

**CONFIDENTIAL**

AFS KUNA Reg 10-1

# **ORGANIZATION AND FUNCTIONS**



**U.S.  
FIELD STATION**

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FORM 10-20

1953



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY FIELD STATION KUNIA  
SCHOFIELD BARRACKS, HAWAII 96857-5300

REPLY TO  
ATTENTION OF

USAFS Kunia Regulation  
No. 10-1

1 March 1987

Organization and Functions  
UNITED STATES ARMY FIELD STATION KUNIA

Issue of supplements to this regulation is prohibited unless prior approval is obtained from USAFS Kunia (IAHK-R).

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\*This regulation supersedes USAFS Kunia Pam 10-1, 3 Jun 85.

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CHAPTER 1  
General

1-1. (U) Purpose. This regulation outlines the organizational structure of the United States Army Field Station Kunia, and delineates the missions, functions, and responsibilities of its staff elements and subordinate/attached units.

1-2. (U) Terms of Reference. The use of standardized terminology is essential to control mission assignments and prevent duplication of responsibilities and functions. The terms in Appendix B have been provided for this purpose and their usage in functional statements are recommended whenever possible.

1-3. (U) Policy. This document contains only approved changes to the organizational structure and functional responsibilities. Procedures for requesting changes are outlined in paragraph 1-5 below.

1-4. (U) Responsibilities.

a. (U) Supervisors/Managers are responsible for accurate and prompt submission of changes to their missions, functions, and organization.

b. (U) Supervisors/Managers are responsible for the correct classification of functional statements IAW guidance provided in AR 380-5.

c. (U) The Resource Management Office is responsible for publishing and distributing changes to this document.

1-5. (U) Procedures for Requesting Changes.

a. (U) Forward requests for changes by DF to the Resource Management Office (RMO), ATTN: IAHK-R.

b. (U) Request(s) will include justification for the change(s), the approving authority for the new, additional, or deleted functions, an updated organizational chart for approved reorganizations, revised functional statements, and an impact statement on manpower and funds. Functional statements will be prepared in accordance with instructions provided in Appendix A, in the general format of the contents of this regulation.

c. (U) The RMO will review and approve minor changes, and coordinate all requests for changes prior to inclusion in this regulation.

d. (U) The Commander, USAFS Kunia is the approving authority for organizational changes within the prerogative of this command.

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CHAPTER 2  
~~Mission and Command Relationships~~

2-1. (U) Mission. The missions of the Commander, USAFS Kunia are to:

a. (U) Command and support Army units and activities assigned or attached to the Field Station. Organize, train, and equip units to accomplish the missions directed by higher headquarters through operating plans, programs, and directives.

b. [REDACTED]

2-2. (U) Organizational Structure. USAFS Kunia is a Level I Command providing the Field Station Commander with a personal staff (Chaplain, Legal, PAO, and Protocol), a special staff (Station Engineer, Facilities Engineer, Signal Officer and Configuration Management Officer), and a coordinating staff (S1 through S4, IMO, and RMO). Subordinate to the Field Station Commander are the 1st Operations and Support Battalions.

2-3. (U) Organizational Chart. The USAFS Kunia Organizational Chart is shown as figure 2-1.

2-4. (U) Command Relationships. The Command Relationships of USAFS Kunia with higher, lateral, and subordinate commands are shown below.

COMMAND RELATIONSHIPS

2-1. [REDACTED]

2-2. (U) USAFS Kunia is a tenant of the U.S. Army Support Command, Hawaii (USASCH).

2-3. (U) The U.S. Army Western Command (WESTCOM) is the major Army Command in Hawaii and exercises command authority over USASCH. USAFS Kunia is dependent on the following USASCH activities for BASOPS support and services:

- a. (U) Director of Personnel and Community Affairs (DPCA)
- b. (U) Director of Logistics (DOL)
- c. (U) Director of Contracting (DOC)
- d. (U) Director of Facilities Engineering (DFE)

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- e. (U) Director of Plans, Training, & Mobilization (DPTM)
- f. (U) Director of Resource Management (DRM)
- g. (U) Director of Oahu Consolidated Family Housing (DOCFH)
- h. (U) USA Civilian Personnel Office, Hawaii (USACPOH)
- i. (U) Director of Information Management (DOIM)/Cdr USAISC Signal Bn-Hawaii.

2-4. (S) 

2-5. (S) 

2-6. (U) Command relationships reflected above are formalized by Interservice Support Agreements and Memorandums of Agreement, as required.

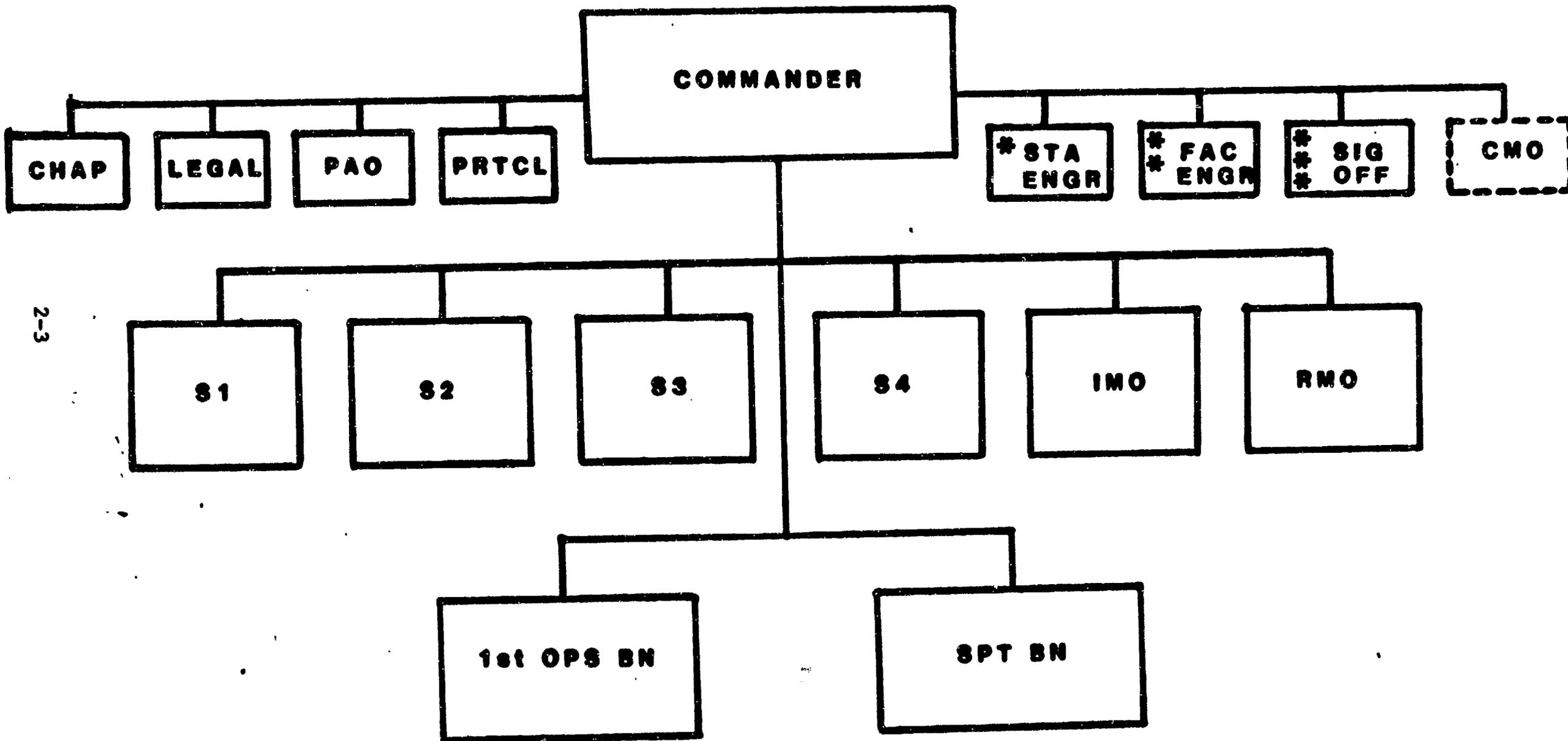
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UNITED STATES ARMY FIELD STATION KUNIA  
SCHOFIELD BARRACKS, HAWAII 96857-5300



2-3

\* ALSO SERVES AS THE CH, SYS DEV OFC

\*\* ALSO SERVES AS THE CH, ENGR MGT OFC

\*\*\* ALSO SERVES AS THE CDR, USAISC DET, KUNIA

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Figure 2-1

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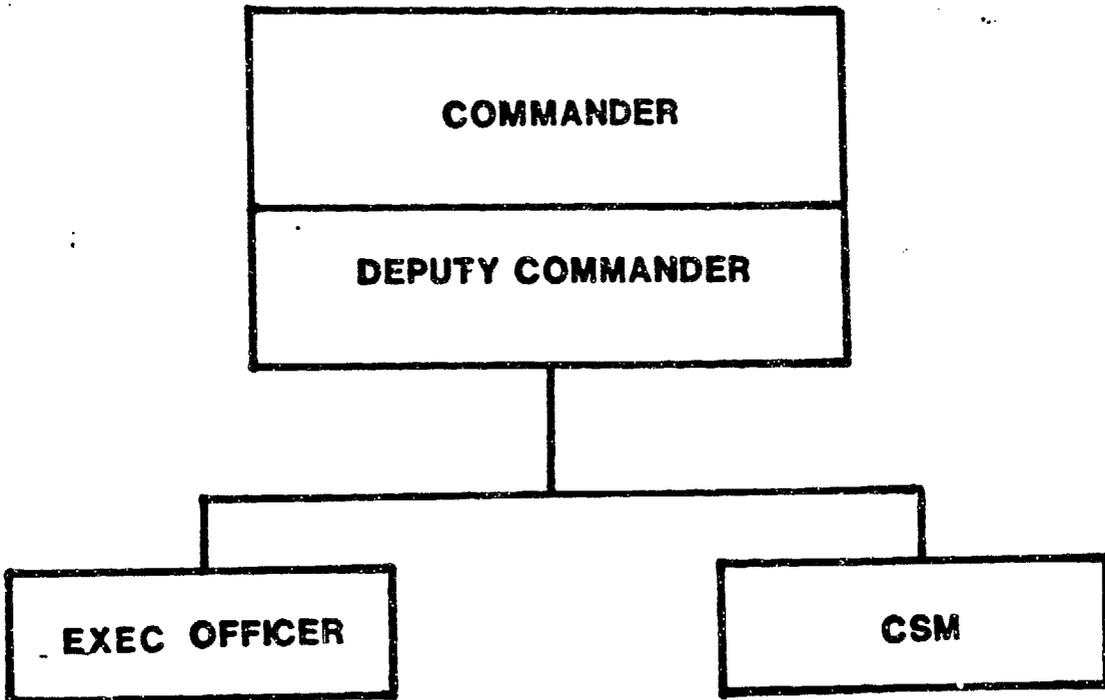
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**CHAPTER 3  
COMMAND GROUP**



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3-1. (U) Commander.

- a. (U) Commands Army units and activities assigned or attached to USAFS Kunia.
- b. (U) Accomplishes the missions reflected in the mission statement.
- c. (U) [REDACTED]
- d. (U) [REDACTED]
- e. (U) Serves as the Senior INSCOM Commander in Hawaii.

3-2. (U) Deputy Commander.

- a. (U) [REDACTED]
- b. (U) Formulates policies for the Field Station staff, 1st Operations Battalion, and Support Battalion based on guidance received from the Commander.
- c. (U) Directs and coordinates actions of the staff.
- d. (U) Ensures that staff actions are in compliance with established policies.
- e. (U) Manages the Command Inspection Program.
- f. (U) Acts for the Commander in his absence.

3-3. (U) Command Sergeant Major.

- a. (U) Advises the Commander and his principal staff on matters pertaining to enlisted personnel, and makes recommendations as required.
- b. (U) Initiates policies and standards pertaining to the performance, training, appearance and conduct of enlisted personnel through the Noncommissioned Officer support channel.
- c. (U) Administers the unit Noncommissioned Officers Development Program (NCO DP).
- d. (U) Advises enlisted personnel on career development.
- e. (U) Performs liaison at NCO level with higher headquarters and local supporting commands.

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f. (U) Performs other duties as directed by the Commander.

