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Manpower and Organization
AIR FORCE ORGANIZATION**

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(Colonel Mark S. Whinnery)

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AFI 38-101, 4 April 2006, is supplemented as follows: This supplement implements AFPD 38-1, *Organization*. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. Units are not authorized to further supplement this Command supplement. Questions regarding this supplement should be referred in writing to HQ AFMC/A1MO, 4375 Chid law Road, Room S228, Wright-Patterson AFB OH 45433-5006. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, *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/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES:

This document has been substantially revised and must be completely reviewed. Clarifies Air Force Research Laboratory (AFRL) approval level for organization change actions; revises policy on organization approval level for Center commanders; adds policy on when organization change ceremonies can be held; removed Integrated Weapon Systems Management (IWSM) policy statement and related Organization Change Request (OCR) question; identifies the designation of Air Base Wing (ABW) Commander as Installation Commander; identifies standard functions for Center staff and Air Base Wing (ABW) staff; revises and adds multiple attachments.

1.3.1.1. **(Added)** HQ AFMC and the Centers work toward meeting AFMC and Air Force organization goals. The Director of Manpower, Personnel and Services, HQ AFMC/A1, is responsible for recommending Command organization policy to AFMC/CC, and monitoring progress toward organization goals. HQ AFMC functional chiefs give assistance in their functional areas.

1.3.3.1. **(Added)** For Centers, Field Operating Agencies (FOA), and Direct Reporting Units (DRU) wanting to deviate from standard HQ USAF and AFMC organization structures as detailed in AFI 38-

101, *AFMC's Organization Blueprint*, and this supplement, an Organization Change Request (OCR) must be submitted to HQ AFMC/A1M. To determine whether an OCR is needed, see **attachment 5 (Added)**, OCR Requirement Flow-Chart.

1.3.5. **(Added)** The servicing manpower office will advise and assist commanders in organization matters. They must review, validate, and coordinate on OCR packages and are the channels through which OCRs flow to HQ AFMC/A1M. Functional chiefs at the Center or HQ AFMC level provide assistance on OCR development in their functional areas.

2.2. Standard Levels of Air Force Organization. Certain functions performed within AFMC units are commercial activities. When these functions are competed through the A-76 process or become High Performing Organizations (HPO), the resulting organization has an automatic blanket waiver to deviate from standard organization structure (reference AFI 38-203, para 11.2.2.3.).

2.2.6.3.1. **(Added)** Within AFMC, there are several types of specialized mission wings. These include but are not limited to: systems, sustainment, test, and supply chain management.

2.2.8. A standard support squadron (within an Air Base Wing) must have a minimum of 38 organic authorizations, unless a higher minimum has been identified (e.g., a Logistics Readiness Squadron must have no less than 50 authorizations). A mission squadron must have 38 organic authorizations unless its program size and complexity; dollars managed; scope of the program managed (joint or otherwise); new or expiring missions; and geographical considerations warrant further consideration, in which case the organic total can be no less than 25 organic authorizations. Organic authorizations include officer, enlisted and civilian authorizations. Non-appropriated Fund (NAF) and Contractor (CME) positions are not considered organic authorizations.

2.2.9.1.1. **(Added)** AFMC will not use numbered or named flights.

2.2.9.3.1. **(Added)** In AFMC, a functional flight is used as a subordinate organization of a squadron, and is authorized only in numbered/named wing, group and squadron structures. When an officer heads a flight, the position is a flight commander (duty title and rating chain only). When an enlisted member or civilian heads a flight, the position is a flight chief.

2.2.9.3.2. **(Added)** A functional flight commander does not obtain C-coded commander status. Duty titles should list the commander title at the end. For example, it should not be "Commander, Intelligence Flight," but should be listed as "Intelligence Flight Commander."

2.2.9.3.3. **(Added)** To perform organization changes on functional flights and below controlled by AFI 38-101 (e.g., flights under Logistics Readiness Squadrons/Divisions; reference AFI 38-101, chapter 3 for a complete list) an OCR must be submitted to HQ AFMC/A1M. Approval for creating new functional flights and below not controlled by AFI 38-101 (i.e., those in AFMC specialized mission wings such as Supply Chain Management or Armament Systems flights) must be requested through the servicing manpower office and approved by the Center commander.

