsible for squadron Unit Control Center. The Unit Control Center may be staffed by permanent personnel with augmentation during contingencies and surge operations. Maintains squadron recall rosters.

Logistics Manager (LGL) (where applicable). Senior civilian logistician responsible for the oversight of programs and processes associated with squadron business processes, resource management (facilities, funds management, stock control and infrastructure), squadron analysis, strategic planning, operations compliance, squadron training, accountability, metrics and systems management. (Applicable only if earned IAW AF Manpower Standard. Applicable to Active Duty units only. When no Logistics Manager is assigned, the Operations Officer is responsible for these duties.)

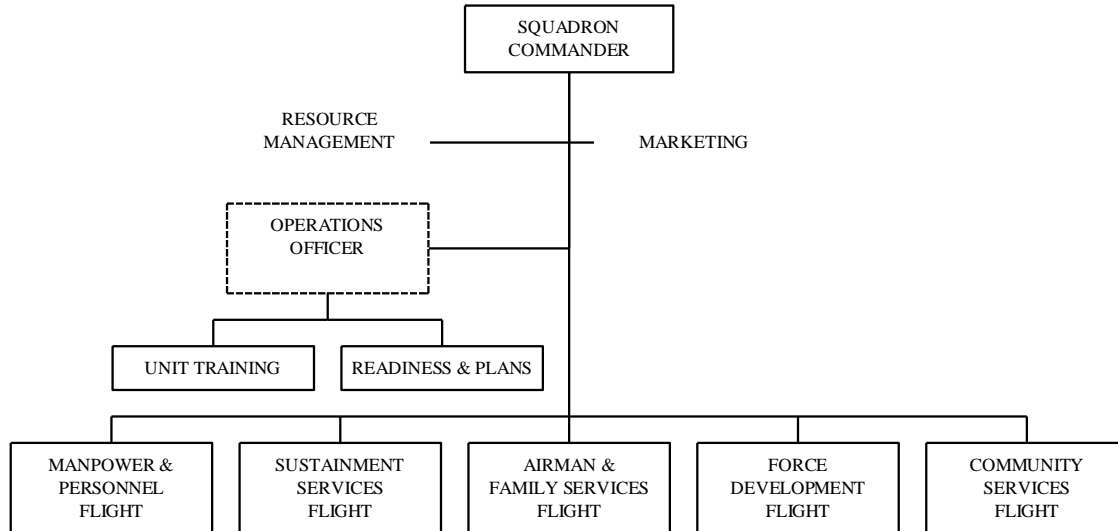
Operations Compliance (LGLO). Provides oversight of squadron compliance, training, resources, accountability and analysis.

Materiel Management Flight (LGRM). Responsible for stocking, storing, issuing, managing, inventorying and inspecting DoD supplies and equipment. This flight is the primary liaison between customers and the Air Force Global Logistics Support Center.

Deployment and Distribution Flight (LGRD). Responsible for the centralized command and control, planning and execution of all wing deployment operations and the distribution of cargo, passengers and personal property. The Installation Deployment Officer (IDO) is appointed from within the Deployment and Distribution Flight. The flight is responsible for the execution of squadron Air and Space Expeditionary Forces (AEF) Management, squadron UTC management, In-Garrison Expeditionary Site Planning and Installation Deployment Planning. The Deployment and Distribution Flight also operates a Deployment Control Center (DCC), Reception Control Center (RCC) and Installation Deployment Readiness Cell (IDRC), as necessary. This flight is responsible for the management of the wing's War Reserve Materiel (WRM), Support Agreements. Additionally, the flight is the single installation transportation authority responsible for planning, managing and executing the movement of personnel; the shipment and receipt of DoD cargo; acquisition and arrangement of Personal Property movement services; and operation of Small Air Terminals for Cargo and Passenger Movement functions at locations with no Aerial Port Squadron or other host support. Provides vehicle operations functions, responsible for providing efficient and economical transportation services to support the mission, including licensing, dispatch, pick up and delivery operations, and vehicle and equipment support. Single authority for vehicle official use and permissible operating distance guidance and programs.

Vehicle Management Flight (LGRV). Single authority and source for maintenance and management of an installation's motor vehicle fleet. Responsible for overall management and maintenance of the wing's vehicle fleet and assigns, accounts for and maintains vehicle assets so they are safe, efficient and environmentally sound and meet the wing's needs. Responsible for the management, repair and accountability of the Air Force vehicle fleet.

Fuels Management Flight (LGRF). Ensures quality petroleum products, cryogenics fluids and missile propellants are acquired or produced and issued safely and efficiently to using organizations.

Figure 3.25. Force Support Squadron Structure.

Force Support Squadron (FS) Functions and Responsibilities:

Resource Management (FSR). Responsible for appropriated and nonappropriated fund financial management, private organizations, squadron logistics and property management, and squadron information technology.

Marketing (FSK). Provides day-to-day functional oversight and advice on marketing, commercial sponsorship and market research programs that supports both appropriated and nonappropriated fund activities within the squadron. Marketing also works with the Public Affairs office to administer publicity.

Operations Officer (FSO). Responsible for Unit Training and the Readiness & Plans functions. Also focuses on day-to-day squadron operations, e.g., suspense response and problem solving. May also be in charge of activities such as IG preparation, major inspections and internal squadron awards.

Unit Training (FSOT). Develops, manages, conducts and oversees training for all military and appropriated and nonappropriated fund civilian employees in the squadron.

Readiness and Plans (FSOX). Contains Unit Readiness, Installation Personnel Readiness and Honor Guard functions. Unit Readiness focuses internally and encompasses the UDM (manages staffing/readiness for all of the squadron UTCs), WRM and unit deployable equipment management, and the squadron's portion of base plans. Installation Personnel Readiness is externally focused and provides installation-wide personnel deployment planning and execution

and personnel support in matters pertaining to deployment availability information, personnel accountability, and duty status reporting for contingencies, exercises, and deployments. Honor Guard provides for military funeral honors; provides honor guard training on military customs, courtesies, movements, protocol, heraldry, and heritage for the professional development of Airmen; and supports military and civilian protocol and ceremonial functions as permitted by time and resources.

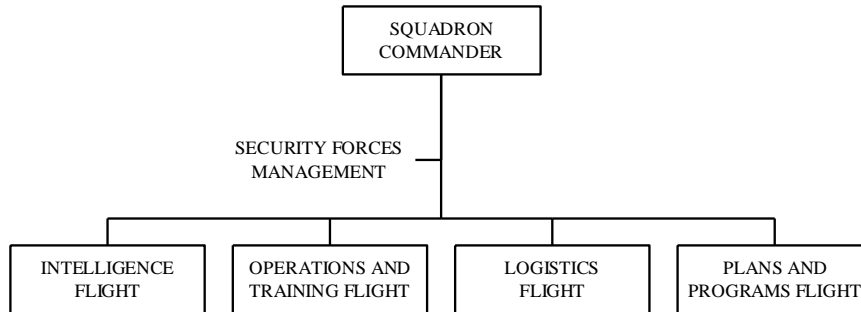
Manpower and Personnel Flight (FSM). Provides the installation with Manpower and Organization services and Personnel support for both military and appropriated and nonappropriated fund civilians.

Sustainment Services Flight (FSV). Provides life sustaining functions like food, fitness and lodging services for the installation. Also includes food and beverage operations like clubs, casual/formal dining, banquet/catering operations; and stand-alone nonappropriated fund food operations.

Airman and Family Services Flight (FSF). Provides programs that respond to the needs of military members and their families. This includes child development, family care and youth programs. In addition, provides referral counseling, leadership consultation, base family action plans and assistance programs for Relocation and Transition Assistance. Also provides casualty and personal/family readiness functions.

Force Development Flight (FSD). Provides all elements of voluntary education, training and professional development. These functions are supported with professional and recreational library services for the installation.

Community Services Flight (FSC). Provides recreational activities such as community centers, arts and crafts, outdoor recreation programs, activities and equipment checkout. Also provides food, beverage and entertainment programs through bowling centers and golf courses. Has retail operations and hosts a number of special interest clubs such as aero clubs, rod and gun clubs, stables, etc.

Figure 3.26. Security Forces Squadron Structure.

Security Forces Squadron (SF) Functions and Responsibilities:

Security Forces Management (SFM). Functions include senior SF enlisted leader and standardization and evaluation of Security Forces functional mission performance.

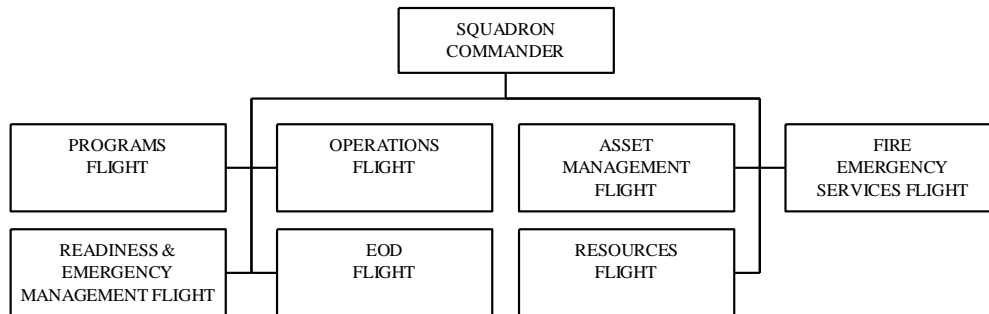
Intelligence Flight (S-2). Functions include force protection intelligence (FPI) liaison and investigations.

Operations and Training Flight (S-3). Functions include day-to-day installation security, confinement program management and military working dog management. Administers all SF training programs and performs unit scheduling.

Logistics Flight (S-4). Functions include SF resource advisor, mobility (unit deployment) management, armory, combat arms training, weapons maintenance, supply management, vehicle management and electronic system security management.

Plans and Programs Flight (S-5). Functions include pass and ID; reports and analysis; plans administration; installation security; resource protection; physical security; crime prevention; police services planning; Security Forces Management Information System (SFMIS); and contractor oversight.

NOTE: S-1 is the office symbol used by the Commander's Support Staff in this squadron.

Figure 3.27. Civil Engineer Squadron Structure.

Civil Engineer Squadron (CE) Functions and Responsibilities:

Programs Flight (CEP). Responsible for managing program development; comprehensive, infrastructure, housing and dormitory and environmental planning; design; contract execution; maintenance engineering; and Simplified Acquisition of Base Engineering Requirements (SABER) program.

Operations Flight (CEO). Responsible for facility and infrastructure operations, maintenance and repair, material control, work order/job planners, customer service and service contracts.

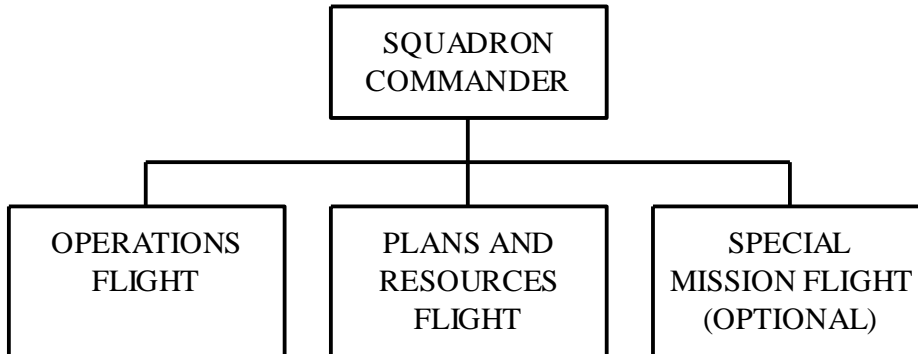
Asset Management Flight (CEA). Provides oversight and management of the installation's real estate and environmental quality, housing operations and management, cultural and natural resources, natural infrastructure management and energy management programs.

Fire Emergency Services Flight (CEF). Provides all fire and emergency services response, prevention capabilities and hazardous materials (HAZMAT) response.

Readiness and Emergency Management Flight (CEX). Manages the installation emergency management (disaster preparedness) program and provides Chemical, Biological, Radiological and Nuclear response training to the installation populace. Provides HAZMAT training, manages the National Incident Management System, operates the mobile command post and runs the Prime Base Engineer Emergency Force (BEEF) program.

Explosive Ordnance Disposal Flight (CED). Provides capabilities to safely neutralize explosive components.

Resources Flight (CER). Provides resource advisor/financial management support, information technology management and manpower support.

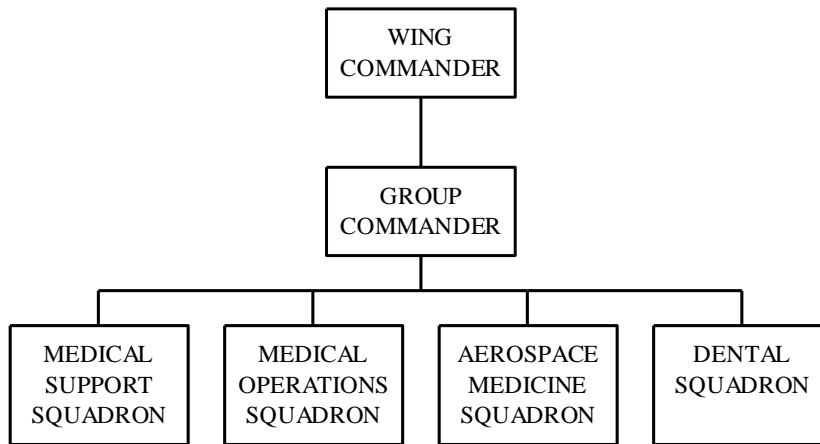
Figure 3.28. Communications Squadron Structure.

Communications Squadron (SC) Functions and Responsibilities:

Operations Flight (SCO). Provides a network control center capability, including a client service center, network management, server administration and network information assurance services. Also, the flight enables knowledge operations through such services as records management, content and collaboration management, workflow, electronic communications management and publishing. The flight further provides technical and systems support for wing communications and computer systems including ground radio, voice networks, airfield systems and secure communications maintenance.

Plans and Resources Flight (SCX). Manages activities related to base-level Command, Control, Communications and Computers (C4) systems planning: plans support, including mobility/deployment planning, strategic planning and requirements analysis; implementation, including architectures, integration, direction and standards; resources, including budgeting and billing; and human resources/functional management, including agreements and contract management. The flight is responsible for base-level communication security programs (Communications Security, Emission Security, Spectrum Information Assurance). Manages OCONUS postal activities.

Special Mission Flight (SCP) (Optional). A communications squadron Special Mission Flight may be added to units having unique responsibilities, such as a teleport facility or Theater Deployable Communications equipment. MAJCOMs will submit requests to implement this variation to AF/A1M according to this Instruction.