3-4. (U) Executive Officer.

a. (U) Implements new policies and changes to existing policies based on guidance received from the Commander and Deputy Commander.

b. (U) Coordinates actions with the principal staff.

c. (U) Ensures that all instructions published are IAW FS Kunia and higher headquarters policies.

d. (U) Reviews staff actions to ensure compliance with administrative procedures.

e. (U) Performs administrative reviews on all incoming and outgoing correspondence for the Command Group and monitors all suspense actions for the Command.

f. (U) Manages the administrative affairs of the Command Group.

g. (U) Coordinates activities of visiting personnel and schedules official functions for the Commander and Deputy Commander.

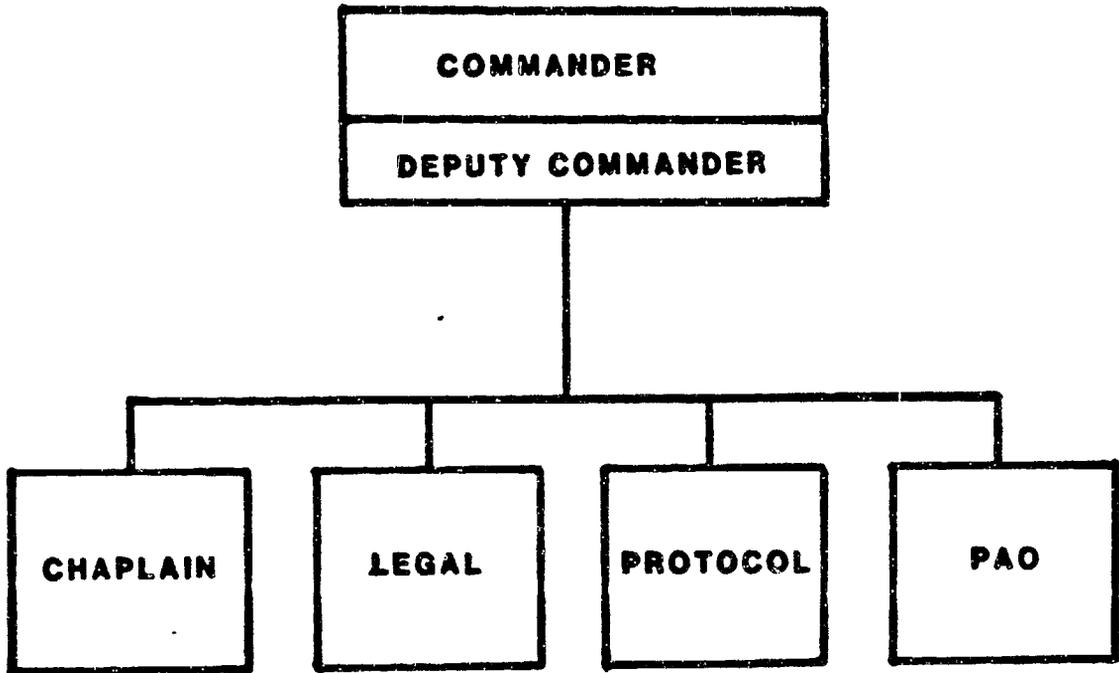
h. (U) Maintains the Recurring Reports Roster.

i. (U) Coordinates the Command Inspection Program.

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CHAPTER 4

PERSONAL STAFF



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## 4-1. (U) Chaplain.

- a. (U) Advises the Commander on all matters pertaining to religion, morals, and morale as they affect unit soldiers and their family members.
- b. (U) Develops plans and policies for Chaplain activities based on the policies of the Field Station Commander and the Department of the Army.
- c. (U) Conducts religious activities for all personnel and their families.
- d. (U) Conducts appropriate religious services and observances.
- e. (U) Provides pastoral care and counseling to military personnel and their families.

## 4-2. (U) Legal Office.

- a. (U) Responsible for preparing and processing all legal documents for USAFS Kunia.
- b. (U) Informs the Commander and his principal staff on the status of ongoing legal actions.
- c. (U) Provides guidance on interpretation of administrative directives and procedures.
- d. (U) Maintains liaison with legal offices of USASCH, WESTCOM, and INSCOM.
- e. (U) Prepares required reports and statistical data on administrative actions taken.

## 4-3. (U) Protocol Section.

- a. (U) Arranges for local billeting and transportation requirements of visiting dignitaries.
- b. (U) Coordinates with the SSD on clearance requirements for distinguished visitors.
- c. (U) Arranges for transportation and billeting required at the next destination for departing distinguished visitors.
- d. (U) Prepares and distributes the official USAFS Kunia incoming visitors roster.
- e. (U) Advises the Commander and principal staff on all protocol matters.

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f. (U) Manages the Command Group transportation requirements.

g. (U) Responsible for scheduling the use of Conference Room #1.

4-4. (U) Public Affairs Office.

a. (U) Responsible for publishing the USAFS Kunia 8-16 page, monthly newspaper, with a press run of 1,000 copies.

b. (U) Responsible for preparing and coordinating all articles on USAFS Kunia for inclusion in the INSCOM Journal.

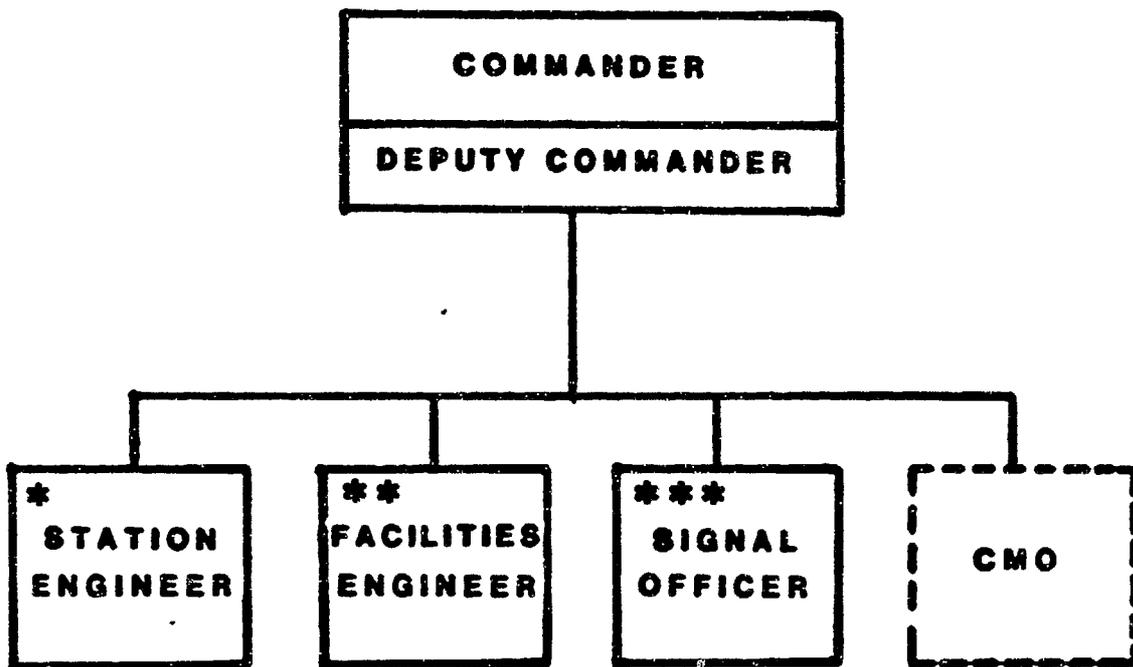
c. (U) Administers the Command Information Program.

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**CHAPTER 5  
SPECIAL STAFF**



\* ALSO SERVES AS THE CH, SYS DEV OFC

\*\* ALSO SERVES AS THE CH, ENGR MGT OFC

\*\*\* ALSO SERVES AS THE CDR, USAISC DET, KUNIA

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5-1. (U) Station Engineer/Systems Development Office. Responsible for the data system engineering and architecture development functions for USAFS Kunia.

a. (U) Station Engineer.

(1) (U) Acts as advisor and technical consultant to the Field Station Commander.

(2) (U) Determines the feasibility and effectiveness of plans and designs involving new concepts, and major modifications to present mission systems and equipment.

(3) (U) Develops station policies regarding broad station-related technical concerns, electronic security issues and system supportive networks such as grounding systems and Tempest considerations.

(4) (U) Serves as the technical advisor for conceptual and design issues on interoperability and integration which impact at an inter-system level various technical disciplines at Kunia, such as ADP, communications, and mission systems.

(5) (U) Serves as a technical advisor for survivability issues as they impact all electronic systems both directly and indirectly at Kunia.

(6) (U) Supervises the Systems Development Office staff.

b. ~~(U)~~ Systems Development Office. Monitors ~~██████████~~ trends, keeps abreast of technological advances and their application to ~~██████████~~ as they impact on USAFS Kunia. Performs detailed analysis of user requirements for mission and mission support systems. Conducts research and produces special studies. Serves as a member of the Planning Steering Group (PSG) and planning groups chartered by the PSG. Responsible for scheduling the use of Conference Room 6.

(1) (U) Projects Management.

(a) (U) Serves as the Field Station Project Management Office responsible for monitoring all electronic projects to include communications, ADP, and mission and facility projects that have direct impact on systems capabilities, beginning at the requirements stage through the design, acquisition, and implementation stages, culminating in the fielding and site acceptance of equipment and systems.

(b) (U) Operates and manages the Kunia Project Management System (KPMS), which is the Field Station's automated project management network.

(c) (U) Prepares the station project bar charts reflecting schedule information for all systems planned for Kunia.

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(d) (U) Provides project services support to functional managers which includes preparing project schedule bar charts and performing work breakdown schedules, assisting in the identification of critical interactions of activities for different projects.

(e) (U) Operates and manages the SIMP2, Computer Assisted Design (CAD) system which is used to provide multi-functional (executive, mid-management level) visual aids depicting the ADP, communications, and mission systems, and the interface/networking between said systems.

(f) (U) Serves as the office of primary interest (OPI) for all actions on fielding, transitioning, and integration of new equipment or systems at Kunia.

(g) (U) Coordinates the development/documentation of CONOPs, ILSPs, maintenance, and training plans related to fielding, transitioning, and integration of new systems or major changes to existing systems.

(h) (U) Provides project/program management services for the Commander on all facilities-related planning actions.

(i) (U) Keeps abreast of status of critical program development documents and apprises the Commander and his staff of shortcomings or high programmatic risk area due to slippage of milestones, introduction to technical issues/problems, changes in operational requirements/capabilities, and acquisition/delivery delays.

(2) (U) Architecture and Plans.

(a) (U) Architectural Functions.

. Documents the station architecture (e.g. operations, administrative, ADP, and other operational support systems). Documents intrasystem and intersystem connectivities within the Kunia complex, as well as interface with systems external to Kunia, such as communications.

. Documents current system data flows, communications interfaces and system level hardware interconnects.

. Develops the station's future architectural goal, and guides station efforts to conform to the planned strategy. Maintains system documentation, provides system engineering analysis, and technical specifications on new initiatives, and provides services support to the Field Station functional managers.

. Assists in the translation of data systems requirements to NSA and INSCOM planning documents.

. Serves as a member of the Computer Resources Configuration Board.

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(b) (U) Plans/Studies Functions.

- . Prepares annual input to the INSCOM Plan (INSCOM Reg 71-2).
- . Prepares the annual Commander's Needs Letter and Statements of Needs.
- . Documents new initiatives and prepares appropriate planning actions per INSCOM Plan Process, NSA Circular 25-5, QRC Process, etc.
- . Responsible for technical planning of all mission systems. Translates mission and mission-related operational requirements or operational statements of need into system performance requirements/specifications.
- . Assists in the design of technical solutions to system deficiencies.
- . Conducts research on new technologies/applications in support of the Kunia mission and identifies possible applications to station systems/requirements.
- . Reviews requirement documents prepared by functional managers to ensure planning actions are coherent with Kunia planning documents and objectives, HQ INSCOM planning directives, and national intelligence policies.
- . Facilitates meetings of the Planning Steering Group (PSG) and maintains records of PSG actions.
- . Maintains records of all standing committees, work management groups, and task forces created by the Planning Steering Group.
- . Responsible for the Field Station Strategic Planning Process and the Systems Planning Process.
- ✓ Develops and monitors the Command Management Objectives.
- . Organizes the command strategy sessions, documents results, and coordinates follow-on actions.
- . Coordinates inprocess reviews of major station activities, both internal and HQ INSCOM directed.