2.2.10.1. **(Added)** AFMC/CA or his/her designee will approve all Center staff element changes at the 2- and 3-letter organization level (directorates and divisions). The approval authority for organization changes at 4-letter and below within the Center is delegated to the Center commanders or his/her designee. If the Center commander has not delegated that responsibility to DP-level, the request must be coordinated through the servicing manpower office. Office symbol codes (OSC) must be requested through appropriate functionals, the servicing manpower office, communications unit, and HQ AFMC/A1MO. This authority does not include reorganizations that cross functional lines (i.e., from one 2-letter to another) or 4-letter and below organization structures that are controlled by AFI 38-101

(i.e., wings, groups, squadrons, flights, or their equivalents). Reorganizations that cross functional lines require an OCR submitted to HQ AFMC/A1M.

2.3.1.1.3.3.3.1. **(Added)** AFRL's 711th Human Performance Wing was established as a medical unit. With approval of this unit, AF/A1M, in coordination with AF/JA, approved a waiver to allow a civilian director, medical or non-medical, to lead the organization. Additionally, a non-medical military commander may also lead this unit based on the approved waiver.

2.3.1.1.3.5.3. **(Added)** Commanders and directors leading units receive a special duty title code in the Manpower Programming and Execution System (MPES). The code for commander will be 113 and for director will be 143. Reference **Attachment 6 (Added)** for a chart depicting leadership office symbols and duty titles.

2.3.1.3.1. **(Added)** At AFMC installations, the ABW commander is the Installation Commander. Exception: At Arnold AFB TN, the AEDC/CC is the Installation Commander. In addition, by memorandum 6 April 2004, the Secretary of the Air Force delegated civilian appointing authority under Title 5, U.S.C., Section 302, to Air Force Materiel Command Center Commanders rather than to relevant AFMC Installation Commanders. By memorandum 23 February 2005, HQ USAF/DPP approved AFMC's request to authorize the Center DP to administer the Commander's Title 5, U.S.C civilian appointing authority on behalf of the Center Commander where the Center DP structure is established, as the CPO.

2.3.1.5. **(Added)** Executive Director. The senior-level civilian position authorized at HQ AFMC and at AFMC Center level. The position will use the office symbol CA.

2.3.1.6. **(Added)** Director. The duty title for civilians in charge of "units" or directorates, Divisions and branches under directorates will use the title Chief. This is not to be confused with the OSC "CL," which means Civilian Unit Leader. The OSC for a director in charge of a directorate (vice unit) will use the functional OSC that applies to that mission area. For example, the Director of Manpower, Personnel, and Services will use A1 at MAJCOM-level and DP at Center-level (A-staff structure not to be used below MAJCOM level).

2.3.2.5.1. **(Added)** In AFMC, divisions can be subordinate to groups. The organization's program size, complexity, dollars managed, scope of the program managed (joint or otherwise), or geographical considerations may not be sufficient to warrant squadron status in which case a division may be warranted. The individual leading the division is called a division chief. The sub-organization levels of branch, section, and element will be used if further breakout is warranted. An OCR is required to be submitted to HQ AFMC/A1M to create a new division. HQ AFMC/A1 will be the approval authority for a division and coordination will be obtained from the appropriate functional community.

2.3.2.7. **(Added)** Office. Normally refers to Center, wing or certain group staff organizations, but may also be used for homogeneous work of a staff nature performed by a small number of workers. Commander's staff elements or organizations that serve a functional or staff-related mission (e.g., contracting, financial management, quality assurance, and engineering) in wings and groups will use the organization title "Office." Offices may be further subdivided into sections and elements, headed by chiefs. Sections and elements should generally have a supervisor worker ratio of 1:7 or greater.

3.1. Organization Structure. Office Symbol Codes (OSC). Organizations should use standard Air Force OSCs contained in MPES. Sub-command coded OSCs will no longer be input into MPES. Changes, additions and deletions to OSCs must be approved by the appropriate functional community, vetted through the servicing manpower office and then submitted to HQ AFMC/A1MO for review, and sent to HQ USAF/A1MO for approval/submission to MPES. The scope of information required to obtain an

OSC is case dependent and most OSC requests are contained in an OCR. For cases where an OCR is not required, contact HQ AFMC/A1MO for guidance. At a minimum, requests should contain the OSC, title, short definition, and justification statement on the need for the new OSC. Additional information on the authorization impact to units/offices with the creation of the new OSC may be required.