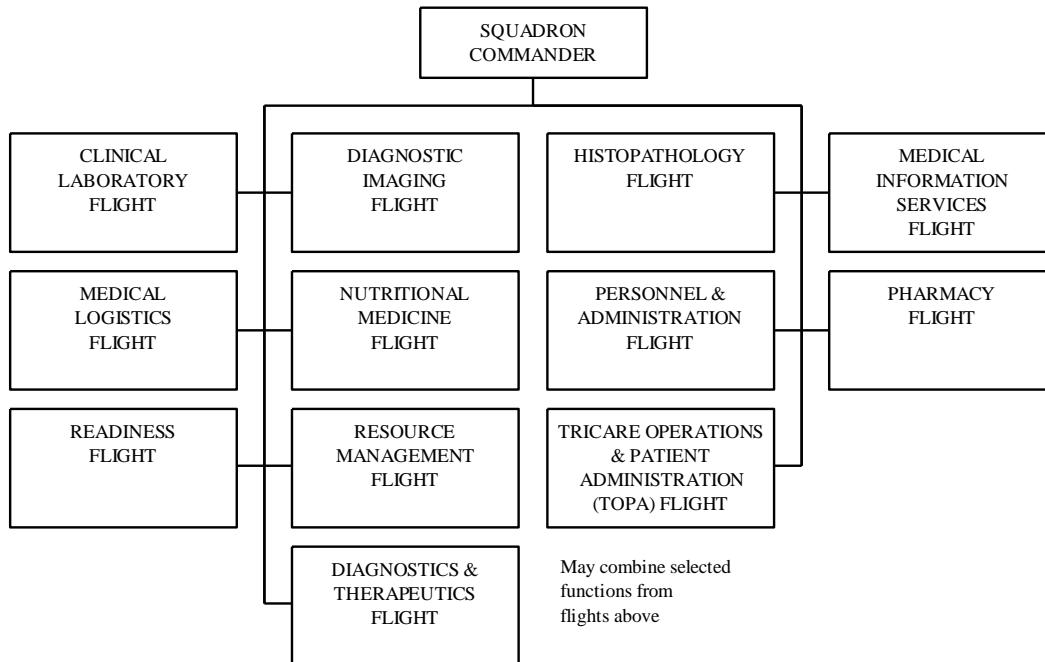
Figure 3.29. Medical Group Structure.

Organizational Variations. Variations are authorized for medical groups with two, three, five or six squadrons based on group size and mission. Medical groups typically have two or three squadrons, including Medical Operations and Medical Support Squadrons and, if required due to special mission requirements, one or more of the following squadrons: Aerospace Medicine, Dental, Inpatient Operations or Surgical Operations. Medical groups over 1000 authorizations may also have a Diagnostics and Therapeutics Squadron, if required. **Figures 3.29-3.36** depict the authorized squadron and flight variations. MAJCOMs may approve changes to a medical group's squadron or flight configuration that are IAW **figures 3.29-3.36** and unit size guidance. To receive a DAF/A1M letter for such actions involving squadron activations, inactivations or redesignations, MAJCOMs submit them on the RCS: HAF-A8P(M) 9227 report IAW AFI 16-403 at least two months before implementation; the appropriate rationale for the action should be annotated in the "Remarks" section. MAJCOMs submit requests for variances to these figures to AF/A1MO under this Instruction. Medical Squadrons are authorized at small locations and may include but are not limited to the following flights: Medical Support; Medical Operations; Aerospace Medicine; and Dental. Limited-Scope Medical Treatment Facilities are authorized as medical functional flights or small medical squadrons assigned to an air base squadron, air base group or a support group and will be organized with the above functions as sections or elements.

NOTE:

The medical group structures do not apply to the Air Reserve Components.

Additional detail on the medical unit structures, including the most recent information, can be found in the Air Force Medical Service Flight Path for the USAF Combat Wing Organization-Medical Special Instruction located on the Air Force Medical Service Knowledge Exchange website at <https://kx.afms.mil/flightpath>.

Figure 3.30. Medical Support Squadron Structure.

Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units will not have all flights.

Medical Support Squadron (SGS) Functions and Responsibilities:

Clinical Laboratory Flight (SGSL). Collects, analyzes and prepares reports on biologic specimens. Manages the blood transfusion process.

Diagnostic Imaging Flight (SGSQ). Accomplishes, records, interprets and stores radiographic scans, fluoroscopy and ultrasounds. May perform angiograms, guided biopsies, myelograms and other procedures.

Histopathology Flight (SGSH). Provides analysis of biologic specimens from major and minor surgical procedures. Performs frozen section interpretation and autopsies.

Medical Information Services Flight (SGSI). Plans, implements and manages information tools to meet the medical mission.

Medical Logistics Flight (SGSM). Provides materiel, facilities, equipment, maintenance and services and manages war reserve materiel and transportation for the medical mission. Responsible for management of Defense or Air Force Working Capital Funds assets and programs for the medical mission.

Nutritional Medicine Flight (SGSN). Provides dietetic services for patients and staff, including food production and service activities, clinical nutrition management services, nutrition education, subsistence management and cost accounting.

Personnel and Administration Flight (SGSP). Provides and arranges for the personnel and administrative needs for the medical group.

Pharmacy Flight (SGSD). Receives and fills prescriptions. Monitors patients for drug interactions and incompatibilities. Provides patient and provider education and performs drug use evaluations.

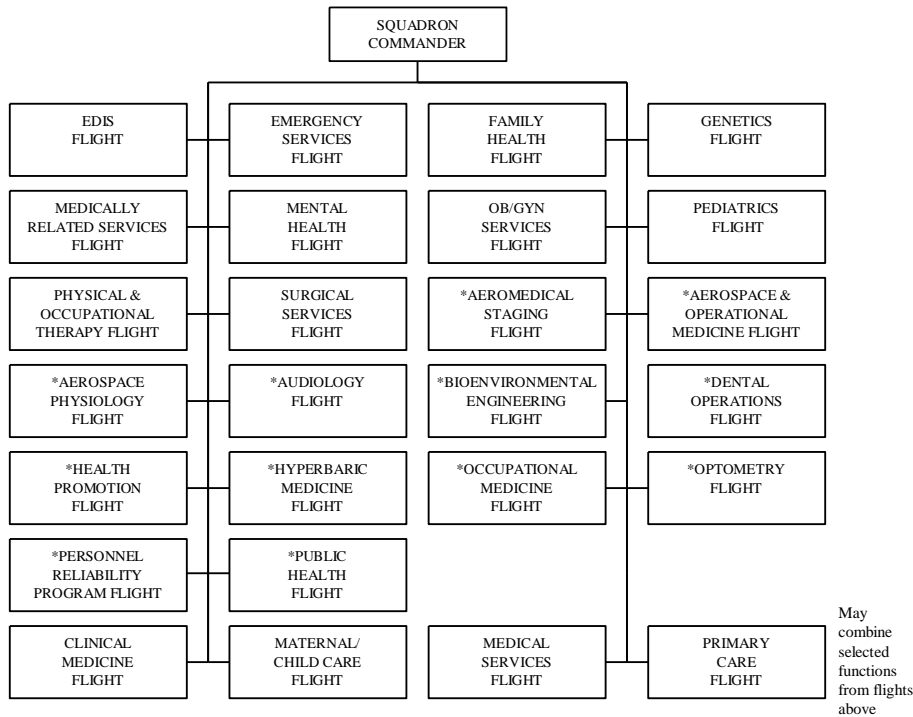
Readiness Flight (SGSX). Leads operational readiness training and exercise planning for all medical personnel. Ensures medical functions are organized, trained and equipped to respond to peacetime and operational contingency in coordination with the Medical Group's Healthcare Administrator.

Resource Management Flight (SGSR). Plans, programs, allocates and accounts for manpower and funds. Performs billing and collecting, data analysis, workload accounting and other related functions.

TRICARE Operations and Patient Administration (TOPA) Flight (SGST). Plans, develops and implements the local TRICARE health plan to include beneficiary and provider services, analysis and utilization management, and interacts with the regional TRICARE contractor. Oversees medical record management, admissions/dispositions, medical evaluation boards and other patient administrative activities.

Diagnostics and Therapeutic Services Flight (SGSA). This flight combines selected functions to provide diagnostic, preventive, therapeutic, education and food services for patients, providers and other customers. May include functions from the following flights: Clinical Laboratory; Histopathology; Nutritional Medicine; Pharmacy; and Diagnostic Imaging.

Figure 3.31. Medical Operations Squadron Structure.



* If there is no Aerospace Medicine Squadron, the Aerospace Medicine Squadron functions (excluding Trainee Health) fall under Medical Operations Squadron. These functions may transfer as one Aerospace and Operational Medicine Flight or as individual flights.

Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units will not have all flights.

Medical Operations Squadron (SGO) Functions and Responsibilities:

Educational and Developmental Intervention Services (EDIS) Flight (SGOT). Helps children with special needs achieve their developmental and educational potential by providing quality family-centered support services in the home, school and community. Provides evaluations and educational services for children (0-21) with special needs in support of the Individuals with Disabilities Education Act. Used at designated locations. At smaller installations, may fall under the Mental Health Flight.

Emergency Services Flight (SGOE). Provides medical care to patients with emergent and urgent problems and provides emergency medical response.

Family Health Flight (SGOF). Provides comprehensive examination, diagnosis and treatment of inpatients and outpatients. Clinical services include the monitoring and maintenance of patients' state of health, counseling and guidance, health education, rehabilitation and prevention of disease, provision of clinical and consultation services and medical care evaluation.

Genetics Flight (SGOU). Provides care and counseling to patients with, and/or at risk for genetically based conditions. Advises and assists health care providers with the identification and management of patients or families with, or at risk for the same. Functions may include clinical and laboratory services.

Medically Related Services Flight (SGOV). Where required, provides medical services to children who are eligible to receive special education in the Department of Defense Dependent Schools (DoDDS) overseas under the Individuals with Disabilities Education Act. Functions may include audiology, speech-language pathology services, occupational therapy, physical therapy, social work services, community health nurse services, child psychology services, child psychiatry services and developmental pediatric services.

Mental Health Flight (SGOW). May include psychiatry, clinical psychology, clinical social work, inpatient nursing units, substance abuse counseling, drug demand reduction program, specialized treatment functions (alcohol and drug rehabilitation) and family advocacy. At smaller installations, may include EDIS function.

Obstetrical/Gynecological (OB/GYN) Services Flight (SGOG). Provides routine and specialized obstetrical and gynecological services in both the ambulatory and inpatient settings.

Pediatrics Flight (SGOC). Provides comprehensive and predominantly nonsurgical care to children and young adults under eighteen.

Physical and Occupational Therapy Flight (SGOY). Provides for the evaluation and management of acute and chronic conditions with the goal of alleviating pain and restoring functions. Depending on the mission and clinical capability of the facility, functions may include occupational therapy, physical therapy, orthotics and rehabilitation medicine. If occupational therapy is not available in the medical treatment facility, this flight becomes the "Physical Therapy Flight".

Surgical Services Flight (SGOS). Provides comprehensive, specialized surgical care.

Aeromedical Staging Flight (SGOI). See Aerospace Medicine Squadron.

Aerospace and Operational Medicine Flight (SGOZ). This flight is used in two or three squadron medical groups that do not have an Aerospace Medicine or Dental Squadron. It performs the functional mission of an Aerospace Medicine Squadron.

Aerospace Physiology Flight (SGOR). See Aerospace Medicine Squadron.

Audiology Flight (SGOA). See Aerospace Medicine Squadron.

Bioenvironmental Engineering Flight (SGOJ). See Aerospace Medicine Squadron.

Dental Operations Flight (SGOD). See Aerospace Medicine Squadron.

Health Promotion Flight (SGOH). See Aerospace Medicine Squadron.

Hyperbaric Medicine Flight (SGOQ). See Aerospace Medicine Squadron.

Occupational Medicine Flight (SGON). See Aerospace Medicine Squadron.

Optometry Flight (SGOO). See Aerospace Medicine Squadron.

Personnel Reliability Program Flight (SGOX). See Aerospace Medicine Squadron.

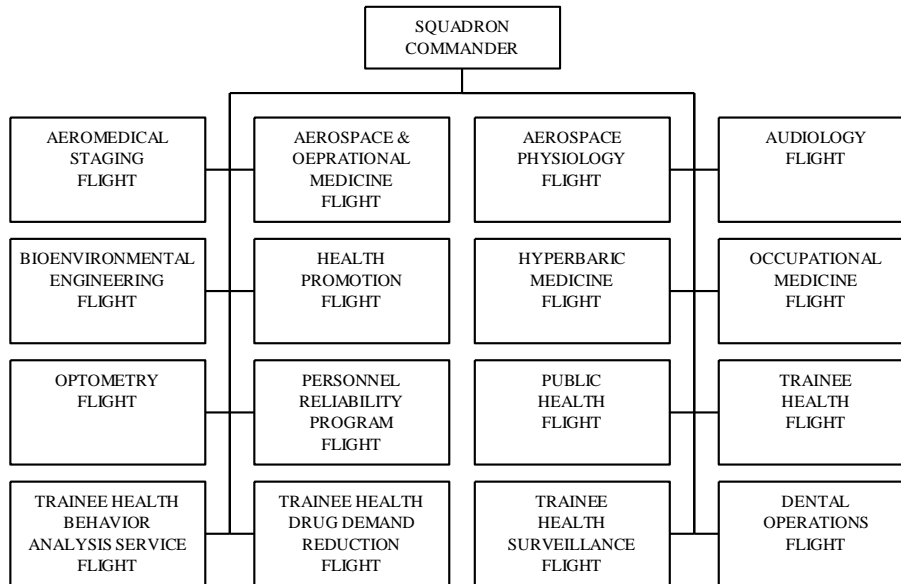
Public Health Flight (SGOL). See Aerospace Medicine Squadron.

Clinical Medicine Flight (SGOK). This flight is used in two or three squadron medical groups that want to combine all clinical functions into one flight. May include functions from the following flights: Family Health; Mental Health; Obstetrics/Gynecological Services; Pediatrics; and Primary Care.

Maternal/Child Care Flight (SFOB). Provides routine and specialized OB services in the inpatient settings. Depending on mission and clinical capability, elements may include Labor and Delivery, Postpartum, Neonatal Intensive Care Unit and Nursery. This flight combines the functions of the Obstetrics/Gynecological Services and Pediatrics flights.

Medical Services Flight (SGOM). This flight combines selected functions to provide comprehensive, but predominantly nonsurgical care to patients. May include functions from the following flights: Emergency Services, Family Health, Mental Health, OB/GYN Services, Pediatrics and Primary Care.

Primary Care Flight (SGOP). Provides for the delivery of comprehensive primary care services for all ages. Clinical services include the management of acute and chronic health problems, disease prevention activities, screening, counseling, patient education, health risk assessment, continuity and coordination of care. May include functions from the following flights: Family Health, Pediatrics, Mental Health and OB/GYN Services.

Figure 3.32. Aerospace Medicine Squadron Structure.

Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units will not have all flights.

If there is no Aerospace Medicine Squadron, the Aerospace Medicine Squadron functions (excluding Trainee Health) fall under Medical Operations Squadron. These functions may transfer as one Aerospace Medicine Flight or as individual flights.

Aerospace Medicine Squadron (SGP) Functions and Responsibilities:

Aeromedical Staging Flight (SGPW). Receives, shelters, processes, transports and provides medical and nursing care to patients who enter, travel in and/or exit the aeromedical evacuation system, including patients in “remain overnight” status. Coordinates patient movement requirements through the appropriate global, theater, or joint Patient Movement Requirements Centers (PMRCs); coordinates with base operations for mission ground support; coordinates with billeting and transportation to provide assistance to nonmedical/medical attendants while transiting and remaining overnight.