5-2. (U) Facilities Engineer/Engineer Management Office.

- a. (U) Develops and updates planning documents for Military Construction, Army (MCA) projects for USAFS Kunia.
- b. (U) Develops programming documents for short, intermediate, and long range (7-year) plans for MCA construction projects (over \$100,000).

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- c. (U) Coordinates preliminary and final designs and monitors construction to ensure compliance w/established criteria.
  - d. (U) Approves O&MA projects within delegated authority of the Commander, USAFS Kunia.
  - e. (U) Coordinates with USASCH, WESTCOM, and INSCOM on real estate acquisition and disposal.
  - f. (U) Provides liaison with USASCH, WESTCOM, INSCOM, DOD agencies and contractors, and monitors all facilities engineering projects to include the maintenance of real property.
  - g. (U) Responsible for the fire control and prevention programs and serves as the USAFS Kunia Fire Marshal.
  - h. (U) Responsible for the office space management of USAFS Kunia facilities.
  - i. (U) Responsible for building maintenance and special engineering projects.
  - j. (U) Maintains records of projects and utilized manhours on DA Form 4287 and DA Form 2405.
- 5-3. (U) Signal Officer.
- a. (U) Advises the Commander, USAFS Kunia and his staff, and the Commanders and staff of tenant activities on matters pertaining to communications.
  - b. (U) Acts as the liaison between USAFS Kunia, INSCOM, and USAISC on all matters pertaining to Kunia communications.
  - c. (U) Acts as the liaison between USAFS Kunia and local external communications agencies, USAISC Signal Battalion, Hawaii, USAISC WESTCOM, Defense Communications Agency-Pacific (DCA-PAC), etc., on all matters pertaining to Kunia communications.
  - d. (U) Determines telecommunications information requirements and allocates resources, provides for C-E support, and plans for the installation of communications networks in support of all information systems.
  - e. (U) Serves as the USAFS Kunia Telephone Control Officer representing the Field Station and tenant activities on the WESTCOM Telecommunications Control Board.
  - f. (U) Serves as a member of the Planning Steering Group (PSG).

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g. (U) Provides COMSEC support to all assigned, attached, and tenant units through COMSEC Account 5EP351.

h. (U) Concurrently serves as the Commander, USAISC DET, Kunia.

5-4. (U) Configuration Management Officer (CMO). The CMO is assigned to the Mission Support Activity (MSA), Vint Hill Farms Station, Warrenton, Virginia, with duty station at USAFS Kunia. His primary function is to support the USAINSCOM Configuration Management Program. Taskings and directions are received from the Fixed Station Engineering Division, DCSLOG, HQ INSCOM.

a. (U) Serves as the focal point for all matters related to configuration management support to USAFS Kunia and its tenant activities.

b. (U) Evaluates, coordinates, and monitors the implementation of all onsite configuration management actions.

c. (U) Ensures that all technical data accurately reflect the configuration item baseline.

d. (U) Advises the Commander, USAFS Kunia on configuration management matters to include costs, operational impact, feasibility impact, onsite documentation, and special support requirements.

e. (U) Assists in the development of local standing operating procedures (USAFS Kunia Reg 5-3) to support the Configuration Management Program.

f. (U) Maintains and updates master copies of USAFS Kunia configuration management drawings to include floor plans, rack elevations, systems interface drawings, and other documentations to include equipment, as required.

g. (U) Maintains status of approved Engineering Change Proposals (ECP), Class I and Class II, and local status of installation projects.

h. (U) Assists in or accepts tasks that are essential to the support of the overall USAINSCOM mission. (Taskings will be assigned by HQ INSCOM ODCSLOG in coordination with the Commander, USAFS Kunia.)

i. (U) Coordinates all official activities with the Commander, USAFS Kunia.

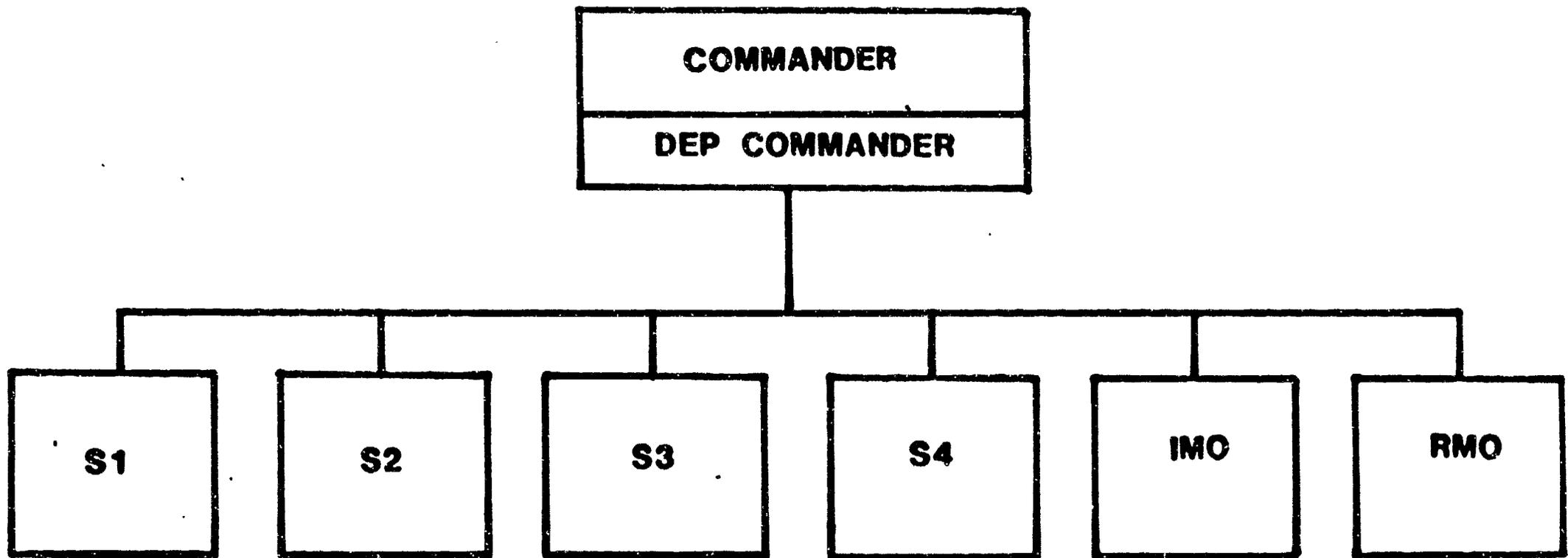
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**CHAPTER 6**  
**COORDINATING STAFF**

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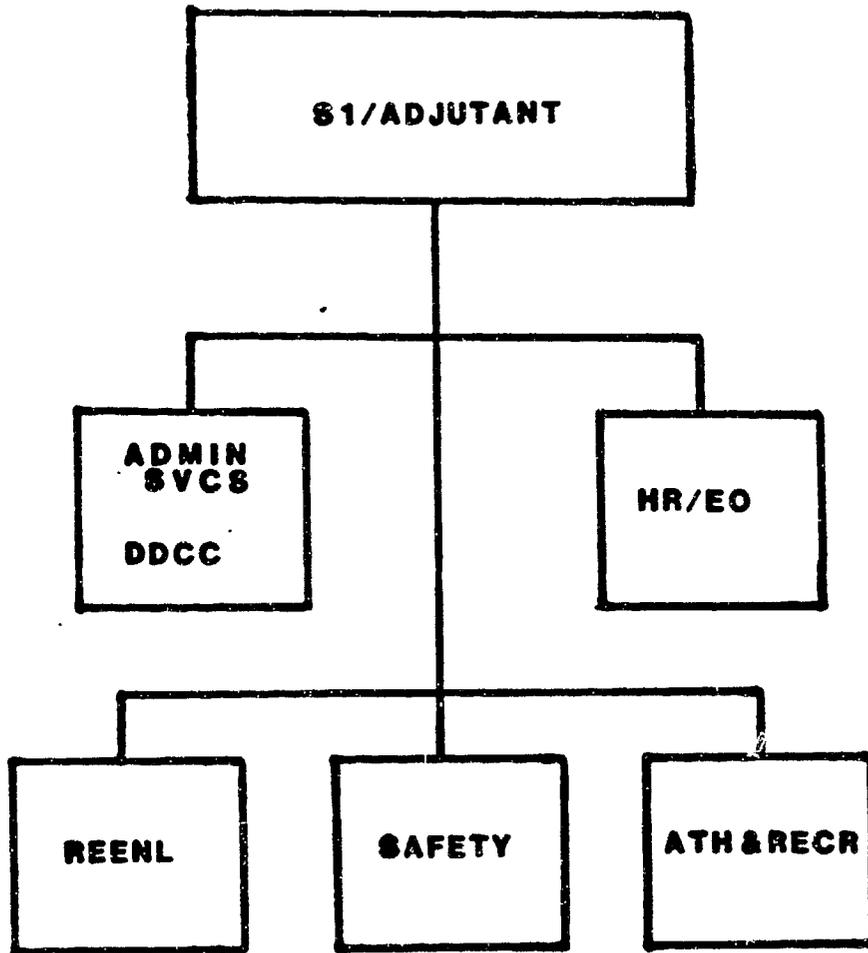
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**SECTION I**

**S1 ADJUTANT**



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6-1. (U) S1 Office. Principal staff officer responsible for all matters concerning human resources. Responsible for management and requisitioning of military personnel, and for all actions pertaining to morale and welfare, nonappropriated funds, safety, civilian personnel and administrative services functions. Advises the Commander, principal staff elements, and subordinate commanders on these functional areas and exercises staff responsibilities in accomplishing the assigned missions.

6-2. (U) Adjutant.

- a. (U) Responsible for matters pertaining to military personnel strength accounting.
- b. (U) Responsible for matters pertaining to administrative services.
- c. (U) Establishes and maintains duty rosters for additional (recurring) duties for all officers.
- d. (U) Manages the command-wide Awards and Suggestion programs.
- e. (U) Administers the morale and welfare programs including absences and personal affairs.
- f. (U) Manages the Command HR/EO and EEO programs.
- g. (U) Manages the Command Inspection program in the areas of S1 responsibility.
- h. (U) Manages the People Management Program (PMP).
- i. (U) Administers the FS Safety programs.
- j. (U) Coordinates all civilian personnel actions.
- k. (U) Administers the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

6-3. (U) Administrative Services Branch (ASB).

- a. (U) Responsible for providing the following administrative services to FS Kunia activities:
  - (1) (U) Records Management.
  - (2) (U) Forms Management and Control.
  - (3) (U) Maintenance of Directives (publications, records, and files).

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- (4) (U) Reference Library.
- (5) (U) Office Equipment Management.
- (6) (U) Distribution and Document Control (DDC).
- (a) (U) Processes incoming and outgoing unclassified and classified material for all services at USAFS Kunia.
- (b) (U) Monitors and accounts for all incoming classified material for USAFS Kunia.
- (c) (U) Monitors incoming messages for Cdr, USAFS Kunia.
- (d) (U) Prepares registered mail for dispatch.
- (e) (U) Provides courier service between the Field Station and subordinate units throughout the Schofield Barracks area.
- (f) (U) Functions as the Top Secret Control Office.
- b. (U) Provides Word Processing Services to the SI staff.
- c. (U) As the Civilian Personnel Coordinator for USAFS Kunia, responsible for providing information and regulatory guidance on civilian personnel matters and processing DA civilian personnel actions.
- d. (U) Responsible for the Awards and Suggestion programs.
- e. (U) Responsible for publishing the Kunia Weekly Bulletin.
- f. (U) Responsible for publishing the USAFS Kunia Organization Chart and Key Personnel Roster.
- g. (U) Responsible for implementing the Command EEO programs.
- (1) (U) Provides program leadership for the EEO and other special emphasis programs i.e., the Federal Women's Program (FWP), Federal Equal Opportunity Recruitment Program (FEORP) goals and objectives, etc.
- (2) (U) Evaluates the effectiveness of the EEO programs and takes corrective actions.
- (3) (U) Manages the EEO complaint process.
- (4) (U) Serves as the principal advisor to the Commander on EEO matters.
- (5) (U) Informs supervisors of their responsibilities in the EEO programs.

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6-4. (U) Reenlistment Office.

- a. (U) Manages the USAFS Kunia Reenlistment Program.
- b. (U) Provides reenlistment counseling to Field Station personnel.
- c. (U) Maintains statistics on reenlistment information.
- d. (U) Maintains liaison with USASCH, WESTCOM, INSCOM and DA Reenlistment offices.
- e. (U) Responsible for all reenlistment reporting requirements.