3.3.2.4.1. **(Added)** Within AFMC, the JA office is placed on the Center staff reporting directly to the Center Commander.

3.3.2.9.1. **(Added)** Within AFMC, the Equal Opportunity (EO) office is placed on the Center staff reporting directly to the Executive Director (CA) (for functional reporting, see AFMCI 36-2645, *Center Functional and Unit Roles and Responsibilities*).

3.4. **(Added)** Standard Center. Within AFMC, Centers have an AFMC/CC-approved standard structure for their staff functions and direct reports. See **Figure 7.1. (Added)** and **Figure 7.2. (Added)** for the standard Center staff structure, for details of functions contained within the standard structure, reference HQ AFMC PPlan 07-02, *Implementation of the AFMC Commander's Direction to Standardize Center Staffs and Air Base Wing Functions*, 26 October 2007. Deviation requires an Organization Change Request (OCR) as outlined in Chapter 5 of AFI 38-101.

4.3.3. HQ AFMC/A1M controls the establishment, activation and inactivation of operating locations (OL) and detachments (DET). Submit requests with the information and format provided in **Attachment 8 (Added)** of this supplement. Parent organizations (i.e., HQ AFMC, FOAs, Centers, and Labs) of DETs and OLs are required to conduct an annual review of their DETs and OLs to validate the continuing requirement for the activity. A report of the DET/OL review submitted by the manpower office will be forwarded to HQ AFMC/A1MO each calendar year. HQ AFMC/A1M will initiate the DET/OL review tasking, but at anytime during the year, Centers can and should submit DETs and OLs for creation or deletion, as needed.

4.3.3.1.7. **(Added)** Requests for a DET will be sent to HQ AFMC/A1MO. Justification will include the specific need for command authority (UCMJ). A numbered unit may be more suitable for larger organizations rather than creating a DET. Requests for a DET must be approved by the Center Commander, Vice Commander, or Executive Director for DETs assigned to wings or groups assigned to the Center. The wing commander/director is the approval level for DETs assigned to squadrons. Additionally, requests for DETs must be approved by the gaining Installation Commander or his/her designee. The servicing manpower chief will indicate the required approvals have been received in the letter/email containing the request forwarded to HQ AFMC/A1MO.

4.3.3.1.8. **(Added)** The unit to which DETs are assigned must be led by a military commander in order to be able to delegate UCMJ authority to the DET/CC (reference AFI 51-604, *Appointment To and Assumption of Command*). If the leadership changes within the parent unit from a commander to a civilian director, the Center must immediately remove UCMJ authority from the DET/CC. If the parent unit is slated to have a civilian leader for an extended period of time, the Center must submit a request to HQ AFMC/A1MO to inactivate the DET and create an OL in its place, if the geographically separated function is still needed.

4.3.3.2.6. **(Added)** Requests for an OL will be sent to HQ AFMC/A1MO. A numbered unit may be more suitable for larger organizations rather than creating an OL. Requests for an OL must be approved by the Center Commander, Vice Commander, or Executive Director for either OLs assigned to wings or groups assigned to the Center. The Wing Commander/Director is the approval level for OLs assigned to squadrons. Additionally, requests for OLs must be approved by the gaining Installation Commander or his/her designee. The servicing manpower chief will indicate that the required approvals have been received in the letter/email containing the request that is forwarded to HQ AFMC/A1MO.

4.3.3.2.7. **(Added)** OLS will not be assigned to a DET at the same geographic location. HQ AFMC/A1MO will consider exceptions to this policy on a case-by-case basis or when a separate PAS code is required for administrative purposes (e.g., senior rater establishment).

4.3.3.3.6. **(Added)** Requests for PAS codes for units, staff elements, DETs, and OLS must be sent to HQ AFMC/A1MO for approval. Normal staffing to approve a new PAS code or make a change to an existing PAS code takes about 2 weeks.