Aerospace and Operational Medicine Flight (SGPF). Provides primary care to flying and special operational duty personnel and their families, including all Space and Missile Operations Duty personnel and their families. Provides primary care and application of USAF medical Personnel Reliability Program (PRP) standards for all personnel assigned to PRP positions at bases that do not have PRP flight in the Aerospace Medicine Squadron. (Family members of PRP personnel who are not flyers are to obtain primary care from family medicine, primary care, medical services or pediatric flights.) Provides flying and occupational preventive health physicals.

Determines fitness for flight and special operational duties. Acts as the Human Systems Integration consultant to the wing and to air operations, space weapons, and warfare centers.

Aerospace Physiology Flight (SGPT). Supports local and regional DoD operational commanders by providing appropriate aerospace physiology and human performance enhancement training. Provides consultant services for flying and ground safety activities and physiological/human factor investigations and analysis of military aircraft mishaps. Provides High Altitude Reconnaissance and Air Drop Mission Support. In squadrons with hypobaric (altitude) chambers, provides overall management to include operations, training, and oversight. In squadrons with hyperbaric (dive) chambers, responsibilities will reflect the availability of hyperbaric specialists but may include operations, training and oversight.

Audiology Flight (SGPQ). Provides clinical diagnostic and aerospace medicine flight operational support. Evaluates and treats hearing and balance disorders. Manages Hearing Conservation Program (HCP) and hearing loss prevention programs including education/training and shop visits

Bioenvironmental Engineering Flight (SGPB). Provides operational health risk assessment expertise to enhance commander decision making and health service support capabilities by identifying, evaluating, and recommending controls for chemical, biological, radiological, nuclear and physical occupational and environmental health threats.

Health Promotion Flight (SGPZ). Provides programs that encourage healthy lifestyles, e.g., tobacco product non-use, exercise and fitness, nutrition, stress management, cardio-vascular disease prevention and substance abuse education. Manages Health and Wellness Centers.

Hyperbaric Medicine Flight (SGPH). Provides initial clinical care for decompression sickness, and carbon monoxide poisoning. Additionally provides coordinated care in chronic clinical cases such as gas gangrene and non-healing wounds. When dedicated hyperbaric personnel are not assigned, Aerospace and Operational Medicine Flight and Aerospace Physiology personnel provide initial response capability and serve as consultants to the medical group.

Occupational Medicine Flight (SGPO). Delivers comprehensive preventive care to the military and civilian work force. Provides initial management of occupational injuries and illnesses. Directs medical monitoring efforts for the work force. Instructs clinical specialists and other allied health professionals on the recognition of occupational illnesses and injuries.

Optometry Flight (SGPE). Examines, diagnoses, treats and manages diseases and disorders of the visual system as well as diagnosis-related systemic conditions with special emphasis on providing primary eye care and refractive services to flying and non-flying military personnel. Manages the spectacle/gas mask inserts, contact lens and warfighter aviation corneal refractive surgery programs.

Personnel Reliability Program Flight (SGPP). Responsible for application of USAF medical PRP standards for all military personnel assigned to PRP positions at bases with more than 400 personnel assigned to PRP.

Public Health Flight (SGPM). Recommends and implements programs to prevent disease, disability, morbidity, and death through effective use of population-based public health programs. Conducts epidemiological surveillance and analysis of communicable, environmental,

and occupational morbidity and mortality to establish and prioritize strategies for prevention and intervention.

Trainee Health Flight (SGPJ). Provides preventive medicine for trainees to ensure force health protection and minimize health-related impacts to the Basic Military Training and Technical Training missions.

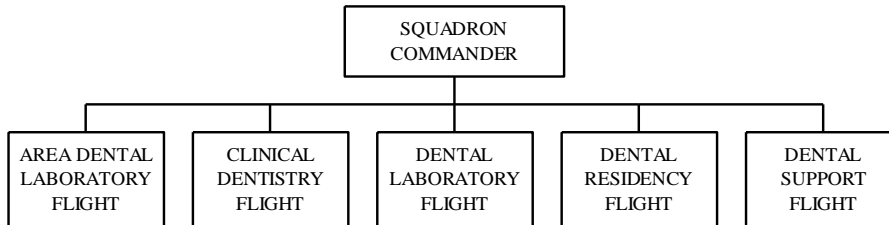
Trainee Health Behavior Analysis Service Flight (SGPK). Provides outpatient psychological evaluation and crisis intervention for Basic Trainees, Technical School Trainees, Defense Language Institute instructors, Military Training Instructors (MTI), Military Training Leaders (MTLs) and Survival, Escape, Resistance and Evasion (SERE) special duty applicants. Also is the clearing house for all MTL, MTI and Academy Military Training applicants for final recommendations on special duty applications Air Force wide.

Trainee Health Drug Demand Reduction Flight (SGPU). Collects drug samples annually from the trainee population. Reports to involved stakeholders.

Trainee Health Surveillance Flight (SGPI). Tracks illness, musculoskeletal injury incidences and patterns on an ongoing basis; tracks and trends lost productivity, lost duty days, days not in training, washbacks, attrition and any other local productivity measures of interest. Trends incidence patterns looking for significant change. Reports to involved stakeholders. Analyzes and develops recommendation for prevention, mitigation, intervention or required reporting, i.e. to Centers for Disease Control and Prevention.

Dental Operations Flight (SGPD). This flight option is used when a medical group does not have a Dental Squadron.

Figure 3.33. Dental Squadron Structure.



Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units will not have all flights.

Dental Squadron (SGD) Functions and Responsibilities:

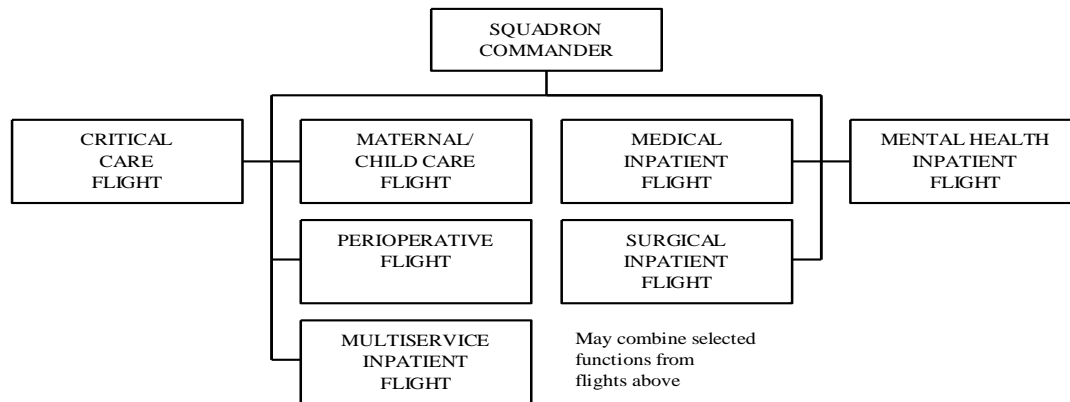
Area Dental Laboratory Flight (SGDA). Supports Air Force and other federal dental and medical services by fabricating and repairing dental prostheses, orthodontic appliances and related materials.

Clinical Dentistry Flight (SGDD). Provides diagnostic and preventive services and delivers comprehensive dental treatment.

Dental Laboratory Flight (SGDL). Fabricates dental prostheses and other appliances to support local treatment. Refers workload to the area dental laboratory as required.

Dental Residency Flight (SGDR). Provides education, training and administrative support for selected dental officers.

Dental Support Flight (SGDS). Supports the squadron in matters relating to personnel management, records, reports, publications, correspondence, training, resource management, logistics and general management of patient data.

Figure 3.34. Inpatient Operations Squadron Structure.

Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units may not have all flights.

Inpatient Operations Squadrons (SGI). Functions and Responsibilities:

Critical Care Flight (SGIC). Provides specially trained personnel and specialized monitoring and support equipment or treatment of patients whose conditions require intensified, comprehensive observation and care. Depending on mission and clinical capability of the facility, functions may include Surgical and Medical Intensive Care, Special Care Units and Cardiac Care Units.

Maternal/Child Care Flight (SGIB). See Medical Operations Squadron.

Medical Inpatient Flight (SGIM). Provides comprehensive, specialized, non-surgical care to medical patients in inpatient nursing units.

Mental Health Inpatient Flight (SGIW). Provides comprehensive, specialized care to mental health inpatients.

Perioperative Flight (SGIP). Provides perioperative services to include operating room, anesthesia, same day surgery, post anesthesia care unit and central sterile supply.

Surgical Inpatient Flight (SGIS). Provides comprehensive, specialized, surgical care to inpatients. All inpatient surgical units, regardless of specialty, will fall within the Surgical Inpatient Flight (excluding intensive care units).

Multiservice Inpatient Flight (SGIA). To be utilized for smaller flights. Combines functions of Medical Inpatient and Surgical Inpatient Flights.

Figure 3.35. Diagnostics and Therapeutics Squadron Structure.

Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units may not have all flights.

The Diagnostics and Therapeutics Squadron is an optional squadron for medical groups with over 1,000 authorizations that have large capabilities in the affected areas. When this option is used, the Medical Support Squadron will not have the affected flights.

Diagnostics and Therapeutics Squadron (SGQ) Functions and Responsibilities:

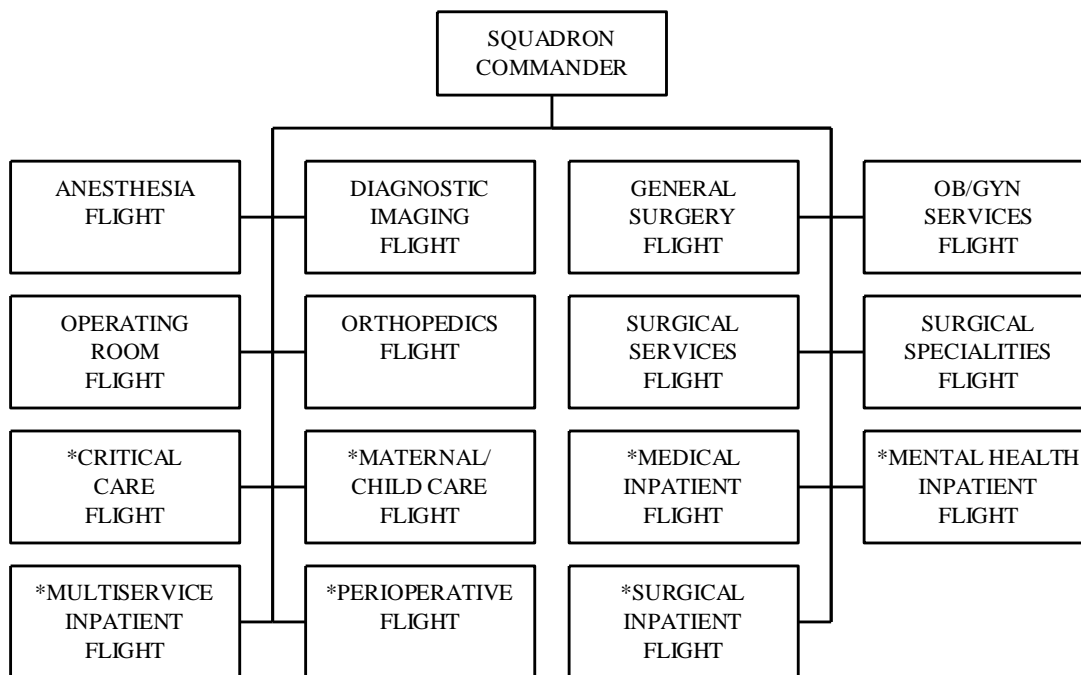
Clinical Laboratory Flight (SGQC). See Medical Support Squadron.

Diagnostic Imaging Flight (SGQQ). See Medical Support Squadron.

Histopathology Flight (SGQH). See Medical Support Squadron.

Nutritional Medicine Flight (SGQD). See Medical Support Squadron.

Pharmacy Flight (SGQP). See Medical Support Squadron.

Figure 3.36. Surgical Operations Squadron Structure.

* In facilities too small to have Inpatient Operations Squadrons, Inpatient Operations flights can be established under the Surgical Operations Squadron if those services are present in the facility.

Flights shown are options available. Composition of units will depend on the mission and clinical capability of the medical treatment facility. Individual units may not have all flights.

When this option is used, the Medical Operations Squadron will not have the OB/GYN Services and Surgical Services Flights.

Surgical Operations Squadron (SGC) Functions and Responsibilities:

Anesthesia Flight (SGCJ). Provides pre-operative services, recovery room/post-anesthesia care units and pain management clinics.

Diagnostic Imaging Flight (SGCR). See Medical Support Squadron.

General Surgery Flight (SGCQ). Examines, diagnoses and treats diseases, injuries and disorders by surgical means and provides related inpatient nursing units.

OB/GYN Services Flight (SGCG). See Medical Operations Squadron.

Operating Room Flight (SGCS). May include the Operating Room, Post Anesthesia Care Unit, Commander Support Section, Anesthesia and Same Day Surgery functions.

Orthopedics Flight (SGCO). Provides outpatient clinics, brace shops, and podiatry services.

Surgical Services Flight (SGCU). Provides treatment of patients who, because of a major surgical procedure or post- or pre-operating conditions, require intensified, comprehensive observation and care. Also provides services such as ambulatory surgery clinics, operating rooms, anesthesia, post-anesthesia care units and central sterile supply.

Surgical Specialties Flight (SGCX). Provides ophthalmology, orthopedics, neurosurgery, thoracic surgery, cardiac surgery, urology, vascular surgery, and plastic surgery.

Critical Care Flight (SGCC). See Inpatient Operations Squadron.

Maternal/Child Care Flight (SGCB). See Inpatient Operations Squadron and Medical Operations Squadron.

Medical Inpatient Flight (SGCN). See Inpatient Operations Squadron.

Mental Health Inpatient Flight (SGCW). See Inpatient Operations Squadron.

Multiservice Inpatient Flight (SGCM). See Inpatient Operations Squadron.

Perioperative Flight (SGCP). See Inpatient Operations Squadron.

Surgical Inpatient Flight (SGCI). See Inpatient Operations Squadron.

Chapter 4

TERMINOLOGY AND PROCEDURES FOR ORGANIZATION ACTIONS

4.1. Organization Actions. Use the terminology and related procedures outlined in this chapter to make an organization change. Implementation of actions must be in accordance with applicable provisions of AFI 10-503, Strategic Basing. Procedures and responsibilities shown below apply to MAJCOMs, FOAs and DRUs. The HQ USAF Manpower and Human Capital Management Directorate (HAF/HR) may perform these functions for their supported organizations.

4.2. Organization Terminology:

4.2.1. **Constitute.** Provide the legal authority for a new unit by designating it in a Department of the Air Force (DAF/A1M) letter.

4.2.2. **Disband.** Withdraw the legal authority for a unit. The designation of the unit is retired and pre-served in historical records.

4.2.3. **Reconstitute.** Renew legal authorization of a disbanded unit.

4.2.4. **Activate.** Bring into existence a constituted unit, a detachment of a unit, or a provisional unit. An active unit can legally function as specified by directives.

4.2.5. **Inactivate.** End the existence of a unit, detachment of a unit, or provisional unit. An inactive unit retains its lineage, history and honors and is available for activation when needed again. Units should be inactivated when their mission ceases to exist and all resources are withdrawn.