6-5. (U) Human Relations/Equal Opportunity.

- a. (U) Advises the Commander and staff on all matters pertaining to HR/EO.
- b. (U) Assists all military members of USAFS Kunia in the complaint process.
- c. (U) Develops and implements the Command Affirmative Actions Plan.
- d. (U) Monitors the Command EO Program for compliance with local, DA, and DOD EO policies.
- e. (U) Maintains liaison with USASCH, WESTCOM, and INSCOM Human Resources offices.
- f. (U) Maintains liaison with USASCH, WESTCOM, and INSCOM EO offices.
- g. (U) Responsible for all EO reporting requirements.

6-6. (U) Safety.

- a. (U) Responsible for the USAFS Kunia Occupational Safety and Health Act Program of Executive Order 12196 requirements.
- b. (U) Advises the Commander and principal staff on facilities safety and health matters.
- c. (U) Reviews USAFS Kunia safety programs and conducts inspections to evaluate effectiveness. Conducts follow-up inspections as required.
- d. (U) Develops safety policies and procedures SOPs and disseminates them to USAFS Kunia units for implementation.
- e. (U) Establishes/maintains the Army Accident Reporting, Investigation, Analysis System.

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f. (U) Establishes/maintains the Standard Army Safety and Occupational Health Inspection (SASOHI) System.

g. (U) Responds to the Army Hazard Reporting System Accepting Employee Reports of Alleged Unsafe/Unhealthful Working Conditions (DA Form 4755).

h. (U) Reviews plans for proposed command activities to ensure control of hazardous conditions that could generate public liability claims against the U.S. Army.

i. (U) Conducts safety briefings for military and civilian personnel of FS Kunia.

j. (U) Investigates accidents and recommends corrective actions to be taken.

6-7. (U) Athletic and Recreation.

a. (U) Responsible for operating and maintaining the USAFS Kunia Recreation facilities.

b. (U) Manages the USAFS Kunia intermural and intramural sports programs.

c. (U) Manages the USAFS Kunia Recreation Information Program, to include tours and discount ticket information.

d. (U) Acts as supply and issue point for sports equipment used in the Field Station recreation area.

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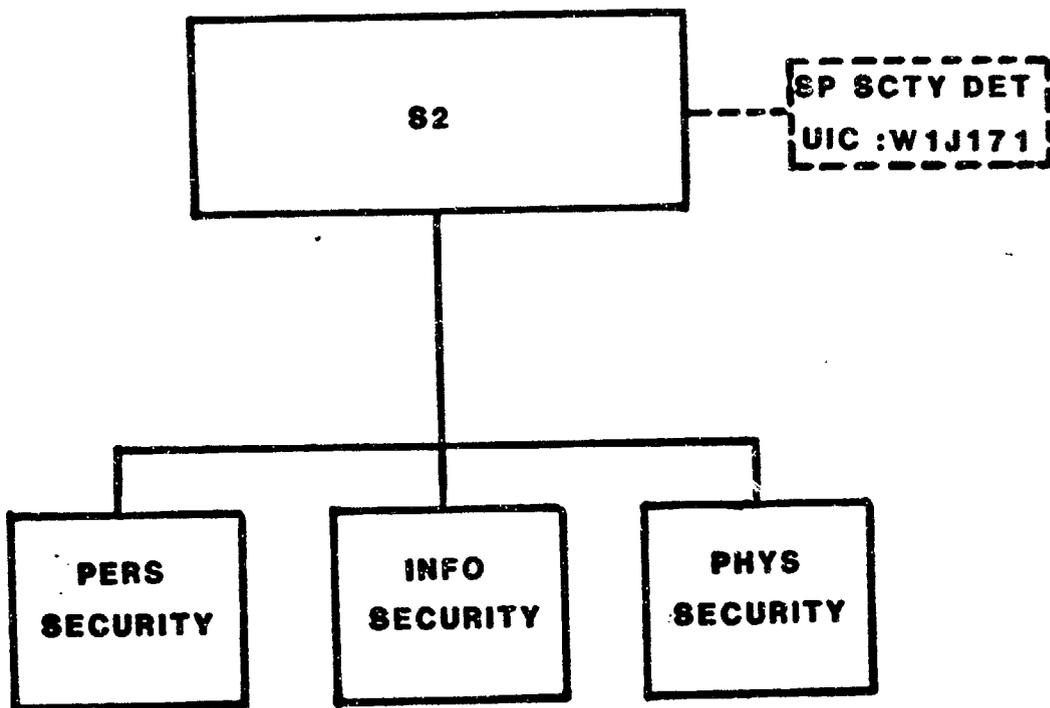
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SECTION II

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----- COORDINATION

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6-8. (U) S2 Office. Principal staff officer responsible for all USAFS Kunia Security programs. Initiates policies, procedures, plans, and directives pertaining to Security programs, except in areas specifically related to

[REDACTED] is the proponent for [REDACTED] matters and works in close coordination with the S2.

a. (U) Personnel Security.

(1) (U) Maintains personnel security clearance files for assigned and attached personnel.

(2) (U) Initiates requests for Special Background Investigations (SBI) and Periodic Reinvestigations (PR).

(3) (U) Verifies security clearance status through close coordination with HQ MILPERCEN Personnel Central Clearance Facility (PCCF).

(4) (U) Advises the Commander on retention, suspension or revocation of [REDACTED] and security clearance.

(5) (U) When directed, in coordination with the SSD, suspends or revokes [REDACTED] of assigned and attached personnel.

(6) (U) Conducts, or directs preliminary inquiries of possible derogatory information involving assigned or attached personnel.

(7) (U) Conducts initial personnel screening interviews IAW AR 604-5, Personnel Security Program.

(8) (U) Maintains liaison with counterintelligence agencies to facilitate investigative actions and be apprised of the current threat awareness to the Command.

(9) (U) Conducts all MI applicant interviews for the Field Station.

(10) (U) Conducts SAEDA investigations for the Field Station, as directed by HQ INSCOM.

b. (U) Information Security.

(1) (U) Serves as the Command Security Manager.

(2) (U) Provides guidance to USAFS Kunia staff on information/document security.

(3) (U) Provides security awareness training and guidance to the staff sections/subordinate units in the areas of Counter-Terrorism, SAEDA, and AR 381-10.

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(9) (U) Monitors and inspects the three Arms Rooms in A Quad.

(10) (U) Monitors and controls all tunnel access, in coordination with the [REDACTED]

(11) (U) Responsible for physical security/crime prevention for A Quad.

6-9. [REDACTED]

a. (U) Validates [REDACTED] security clearance status of all personnel entering the [REDACTED]

b. (U) Takes action to suspend [REDACTED] of assigned or attached personnel in coordination with the S2, as required.

c. (U) Maintains [REDACTED] personnel security clearance files.

d. (U) Maintains physical security files and related paperwork on [REDACTED] accreditation and changes.

e. (U) Reviews proposed and finalized building construction plans for the [REDACTED] to ensure compliance with [REDACTED] security standards, in coordination with the S2.

f. (U) Recommends modification to existing [REDACTED] facilities to meet security requirements, in coordination with the S2.

g. (U) Takes corrective actions on security deficiencies involving [REDACTED] material, in coordination with the S2.

h. (U) Investigates all security violations involving [REDACTED] material.

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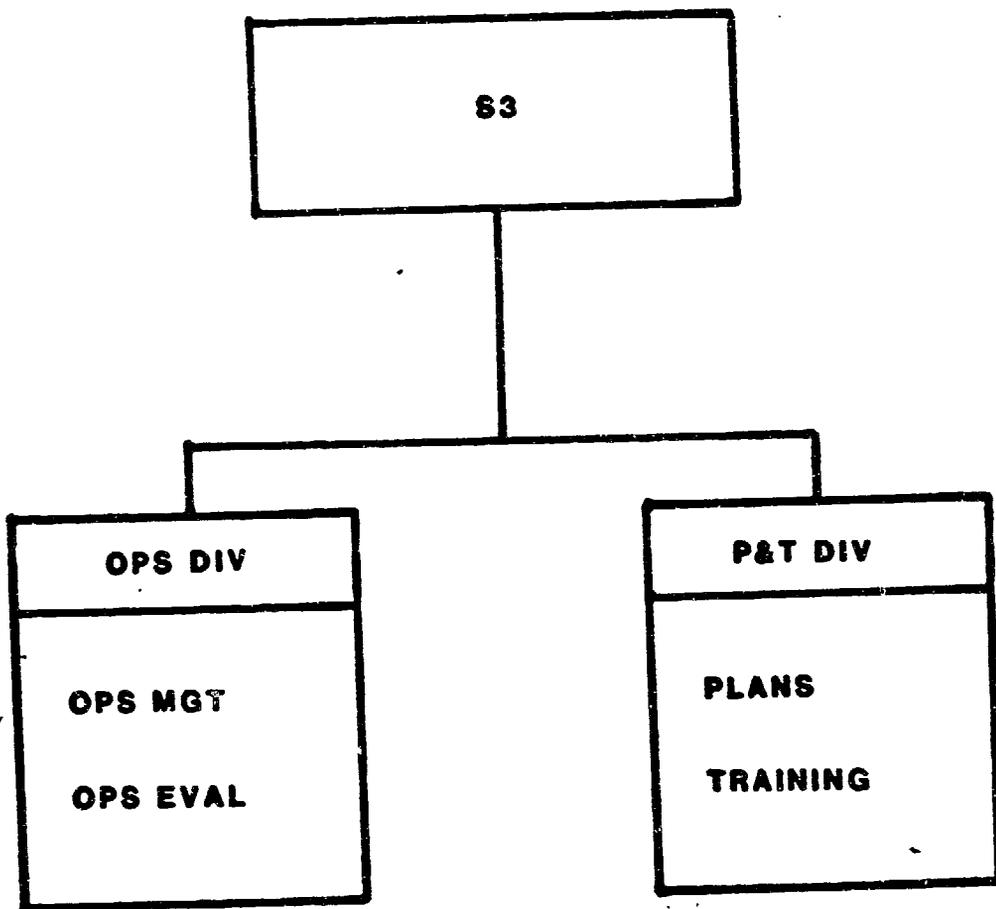
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SECTION III

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6-10. (U) S3 Office. Principal staff officer responsible for matters pertaining to plans, training, and operations. Serves as the USAFS Kunia representative for operations, and is the plans and training coordinator between the Field Station and other commands and units. Serves as the focal point for coordinating, monitoring and evaluating plans, training, and operations actions.

a. ~~(U)~~ Advises the Commander and his principal staff on all matters related to ~~activities~~ activities of the Command.

b. (U) Develops policies for the operation of the Field Station based on guidance from the Commander.

c. (U) Receives decisions from the Commander on operational matters and ensures that all instructions are published IAW respective policies and plans.

d. (U) Serves as the focal point for Operation Security (OPSEC) activities.

e. (U) Hosts weekly tri-service operations officers meetings, coordinates actions, and informs the Commander and staff of impending actions resulting from these meetings.

6-11. (U) Operations Division.

a. ~~(U)~~ Responsible for monitoring and evaluating all ~~operational~~ operational activities conducted by the Field Station. Engages in operational planning for future systems, and serves as the station's point of contact on operations issues.

(1) (U) Advises the S3 on all matters pertaining to operations.

(2) (U) Ensures that operational planning for future systems, new systems requirements, modifications to existing systems, and acceptance of new systems are IAW prescribed directives.

(3) ~~(U)~~ Ensures that an effective evaluation process is implemented on monitoring ~~analysis and reporting~~ analysis and reporting.

(4) ~~(U)~~ Monitors the status of all ~~and processing systems~~ and processing systems assigned to the Field Station.

b. (U) Operations Management. Implements operations plans for new systems, initiates acceptance plans, and documents system requirements.

(1) (U) Advises the OIC Operations Division and the S3 on all matters pertaining to operations management.

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(2) (U) Conducts operational planning for future systems.

(3) (U) Conducts tri-service level coordination on all non-time sensitive operational matters.

(4) ~~(S)~~ Coordinates all operational inputs to the [REDACTED] submissions in support of mission requirements.

(5) (U) Prepares and presents the Command briefing. Finalizes reports of visits by distinguished visitors (VIP).

(6) (U) Maintains the S3 calendar.