5.2. Organization Change Request (OCR). Detailed information and analysis must be provided in the OCR to support the proposal. Issues to discuss include: program size and complexity; dollars managed; scope of the program managed (joint or otherwise); new or expiring missions; and geographical considerations. These OCR details should be addressed within the framework of the nine questions required by AFI 38-101. Complete the OCR checklist detailed in **Attachment 9 (Added)**. Complete the OCR data sheet that details program size and scope in **Attachment 10 (Added)**. Additional issues to consider: (1) OCRs that impact other AFMC Centers and/or HQ USAF standard organization structures must be coordinated with the other Centers before sending the request to HQ AFMC/A1M. The request will contain the results of the field coordination, to include the comments and/or recommendations of the other Center Commanders; (2) Centers submit variation requests to standard Air Force and AFMC organization structures to HQ AFMC/A1M in accordance with Chapter 5, AFI 38-101. Requests must be reviewed by the servicing manpower office and be approved by the Center Commander, Vice Commander or Executive Director. The request, after Center approval, will be forwarded by the servicing manpower office to HQ AFMC/A1M in an editable format for staffing and approval/disapproval; (3) Any OCR that requires inactivation, activation, or redesignation of a unit, or affects an organization structure covered by AFI 38-101 will require HQ USAF level approval. Allow approximately 30 - 45 days for processing/staffing of OCRs to be approved by HQ AFMC/A1 or AFMC/CC and do not require HQ USAF/A1 approval. An additional 60-90 days should be added to the processing time for OCRs that must be forwarded to HQ USAF/A1 for approval. AFRL 2-letter OCRs must be approved by HQ AFMC/A1 and SAF/AQ.

5.2.5. Include requests for new OSCs required to implement the proposed actions contained in the OCR in this section.

5.2.8. A thorough and complete accounting of all costs associated with the proposal must be furnished to include, but not limited to, manpower, civil engineering, moving, equipment, and administrative (letterhead, signage, banners, caps, etc.) expenses. Use the OCR cost template depicted in **Attachment 11 (Added)**.

5.2.10. **(Added)** In addition, AFMC OCRs must answer the following questions if the unit contains ACAT I, II, or III programs:

5.2.10.1. **(Added)** *How does the reorganization make the acquisition process more efficient and what efficiencies are to be gained?* This will be question 10 of the OCR package if required.

5.2.10.2. **(Added)** If OCR requests to create new wings/groups/squadrons: *Do the sizes of the proposed wings, groups or squadrons have sufficient resource responsibility (people in the unit, dollars managed, contractors providing support, etc.)?* This will be question 11 of the OCR package if required.

5.2.10.3. **(Added)** *Does the reorganization create redundancies in staff functions among squadrons, groups, and wings. Provide an explanation even if the answer is no.* This will be question 12 of the OCR package if required.

5.2.10.4. **(Added)** *Where is the funding coming from for support contractors and what functions are they performing?* This will be question 13 of the OCR package if required.

5.4. **(Added)** Approval authority for 2-letter changes in AFRL is SAF/AQ through HQ AFMC/A1 and HQ USAF/A1M. Approval authority for AFRL 3-letter organizational changes and below is delegated to the AFRL Commander/Director.

5.5. **(Added)** Realignment of manpower authorizations into any new organization requiring the approval of HQ AFMC/A1 or HAF must not take place until HQ AFMC/A1 approval is obtained.

5.6. **(Added)** No organization event or ceremony is authorized until formal approval is obtained from AFMC/CC/CV/CA, his/her designee, or HQ USAF/A1, depending on appropriate level. HQ AFMC will not sanction premature activation/inactivation events or ceremonies which conflict the above USAF and AFMC organization policy.

6.4. **(Added)** MPES updates must be implemented within 90 days of selected date of action as identified in the signed special order for an approved OCR assuming all union bargaining obligations are met.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-203, *Commercial Activities Program*, 20 June 2008