4.2.6. **Designate.** Give an official name (or a number and name).

4.2.7. **Redesignate.** Change the name or number.

4.2.8. **Consolidate.** To permanently combine two or more organizations by merging their lineage into a single line to form a single organization. Consolidation usually applies to organizations that were active at different times but have the same numerical designations or similar functions. Units that have been active concurrently cannot be consolidated. A consolidated unit cannot subsequently be separated.

4.2.9. **Assign.** Place a unit with an existing military organization.

4.2.10. **Attach.** Place a unit, or part of a unit, with a military organization other than its parent organization, without making it a part of that organization. A unit, or part of a unit, may be attached for operational control, administrative control and logistic support.

4.2.10.1. **Operational Control.** The control exercised by a commander or constituted authority over persons or units to compose forces, to assign tasks, to designate objectives and to give directions through subordinate commanders for the conduct of operations.

4.2.10.2. Administrative Control. Direction or exercise of authority over subordinate or other organizations regarding administrative and other matters not included in the operational mission of the subordinate or other organizations. Examples of administrative control are UCMJ authority, personnel classification, effectiveness reports, granting leaves and so on.

4.2.10.3. Logistic Support. The support provided by one organization to another, enabling that organization to carry out operations. Examples include supply, maintenance, logistics planning, transportation and contracting. An order that states a unit is attached for logistic support only clearly means operational control and administrative control are not responsibilities of the commander to which the unit is attached. The order itself does not detail the extent and kind of logistic support, as this support is clarified through separate documents, such as host tenant support agreements.

4.2.10.4. For the purposes of this AFI, the above are defined for use with internal Air Force organizational actions and relationships. In terms of joint doctrine and employment of forces in the joint environment, operational control is command authority that may be exercised by commanders at any echelon at or below the level of combatant command; it is inherent in combatant command and may be delegated within the command.

4.2.11. Allot. Authorize a unit to be part of the Air National Guard. DAF/A1M memos allot units to the National Guard Bureau which in turn allots them to the appropriate state, territory or the District of Columbia.

4.3. Organization Procedures. The following procedures apply to organization entities within the Air Force.

4.3.1. Establishments:

4.3.1.1. An establishment is automatically created when its headquarters unit is activated.

4.3.1.2. An establishment is controlled through its headquarters. However, subordinate units are assigned to the establishment, not to the headquarters unit. This enables each unit within an establishment to have a separate identity. The fact that the headquarters unit controls the establishment places the other units subordinate to it. Personnel are assigned to a unit, not to an establishment.

4.3.1.3. The assignment of any establishment assigns all its components at the same time, unless otherwise specified. For example, when a wing is assigned to an NAF, the assignment of the wing's groups and squadrons also is to the NAF. The separation of units by location does not affect their assignment to the establishment.

4.3.1.4. Inactivation of a headquarters unit automatically inactivates the establishment. Units assigned to the establishment automatically revert, unless otherwise directed, to the next higher level.

4.3.2. Units:

4.3.2.1. HQ USAF issues a DAF/A1M letter to constitute and activate MAJCOMs, FOAs and DRUs. For a unit subordinate to a MAJCOM, FOA or DRU, HQ USAF constitutes the unit and assigns it to the MAJCOM, FOA or DRU for activation. The

MAJCOM, FOA or DRU will activate and assign the unit by issuing a G-Series Order citing the DAF/A1M letter as authority. A DAF/A1M letter also can authorize a MAJCOM, FOA or DRU to redesignate or inactivate a unit. An inactivated unit reverts to the control of HQ USAF. DAF/A1M letters and G-Series Orders follow the formats prescribed in [Chapter 7](#).

4.3.2.2. A MAJCOM, FOA or DRU may reassign a unit internally unless the unit's assignment is specified in a DAF/A1M letter or by a standard structure prescribed in this Instruction.

4.3.2.3. A unit may be reassigned from one MAJCOM, FOA or DRU to another. In this case, the losing MAJCOM, FOA or DRU (after coordinating with the gaining MAJCOM, FOA or DRU) requests AF/A1M approve the reassignment on a date agreed to by both commands. If only unit reassignments are involved, the DAF/A1M letter directs the reassignment of such units and copies are sent to both commands. If reassignment and movement occur at the same time, the movement directive issued per AFI 16-403, Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units, can also serve as the reassignment directive.

4.3.2.4. The effective date of an organization action (for example, activation, inactivation, or redesignation) is either published in the DAF/A1M letter or in orders issued by the MAJCOM, FOA or DRU. An action effective on or about a certain date must occur no more than 30 calendar days before or after that date.

4.3.2.5. Numbered flights are units and require the same organization procedures as other units. Alpha and functional flights, however, are not units and are not subject to this chapter's procedures.

4.3.3. Nonunits: MAJCOMs, FOAs and DRUs have the approval authority to activate detachments and operating locations (OL). MAJCOM Manpower and Organization focal points should conduct an annual detachment/OL review to validate the continuing requirement for the activity.

4.3.3.1. Detachments:

4.3.3.1.1. A MAJCOM, FOA or DRU may activate a detachment for a function that is geographically separated from its parent unit. A detachment is activated to fill a need for command or supervision, or for other reasons, such as to facilitate unit movement. If there is a need for command authority, the senior officer on duty with a detachment is appointed on orders as detachment commander. **NOTE:** Normally, a geographically separated organization is designated an operating location unless on-site command authority is required. Then, it is designated a detachment.

4.3.3.1.2. Detachments are numbered in sequence, beginning with 1.

4.3.3.1.3. A detachment can be redesignated to another number within the same unit. The new number cannot duplicate a currently active detachment number within that unit.

4.3.3.1.4. The following redesignations cannot be made:

4.3.3.1.4.1. A detachment of one parent unit to a detachment of another parent unit.

4.3.3.1.4.2. A detachment to a unit.

4.3.3.1.4.3. A unit to a detachment.

4.3.3.1.4.4. A detachment to an operating location.

4.3.3.1.4.5. An operating location to a detachment.

4.3.3.1.5. The inactivation of a parent unit automatically inactivates its detachments.

4.3.3.1.6. Detachments are designated as part of a unit, not an establishment, e.g., Detachment 1, 1st Fighter Squadron or Detachment 4, HQ 1st Operations Group.

4.3.3.2. Operating Location (OL):

4.3.3.2.1. An OL may be activated by a MAJCOM, FOA or DRU.

4.3.3.2.2. An OL is a geographically separated location where persons are required to perform permanent duty and the command supervision or other features provided by a detachment are not needed.

4.3.3.2.3. An OL is not a location separated from an installation to which persons are transported to work.

4.3.3.2.4. Guidelines for actions in [paragraph 4.3.3.1.4](#) and [4.3.3.1.6](#) above regarding detachments also apply to operating location actions.

4.3.3.2.5. Manpower authorizations for an OL are reported with the location where duty is being performed.

4.3.3.2.6. OLs are designated in alphabetical sequence, beginning with A.

4.3.3.3. Coding Personnel Accounting Symbol (PAS) Data

4.3.3.3.1. The PAS code contains data fields for designating detachments, OLs and staff elements. The following coding rules apply:

4.3.3.3.2. OLs are designated with a maximum of three alphabetic characters in a four-character field. The first character of the OL field must be zero. The first two characters of the OL field will always be zero for OLs designated with two letters. The first three characters of the OL field will always be zero for OL designations with a single letter (e.g., OL code "000A" for OL-A, OL code "00ZZ" for OL-ZZ, OL code "0ABC" for OL-ABC).

4.3.3.3.3. If the OL is not subordinate to the detachment, the detachment code is designated with zeroes (e.g., detachment code "0000" and OL code "000A" means OL A and parent is not a detachment).

4.3.3.3.4. If the OL is subordinate to the detachment, both fields are designated independently (e.g., detachment code "0001" and OL code "000A" equals OL A of detachment 1).

4.3.3.3.5. Detachment and OL data fields (four characters each) are combined in the personnel system. Therefore, total non-zero characters cannot exceed four characters.

4.3.3.3.5.1. An OL can be up to three characters if the detachment number designation is one digit (1-9).

4.3.3.3.5.2. An OL can be one or two characters if the detachment number designation is two digits (10 through 99).

4.3.3.3.5.3. An OL can be only one character if the detachment number designation is three digits (100 through 999).

4.3.3.3.5.4. An OL cannot be assigned to a detachment numbered greater than 999. If it should become necessary to establish an OL, the detachment must be redesignated using not more than three digits for identification.

4.3.3.3.5.5. The first character of an OL or staff element data field must be alphabetic if used for anything other than an OL (e.g., when establishing a separate PAS for a senior rater).

4.3.3.3.5.6. General guidance on the PAS system is in AFCSM 36-699, Volume 4, Personnel Accounting Symbol System Users Manual.

4.3.3.4. Squadron Sections. A commander of a large unit (e.g., approximately 250 or more military authorized), squadron or above, may delegate administrative control of all assigned members by appointing a section commander on special orders IAW guidance in AFI 51-604.

4.3.3.4.1. If a full-time section commander is not authorized under a manpower standard, unit commanders may appoint a section commander who performs these functions as an additional duty. Commanders should exercise discretion to ensure this is done only when warranted by span of control factors.

4.3.3.4.2. See AFI 51-604 for legal guidance on appointment of section commanders. See AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), for guidance on AFSC/duty title matters.

4.3.3.5. Air Force Elements:

4.3.3.5.1. An element may be designated to function as a unit by a designating officer (described below). The designating officer attaches the Air Force members on duty with an organization outside the Air Force to the element. (Refer to AFI 51-604 for the determination of an element commander and/or the appointment of element section commanders.) The following officers have authority to designate an element to function as a unit:

4.3.3.5.1.1. The Senior Air Force Officer (SAFO) in a defense agency, defense field activity, unified or specified combatant command, joint task force, combined task force, coalition force, or activity outside the Air Force that exercises operational control over the element.

4.3.3.5.1.2. The commander of the Air Force MAJCOM for active duty members within that command detailed to a unit of the Air National Guard not in federal service, to an organization outside the Air Force for which the Secretary of the Air Force serves as the Executive Agent pursuant to Department of Defense Directives and in similar circumstances.

4.3.3.5.1.3. The Commander, Air Force District of Washington for elements not within such commands, agencies or activities.

4.3.3.5.2. In appropriate circumstances (such as a geographically dispersed element), an element may be divided into sections and an element section commander appointed to each section. In these cases, the element commander will designate which members are attached to each section.

4.4. Office Symbol Codes. Office Symbol Codes (OSCs) identify the organization structure and functional responsibilities within a unit. For instance, “HO” is the OSC for the History Office in the wing headquarters. See AFMAN 33-326, Preparing Official Communications, for overall guidance on OSCs. The following is in addition to AFMAN 33-326 guidance and specifically addresses OSCs as used in MPES. (*NOTE:* Office Symbol Codes were formerly called Organization Structure Codes.)

4.4.1. Types of OSCs. There are two types of OSCs.

4.4.1.1. Air Force Standard OSCs are available for use by more than one command. These types of OSCs are established for standard organization structures such as those in [Chapter 3](#) of this AFI or a functional AFI and to promote standardization and ease of communication. These OSCs are identified by a command code of “HQ” in the MPES OSC Reference Table.

4.4.1.2. Command-unique OSCs are used by a single command, as identified in the MPES OSC Reference Table. Command-unique OSCs will not duplicate or conflict with standard OSCs. Do not create a command-unique OSC if an Air Force standard OSC exists for an organization; e.g., if a Civil Engineer Squadron has an Operations Flight, it uses an OSC of CEO as reflected in [Chapter 3](#).

4.4.2. Procedures for MPES OSCs:

4.4.2.1. MPES OSCs are limited to 7 alphanumeric characters. Though special characters such as dashes or slashes may be acceptable when OSCs are used for communication or identification purposes, they cannot be included in OSCs as reflected in MPES because they create problems in some data systems that interface with MPES.

4.4.2.2. MPES OSC titles are limited to 40 characters for Air Force systems and an 80 character title for interface with DoD systems. To facilitate interface with the DoD systems, the 80 character title should be spelled out as much as possible, avoiding acronyms and other abbreviations. Special characters cannot be used in MPES OSC titles because they create problems in some data systems that interface with MPES.

4.4.2.3. Organizational level should not normally be included in the OSC title; i.e., do not include words like Division, Directorate, Squadron, Flight, Section, etc., in the title. This allows the same OSC to be used at different organizational levels.

4.4.2.5. Using organizations should request deletion of OSCs that are no longer required.

4.4.2.6. Existing OSCs should be used when possible.

4.4.2.7. HQ USAF functional managers should maintain standard OSCs/structures down to the division or equivalent level (i.e., offices with three-digit OSCs) for MAJCOM and NAF headquarters to facilitate communications and minimize personnel transition time. Deviations to these established three-letter office symbols must be approved by the HQ USAF functional manager (see [paragraph 6.1.3](#)).

4.4.3. A-Staff OSCs. A-staff OSCs are used to identify certain major staff elements in HQ USAF, MAJCOM headquarters and C-NAF headquarters. These OSCs are patterned on the J-staff structure used in joint organizations and are designed to improve communication within the Air Force and with other DoD organizations. Base-level organizations do not use A-Staff OSCs. Standard 2-letter A-staff OSCs are shown in **Figure 4.1**. MAJCOMs may request to link A-staff 2-digit functions (e.g., A3 and A5 as A3/5) using the organization change request procedures in **Chapter 6**.

Figure 4.1. Standard 2-Letter A-Staff OSCs.

A1 – Manpower, Personnel and Services

A2 – Intelligence, Surveillance and Reconnaissance

A3 – Operations

A4 – Logistics

A5 – Plans and Requirements

A6 – Communications

A7 – Installations and Mission Support

A8 – Strategic Plans and Programs

A9 – Studies, Analyses, Assessments and Lessons Learned

A10 – Strategic Deterrence and Nuclear Integration (Limited to HQ USAF and approved MAJCOM headquarters)

4.4.4. Requests for MPES OSC Actions:

4.4.4.1. If an OSC change is needed because of an Organization Change Request (OCR), requesters include the associated OSC actions in question 5 of the OCR per the procedures in **Chapter 6** of this AFI.

4.4.4.2. MAJCOMs, FOAs, DRUs and HAF/HR send other OSC requests for MPES actions via e-mail to the AF/A1MO Workflow mailbox. The e-mail should have a distinct subject reflecting the request and requester; e.g., subject: OSC Request - ACC OS Add; OSC Request - AFMC PK Actions. The e-mail should include: the specific OSC, OSC titles, action (add, delete, change), a short rationale for the request, and whether requesting a standard or command-unique OSC (identify command code, as appropriate). AF/A1MO obtains functional coordination within HQ USAF, as required, and forwards approved requests to AF/A1MZ to be loaded into MPES. **NOTE:** OSC requests for organizations outside the Air Force (e.g., Air Force Elements) should be sent to AF/A1MS instead of AF/A1MO.

Chapter 5

PROCEDURES FOR NAMING AND NUMBERING UNITS

NOTE: (Most of the information in this chapter was previously in AFPD 38-5, Unit Designations. In addition, relevant policy guidance from AFPD 38-5 is in the process of being incorporated into AFPD 38-1.)