(7) (U) Serves as the focal point for all On-Site User Tests (OSUT).

c. ~~(S)~~ Operations Evaluation. Responsible for monitoring and evaluating the effectiveness of [REDACTED] analysis and reporting. Steers an operational evaluation panel, which reviews mission results and personnel status following the completion of [REDACTED] period.

(1) (U) Advises the OIC Operations Division on all matters pertaining to operations evaluation.

(2) ~~(S)~~ Monitors and evaluates effectiveness of [REDACTED] analysis, and reporting.

(3) (U) Conducts the monthly operations evaluation panel and prepares the Unit Activity and Readiness Report (UARR).

(4) (U) Evaluates operational performance through on-the-spot monitoring, operations management directives, and data retrieval processes.

(5) (U) Conducts tri-service system coordination, maintains overall systems accountability records, prepares the Position Operational Effectiveness Reports (POEREPS), and monitors the resources status reports.

6-12. (U) Plans and Training Division (P&T). Responsible for establishing training and evaluation policies. Administers the Professional Development Program, maintains and operates the Field Station training facilities, and conducts all emergency and transition-to-war planning. Also responsible for programming and controlling of all TDY-related training requirements and funding for civilian and military training conducted by the Field Station.

a. (U) Training.

(1) (U) Prepares training policies and guidance related to Common Military Training, Individual Training and Evaluation, Command Language Program, MOS training, civilian training, safety training, new equipment training, and the Command Inspection/Evaluation Program.

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(2) (U) Administers Professional Development Training to include the Officer Development Program and the Leadership Training Course.

(3) (U) Initiates actions to procure allocations for military and civilian personnel training, and monitors attendance at schools, workshops, and seminars.

(4) (U) Maintains operational control of the Learning Resource Center, and is responsible for maintaining the MOS Library, instructional materials, and audiovisual equipment.

(5) (U) Serves as the USAFS Kunia Coordinator for the ACES Program.

(6) (U) Responsible for scheduling the use of Conference Rooms 2, 4, and 5.

b. (U) Plans.

(1) (U) Advises the Commander, principal staff elements, and subordinate commanders on all matters pertaining to plans.

(2) (U) Responsible for preparation and implementation of operations and contingency plans.

(3) (U) Establishes policies and general procedures for the Basic Emergency Plan for USAFS Kunia, and exercises selected portions of the plan on a monthly/bi-monthly basis.

(4) (U) Reviews subordinate unit plans to ensure adequacy, accuracy, and feasibility.

(5) (U) Serves as the Joint Exercise Coordinator for the Field Station.

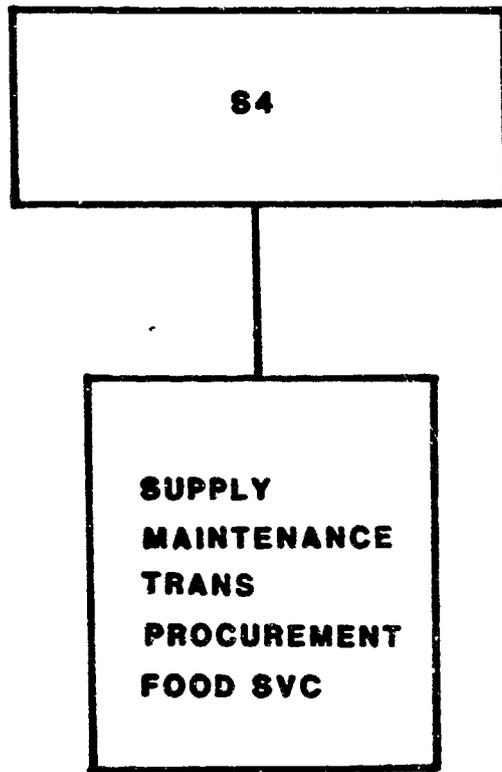
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**SECTION IV**

**S4**



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6-15. (U) S4 Office. Principal staff officer responsible for accomplishing the facilities engineering, supply, maintenance, transportation, food service, property accountability, and procurement functions for USAFS Kunia. Advises the Commander, principle staff elements, and subordinate commanders on command logistics functions, and exercises staff responsibilities in accomplishing the assigned missions.

- a. (U) Reviews, formulates, and/or coordinates logistically oriented staff studies, fact sheets and reports between the command and other activities.
- b. (U) Monitors the USAFS Kunia Requisitioning System.
- c. (U) Manages the Logistics Readiness Program.
- d. (U) Maintains the Logistics Publications Library.
- e. (U) Serves as the Alternate Contracting Officer's Representative for maintenance and engineering support contracts.
- f. (U) Coordinates all plans, studies, contracts, and actions concerning supply and maintenance.
- g. (U) Reviews and manages the processing of all reports of survey, statements of charges, cash collection vouchers, and other accountability actions deriving from the loss, damage, or destruction of government property.
- h. (U) Supervises the Command Supply Discipline program and conducts staff assistance visits to all elements of USAFS Kunia at least once per year.
- i. (U) Performs Command Supply Inspections.
- j. (U) Monitors the Bus Transportation program.
- k. (U) Maintains fuel and mileage data on all administrative use vehicles (AUVs) assigned or hand-receipted to elements of USAFS Kunia and reports the consolidated data to applicable headquarters.
- l. (U) Updates the logistics annexes for USAFS Kunia BEP and OPS plans.
- m. (U) Acts as the FS POC for the INSCOM Configuration Management Office regarding logistics actions.
- n. (U) Coordinates Document Destruction System (DDS) actions with the Navy at Pearl Harbor.
- o. (U) Acts as the proponent for actions required on all Interservice Support Agreements involving USAFS Kunia.

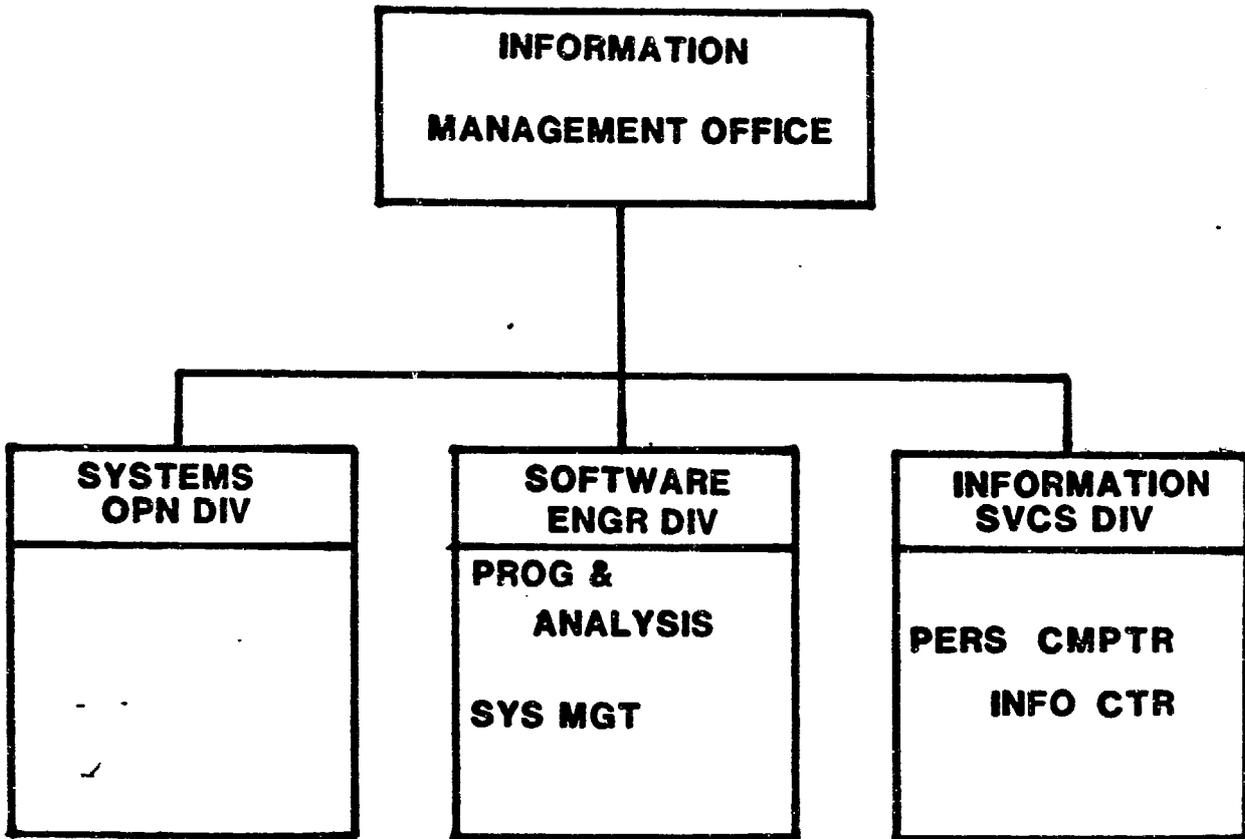
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**SECTION V**

**INFORMATION MANAGEMENT OFFICE**



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6-17. (U) Information Management Officer (IMO). Responsible for providing automated data processing, data management, information security, office automation, and word processing support to all elements of USAFS Kunia to include tenant units. Principal staff advisor on all automated systems installed within the Field Station, and is responsible for the operations, security, availability, and reliability of all station host computer systems as well as the functions delineated below:

- a. (U) Advises the Commander, principal staff, and tenant activities on all matters pertaining to automated data processing.
- b. (U) Exercises staff supervision in accomplishing the IMO mission.
- c. (U) Establishes command policies and standards for ADP requirements.
- d. (U) Conducts Data Processing Installation (DPI) evaluations and reviews.
- e. (U) Evaluates Automated Data Processing Equipment (ADPE) requirements through coordination with functional staff elements.
- f. (U) Develops requirements for and monitors use of ADP resources.
- g. (U) Updates the IMO portion of the Continuity of Operations Plan (COOP), the Basic Emergency Action Plan (BEP), the Systems Accreditation Plan (SAP) and the CCP Annex to the INSCOM Plan.
- h. (U) Provides guidance on ADP training for military and civilian personnel of the Field Station.
- i. (U) Reports to HQ INSCOM on the performance, status, and progress of ADP functions and developments, as required.
- j. (U) Monitors Information Security under appropriate regulations, policies, and guidelines provided by the S2.
- k. (U) Serves as the Contracting Officer's Representative for ADP contracts.
- l. (U) Manages the ADP Civilian Career Program.
- m. (U) Serves as a member of the USAFS Kunia Planning Steering Group (PSG).
- n. (U) Responsible for the operation of the Personal Computer Information Center.
- o. (U) Exercises staff proponency in accomplishing the Audio-Visual functional responsibilities.

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6-18. (U) Systems Operation Division:

- a. (U) Responsible for the operation of the computer facility, terminal operations, and all operational systems.
- b. (U) Exercises direct supervision over all station ADPE and is responsible for its availability, reliability, and performance.
- c. (U) Responsible for all reporting requirements for operational systems analysis, production and scheduling control, records library, quality control, and distribution.
- d. (U) Recommends changes to improve the efficiency of hardware and software.
- e. (U) Maintains a consolidated magnetic media library.

6-19. (U) Software Engineering Division. Responsible for all executive, applications, and telecommunications software for the mainframe (host) computers under the software configuration control of the station. Takes action on all matters relating to software analysis, design, development and implementation. Performs liaison with higher headquarters and USAFS Kunia activities on applications and systems development, and coordinates the development of new applications. Serves as primary point-of-contact on matters pertaining to ~~\_\_\_\_\_~~ applications for mainframe (host) computers under the configuration control of the station. Conducts feasibility and special staff studies to determine applicability of using automated data processing techniques in support of the SCEs collocated at USAFS Kunia.

- a. (U) Programming and Analysis. Provides systems analysis and programming support to users of mainframe (host) computers.
  - (1) (U) Develops computer applications software for the station mission and general support subsystems.
  - (2) (U) Prepares appropriate applications systems documentation, to include the Users Manual and Users Training Manual.
  - (3) (U) Reviews all software change requests and problem reports, ensuring that appropriate corrective actions are taken.
  - (4) (U) Provides local users with off-site data retrieval support.
  - (5) (U) Develops and implements current application software enhancements in accordance with changing mission requirements.
- b. (U) Systems Management. Responsible for the operating systems, utility, communications, and security softwares, and teleprocessing

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(8) (U) Administers all contracts for ADP products and services.

b. (U) (U) Responsible for the operation of the Personal Computer Information Center.