AFI38-101, *Air Force Organization*, 4 April 2006

AFI51-601, *Gifts to the Department of the Air Force*, 26 November 2003

AFI 51-604, *Appointment To and Assumption of Command*, 4 April 2006

AFPD 38-1, *Organization*, 1 June 1996

AFMAN 33-326, *Preparing Official Communications*, 15 October 2007

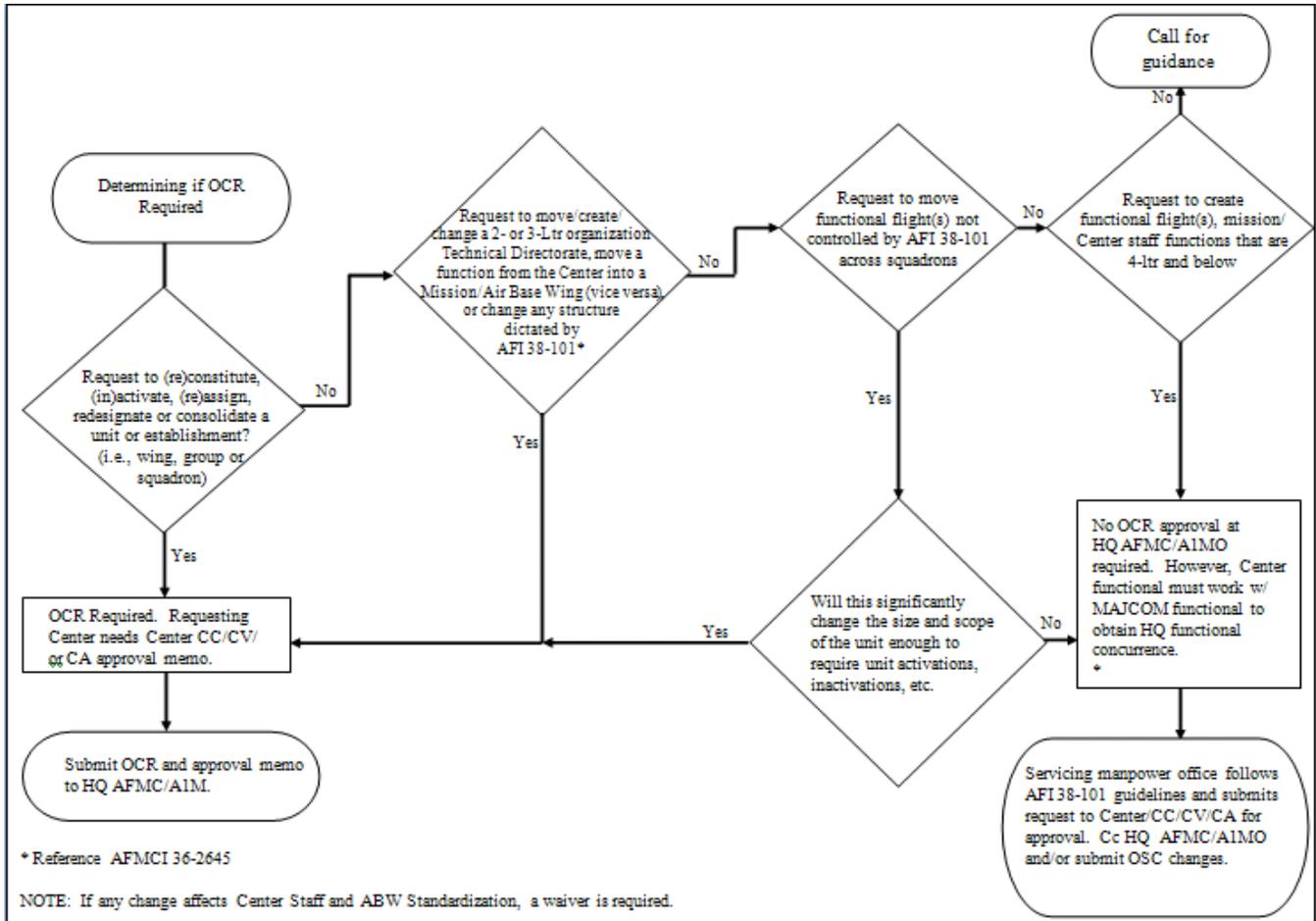
AFMAN33-363, *Management of Records*, 1 March 2008

AFMCI 36-2645, *Center Functional and Unit Roles and Responsibilities*, 22 April 2008

HQ AFMC PPlan 07-02, *Implementation of the AFMC Commander's Direction to Standardize Center Staffs and Air Base Wing Functions*, 26 October 2007

Attachment 5 (Added)
OCR REQUIREMENT FLOW CHART

Figure A5.1. OCR Requirement Flow Chart.