5.1. Nomenclature. Standardize organization titles, when possible. When activating a unit, designate it using the procedures in this Instruction and guidance in AFPD 38-1 and AFPD 38-5.

5.2. General Guidelines. Apply the following guidelines when naming a unit:

5.2.1. Generally, units require a specific organization title or designation made up of a number or name, a "kind" (nomenclature) and a "type" (organizational level) indicator. Examples of a numbered and named unit designations are in [Figure 5.1](#).

Figure 5.1. Unit Designation Examples.

Numbered Unit Designation Example:

Title: 2nd Bomb Wing

Number: 2

Unit Kind: Bomb

Unit Type: Wing

Named Unit Designation Example:

Title: Ogden Air Logistics Center

Unit Kind: Ogden Air Logistics

Unit Type: Center

5.3. Unit Number:

5.3.1. A numbered unit is assigned a number of no more than three numerals (for example, 305th Air Mobility Wing).

5.3.2. USAF designates Numbered Air Forces in a single series beginning with "First." Do not use Arabic or Roman numerals in designating Numbered Air Forces. C-NAFs will have a parenthetical designation indicating their component role consisting of "(Air Forces XXXXX)" where "XXXXX" is the functional or geographic designation of the associated Unified Combatant Command; e.g., Eighteenth Air Force (Air Forces Transportation) or Seventh Air Force (Air Forces Korea). NAFs that are not C-NAFs will not have a parenthetical designation; e.g., Second Air Force.

5.3.3. Use unit numbers as low in sequence as possible.

5.3.4. Reserve numbers 101 through 299 for Air National Guard units.

5.3.5. Do not duplicate wing and independent group numerical designations. In other words, there is only one 388th wing (presently a fighter wing) or one 720th group (presently a special tactics group). Since these numbers are taken, no other 388th or 720th wing or group is authorized. AF/A1M manages active wing designations.

5.3.6. Give groups and support squadrons the same number as their parent organizations, when possible. If you cannot give groups their parent organization's number (e.g., due to duplication) do not use a number already assigned to another wing. Assign to these groups or squadrons a number that bears a logical relationship to the parent. When feasible, number duplicate units 7XX or 8XX (where XX is the wing number). For example, duplicate squadrons under the 96th Civil Engineer Group would be the 96th Civil Engineer Squadron and 796th Civil Engineer Squadron.

5.3.7. Do not normally give mission squadrons assigned to groups or wings the same number as their parent organizations. When otherwise convenient, use sequential numbers for mission squadrons within the same wing. Examples of mission squadrons include operational squadrons in a flying wing, training squadrons in a training wing, and software maintenance squadrons in a maintenance wing.

5.3.8. You will not normally redesignate a unit numerically. For example, if the host wing at a base changes, the support units are not redesignated from the old host wing number to the new host wing number. Instead, the support units under the old host wing are inactivated and support units with the new host wing number are activated. This ensures that the previous host wing has like-numbered support units available for activation if needed.

5.3.9. Normally number units subordinate to a NAF 6XX (where XX is the NAF number). Do not use 6XX numbers for units not assigned to XX NAF (where XX is the NAF number).

5.3.10. Use the heritage priorities in AFPD 38-1 or AFPD 38-5 to assign unit numerical designations for wings, independent groups and operational squadrons.

5.4. Unit Kind:

5.4.1. Assign a unit nomenclature that describes its assigned mission. Do not construct unit titles that restrict another unit with a like mission from using that nomenclature.

5.4.2. Do not designate composite wings or composite independent groups by "kind" designation (for example, 3rd Wing).

5.4.3. Keep unit "kinds" (nomenclature) and type attributes short and simple. Use more specific nomenclature at lower organizational levels, but keep the number of different titles to a minimum.

5.4.4. Use current, approved nomenclature for units. For available unit "kinds" (nomenclatures) see the Organization Kind Code Reference Table in MPES. You must get approval from AF/A1M for any deviations to approved nomenclature.

5.5. Unit Type: Use [Chapter 2](#) of this Instruction to determine appropriate unit types.

5.6. New Nomenclature. If an unusual factor such as a special mission suggests a deviation from the standard organization nomenclature, a MAJCOM may request new nomenclature from AF/A1M. Include in these requests the proposed nomenclature (unit kind), type (level), command to which restricted (if any) and a short definition of the mission implied by the nomenclature. Also include the justification or rationale for the proposed nomenclature. Include this information in question 6a of an Organization Change Request IAW the procedures in **Chapter 6** of this Instruction. For *EXAMPLE*:

Proposed Unit Kind: Fighter Training

Proposed Unit Type: Squadron

Command Restriction: None.

Definition: Provides flying training in fighter type aircraft.

Justification: Provide rationale for new nomenclature.

5.7. Procedures for Unit Designation: Units are regularly activated, inactivated, or redesignated as a result of force structure and organizational changes. Designation actions will conform to policy criteria in AFPD 38-1 and AFPD 38-5 and procedural criteria documented in this Instruction.

5.7.1. Do not designate or redesignate a unit with the exact number, name and type of another active or inactive unit.

5.7.2. You may use an inactive unit to form a new unit of the same number, name, or similar function. A new unit formed from an inactive unit inherits the lineage and honors of the former unit.

5.7.3. A unit retains its lineage, honors and history through all activations, inactivations and redesignations. AFI 84-101, Historical Products, Services, and Requirements, describes the effect an organizational action will have on inheriting the lineage, honors and history of a unit. Upon request, the Air Force Historical Research Agency will provide MAJCOMs with a list of qualified inactive units for possible activation.

5.7.4. MAJCOMs will use approved nomenclature and heritage lists to propose unit designations. Submit these proposals to AF/A1M for evaluation and certification of compliance with guidance in AFPD 38-1 and AFPD 38-5 and this Instruction according to procedures in **Chapter 6**. If MAJCOMs wish to deviate from the guidance, they must provide explicit justification in a request for approval of an organizational variance. AF/A1M sends proposals to the Chief of Staff for approval.

5.7.5. Requests to memorialize a named unit or named activity must also follow the guidelines in AFI 36-3108, Memorialization Program and Ceremonies. MAJCOMs submit these requests according to the procedures in **Chapter 6** of AFI 38-101 and include a biography of the individual, explanation of why the MAJCOM wishes to memorialize the organization for this individual, and certification that appropriate quality force reviews or background checks have been conducted.

Chapter 6

ORGANIZATION CHANGES

6.1. Actions Requiring AF/A1M Approval. MAJCOMs, FOAs and DRUs and their subordinate units (through their Manpower, Organization and Resources office) must have AF/A1M approval to:

6.1.1. Activate, inactivate, or redesignate a unit or to vary from any policy, guidance, procedure, or standard organization depicted in this Instruction, AFPD 38-1 or AFPD 38-5. A variation includes any addition, deletion, or merger of functions shown in a standard organization.

6.1.2. Change major staff elements (directorates or equivalent level; i.e., offices with two-digit office symbols) in a MAJCOM headquarters.

6.1.3. Also, HQ USAF functional managers must approve changes to MAJCOM headquarters at the division or equivalent level (i.e., offices with three-digit office symbols). MAJCOMs submit these requests to the appropriate HQ USAF functional manager with an information copy to AF/A1MO or to AF/A1M via the procedures in this chapter.

6.2. Organization Change Request (OCR). A request for organization action such as unit activation, inactivation, redesignation, or variation to a standard structure must include answers to the following questions, as they apply. Answer “Not Applicable” when appropriate. AF/A1M will review organization change requests and, upon approval, direct MAJCOMs, FOAs, DRUs or HAF/HR to reflect the action in the RCS: HAF-A8P(M)9227 Report, Programming Actions Involving Units, Installations, and Unit Equipment per AFI 16-403. Also, MAJCOMs, FOAs and DRUs are required by AFI 84-105, Organizational Lineage, Honors, and Heraldry, to submit to the Air Force Historical Research Agency a monthly report of any changes in organizations using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report. Implementation of actions must be in accordance with applicable provisions of AFI 10-503, Strategic Basing.

6.2.1. Organization Change Request Questions. (MAJCOMs should edit submissions from their base-level organizations before forwarding requests to HQ USAF to ensure questions are answered completely and that information extraneous to HQ USAF review is deleted.)

6.2.1.1. Question 1: What is the proposed action (list specific actions, such as activation, inactivation, nomenclature change, reorganization, or variation request)?

6.2.1.2. Question 2: Why is the action needed? What are the expected benefits? (Identify factors driving the need for the action, e.g., changes to Instructions, missions or concepts of operations; attach any substantiating Air Force directives. In describing expected benefits, identify improvements, examples of increased mission capability and so on. Generalized statements such as increases mission capability or reduces span of control are not adequate as justifications.)

6.2.1.3. Question 3: What is the structure of the new organization (include current and proposed organization and function charts showing authorized and proposed manpower by officer, enlisted and civilian. Also include Average Daily Student Load, where applicable. Explain manpower changes.)?

6.2.1.4. Question 4: Explain how the proposed structure compares with standard structure, nomenclature and size guidance and provide rationale for any requested deviations. Using the guidance in **Chapter 2**, include computation of adjusted populations for wings, groups or squadrons with manpower authorizations under the unit size thresholds.

6.2.1.5. Question 5: As a result of this request, are any changes needed to add or delete Organization Nomenclature Codes or Office Symbol Codes (OSCs) or to change the title for an OSC; if so, provide the following information. Strive to use existing codes rather than creating new ones. Avoid special characters due to data system interface problems. (See AFMAN 33-326 and Chapter 4 of this AFI for additional information on OSCs.)

6.2.1.5.1. Question 5.a. Organization Nomenclature Code Change:

Action: [Add or Delete; titles cannot be changed]

Title:

Requested 3-character code:

Requested 18-character code:

Requested 38-character code:

Requested 100-character code: [to facilitate interface with systems outside of the Air Force, spell out full nomenclature to the maximum extent possible, avoiding acronyms and other abbreviations]

Description: [Provide a short one to two sentence description of the mission for this type of unit. Description should be mission-focused and generic enough to allow other similar units to use this nomenclature.]

6.2.1.5.2. Question 5.b. Office Symbol Code (OSC) Change:

Action: [Add, Delete, Change Title]

Requested code: [Can be no more than 7 alphanumeric characters]

Requested 40-character title:

Requested 80-character title: [to facilitate interface with systems outside of the Air Force, spell out full nomenclature to the maximum extent possible, avoiding acronyms and other abbreviations]

6.2.1.6. Question 6: For unit activations or redesignations, explain why the proposed unit designation was chosen. Identify any inactive historical units you're proposing to use and explain why you want to use these units.

6.2.1.7. Question 7: What is the cost of the request in terms of dollars and resources? (Document cost in terms of dollars and manpower. Include administrative costs such as flags and signs, as well as manpower increases or monetary costs directly driven by the requested reorganization action. Do not include costs that may be a result of related force structure, for example, runway construction costs for bedding down programmed aircraft would not be included in the OCR to activate an associated flying squadron. If the action cannot be implemented from within currently programmed MAJCOM, FOA or DRU resources, see paragraph immediately below.)

6.2.1.7.1. MAJCOMs, FOAs and DRUs will normally implement actions approved under the OCR process using currently programmed manpower and budgetary resources. In the rare cases when this is not possible, they will submit an initiative for the resources needed to the Air Force Corporate Structure during a budget exercise, following guidance in AFI 16-501, Control and Documentation of Air Force Programs, and any related instructions. This must be done prior to or concurrent with the OCR submission. AF/A1M will hold the OCR without action until the resources are approved. AF/A1M will return the OCR with-out action if the resource approval does not occur within 30 calendar days of receipt of the OCR. For reconsideration, the MAJCOM, FOA or DRU must resubmit the OCR following approval of the resources.

6.2.1.8. Question 8: Provide a mission directive, statement or description for organizations being activated or reorganized.

6.2.2. A request for organization action is not required for units inactivating as a result of an approved force structure action. A request is also not required when organizational impacts have been addressed as part of actions approved under AFI 38-203, Commercial Activities Program (see that publication for specific guidance on required information).

6.2.3. A MAJCOM, FOA, or DRU, after notifying AF/A1M, may return a changed organization to a prescribed configuration.

6.2.4. Additional requirements may need to be met for establishment of a new FOA, DRU, MAJCOM FOA, or MAJCOM DRU. The annual Defense Appropriations Act usually contains a provision prohibiting expenditure of funds for establishment of such organizations. The provision permits the Secretary of the Air Force (SECAF) to grant a waiver if SECAF certifies to Congress that the establishment will result in personnel or financial savings to the Department of the Air Force. Existing FOAs, DRUs, MAJCOM FOAs and MAJCOM DRUs will not be redesignated or re-missioned to an unrelated mission area to circumvent this legal direction. Contact AF/A1MO for the current guidance when considering establishment of one of these organizations.

6.2.5. Units will not take actions such as scheduling ceremonies, inviting dignitaries, or making public announcements prior to appropriate HQ USAF approval of organization changes.

6.3. Testing New Organizations. MAJCOMs, FOAs and DRUs may develop and test new organizations. The purpose of an organization test is to evaluate the new organization's effectiveness under actual working conditions and resolve most common problems before committing affected functions to change. A test involving an organization structure found in this Instruction requires AF/A1M approval. Submit test plans for approval at least 120 calendar days before the proposed start of the test. The test plan should include:

- 6.3.1. Answers to the questions in [paragraph 6.2.1](#), as they apply.
- 6.3.2. Dates of the test period (not to exceed 1 year).
- 6.3.3. Objective measures to assist in evaluation of the test.
- 6.3.4. After completing the test period, the MAJCOM, FOA, or DRU sends results and recommendations to AF/A1M. A waiver request is included if a permanent organization change is desired.

Chapter 7

ORGANIZATION DOCUMENTATION

7.1. Implementation Authority. HQ USAF, MAJCOM, FOA and DRU manpower and organization functions are responsible for publishing the legal and authoritative documents needed to implement organization actions.

7.1.1. Department of the Air Force (DAF/A1M) Letters. DAF/A1M letters constitute, reconstitute, disband, consolidate, activate, inactivate, redesignate, assign and reassign (between MAJCOMs, FOAs and DRUs) Air Force units. In addition, DAF/A1M letters designate, redesignate, inactivate, assign and reassign (between MAJCOMs, FOAs and DRUs) named activities. DAF/A1M letters serve as authority for MAJCOM, FOA and DRU unit and named activity organization actions. DAF/A1M letters follow the formats outlined in [Figure 7.1](#) through [Figure 7.5](#).

7.1.1.1. Effective Date. The effective date of an organization action is either published in the DAF/A1M letter or in the order issued by a MAJCOM, FOA, or DRU. When a DAF/A1M letter allows the effective date to be on or about a certain date, the organization action must occur no more than 30 calendar days before or after that date.

7.1.2. G-Series Orders. These orders are published to activate, inactivate, redesignate, assign and reassign units, detachments and named activities subordinate to a HQ USAF, MAJCOM, FOA, or DRU; and to attach one organization to another. A MAJCOM, FOA, or DRU manpower and organization function may authenticate and publish G-Series Orders using the formats in [Figure 7.6](#) through [Figure 7.12](#). HAF/HR may perform these functions for their supported organizations. In addition, AFI 33-328, Administrative Orders, provides general guidelines about orders preparation. (**NOTE:** Unit moves and movement orders are covered by AFI 16-403.)