(1) (U) Maintains a corporate data base and all supporting software and procedures.

(2) (U) Responsible for the acquisition, implementation and maintenance of all required database management software products.

(3) (U) Responsible for all matters related to ADP systems security in coordination with the ADPSSO, to include:

(a) (U) Implementing policies and procedures for the security of MICRO computers and safeguarding of information as they are collected, stored, and processed for distribution.

(b) (U) Coordinating with users to define and control file access privileges.

(c) (U) Allocating and controlling user IDs and passwords.

(d) (U) Maintaining a user/file security profile to control shared access to common files.

(4) (U) Distributes and installs MICRO computers and peripheral devices.

(5) (U) Maintains an inventory of equipment and software.

(6) (U) Provides an interface between users and vendors for all required hardware and software maintenance.

(7) (U) Maintains a PC software reference library.

(8) (U) Maintains a history of problems reported, and the solution to those problems.

(9) (U) Performs all systems administration functions for the Office Automation System.

c. (U) Audio-Visual.

(1) (U) Interprets and implements HQDA and INSCOM policies, guidance, and directives pertaining to A-V activities. Publishes local policies on A-V services.

(2) (U) Coordinates staff actions related to A-V with HQ INSCOM.

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(3) (U) Coordinates with the Commander, Support Battalion and personnel from the A-V Center in developing USAFS Kunia's input to the INSCOM Information Management Plan, the INSCOM Plan, and the Commander's Needs Letter for A-V requirements and initiatives.

(4) (U) Exercises staff supervision through staff visits and command inspections.

(5) (U) Coordinates local acquisition of equipment when authorized by HQ INSCOM.

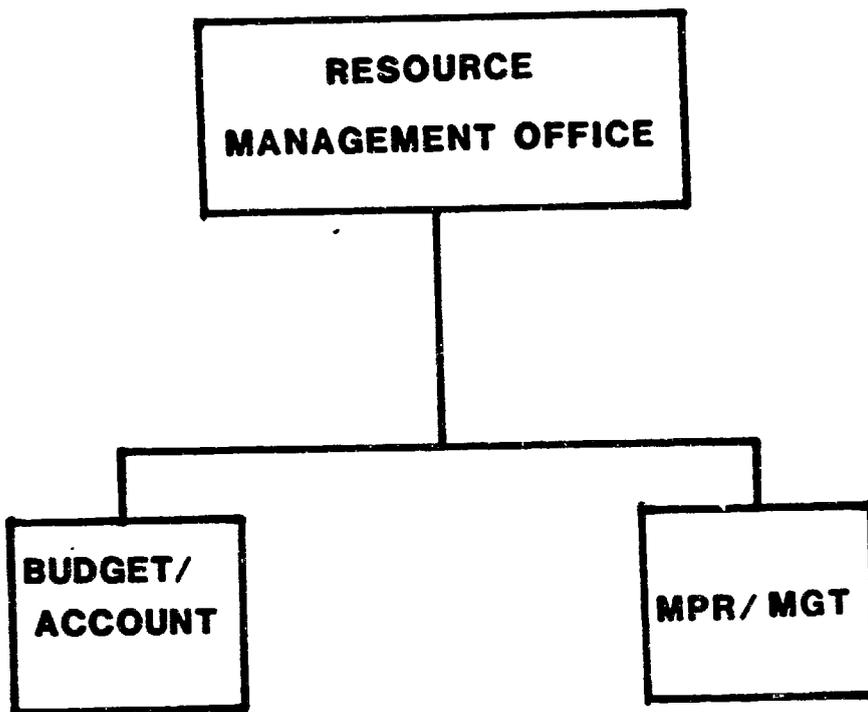
(6) (U) Prepares and briefs A-V Command Management Indicators.

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**SECTION VI**  
**RESOURCE MANAGEMENT OFFICE**



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6-21. (U) Resource Management Officer (RMO). Principal staff officer responsible for providing programming, budgeting, accounting, and manpower management support to all elements of USAFS Kunia. Advises the Commander and principal staff on resource management requirements and exercises staff responsibilities in accomplishing the mission.

6-22. (U) Budget/Accounting.

a. (U) Prepares accounting and fiscal reports as required.

b. (U) Prepares the Budget Execution Review (BER) and acts as an advisor to the Commander in this regard.

c. (U) Prepares the Command Operating Budget (COB) and exercises staff supervision over the execution thereof, including distribution of appropriated funds to all activities and elements, reprogramming such funds as required.

d. (U) Monitors expenditure of TDY funds, and takes reprogramming actions as required.

e. (U) Develops and administers accounting policies and procedures, involving appropriated funds. Evaluates the effectiveness of such policies and procedures, and makes changes as required.

f. (U) Reviews and processes accounting documents to FAO, USASCH in accordance with INSCOM Reg 37-4.

g. (U) Reviews daily and monthly print-outs of obligations, expenses, and disbursements and makes corrections, as required.

h. (U) Certifies availability of funds for USAFS Kunia.

i. (U) Serves as office of record for the Consolidated Cryptologic Program (CCP).

j. (U) Conducts audits of all unit funds, association funds, and any special funds as directed by the Field Station Commander.

6-23. (U) Management/Manpower.

a. (U) Responsible for the Organization and Functions Regulation, USAFS Kunia Reg 10-1.

b. (U) Implements the DA Productivity Improvement Program (DAPP) as directed by HQ, INSCOM.

c. (U) Conducts cost/economic analysis as required in accordance with AR 11-18, AR 235-5, and 37-15.

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- d. (U) Administers the USAFS Kunia Manpower Program.
- e. (U) Responsible for all actions pertaining to the TDA/Mobilization  
TDA.
- f. (U) Conducts internal review management surveys/studies when required.
- g. (U) Maintains the Commander's Command Management Indicators (CMI)  
Book.
- h. (U) Coordinates the Internal Controls Program.

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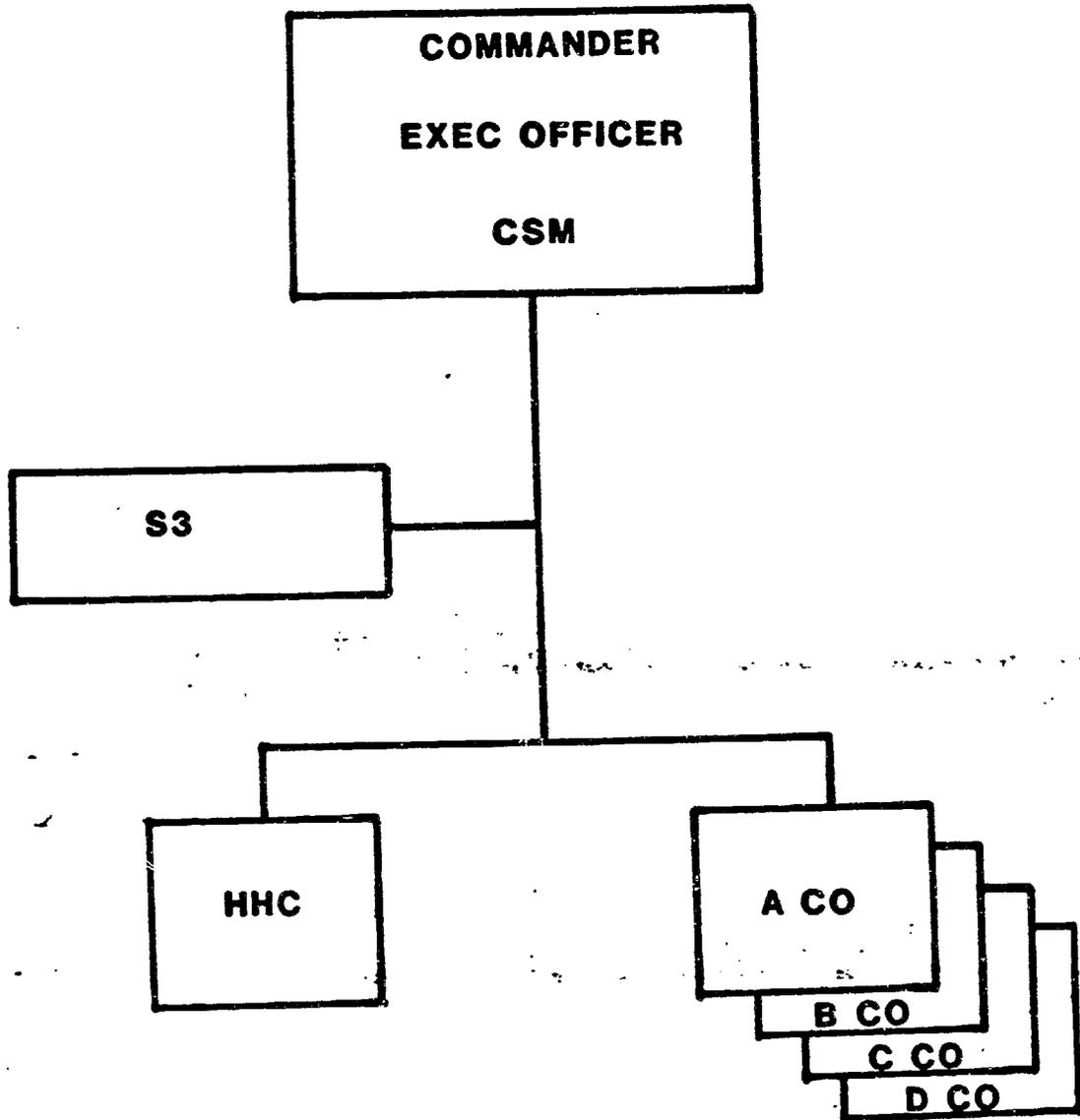
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CHAPTER 7

1ST OPERATIONS BATTALION



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7-1. (U) ~~(S)~~ The Commander, 1st Operations Battalion. Responsible for the execution of the [redacted] processing, analysis, and reporting missions of USAFS Kunia. Directly responsible to the Commander, USAFS Kunia for accomplishing the operation missions. Informs the Commander of all administrative and operational matters affecting mission requirements. Provides battalion administrative and troop support and is responsible for the health, welfare, and morale of the soldiers assigned to the 1st Operations Battalion.

7-2. (U) Battalion S3. Responsible for developing policies, procedures, and plans to enable the timely execution of the operational missions of the 1st Operations Battalion. Evaluates mission effectiveness of subordinate units and provides traditional staff support necessary to train soldiers of the battalion in their MOS and common tasks.

a. ~~(S)~~ Organization. The S3 is organized as a single staff office with three subordinate divisions: The Analysis Division (OPA), the Operations Support Division (OPB), and [redacted]

b. ~~(S)~~ Relationships. The S3 serves as the focal point within the Field Station for current operations. Coordination with staff sections at the Field Station level, operational elements within the tenant organizations in the tunnel facility, and with the [redacted] accomplished on a daily basis to support current operational requirements and the requirements prescribed [redacted]

7-3. (C) Analysis Division (OPA). [redacted]

[redacted] assigned to 1st Operations Battalion. To accomplish these tasks, the Analysis Division is organized as a staff element with three subordinate Analysis platoons. Each platoon is composed of 3 or 4 subordinate branches, each of which has a specific mission area or administrative support function. Specific roles, responsibilities and functions follow:

a. ~~(S)~~ Provides direct support to [redacted] operations by providing:

(1) [redacted]

(2) ~~(S)~~ Support analysts to work in the squads within the [redacted] companies.

(3) (U) Technical reference documents, working aids, and analytic procedural guidance for each squad mission area.

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(4) ~~(b)~~ Updates to the computerized data base supporting [redacted] operations.

b. ~~(b)~~ For those mission areas in which the Field Station does not have [redacted] authority, the Analysis Division:

(1) ~~(b)~~ Provides the technical details [redacted] regarding station resources.

(2) ~~(b)~~ Makes recommendations to the [redacted] to improve the effectiveness of the [redacted]

(3) ~~(b)~~ Reviews the hard copy traffic file and does first instance reporting of significant events within the guidelines established by [redacted]

(4) ~~(b)~~ Coordinates analytic activities and questions directly [redacted] as required.

