

Organization Change Request

Organizational Change Request Policy:

MAJCOMs and their subordinate units (through their Manpower office) must have HQ USAF/A1M approval to activate, inactivate, or re-designate a unit or to vary from any policy, procedure, or standard organization.

Manpower Procedures:

The Manpower Offices reviews and MAJCOM/USAF/A1M approves the organization structure and functional alignment for units serviced. All proposed changes to existing organization structure must be submitted to 82 FSS/FSM for approval prior to implementation.

Ensures the approved objective organization structure is maintained

Confirms the request is prepared in the format shown in the AETC OCR Guide.

A request for an organization action such as unit activation, inactivation, re-designation, or variation to a standard structure must include a proposed or updated mission directive and (in accordance with AFI 38-101, Air Force Organization) answers to the following questions as they apply:

- What is the proposed action? (Be specific: activation, inactivation, nomenclature change, reorganization, or variation request.)
- Why is the action needed? What are the expected benefits? (Identify factors driving the need for the action; e.g., changes to instructions, mission or concepts of operations. Attach any substantiating Air Force directives. In describing expected benefits, identify improvements, examples of increased mission capability, etc. Generalized statements such as “increases mission capability” or “reduces span of control” are not adequate justification.)
- 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. Explain manpower changes.)
- Explain how the proposed structure compares with standard structure, nomenclature and size guidance and provide rationale for any requested deviations. (Using guidance in AFI 38-101 Chapter 2, include computation of adjusted populations for wings, groups or squadrons with manpower authorizations under the unit size thresholds)
- 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 AFI 36-101 Chapter 4 for additional information on OSCs.)
- For unit designations 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
- 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.)

- Provide a mission directive, statement or description for organizations being activated or reorganized

OCR Test Period:

A test period may be developed and requested through the MAJCOM and must be approved by HQ USAF/A1M prior to conducting the test. A test plan should be submitted for approval at least 120 calendar days before the proposed start of the test. The test plan should include:

- Answers to questions in AFI 38-101, as they apply
- Dates of the test period (not to exceed 1 year)