7.1.2.1. Guidelines for G-Series Orders:

7.1.2.1.1. Numbering G-Series Orders. Orders are numbered in sequence starting with number one (for example, GS-1, GS-2 and so on). Begin a new sequence each fiscal year.

7.1.2.1.2. Effective Date. The effective date of the action described in the order is the date of the order, unless a different effective date is specified.

7.1.2.1.3. Distribution. Send all organizations impacted by the order a copy. Use of standard distribution lists is encouraged. Orders involving medical units must include the Air Force Medical Support Agency on distribution.

7.1.2.2. G-Series Order Organization Actions:

7.1.2.2.1. Activation and Assignment. Include the title of organization, station, unit or establishment of assignment, effective date and authority ([Figures 7.6](#) and [7.9](#)).

7.1.2.2.2. Redesignation. Include the old and new unit or detachment designation; the station, unit and establishment of assignment, as applicable; the effective date; and the authority ([Figures 7.7](#) and [7.9](#)). (See [paragraph 4.3.3.1.4](#) for additional guidance regarding redesignation of detachments.)

7.1.2.2.3. Inactivation. Include the designation of organization being inactivated, the station, the effective date, the disposition of personnel and equipment, statement that funds will be disposed of according to Air Force directives and the authority (**Figures 7.8 and 7.9**).

7.1.2.2.4. Reassignment. Include the designation of the establishment from which the unit is relieved, the establishment to which the unit is assigned, the effective date of transfer and the authority (**Figures 7.9 through 7.11**).

7.1.2.2.5. Attachment of One Unit to Another. Include the unit and MAJCOM to which attached, the effective date of attachment, the purpose of attachment and the authority (See sample orders in **Chapter 8**).

7.1.2.2.6. Detachments and Operating Locations. (See **Figure 7.12**) Detachments and operating locations are designated as part of a unit, not an establishment, e.g., Detachment 1, 1st Fighter Squadron or Operating Location A, HQ 1st Operations Group. This is because detachments and operating locations are parts of a unit, not separate units. Special orders are not required for Operating Location actions because there is no associated UCMJ authority; however, MAJCOMs may publish orders for announcement or accountability purposes.

7.2. Distribution Requirements. Each MAJCOM manpower and organization function will ensure HQ USAF/AIMO is on distribution to receive special orders, MAJCOM organization charts, mission directives and Instructions relating to organizations within their command.

7.3. Headquarters Department of the Air Force Organization Chart. This publication prescribes AFVA 38-104, HQ USAF Organization Chart. AFVA 38-104 shows HQ USAF offices under the Secretariat and the Air Staff down to the 3-letter level, along with their respective Field Operating Agencies (FOAs). HAF/HR prepares this AFVA semiannually or as needed.

Figure 7.1. Sample DAF/A1M Letter--Constitute and Assign for Activation.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC**

DAF/A1M 193t

18 May 2010

SUBJECT: Activation of the 55th Intelligence Support Squadron

TO: ACC/CC

1. By order of the Secretary of the Air Force, the following unit is assigned to Air Combat Command for activation on or about the date shown.

Unit Activating

Date

55th Intelligence Support Squadron

22 July 2010

a. Effective the date of this letter, the following unit is constituted. It is assigned for activation above.

55th Intelligence Support Squadron

2. Take the following actions regarding the above unit.

a. Issue a G-series order per AFI 38-101, Air Force Organization.

b. Configure the organization per AFI 38-101.

c. Prepare or revise mission directives per AFI 10-101, Format and Content of Mission Directives.

3. HQ US Air Force will accomplish any future redesignations or inactivations.

4. Report the completed action using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report, and Status of Resources and Training System (SORTS) per the current instructions.

FOR THE CHIEF OF STAFF

Figure 7.2. Sample DAF/A1M Letter--Reconstitute and Assign for Activation.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

DAF/A1M 023t

23 August 2007

SUBJECT: Activation of HQ 42d Maintenance Group

TO: AETC/CC

1. By order of the Secretary of the Air Force, effective the date of this letter, HQ 42d Maintenance and Supply Group, disbanded 2 October 1945, is reconstituted and redesignated HQ 42d Maintenance Group. It is assigned to the Air Education and Training Command for activation on or about 16 January 2008.
2. Take the following actions regarding the above unit.
 - a. Issue a G-series order per AFI 38-101, Air Force Organization.
 - b. Configure the organization per AFI 38-101.
 - c. Prepare or revise mission directives per AFI 10-101, Format and Content of Mission Directives.
3. HQ US Air Force will accomplish any future redesignations or inactivations.
4. Upon activation, the unit above is entitled to all honors belonging to the unit disbanded as indicated. The Air Force Historical Research Agency will automatically forward historical data, including information on all honors and approved emblems to the activating command. Authorized flags or streamers may be requisitioned under current directives.
5. Report completed action using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report, and Status of Resources and Training System (SORTS) per the current instructions.

FOR THE CHIEF OF STAFF

Figure 7.3. Sample DAF/A1M Letter--Redesignation.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC**

DAF/A1M 189t

6 May 2010

SUBJECT: Redesignation of HQ 15th Airlift Wing

TO: PACAF/CC

1. By order of the Secretary of the Air Force, the following unit will be redesignated on or about the date shown.

| Current Designation | New Designation | Date |
|----------------------|-----------------|-------------|
| HQ 15th Airlift Wing | HQ 15th Wing | 5 July 2010 |

2. Take the following actions regarding the above unit.

- a. Issue a G-series order per AFI 38-101, Air Force Organization.
- b. Configure the organization per AFI 38-101.
- c. Revise mission directives per AFI 10-101, Format and Content of Mission Directives.

3. HQ US Air Force will accomplish any future redesignations or inactivations.

4. Report completed action using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report, and Status of Resources and Training System (SORTS) per the current instructions.

FOR THE CHIEF OF STAFF

Figure 7.4. Sample DAF/A1M Letter--Inactivation.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC**

DAF/A1M 182t

14 April 2010

SUBJECT: Inactivation of the 30th Launch Support Squadron

TO: AFSPC/CC

1. By order of the Secretary of the Air Force, the following unit will be inactivated on or about the date shown. Concurrently, the unit designation reverts to the control of the Department of the Air Force. Upon inactivation, consult AFI 84-105 for disposition of flags and other historic artifacts.

Unit Inactivating

Date

30th Launch Support Squadron

14 July 2010

2. Issue a G-series order per AFI 38-101, Air Force Organization.
3. Revise mission directives per AFI 10-101, Format and Content of Mission Directives.
4. Report completed action using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report, and Status of Resources and Training System (SORTS) per the current instructions.

FOR THE CHIEF OF STAFF

Figure 7.5. Sample DAF/A1M Letter—Reassignment Between Commands.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC**

DAF/A1M 147t

30 September 2009

SUBJECT: Reassignment of HQ National Security Space Institute

TO: AFSPC/CC AETC/CC

1. By order of the Secretary of the Air Force, the following unit is relieved from its present assignment to Air Force Space Command and is assigned to Air Education and Training Command on or about the date shown

Unit Reassigning

Date

HQ National Security Space Institute

30 December 2009

2. Take the following actions regarding the above unit.

a. Issue G-series orders per AFI 38-101, Air Force Organization.

b. Prepare or revise mission directives per AFI 10-101, Format and Content of Mission Directives.

3. HQ US Air Force will accomplish any future redesignations or inactivations.

4. Report completed action using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report, and Status of Resources and Training System (SORTS) per the current instructions.

FOR THE CHIEF OF STAFF

Figure 7.6. Sample Special Order--Activate.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433-5001**

SPECIAL ORDER

1 December 2007

GS-74

The 95th Comptroller Squadron is activated at Edwards AFB, CA and assigned to the 95th Air Base Wing on 1 January 2008. Authority: DAF/A1M letter 041t, 16 November 2007, Activation of the 95th Comptroller Squadron, and AFI 38-101.

FOR THE COMMANDER

Figure 7.7. Sample Special Order--Redesignate.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND
PETERSON AIR FORCE BASE COLORADO 809 14-5001**

SPECIAL ORDER

1 March 2008

GS-24

The 50th Satellite Communications Squadron, Falcon AFB, CO is redesignated as the 50th Space Communications Squadron on 6 July 2008 and remains assigned to the 50th Operations Group. Authority: DAF/A1M letter 064t, 30 January 2008, Organization Actions Affecting Certain Air Force Space Command Units, and AFI 38-101.

FOR THE COMMANDER

Figure 7.8. Sample Special Order--Inactivate.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND
RANDOLPH AIR FORCE BASE TEXAS 78150-5001

SPECIAL ORDER

6 January 2008

GS-7

The 82d Civil Engineer Squadron at Randolph AFB, TX will be inactivated on 1 April 2008. Concurrently, unit designation will revert to the control of the Department of the Air Force. The Director of Manpower, Personnel and Services, HQ AETC, will reassign personnel. Upon inactivation, consult AFI 84-105 to dispose of flags and other historic artifacts. Dispose of supplies and equipment per current directives. Dispose of organizational records and submit a final report under the current directives. Authority: DAF/A1M letter 052t, 8 December 2007, Organization Actions Affecting Certain Air Education and Training Command Units, and AFI 38-101.

FOR THE COMMANDER

Figure 7.9. Sample Special Order—Multiple Unit Actions.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
SCOTT AIR FORCE BASE, ILLINOIS 62225-5307

SPECIAL ORDER

1 August 2008

GS-02

1. The following units are activated at Little Rock AFB, AR and are assigned as indicated effective 1 October 2008.

| | |
|--|------------------------|
| 1Unit | 2Assigned To |
| HQ 19th Airlift Wing | 18 AF (AFTRANS) |
| HQ 19th Maintenance Group | 19th Airlift Wing |
| 19th Component Maintenance Squadron | 19th Maintenance Group |
| 19th Maintenance Operations Squadron | 19th Maintenance Group |
| HQ 19th Medical Group | 19th Airlift Wing |
| 19th Medical Operations Support Squadron | 19th Medical Group |
| 19th Medical Support Squadron | 19th Medical Group |
| 19th Aerospace Medicine Squadron | 19th Medical Group |

2. The following units are redesignated at Little Rock AFB, AR and remain assigned as indicated effective 1 October 2008.

| | | |
|---------------------------|-------------------------------------|---------------------|
| 1Current Designation | 1New Designation | 2Assigned To |
| HQ 19th Air Refueling Gp | HQ 19th Operations Gp | 19th Airlift Wing |
| 19th Maintenance Squadron | 19th Equipment Maintenance Squadron | 19th Maintenance Gp |

3. The following units at Little Rock AFB, AR are inactivated effective 1 October 2008. Concurrently, unit designations revert to the control of the Department of the Air Force. Upon inactivation, consult AFI 84-105 for disposition of flags and other historic artifacts.

1Unit

HQ 463d Airlift Group

463d Operations Support Squadron

463d Aircraft Maintenance Squadron

463d Maintenance Operations Squadron

4. Authority: DAF/A1M 082t, 18 July 2008, Organization Actions Affecting Certain Air Mobility Command Units and AFI 38-101.

FOR THE COMMANDER

NOTES:

1. For units group level and above, include “HQ” in the unit name when activating, redesignating or inactivating the unit.

2. Assign units to an establishment, not a headquarters unit.

See **paragraphs 2.1.1** and **4.3.1** for further discussion of establishments.

Figure 7.10. Sample Special Order—Reassign Within a MAJCOM, FOA or DRU.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND
PETERSON AIR FORCE BASE COLORADO 809 14-5001**

SPECIAL ORDER5

5 December 2007

GS-8

The 1st Command and Control Squadron, Cheyenne Mountain AS, CO is relieved from its present assignment to the 721st Space Group and is assigned to the 21st Operations Group on 1 January 2008. Authority: AFI 38-101.

FOR THE COMMANDER

Figure 7.11. Sample Special Orders—Reassign Between MAJCOMs, FOAs or DRUs.**(LOSING COMMAND SPECIAL ORDER)**

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
SCOTT AIR FORCE BASE, ILLINOIS 62225-5307

1 May 2006

SPECIAL ORDER

GS-02

1. The following units are relieved from their present assignment to Air Mobility Command and are assigned to Air Combat Command effective 5 July 2006. Authority: DAF/A1M 713s, 13 April 2006, Organization Actions Affecting Certain Air Mobility Command Units, and AFI 38-101.

| Unit | Location |
|------------------------|---------------------|
| 29th Weapons Squadron | Little Rock AFB, AR |
| 57th Weapons Squadron | McGuire AFB, NJ |
| 509th Weapons Squadron | Fairchild AFB, WA |

FOR THE COMMANDER

(GAINING COMMAND SPECIAL ORDER)

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND
LANGLEY AIR FORCE BASE, VIRGINIA 23665-2778

SPECIAL ORDER

3 May 2006

GB-29

1. The following units are reassigned from Air Mobility Command to Air Combat Command effective 5 July 2006 and are further assigned to the USAF Weapons School. Authority: DAF/A1M 713s, 13 April 2006, Organization Actions Affecting Certain Air Mobility Command Units, and AFI 38-101.

| Unit | Location |
|------------------------|---------------------|
| 29th Weapons Squadron | Little Rock AFB, AR |
| 57th Weapons Squadron | McGuire AFB, NJ |
| 509th Weapons Squadron | Fairchild AFB, WA |

FOR THE COMMANDER

Figure 7.12. Sample Special Order—Activate/Inactivate Detachment/Operating Location

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND
PETERSON AIR FORCE BASE, COLORADO 80914-4510

SPECIAL ORDER

1 May 2008

GD-017

1. Detachment 3, HQ 45th Operations Group is activated at Patrick AFB, FL effective 10 June 2008.
2. Operating Location A, HQ 45th Operations Group is inactivated at L. B. Johnson Space Center Com, TX effective 10 June 2008.
3. Operating Location A, Detachment 3, HQ 45th Operations Group is activated at L. B. Johnson Space Center Com, TX effective 10 June 2008.
4. Operating Location A, 90th Ground Combat Training Squadron at Camp Guernsey AIN, WY is inactivated effective 28 October 2008.
5. Authority: AFI 38-101.

FOR THE COMMANDER

Chapter 8

ORGANIZING PROVISIONAL UNITS

8.1. Provisional Unit. A provisional unit is temporary in nature and created when a specific organization is required for a temporary mission and no organization exists to attach forces (including personnel).

8.1.1. References to assigned and attached units in this chapter refer to the organizational structure of the provisional organization which establishes the Air Force chain of command. Assigned and attached units should not be confused with assigned and attached forces.

8.1.2. Provisional units are organized in the same manner as permanent units. Establish provisional organizations at the organization level required to meet mission requirements (i.e., NAF, wing, group, squadron, flight, detachment, operating location). Organize provisional operations, maintenance, mission support, medical groups, and subordinate squadrons under a provisional wing, as needed. Related functions may be consolidated into a single unit if more efficient due to size, oversight, or other factors; e.g., all maintenance functions can be combined into a maintenance squadron when the size of the functions do not warrant separate maintenance, aircraft maintenance and maintenance operations squadrons. If only a portion of a squadron is required, those functions may be added to an existing provisional squadron or to the next higher provisional unit. For example, if an entire expeditionary force support squadron is not required, manpower, personnel, and services functions could be assigned into an expeditionary mission support group.