(5) (U) Develops and maintains analytic logs, and reviews computer based technical data to maintain continuity on all activities associated with the mission areas.

c. ~~(b)~~ For those mission areas in which the Field Station has been delegated [redacted] authority, the following additional Analysis Division responsibilities apply:

(1) ~~(b)~~ [redacted]

(2) ~~(b)~~ [redacted]

(3) ~~(b)~~ [redacted]

(4) ~~(b)~~ [redacted]

(5) ~~(b)~~ [redacted]

d. ~~(b)~~ Trains all incoming [redacted] personnel in the technical and procedural requirements necessary to support the operational mission areas. Provide [redacted] management to include accountability, SQT training, and career progression counselling. Coordinates [redacted] SQT administration.

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e. (U) The Analytic Support Team, as a subordinate branch within the Analysis Division, has some specific machine-related functions. These are:

(1) (U) Monitors the effectiveness of computer support to analysis and recommends/implements changes as required.

(2) (U) Ensures the efficient operation of the computer system dedicated to analytic support.

(3) (U) Acts as computer systems administrator within the Analysis Division and provides software documentation and user training for all computer based functions and processes.

(4) (U) Coordinates with the SCRIBELET Coordinator ~~\_\_\_\_\_~~ for changes to the SCRIBELET System or the movement/installation of new computer lines or terminals.

(5) (U) Coordinates with the (NSA OPI) for changes or problem resolution pertaining to the processing or transfer schedule of electronic files.

f. (U) Maintains the Central Intelligence Library.

(1) (U) Documents control of all station ~~\_\_\_\_\_~~

(2) (U) Develops the annual Statement of Intelligence Interests to DIA.

(3) (U) Requests and receipts for all collateral publications.

(4) (U) Issues and tests all National Cryptologic School sub-courses authorized at this station.

7-4. (U) The Operations Support Division (OPB). Performs operational support functions, conducts planning, and oversees all training activities of the 1st Operations Battalion. Two subordinate branches support the requirements of tape management and training.

a. (U) Updates the operations section of the annual Historical Report.

b. (U) Develops input to the Field Station Basic Emergency Plan (BEP).

c. (U) Manages security billets, and updates security SOPs for the battalion.

d. (U) Coordinates with appropriate staff elements on required training for new systems.

e. (U) Implements the civilian hire program.

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- f. (U) Coordinates and implements all tape management functions.
- g. (U) Coordinates and schedules Battalion Newcomers' Seminars.
- h. (U) Conducts initial mission and skill training for O5Hs and O5Ds.
- i. (U) Conducts the Battalion Management Seminars.
- j. (U) Reviews operational standards for uniformity and trainability.
- k. (U) Prepares and monitors individual evaluation programs for all  CMF personnel.
- l. (U) Schedules battalion soldiers for  training and evaluation.
- m. (U) Reviews SOJT performed by the companies.
- n. (U) Coordinates enrollment in the Advanced Skills Education Program/Military Occupational Specialty Improvement Training courses.
- o. (U) Coordinates with the Field Station S3 on enrollment in the Primary Leadership Development Course and Air Assault School.
- p. (U) Advises the Company Training NCO's on training issues.
- q. (U) Manages the Battalion Hearing Conservation Program.
- r. (U) Prepares the Battalion Master Training Schedule.
- s. (U) Conducts the monthly training and calendar review meeting.

7-5



a.



(U) Performs  MOS management functions to include accountability and career progression counselling. Coordinates  SQT administration.

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(2) ~~(S)~~ Verifies and implements all [REDACTED]

(3) (U) Prepares and transmits resource status reports.

(4) ~~(S)~~ Issues and responds to [REDACTED] management messages.

(5) ~~(S)~~ Maintains individual subelement block statistics, indicating [REDACTED] performance and an ongoing quality control program.

(6) (U) Makes recommendations to the Battalion S3 for optimum utilization of mission resources.

(7) (U) Prepares POEREPs in coordination with the Field Station S3 prior to release.

(8) ~~(S)~~ Develops and maintains statistics reflecting overall station [REDACTED]

(9) ~~(S)~~ Evaluates [REDACTED] squad capabilities and performance using the Commander's Evaluation Program.

(10) (U) Consolidates the Field Station's operational resource status and provides input to the Field Station S3 for the Unit Activity Readiness Report (UARR).

(11) ~~(S)~~ Monitors the [REDACTED] error rate, identifies trends, and implements corrective action.

(12) (U) Coordinates with OPA to ensure availability of proper technical data.

(13) ~~(S)~~ Responsible for the [REDACTED] operations of the RT Operations Section.

[REDACTED]

(1) ~~(S)~~ Performs [REDACTED] management functions for USAFS Kunia.

(2) (C) [REDACTED]

(3) (U) Develops and maintains statistics for trend analysis.

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(4) [redacted]

(5) [redacted]

(6) [redacted]

(7) ~~(S)~~ Coordinates the administration of [redacted] SQT.

c. [redacted]

(1) ~~(S)~~ Provides performance audits of mission satisfaction for the [redacted] companies.

(2) (U) Prepares and provides mission training for new operational applications.

(3) ~~(S)~~ Tracks mission trends and provides forecast/justification for future [redacted]

(4) ~~(S)~~ Acts as the Field Station point-of-contact to [redacted]

(5) ~~(S)~~ Provides [redacted] management to include accountability, SQT training, and career progression counselling. Coordinates [redacted] SQT administration.

(6) (U) Coordinates with other operational and analytical elements within the Field Station and 1st Operations Battalion to assure complementary support for other subelement missions.

(7) (U) Makes recommendations to the Battalion S3 for optimum utilization of mission resources.

7-6. (U) Headquarters and Headquarters Company (HHC), 1st Operations Battalion. Performs all company-level administrative and troop support functions for soldiers assigned to the Battalion Headquarters. Informs the Commander, 1st Operations Battalion of all unit administrative matters affecting the mission.

a. (U) Administers military justice.

b. (U) Develops and executes the Company Training Plan.

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- c. (U) Administers the Physical Training and Weight Control Program.
- d. (U) Initiates and monitors company policies.
- e. (U) Coordinates billet spaces and housing of single soldiers and geographical bachelors.
- f. (U) Provides for the professional development of soldiers through guidance, counselling, the local NCOOP, and NCOES schools.
- g. (U) Appoints Officers or NCOs to perform the following additional duties: Unit Sports Director (DA PAM 28-6); Key and Lock Custodian (AR 190-11); Company ADCNCO (AR 600-85); Company Information Security Officer (AR 380-5); Company-Level Physical Security Officer (AR 190-11); NBC Team and Survey Party (AR 220-58); Company Representative to the Battalion and Field Station Dining Facility Counsel; and the Company Fire Warden.

7-7. ~~UNCLASSIFIED~~ Companies A, B, C, & D, 1st Operations Battalion. Company Commanders are responsible for the execution of the ~~UNCLASSIFIED~~ of the 1st Operations Battalion. They command all assigned or attached personnel, accomplish the assigned mission, perform operational and non-operational training, provide administrative and logistical support, and are responsible for the health, welfare, and morale of all soldiers assigned to their respective companies. The Company Commanders inform the Commander, 1st Operations Battalion of all administrative and operational matters affecting the mission. They provide the following unit administrative and troop support functions:

- a. (U) Administers military justice.
- b. (U) Develops and executes the Company Training Plan.
- c. (U) Administers the Physical Training and Weight Control Program.
- d. (U) Initiates and monitors Company policies.
- e. (U) Manages assigned billet spaces and housing of single soldiers and geographical bachelors.
- f. (U) Provides for the professional development of soldiers through guidance, counselling, the local NCOOP, and NCOES schools.
- g. (U) Appoints officers or NCOs to perform additional duties, e.g., Unit Sports Director (DA PAM 28-6); Key and Lock Custodian (AR 190-11); Company ADCNCO (AR 600-85); Company Information Security Officer (AR 380-5); Company Level Physical Security Officer (AR 190-11); NBC Team and Survey Party (AR 220-58); Company Representative to the Battalion and Field Station Dining Facility Counsel; and the Company Fire Warden.

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7-8. (U) ORGANIZATION. Operational companies work rotating 6-2 shift schedules and are organized with four platoons as shown below:

1st Platoon: 1st Squad-1501 (plus Wideband position WR019)  
2nd Squad-1505 (plus Wideband positions WR020 & WR023)  
3rd Squad-1502, 03, 3501 (plus Wideband Positions WR022 & WR024)

2nd Platoon: 1st Squad-2001  
2nd Squad-SE 21, 22, 23  
3rd Squad-6101

3rd Platoon: 1st Squad-3503  
2nd Squad-Landman/Windchill

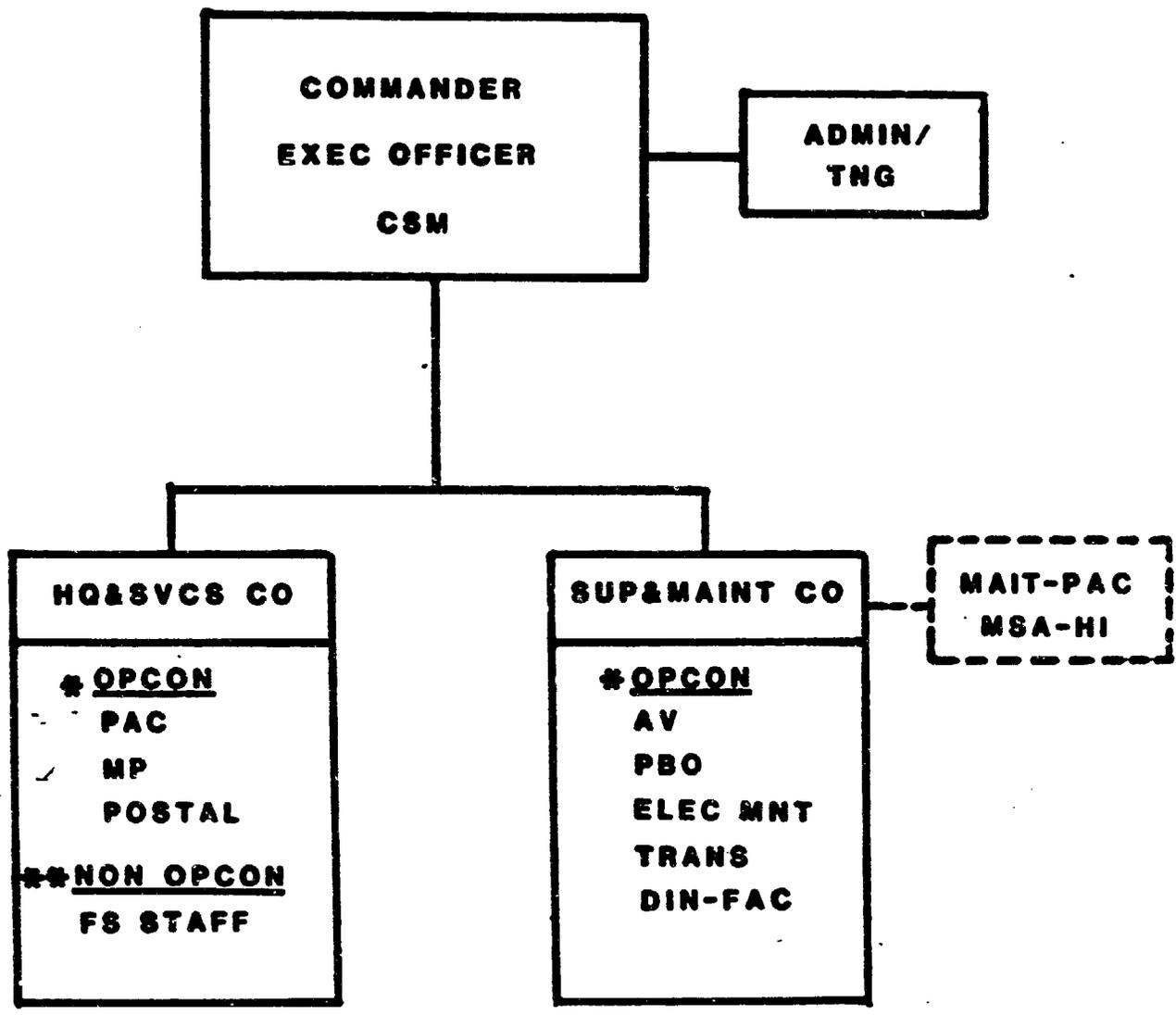
4th Platoon: ELI

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CHAPTER 8  
SUPPORT BATTALION



**\*OPCON : OPCON TO SPT BN, BUT UNDER STAFF SUPV OF FUNC PROPONENT AT THE FS LEVEL**

**\*\*NON OPCON : FS PERSONS ASSIGNED FOR COMMAND AND TROOP SPT**

**----- ATTACHED FOR RATIONS, QUARTERS, ADMINISTRATION, TO INCLUDE UCMJ**

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8-1. (U) Commander, Support Battalion. Responsible for providing command, control, administrative, logistical, and training support. Also responsible for the health, welfare, and morale of military and civilian personnel assigned or attached to the Support Battalion. Directly responsible to the Commander, USAFS Kunia for the execution of the following support missions: Personnel Administration, Military Police, Property Book, Postal, and Dining Facility services. Provides support services to units attached to USAFS Kunia in accordance with Memorandum of Agreements or as directed by higher headquarters.