Attachment 6 (Added)

LEADERSHIP OFFICE SYMBOLS AND DUTY TITLES

Figure A6.1. Leadership Office Symbols and Duty Titles.

POSITION	LEVEL	... IS MILITARY			... IS CIVILIAN		
		OFFICE SYMBOL	DUTY TITLE	MPES DTY*	OFFICE SYMBOL	DUTY TITLE	MPES DTY*
Leader...	CENTER	CC	COMMANDER	113	N/A**	N/A**	N/A**
	WING	CC	COMMANDER	113	CL	DIRECTOR	143
	GROUP/SQUADRON	CC	COMMANDER	113	CL	DIRECTOR	143
Deputy to Military Leader...	CENTER	CV	VICE COMMANDER	277	CA	EXECUTIVE DIRECTOR	177
	WING	CV	VICE COMMANDER	277	DV	VICE DIRECTOR	157
	GROUP/SQUADRON	CD	DEPUTY COMMANDER	137	DD	DEPUTY DIRECTOR	454
Deputy to Civilian Leader...	WING	DV	VICE DIRECTOR	157	DV	VICE DIRECTOR	157
	GROUP/SQUADRON	DD	DEPUTY DIRECTOR	454	DD	DEPUTY DIRECTOR	454

* Units above Wing-level must have a Military CC per AFI 38-101, para 2.3.1.1.3.3.4

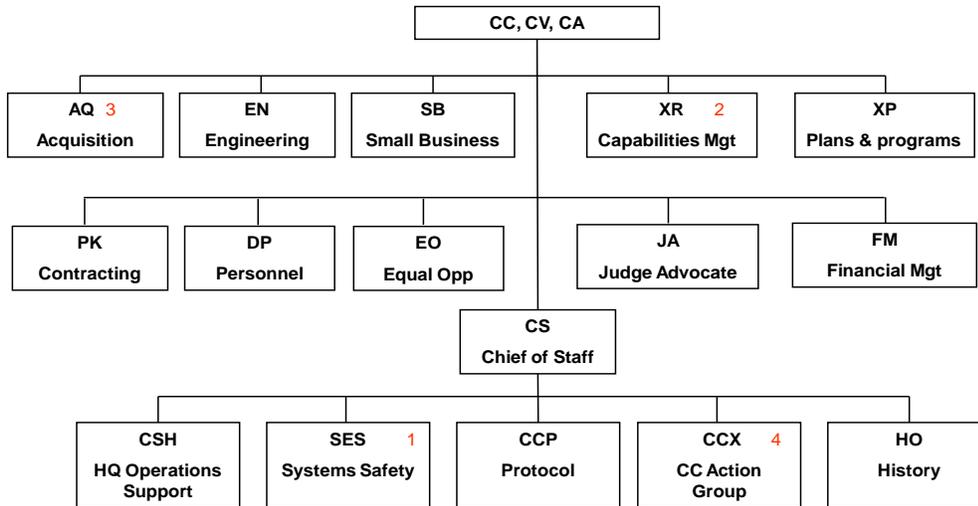
** MPES DTY refers to the Manpower Programming & Execution System Duty Title code on the UMD

Attachment 7 (Added)

CENTER STAFF OVERVIEW TEMPLATE AND CC/CL DIRECT RESPONSE

Figure A7.1. Center Staff Overview Template.

Center Staff Overview Template



1. System Safety applies only to ASC.
2. See XR Center chart for Guidance
3. Not all Centers will have a stand alone AQ.
4. CCX also includes Program Executive Group (PEG)
5. AFFTC and AAC SE office will reside on the Center Staff.

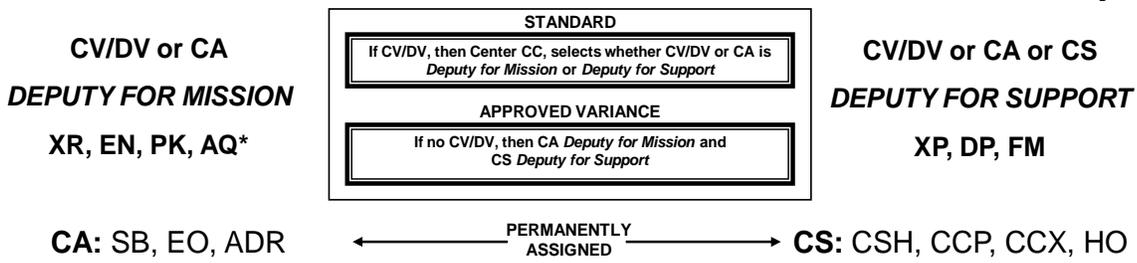
Figure A7.2. Center CC Direct Reports.