8.1.3. A provisional unit is attached rather than assigned to a permanent unit. Conversely, a permanent unit cannot be assigned to a provisional unit, but it may be attached to a provisional unit. A subordinate provisional unit is assigned to a higher provisional unit.

8.2. Types of provisional units. There are two types of provisional units (traditional and expeditionary).

8.2.1. Traditional. When there is a need for a temporary organization not associated with a contingency type situation. An organization change request (OCR) to HQ USAF or Department of the Air Force (DAF) letter is not required for this type of provisional unit. For example,

8.2.1.1. When two or more organizations merge and the need exists to create a temporary organization pending final disposition of resources from the merging organizations.

8.2.1.2. When an organization is needed for short-term requirement such as a temporary headquarters until a location is selected for the permanent headquarters. (**NOTE:** A provisional unit should not be established to pre-suppose approval of a permanent basing decision.)

8.2.2. Expeditionary. Provisional organizations established in support of a contingency or exercise operation. There are two types of expeditionary units (major force provider and rainbow).

8.2.2.1. Major Force Provider. An expeditionary unit that draws the preponderance of its forces or command element from a single active unit. This wartime or contingency organization uses the unit designation of the unit providing the preponderance of forces (major force provider) or the command element. (Discussed further in [8.7.3.1](#))

8.2.2.2. Rainbow. An expeditionary unit formed from multiple force providers. This wartime or contingency organization does not have an identifiable major force provider. These organizations are inactive historical units converted to provisional status and assigned to, and activated by MAJCOMs as expeditionary organizations. (Discussed further in [8.7.3.2](#))

8.2.2.3. MAJCOM A1Ms will establish procedures for requesting the establishment of expeditionary units assigned or attached to subordinate AETFs.

8.2.3. MAJCOMs, FOAs, and DRUs will forward copies of G-series orders to AF/A1MO, the Air Force Historical Research Agency (HQ AFHRA/RSO), all units mentioned in the order, and other offices and units as needed. (Discussed further in [8.11](#))

8.3. PAS Codes. Provisional units have the same command relationship characteristics and PAS code requirements as permanent units. MAJCOMs request provisional PAS codes per current instructions. PAS codes will be assigned and registered in the PAS system. The PAS code for provisional units will be represented by an "H" in the fifth digit of the eight digit PAS instead of an "F" (i.e., "EP2CHR9C" vs. "EP2CFR9C"). The use of "H" serves two primary purposes: provides distinction between provisional units and regular units; and keeps the provisional PAS code compatible with the joint reporting systems.

8.4. History.

8.4.1. Traditional provisional organizations as described in [8.2.1](#) are temporary and once inactivated, their lineage ceases and may not be revived. Any provisional unit of this type using the same nomenclature as a previous provisional or permanent unit may not claim the lineage, history, or honors of that unit.

8.4.2. Major force provider expeditionary organizations as described in [paragraph 8.2.2.1](#) are temporary and once inactivated, their lineage ceases and may not be revived; however, any honors earned by this type of expeditionary provisional organization are conferred upon its single major force provider of the same organizational level (squadron to squadron; group to group, etc.) in accordance with AFI 84-105, Organizational Lineage, Honors, and Heraldry. For this purpose, wings are considered on the same organizational level as groups and squadrons on the same organizational level as numbered flights.

8.4.3. Rainbow expeditionary organizations temporarily converted from permanent to provisional organizations as described in [8.2.2.2](#) retain all lineage, history, and honors of the permanent unit and, when returned to permanent status, retain all lineage, history, and honors earned while in provisional status. Honors earned by a rainbow unit are retained by the rainbow unit and are not shared with units that provided personnel for the expeditionary organization.

8.4.4. For specifics on lineage, honors, and heraldry refer to AFI 84-105, Organizational Lineage, Honors, and Heraldry.

8.5. Designations. MAJCOMs will title provisional units to reflect their functional mission. To the maximum extent possible, use existing nomenclature. Traditional provisional units will include the term provisional in the unit designation to indicate the unit is provisional, for example, Headquarters 849th Mission Support Group (Provisional) or HQ 849 MSG (P). MAJCOMs must submit an organization change request to AF/A1M IAW **Chapter 5** of this AFI for approval to create new unit nomenclatures (organization kind).

8.5.1. For traditional provisional units, MAJCOMs should select a unit designation that cannot be confused with another unit and does not have the same designation as an active unit.

8.5.2. Designate expeditionary units as directed in **paragraph 8.7** and **Figure 8.1**.

8.6. Air and Space Expeditionary Task Force (AETF). The Air Force component in a joint force will organize as an AETF. An AETF has a commander of Air Force forces (COMAFFOR), a staff, appropriate command and control mechanisms, and tailored and fully supported forces to meet specific mission requirements. The AETF will be organized into a numbered expeditionary air force (NEAF), air expeditionary wings (AEW), air expeditionary groups (AEG), and air expeditionary squadrons (AES), or other organizations, as necessary to provide reasonable spans of control. When directly supporting a unified combatant command, the AETF is attached to the Air Force component. When an AETF is established to support a joint task force subordinate to a unified combatant command, the AETF may be attached for administrative control directly to the Air Force component to the unified combatant command, or it may be assigned to an AETF established at the unified combatant command level.

8.6.1. An AETF is named based on the unit providing the senior command headquarters, its size (NEAF, AEW, AEG), and the operation name.

8.6.1.1. For a NEAF level AETF, use the numerical designation of the engaged NAF, followed by Expeditionary Air Force (EAF), then the name of the operation. For example, a NEAF-sized AETF established under 12AF (AFSOUTH) would be designated as 12 EAF-OPERATION NAME.

8.6.1.2. For wing- or group-sized AETFs, use the numerical designation of the engaged wing or group, followed by Air Expeditionary Wing (AEW) or Air Expeditionary Group (AEG), then the name of the operation. For example, a wing or group-sized AETF established under 12AF (AFSOUTH) would be designated the 345 AEW-OPERATION NAME or the 345 AEG-OPERATION NAME.

8.6.1.3. While not normally established, a squadron sized AETF would use the designation of the engaged expeditionary squadron followed by the operation name.

8.6.2. Refer to appropriate Air Force and Joint doctrine for additional guidance on organization and command relationships.

8.7. Air and Space Expeditionary Force (AEF) Organization:

8.7.1. Expeditionary units are established to operate with an AETF. In the following paragraphs, the term “supported command” refers to the Air Force MAJCOM the AF component command is administratively assigned to and which is receiving support (i.e., forces) from other MAJCOMs. “Supporting command” refers to the Air Force MAJCOM, FOA or DRU providing forces to the supported command.

8.7.2. Permanent units supporting or participating in an AETF from their permanent locations are not redesignated as expeditionary units nor are major force provider expeditionary units established at the same location as the corresponding permanent unit. In-place permanent units supporting or participating in an AETF can be attached to the expeditionary unit they are supporting.

8.7.3. Expeditionary units are numbered as follows. See also [Figure 8.1](#) for detailed guidelines on AEF unit naming and numbering.

8.7.3.1. With the exception of support units, the numerical designation for expeditionary units that have a major force provider will reflect the designation of the unit that provides the preponderance of forces or the command element to the expeditionary organization. For example, if the 4th Fighter Wing is the major force provider of an Air Expeditionary Wing, then the nomenclature would be 4th Expeditionary Fighter Wing (EFW). If there is a mix of forces (e.g., fighter, mobility) then the nomenclature would be the 4 AEW. The organizational level of the expeditionary unit must be the same as the unit providing the preponderance of forces, except for the situations in [paragraphs 8.7.3.1.1](#) and [8.7.3.1.2](#).

8.7.3.1.1. If size and scope of an operation do not warrant establishment of a wing, a group nomenclature may be used. For example, if the 4th Fighter Wing is the major force provider of an Air Expeditionary activity that does not have the appropriate scope or size to be designated a wing, a major force provider unit designated the 4th Expeditionary Fighter Group or 4th Air Expeditionary Group could be established.

8.7.3.1.2. If the size and scope of an operation do not warrant establishment of a squadron, a numbered flight nomenclature may be used. For example, if the 4th Civil Engineer Squadron is the major force provider for an expeditionary mission, but size does not warrant a squadron designation, a major force provider unit designated 4th Expeditionary Civil Engineer Flight could be established.

8.7.3.2. The numerical designation for expeditionary units that do not have a major force provider will reflect the designation of an historic unit activated to form a rainbow unit. In cases where multiple MAJCOMs deploy forces to the same location, but a single major force provider cannot be identified, the supported MAJCOM will create expeditionary units using historical “rainbow” units allocated for their use by AF/A1MO. The numerical designation for expeditionary rainbow units will retain the numerical designation of the historic unit converted from permanent to provisional status. MAJCOMs must work with their historians and the Air Force Historical Research Agency to identify inactivated units to fill rainbow expeditionary unit requirements to meet highest projected demand and provide those units to AF/A1MO. AF/A1MO will issue a Department of the Air Force (DAF) numbered letter converting the inactive historic units to provisional units and assigning them to the MAJCOM to activate or inactivate in provisional unit status as needed. ([Figure 8.2](#))

8.7.3.3. All subordinate dependent groups and support units will carry the same numerical designation as the parent expeditionary organization. For example, support units under the 4th Expeditionary Fighter Wing would be designated the 4th Expeditionary Operations Group, 4th Expeditionary Maintenance Group, 4th Expeditionary Maintenance Squadron, 4th Expeditionary Mission Support Group, 4th Expeditionary Logistics Readiness Squadron, 4th Expeditionary Medical Group.

8.7.3.4. If portions of an organization are deployed to different locations, MAJCOMs are authorized to include the name of the operation and location in the unit designation (e.g., 71st Expeditionary Fighter Squadron – Noble Anvil, Location Name).

Figure 8.1. Expeditionary Unit Naming & Numbering Guidelines.

| Title | Purpose | Comments & Examples |
|--|--|--|
| xx Air and Space Expeditionary Task Force (AETF). Can be a NEAF, wing, group or squadron level. | The generic name of an Air Force Service component presented to a joint task force commander. An AETF should be presented within the framework described in Air Force doctrine. | Use the numerical designation of the tasked NAF, wing, group or squadron followed by the operation name (e.g., 12 EAF-OPERATION NAME, 4 AEW-OPERATION NAME, 4 AEG-OPERATION NAME, 336 EAS-OPERATION NAME). An in-place NAF retains its NAF designation (e.g., 7 AF (AFKOR)). |
| xx Air Expeditionary Wing (AEW) or Expeditionary [mission-kind] Wing, e.g. Expeditionary Fighter Wing (EFW). | Temporary wing assigned to an AETF. | Use the numerical designation of the major force provider unit or an authorized rainbow unit, as appropriate (e.g., 345 AEW, 4 EFW) |
| xx Air Expeditionary Group (AEG) | Temporary independent group assigned to an AETF. An independent group has the same functions and responsibilities as a like-type wing, but its scope and size do not warrant wing-level designation. | Use the numerical designation of the major force provider unit or an authorized rainbow unit, as appropriate (e.g., 4 AEG) |
| xx Expeditionary [functional-kind] Group | Temporary dependent group assigned to an AETF. A dependent group is a mission, maintenance, mission support, medical or large functional unit (e.g. communications) that provides the specified capability to a parent wing. | Use the numerical designation of its parent expeditionary wing (e.g., 4th Expeditionary Operations Group, 4th Expeditionary Mission Support Group) |

| Title | Purpose | Comments & Examples |
|---|---|---|
| xx Expeditionary [mission-kind] Squadron | Temporary mission squadron assigned to an AETF. | Use the numerical designation of the major force provider unit or an authorized rainbow unit, as appropriate (e.g., 366th Expeditionary Fighter Squadron or 344th Expeditionary Air Refueling Squadron) |
| xx Expeditionary [direct combat support-kind] Squadron | Temporary direct combat support squadron assigned to an AETF. | Use the numerical designation of the major force provider unit or an authorized rainbow unit, as appropriate (e.g., 819th Expeditionary RED HORSE Squadron or 5th Expeditionary Combat Communications Squadron) |
| xx Expeditionary [support-kind] Squadron | Temporary support squadron assigned to an AETF. | Use the numerical designation of its parent expeditionary wing or group (e.g., 4th Expeditionary Logistics Readiness Squadron) |
| Detachment x, xx Expeditionary [functional-kind] [unit type] | Temporary dependent detachment of an expeditionary unit. | Number in sequence starting with 1. Use the unit designation of its parent unit (e.g., Detachment 1, 16th Expeditionary Special Operations Squadron) |
| Operating Location (OL) x, xx Expeditionary [functional-kind] [unit type] | Temporary dependent OL of an expeditionary unit | Alphabetized in sequence starting with A. Use the unit designation of its parent unit (e.g., OL-A, 24th Expeditionary Special Tactics Squadron) |

8.8. Attaching/Assigning Provisional Units. Provisional units are assigned to a higher echelon provisional unit or attached to a higher or same echelon permanent unit. All expeditionary units are assigned to an AETF or attached under a component NAF and under the administrative control (ADCON) of the Air Force Service component for the geographic region in which forces are based. If a deployed expeditionary unit is not assigned or attached to the regional COMAFFOR (i.e., the forces are not formally transferred by Secretary of Defense order and the owning unified combatant command retains control) then a host-tenant support agreement is required to define support requirements.

8.9. Administrative Control (ADCON). The ADCON responsibilities of the gaining commander can vary by scenario and should be specified in G-Series orders. The supporting and supported MAJCOMs must work together to ensure the degree of ADCON responsibilities is clearly understood. Specified ADCON responsibilities are included in AFDD 1.

8.10. UCMJ authority resides concurrently with the commanders in the assigned and attached units, and does not need to be explicitly stated in G-series orders. See 51-series AFIs for specific information on disciplinary and UCMJ matters.

8.11. G-Series Orders. AFI 33-328, Administrative Orders, provides guidance on the preparation of administrative orders. MAJCOMs, FOAs, and DRUs must publish G-series orders to activate, inactivate, redesignate, assign or attach provisional (including expeditionary) units. The G-Series order provides the legal authority for provisional units. Examples of G-Series orders for provisional and expeditionary units are shown at [Figures 8.3 – 8.7](#). MAJCOMs, FOAs, and DRUs must forward copies of unclassified and classified orders to HQ USAF/A1MO, the Air Force Historical Research Agency (HQ AFHRA/RSO, 600 Chennault Circle, Maxwell, AFB AL 36112-6424), and all units mentioned in the order. MAJCOMs, FOAs, and DRUs will use the Air Force Organization Status Change Report (RCS: HAF-HO (M) 7401) to document the organizational changes to provisional units IAW AFI 84-105, Organization, Lineage, Honors, and Heraldry.

8.11.1. G-series orders for expeditionary units will be prepared by the supported MAJCOM (reference [paragraph 8.7.1](#)) or in cases where forces will not be attached, by the MAJCOM retaining operational control. The supporting and supported MAJCOMs must work closely together on drafting the G-series orders to ensure ADCON responsibilities are spelled out and the AETF commander's concept for organization and unity of command are understood.

8.11.2. Command Relationships. The ground rules for command relationships are outlined in Joint Publication 1 and AFDD 1. The supported and supporting command must work closely together to develop the best organization structure to support mission requirements and build a clear chain of command.