Center CC Direct Reports CC Decision 15 Aug 07



CC: CV/DV, CA, CS, ABW/CC, Mission WG/CCs/CLs,
CR, CZ (CHIEF TECHNOLOGIST - AFRL, AEDC, AFFTC), CG (OC, OO, & WR), JA



*Product Centers: AQ at ASC and ESC, dual-hatted as EN/AQ at AAC
*Test Centers and ALCs: AQ subordinate to XR. If no XR, then subordinate to XP

ABW/CC: PA, IG, HC, IT/SC (Deputy-CIOs TBD), SE

Notes:

- Centers that do not have a CV/DV, CA, and/or CS construct may implement this guidance in a manner that fairly distributes workload across their leadership (requires AFMC/CS approval).
- This model may be adjusted in the event the CV/DV, CA, or CS is junior in rank to a 2-Ltr Director for rating purposes. However, adjustments will be to move only those senior ranking Directors under the other Deputy on a case-by-case basis, and will revert to standard immediately once the rank imbalance ceases (requires AFMC/CS approval).

Commander's Intent: Enable Center CCs to focus maximum attention on Center mission by realigning direct reports in a standard way across the Command

Attachment 8 (Added)
DET/OL REQUEST FORM

1. DET/OL Designation (include Functional OPR)
2. Location (include functional OPR)
3. Action to be taken:
 Activation/Inactivation or Amendment (used when updating mission)
4. Effective Dates (Beginning or Ending Dates)
5. Function (Complete Mission Statement)
6. Manpower Summary:
 (Officer, Enlisted, Civilian, Total--5-year projection, include CMEs)
7. Justification (authority or reason for function)
8. End products (or services performed)
 - a. Specific Duties (List):
 - b. End Products (List):
 - c. Principal Users (List):
9. How is each DET or OL essential to mission accomplishment?
 Why must it be at the indicated locations (specific details)?
10. Certification by servicing manpower chief that gaining installation commander agrees and will provide support needed
11. Signature of Center servicing manpower chief

Attachment 9 (Added)**OCR CHECKLIST****OCR Q and A**

1. Determine the customer requirement. Translate that requirement into an OCR package, i.e., help them write it if necessary.
2. Ensure acronyms and parenthetical titles are spelled out the first time they are used in the OCR.
3. If you need a new unit number(s), put #### in the OCR. The MAJCOM historian, along with AFHRA, will research available numbering with nomenclature.
4. Compare the request against standard nomenclature. Reference AFPD 38-5. Strive to use existing nomenclature. If new nomenclature is required, submit justification and mission definition per AFPD 38-5, paragraph A1.2.3.6.
5. Answer “not applicable” if any of the AFI 38-101 questions do not apply to your particular OCR.
6. Determine impact on Rated Position Identifiers (RPI), grades, ceilings, etc.
7. Determine the cost in terms of dollars and manpower; reference OCR question 8 and attachment 7 of this supplement.
8. Include current and proposed mission statements of impacted units.
9. If a division and a squadron are under the same group, explain why the other organization cannot be a squadron.
10. Include justification when increasing the size of staff offices (i.e., FM, PK, EN, OB, OM, etc.).
11. If funding for programs is moving from one organization to another (with authorizations), ensure Q&A reflect the acknowledgment of transfer of work or PEC funding.
12. If moving an organization to a non-AFMC base, ensure MOU/MOA with the gaining location’s installation commander is addressed in the package.
13. Address any military to civilian leader changes, if applicable.
14. Don’t put auth numbers in the OCR that have not been approved through the POM process.
15. Ensure the OCR is not being proposed for personnel reasons.
16. Ensure all applicable Center functional staff offices have received the coordination. Staff it electronically to simultaneously obtain coordination from all applicable offices versus hard copy to save time.
17. Provide justification in the OCR if a group will exist with only one subordinate squadron or a wing with only one subordinate group.
18. Authorizations provided in the OCR should reflect End of FY (EOFY) UMD data for the current FY if submission date is within the first 3 quarters of the FY. During the last quarter of the FY, submit the EOFY data from the following FY.
19. Ensure the rank of the proposed unit leader is appropriate with the unit level requested. For example, Lt Cols may not lead groups or wings.

Current and Proposed Org Charts

1. If inactivating or reassigning a unit, make BLACK lines around the box in 2.5 pt weight on the current chart.
2. If activating or redesignating a unit, make BLUE lines around the box in 2.5 pt weight on the proposed chart.
3. Ensure authorized Officer (O), Enlisted (E), Civilian (C), and Totals (T) are in each unit block.
Ensure (O/E/C/T) numbers add up
Include rank of unit leaders
Keep “chartsmanship” in mind, i.e., boxes should be same size, easy to read, lines straight, etc.
4. Ensure the O/E/C/T count does not include CMEs. The CME count should be displayed under the O/E/C/T count.
5. If CMEs are in the squadron as well as group, they should be displayed in the squadron unit box in the chart. Group and Wing staff should be on one line in the group/wing-level box with the cumulative group/wing total displayed underneath the staff line in the box.
6. Functional offices such as FM, PK, EN are all considered staff offices and should be reflected in the chart as a wing/group staff office box.
7. Divisions not considered a staff office can appear as their own organization box.
8. Do not use RED on the organization charts. Red has a negative connotation, follow the template.
9. Ensure organization charts reflect ADCON and OPCON lines of communication/reporting to SAF/AQ, if applicable.
10. An OCR should not be used to increase the grade of an individual. If the rank of a leader changes, include the reason(s) why in the OCR under question 8, “manpower.” Highlight the grade change in BLUE on the proposed organization chart.
11. If changing the parenthetical name of an organization, reflect those changes in BLUE
12. Org charts should display DETs and can display OLS, if necessary.
13. Org charts should show impact to one level up the organization structure for AFI 38-101 standard units (e.g., if requesting a Civil Engineer Squadron increase to group status, show impact to Mission Support Group).

Attachment 10 (Added)

OCR DATA SHEET

Table A10.1. OCR Data Sheet.

UNIT	Name of Program	Rank of Leader Mil/Civ	MDA Reporting Level	PM Responsibility Level	ACAT Level	Auth Officer	Auth Enlisted	Auth Civilian	Auth CME
e.g., 399 AESG	e.g., Long Range Strike	Col	SAE, DAE or PEO	SSM, DSM, or SPM	I, II, or III				

MDA = Milestone Decision Authority

DAE = Defense Acquisition Executive

SAE = Service Acquisition Executive

PEO = Program Executive Officer

PM = Program Manager

SSM = System Support Manager

DSM = Development System Manager

SPM = System Program Manager

ACAT = Acquisition Category

Attachment 11 (Added)
OCR COST TEMPLATE

Table A11.1. OCR Cost Template.

What is the cost of the request in terms of dollars and resources?

Dollars: No increases in budget authority or annual expenditures are envisioned nor planned in future POM submissions. There will be some minor relocations costs to accommodate the new organizational construct, but these will be accommodated from existing AFMC funds.

Manpower: There are no manpower plus ups in this reorganization. These new organizations will be funded/staffed from manpower that is realigned from existing (*ENTER AFFECTED CENTER or WING NAME*) manpower resources.

Other: The following is an estimate of the costs to reorganize, and will be borne within AFMC resources: *Please fill in appropriate cost.*

ITEM	ESTIMATED COST
Unit Flag(s)/Guidon(s)	\$ 0.00
Hats w/ Unit Designation	\$ 0.00
Unit Patches Artwork & AFHRA Approval (\$425 each new unit)	\$0.00
Unit Patches	\$ 0.00
Exterior Signage	\$ 0.00
Interior Signage	\$ 0.00
Office Moves	\$ 0.00
Industrial Moves (Minimize)	\$ 0.00
Ceremonies	\$ 0.00
Transition Issues (Plan, Conduct, Evaluate & Troubleshoot) & Communication Changes (Phones, Phone Books, Radios)	\$ 0.00
LAN Connectivity	\$ 0.00
TOTAL ESTIMATED OTHER COSTS	\$ 0.00