8.11.3. Activation and inactivation dates may be specified in the same G-series order.

8.11.4. MAJCOMs may add the name of the operation and location to any unit in the G-series orders.

8.11.5. G-Series orders should be classified and declassified according to the security classification guidance published for the exercise or operation. Classified orders must have appropriate paragraph marking, classified by, and declassification guidance. Every effort should be made to declassify the orders as soon as permissible or use a specific event (i.e. activation date) as the declassification date.

8.11.6. G-series orders for recurring and major exercise (when required) units will follow the same basic conventions as those used for expeditionary units.

8.11.7. A G-series order is not required to establish a provisional or permanent MAJCOM headquarters. A DAF A1M letter is the authority and establishes the specific MAJCOM headquarters activation date.

Figure 8.2. Example of a DAF Letter Assigning Rainbow Units to a MAJCOM.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC**

DAF/A1M 295t

DATE

SUBJECT: Air Combat Command Expeditionary Units

TO: ACC/CC

1. By order of the Secretary of the Air Force, effective the date of this letter, the following units are converted to provisional units and are assigned to Air Combat Command. Air Combat Command may issue G-series orders to activate or inactivate these units as provisional units at any time after the date of this letter.

908th Expeditionary Air Refueling Squadron

913th Expeditionary Air Refueling Squadron

a. Effective the date of this letter, the following units, inactivated as indicated, are redesignated as shown. They are assigned for activation above.

| Current Designation | Date Inactivated | New Designation |
|--|-------------------|---|
| 908th Air Refueling Squadron, Heavy | 30 September 1977 | 908th Expeditionary Air Refueling Squadron |
| 913th Air Refueling Squadron, Heavy | 1 November 1981 | 913th Expeditionary Air Refueling Squadron |

2. At a future date, HQ USAF may issue a DAF letter to withdraw these units from use as provisional units or from assignment to Air Combat Command. The units will permanently retain any honors gained while active as provisional units.

3. Take the following actions regarding the above units.

a. Air Combat Command will issue a G-series order per AFI 38-101, Air Force Organization to activate or inactivate these units as provisional units.

b. Configure the organization per applicable directives.

c. Air Combat Command is authorized to activate these units only as provisional units. They are subject to AFI 38-101 provisional unit guidance.

4. HQ US Air Force will accomplish any future redesignations.

5. Upon activation, the units in **paragraph 1** above are entitled to all honors belonging to the units inactivated, disbanded or discontinued as indicated. The Air Force Historical Research Agency will automatically forward historical data, including information on all honors and approved emblems, to Air Combat Command. Authorized flags or streamers may be requisitioned in accordance with current directives.
6. Report completed action using RCS: HAF-HO(M)7401, Air Force Organization Status Change Report, and Status of Resources and Training System (SORTS) per the current instructions.

FOR THE CHIEF OF STAFF

Figure 8.3. Example of G-Series Order for Traditional Provisional Unit.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND
PETERSON AIR FORCE BASE, COLORADO 80914-4510**

SPECIAL ORDER

DATE

GXXX-XX

1. Effective dd/mm/yy, the 761st Force Support Squadron (Provisional) (FSS) (P), a provisional unit, is designated and activated at Location and attached to the 61st Mission Support Group.
2. Authority: AFI 38-101.

FOR THE COMMANDER

DISTRIBUTION:

HQ USAF/A1MO

AFHRA/RS

All units mentioned in order

Others as needed

Figure 8.4. Example of G-Series Order for Exercise, Major Force Provider Unit.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS PACIFIC AIR FORCES
HICKAM AIR FORCE BASE, HAWAII 96853-5417**

SPECIAL ORDER
GXXX-XX

DATE

1. () Effective dd/mm/yy, HQ 13th Expeditionary Air Force-Operation Name 2010 (13 EAF-ON 10), a provisional unit, is designated and activated at Location, Country and attached to Thirteenth Air Force (Air Forces Pacific). The commander of 13AF (AFPAC) will exercise the following specified ADCON responsibilities: making recommendations to the Joint Force Commander on the proper employment of Air Force forces; accomplishing assigned tasks; organizing, training, equipping and sustaining assigned and attached forces; reachback to the US Air Force rear and supporting Air Force units; force protection; morale, welfare and discipline; and personnel management. Upon inactivation, any unit awards and honors earned by the HQ 13 EAF-ON 10 are conferred upon HQ Thirteenth Air Force (Air Forces Pacific).

2. () Effective dd/mm/yy, HQ 138th Air Expeditionary Group (138 AEG), a provisional unit, is designated, activated, and assigned to the 13 EAF – ON 10. Upon inactivation, any unit awards and honors earned by HQ 138 AEG are conferred upon HQ 138th Operations Group.

3. () Effective dd/mm/yy, the following provisional units are designated, activated, and assigned as indicated:

| Unit | Assigned To |
|--|-------------|
| 125th Expeditionary Fighter Squadron | 138 AEG |
| 336th Expeditionary Air Refueling Squadron | 138 AEG |

4. () Upon inactivation, any unit awards and honors earned by the following provisional units are conferred upon the following respective units:

| Expeditionary Units | Conferred Units |
|--|------------------------------|
| 125th Expeditionary Fighter Squadron | 125th Fighter Squadron |
| 336th Expeditionary Air Refueling Squadron | 336th Air Refueling Squadron |

5. () Effective dd/mm/yy, the following provisional units are inactivated:

Unit

HQ 13 AETF-ON10

HQ 138th Air Expeditionary Group

125th Expeditionary Fighter Squadron

336th Expeditionary Air Refueling Squadron

6. () Authority: AFI 38-101.

FOR THE COMMANDER

DISTRIBUTION:

HQ USAF/A1MO

AFHRA/RS

All units mentioned in order

Others as needed

Classified by:

Dated:

Declassify on:

Figure 8.5. Example of G-Series Order for Major Force Provider Expeditionary Unit.

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND
PETERSON AIR FORCE BASE, COLORADO 80914-4510**

SPECIAL ORDER

DATE

GXXX-XX

1. () Effective dd/mm/yy, the 34th Expeditionary Combat Communications Squadron (ECBCS) a provisional unit, is designated and activated at Location, Country, and assigned to the 9th Air Expeditionary Group (9 AEG). The commander of the 9 AEG will exercise the following specified ADCON responsibilities: making recommendations to the Joint Force Commander on the proper employment of Air Force forces; accomplishing assigned tasks; organizing, training, equipping and sustaining assigned and attached forces; reachback to the US Air Force rear and supporting Air Force units; force protection; morale, welfare and discipline; and personnel management. Upon inactivation, any unit awards and honors earned by the 34 ECBCS are conferred upon the 34th Combat Communications Squadron.
2. () Effective dd/mm/yr, the 34 ECBCS, Location, Country, is inactivated.
3. () Authority: AFI 38-101.

FOR THE COMMANDER

DISTRIBUTION:

HQ USAF/A1MO

AFHRA/RS

All units mentioned in order

Others as needed

Classified by:

Dated:

Declassify on:

Figure 8.6. Example of G-Series Order for Major Force Provider Expeditionary Unit.

NOTE: COMAFFOR has the authority to place HQ 475th AEG organizationally under an assigned AEW located on the same installation to maintain unity of command.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
SCOTT AIR FORCE BASE, ILLINOIS 62225-5307

SPECIAL ORDER

DATE

GXXX-XX

1. () Effective dd/mm/yy, the HQ 475th Air Expeditionary Group (AEG), a provisional unit, is designated and activated at Location, Country, and assigned to the 13th Expeditionary Air Force-Operation Name (13 EAF-ON). The commanders of the 13 EAF-ON will exercise the following specified ADCON responsibilities: making recommendations to the Joint Force Commander on the proper employment of Air Force forces; accomplishing assigned tasks; organizing, training, equipping, and sustaining assigned and attached forces; reachback to the US Air Force rear and supporting Air Force units; force protection; morale, welfare, and discipline; and personnel management. USTRANSCOM will exercise operational control through the 618th Air and Space Operations Center (Tanker Airlift Control Center). Additionally 18 AF (AFTRANS) exercising ADCON for AMC, the parent MAJCOM, will issue AF Forms 35, Appointment of Commander orders, and share UCMJ authority.

2. () Effective dd/mm/yy, the following provisional units are designated and activated at Location, Country, and assigned as indicated:

| Unit | Assigned To |
|---|-------------|
| 12th Expeditionary Air Refueling Squadron | 475 AEG |
| 336th Expeditionary Airlift Squadron | 475 AEG |

3. () Upon inactivation, any unit awards and honors earned by the following expeditionary units are conferred upon the following respective units:

| Expeditionary Units | Conferred Units |
|---|------------------------------|
| HQ 475th Air Expeditionary Group | HQ 475th Air Refueling Group |
| 12th Expeditionary Air Refueling Squadron | 12th Air Refueling Squadron |
| 336th Expeditionary Airlift Squadron | 336th Airlift Squadron |

4. () Authority: AFI 38-101

FOR THE COMMANDER

DISTRIBUTION:

HQ USAF/A1MO

AFHRA/RS

All referenced units

Other units and staff agencies as needed

Classified by:

Dated:

Declassify on:

Figure 8.7. Example of G-Series Order for Rainbow Unit (Requires DAF/A1M Numbered Letter).

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND
LANGLEY AIR FORCE BASE, VIRGINIA 23665-2778

SPECIAL ORDER

DATE

GXXX-XX

1. () Effective dd/mm/yy, HQ 345th Air Expeditionary Wing (AEW), a provisional unit, is activated at Location, Country, and assigned to the 12th Expeditionary Air Force-Operation Name (12 EAF-ON). The commander of the 12 EAF-ON will exercise the following specified ADCON responsibilities: making recommendations to the Joint Force Commander on the proper employment of Air Force forces; accomplishing assigned tasks; organizing, training, equipping, and sustaining assigned and attached forces; reachback to the US Air Force rear and supporting Air Force units; force protection; morale, welfare, and discipline; and personnel management.
2. () Effective dd/mm/yy, the following units are activated at Location, Country, and assigned as indicated:

| Unit | Assigned To |
|---|-------------|
| HQ 345th Expeditionary Operations Group (EOG) | 345 AEW |
| 345th Expeditionary Operations Support Squadron | 345 EOG |
| 1st Expeditionary Fighter Squadron | 345 EOG |
| 2d Expeditionary Fighter Squadron | 345 EOG |
| HQ 345th Expeditionary Maintenance Group (EMXG) | 345 AEW |
| 345th Expeditionary Maintenance Operations Squadron | 345 EMXG |
| 345th Expeditionary Aircraft Maintenance Squadron | 345 EMXG |
| 345th Expeditionary Munitions Maintenance Squadron | 345 EMXG |
| 745th Expeditionary Munitions Maintenance Squadron | 345 EMXG |
| HQ 345th Expeditionary Mission Support Group (EMSG) | 345 AEW |
| 345th Expeditionary Civil Engineer Squadron | 345 EMSG |
| 345th Expeditionary Communications Squadron | 345 EMSG |
| 345th Expeditionary Force Support Squadron | 345 EMSG |
| 345th Expeditionary Logistics Readiness Squadron | 345 EMSG |
| 345th Expeditionary Security Forces Squadron | 345 EMSG |
| 345th Expeditionary Medical Operations Squadron | 345 AEW |

3. () Authority: AFI 38-101 and DAF XXXt

FOR THE COMMANDER

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All units mentioned in order

Others as needed

Classified by:

Dated:

Declassify on:

8.12. Adopted Form.AF Form 847, *Recommendation for Change of Publication*DARRELL D. JONES, Lt General, USAF
DCS, Manpower, Personnel and Services

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Abbreviations and Acronyms

ACC—Air Combat Command
ADSL—Average Daily Student Load
ADR—Alternate Dispute Resolution
AE—Aeromedical Evacuation
AEF—Air and Space Expeditionary Force
AETC—Air Education and Training Command
AFE—Aircrew Flight Equipment
AFFOR—Air Force Forces
AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency
AFMC—Air Force Materiel Command
AFMS—Air Force Manpower Standard
AFSPC—Air Force Space Command
AGE—Aerospace Ground Equipment
AMC—Air Mobility Command
AMU—Aircraft Maintenance Unit
ANG—Air National Guard
AOC—Air and Space Operations Center
BEEF—Base Engineer Emergency Force
C4—Command, Control, Communications and Computers
CAF—Combat Air Forces
CALCM—Conventional Air-Launched Cruise Missile
CCDR—Combatant Commander
CME—Contract Manyear Equivalent
CMT—Combat Munitions Training
C-MAJCOM—Component Major Command
C-NAF—Component Numbered/Named Air Force
COMAFFOR—Commander of Air Force Forces
DAF—Department of the Air Force
DDC—Deployment Control Center
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense

DoDDS—Department of Defense Dependent Schools
DRU—Direct Reporting Unit
EDIS—Educational and Developmental Intervention Services
EM—Engine Management
FOA—Field Operating Agency
FPI—Force Protection Intelligence
FWA—Fraud, Waste and Abuse
HAZMAT—Hazardous Material
HCA—Head of Contracting Activity
HCP—Hearing Conservation Program
HQ—Headquarters
HQ USAF—Headquarters US Air Force
ICBM—Intercontinental Ballistic Missile
IDO—Installation Deployment Officer
IDRC—Installation Deployment Readiness Cell
ISR—Intelligence, Surveillance and Reconnaissance
JFACC—Joint Force Air and Space Component Commander
LSC—Loading Standardization Crew
LD-HD—Low Density-High Demand
MAF—Mobility Air Forces
MAJCOM—Major Command
MAJCOM FOA—Major Command Field Operating Agency
MAJCOM DRU—Major Command Direct Reporting Unit
MDS—Mission Design Series
MDSA—Maintenance Data System Analysis
MMHE—Munitions Materiel Handling Equipment
MOC—Maintenance Operations Center
MRI—Magnetic Resonance Imaging
MTI—Military Training Instructor
MTL—Military Training Leader
MWR—Morale, Welfare and Recreation
MPES—Manpower Programming and Execution System

MSL—Maintenance Supply Liaison
NAF—Numbered/Named Air Force
OCR—Organization Change Request
OL—Operating Location
OSC—Office Symbol Code
PACAF—Pacific Air Forces
PAS—Personnel Accounting Symbol
PME—Professional Military Education
PMRC—Patient Movement Requirements Center
PRP—Personnel Reliability Program
PS&D—Plans, Scheduling and Documentation
PSU—Primary Subordinate Unit
RCC—Reception Control Center
SABER—Simplified Acquisition of Base Engineering Requirements
SAFO—Senior Air Force Officer
SECAF—Secretary of the Air Force
SERE—Survival, Escape, Resistance and Evasion
SFMIS—Security Forces Management Information System
SOC—Schedule of Changes
SORTS—Status of Resources and Training
TMDE—Test Measurement Diagnostics Equipment
TOPA—TRICARE Operations and Patient Administration
UCC—Unified Combatant Command
UCMJ—Uniform Code of Military Justice
UDM—Unit Deployment Manager
USAF—United States Air Force
USAFE—United States Air Forces in Europe
USPACOM—United States Pacific Command
UTC—Unit Type Code
VI—Visual Information
WRM—War Reserve Materiel