8-2. (U) Executive Officer, Support Battalion. Responsible for administering the training requirements, supply/billeting operations, physical security, and for the management of administrative and soldier support programs. Monitors the day-to-day operation of the Support Battalion and orchestrates the efforts of the Battalion staff. Maintains the Commander's calendar, and initiates actions on new/future programs, as directed by the Commander. Provides guidance to the companies and advises the Commander on actions affecting mission requirements. Makes recommendations for resolution of administrative/personnel problems, as required. Assumes the duties of the Commander during his absence.

8-3. (U) Command Sergeant Major, Support Battalion. Performs as the principal enlisted advisor to the Commander concerning all NCO and soldier support matters. Performs as the link in the NCO support chain between the ISGs of the Battalion and the Field Station. Participates in meetings and coordinates with appropriate staff elements, the Field Station CSM, or ISGs concerning the entire gamut of soldier support activities. Participates in the planning of NCO development and individual training, quality control of EERs and awards, and is instrumental in the selection process for the best qualified soldiers for the Soldier of the Quarter Program. Informs the Commander of ongoing personnel actions, proposed changes to policies, promotions, disciplinary actions, and utilization of Support Battalion personnel. Along with the Executive Officer, ensures that the missions of the Battalion are carried out.

8-4. (U) Battalion Administration Section. Responsible for accomplishing the following Battalion headquarters housekeeping and administrative functions:

a. (U) Accomplishes all administrative functions, i.e. typing, filing, records management, receiving/routing telephone calls, etc.

b. (U) Processes all incoming/outgoing correspondence and makes distribution to appropriate sections of the battalion.

c. (U) Coordinates with the Personnel Administration Center (PAC) concerning personnel administrative actions.

d. (U) Maintains a suspense file on all on-going actions and recurring reports.

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- e. (U) Schedules Battalion Awards Board, assembles award packets, maintains award logs, processes and/or forwards packets to the USAFS Kunia Awards Board (AR 672-5-1).
  - f. (U) Requisitions publications (AR 310-2).
  - g. (U) Consolidates and distributes EER rating schemes (AR 623-205).
  - h. (U) Prepares the Battalion Commander's wrap-up packets, dental appointment letters, and adverse security reports.
  - i. (U) In/outprocess soldiers and updates data in the personnel data base.
  - j. (U) Proofreads all personnel actions and related documentation, i.e. OERs, EERs, Personnel Actions on DA Form 4187, Awards, etc. prior to release from the Battalion headquarters.

8-5. (U) Battalion Training. Responsible for planning, coordinating, and scheduling required training to include CTT, SQT, APFT, weapons qualification, NBC, and other common military training for all military personnel assigned or attached to the Support Battalion. Performs the following training functions (AR 350-1):

- a. (U) Manages the Battalion Training Management System (BTMS).
- b. (U) Maintains the order of merit list for NCOES, i.e. PLNC and BNCOC.
- c. (U) Ensures that applications for MOS Individual Training (MOSIT) courses are properly filled out.
- d. (U) Publishes the Master Training Schedule ensuring that all required training is scheduled.
- e. (U) Attends the monthly Field Station Training Managers meeting and disseminates training information/requirements to companies.
- f. (U) Develops Battalion training policies and procedures, and maintains individual training records.
- g. (U) Publishes and updates Battalion Training SOPs.
- h. (U) Informs the Commander of ongoing changes to the unit training program and makes recommendations as required.
- i. (U) Coordinates with the Field Station S3 on training support requirements, i.e. scheduling time on the ranges, obtaining training manuals, and school quotas, etc.

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j. (U) Coordinates with the MOS Learning Center for use of training aids, facilities, classrooms, and correspondence courses.

k. (U) Coordinates with the Field Station Test Control Officer on SQT related matters and prepares SQT deferment documentation.

1. (U) Performs as the Battalion  Billet Manager responsible for maintaining, updating, and submitting  billet justifications.

8-6. (U) Headquarters & Services Company, Support Battalion. Performs all company-level, command-related administrative and troop support functions for the USAFS Kunia staff sections (Command Group, S1, S2, S3, S4, SDO, Engineer, RMO, and IMO), as well as the following sections which fall under its operational control: Military Police, Personnel Administration Center, Postal Section, Battalion staff elements, A Quad Management Office, and the Consolidated Supply Section. Informs the Commander, Support Battalion of all administrative and support actions affecting mission requirements.

a. (U) Performs the following unit administration functions for military and civilian personnel assigned or attached to Headquarters & Services Company:

(1) (U) Administers military justice (MCM, ARs 27-10, 635-200).

(2) (U) Establishes procedures to ensure proper accountability of company property (AR 710-2).

(3) (U) Administers the Company Physical Training and Weight Control Programs (ARs 350-15, 600-9, FM 21-20).

(4) (U) Publishes policy letters governing unit procedures.

(5) (U) Executes the Company Training Plan (AR 350-1).

(6) (U) Administers the Company Athletic & Recreational Programs (DA PAM 28-9).

(7) (U) Conducts promotions and reenlistment interviews (AR 601-280).

(8) (U) Conducts Soldier of the Month boards.

(9) (U) Conducts promotion, reenlistment, and awards ceremonies.

(10) (U) Implements the People Management Program.

(11) (U) Provides for the health, welfare, and morale of assigned personnel.

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b. (U) Manages the following consolidated activities which are under the operational control of the Support Battalion. These activities are organized on the TDA in accordance with the approved Field Station Model for Support Battalion, however, functionally, they provide services/support to the entire Field Station.

(1) (U) Consolidated Supply Section. Responsible for accomplishing consolidated supply functions for the Support Battalion, 1st Operations Battalion, USAFS Kunia, and the following tenant activities: USAISC Detachment, INSCOM MAIT-Pacific, and NSA-Hawaii.

(a) (U) Maintains the Company Commanders' hand receipts and monitors sub-handreceipts for all OMA barracks/office furniture (AR 710-2).

(b) (U) Operates the Quartermaster Laundry Program (AR 220-35).

(c) (U) Issues and accounts for billet linen (AR 710-2).

(d) (U) Operates three arms/NBC rooms in A Quad (ARs 190-11, 190-13, and 190-55).

(e) (U) Performs weapons/NBC equipment control measures through appropriate accountability/security actions.

(f) (U) Provides armorer support/weapons storage and control of USAISC weapons (MOU between the Commanders of USAISC Detachment and Support Battalion).

(g) (U) Maintains key control/access rosters for arms rooms.

(h) (U) Conducts organizational maintenance on weapons and NBC equipment.

(i) (U) Conducts inventories of sensitive items.

(j) (U) Maintains a Supply Catalog Library, i.e. ARs, TMs, CTAs, and changes to supply publications.

(k) (U) Updates, maintains, and publishes consolidated supply SOPs.

(l) (U) Conducts in/outprocessing of all personnel assigned or attached to USAFS Kunia.

(m) (U) Accomplishes the following supply actions (ARs 700-84, 710-2, DA PAM 710-2-1/2).

(n) (U) Prepares DA Forms 1687, Notice of Delegation of Authority - Receipt of Supplies, and other supply-related forms.

- (o) (U) Prepares and maintains clothing records.
- (p) (U) Ensures clothing inspections/statements are accomplished by first line supervisors.
- (q) (U) Maintains document register for Class IX repair parts.
- (r) (U) Submits requisitions to PBO for expendable/non-expendable property.
- (s) (U) Conducts reconciliation actions of all outstanding requisitions with PBO every 30 days.
- (t) (U) Assists hand receipt holders in conducting monthly 10% inventories and other inventories, as required.
- (u) (U) Pick up/turn in ammunition, as required.
- (v) (U) Monitors funding of the SSSC account and replenishes supplies for the SSSC, as required. Coordinates with PBO on specific GSA item requirements.
- (w) (U) Conducts MOS-related training for soldiers assigned to the Consolidated Supply Section.

(2) (U) A Quad Management Office. Responsible for providing billeting for all soldiers assigned, attached, or TDY to USAFS Kunia who qualify for residency in the A Quad facility. This includes billeting of personnel from the USAISC Detachment, INSCOM MAIT-Pacific and MSA-Hawaii. The A Quad Management Office is a subsection of the Consolidated Supply Section. Responsible for the management and maintenance of three barracks in the A Quad facility which consist of 172 rooms, and houses approximately 500 soldiers. Also responsible for grounds maintenance of the A Quad facility. The A Quad Management Office and the Consolidated Supply Section have mutual responsibilities concerning accountability of OMA room/office furniture in the A Quad facility and for ensuring that property is properly sub-handreceipted. Specific functions of the A Quad Management office follow:

- (a) (U) Issues room assignments and outprocesses personnel, as required (AR 210-11).
- (b) (U) Maintains a billet roster of personnel in A Quad.
- (c) (U) Prepares and forwards space utilization reports monthly to the Field Station S4, and quarterly to the Unaccompanied Housing Office, HQ USASCH.
- (d) (U) Ensures that room/office furniture and keys are signed for by the residents.

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(e) (U) Schedules and supervises motor vehicle driver on duty.

(f) (U) Prepares and submits work requests for maintenance required at A Quad facilities and grounds.

(g) (U) Conducts monthly energy conservation, safety, fire prevention, physical security, sanitation, and preventive maintenance inspections.

(h) (U) Administers the Key Control program, and conducts inventories of keys on a quarterly basis.

(i) (U) Is the point of contact on warranty or contractual work orders for the A Quad facilities.

(j) (U) Advises the Commander, Support Battalion on matters pertaining to the A Quad facilities.

(k) (U) Responsible for publishing Standing Operating Procedures on A Quad policies.

(3) (U) Postal Section. Responsible for operation of the consolidated mailroom which supports approximately 1,032 soldiers assigned or attached to USAFS Kunia. Ensures compliance with DOD Postal Manual 4525.6-M, Vol II in all aspects of mail handling.

(a) (U) Receives, sorts, and distributes official and personal mail, correspondence, and packages.

(b) (U) Records registered and insured mail.

(c) (U) Maintains a directory or locator file system.

(d) (U) Inspects outgoing mail for complete addressing, sealing, and sorts/bundles mail for local and out-of-town delivery.

(e) (U) Picks-up and delivers mail at scheduled intervals.

(f) (U) Trains MOS 71L personnel via OJT in preparation for the mail certification test.

c. (U) (U) The following activities are under the operational control of the Headquarters and Services Company, but under the staff supervision of the functional proponent at the Field Station:

(1) (U) Personnel Administration Center (PAC):

(a) (U) Unit Administration/Records Section:

- . Administers the Standard Installation Division Personnel System (SIDPERS) (DA PAM 600-8-1).
- . Responsible for the transfer of pay related documents from this command to the USASCH Finance & Accounting Office (AR 630-5).
- . Ensures that all assigned/attached soldiers receive pay due and coordinates with the USASCH FAO on existing problems (DA PAM 600-8).
- . Initiates, updates, and maintains DA Forms 268, Request for Suspension of Favorable Personnel Actions (DA PAM 600-8).
- . Ensures that all soldiers arriving or departing this command are in/out processed (AR 612-10, DA PAMs 600-8-1, 612-1).
- . Submits reports of active duty military dependents on a quarterly basis or as required (AR 680-300).
- . Ensures that all officer and enlisted requisitions are submitted in a timely manner to maintain the authorized strength level of USAFS Kunia (DA PAM 600-8-1).
- . Monitors the status of excess military personnel (DA PAM 600-8-1).
- . Provides administrative assistance to companies regarding the initiation and review of bars to reenlistment actions (ARs 601-280, 635-200, and DA PAM 600-8).
- . Monitors the Qualitative Management Program (DA PAM 600-8).
- . Processes all required officer and enlisted evaluation reports (ARs 623-105, 623-205).
- . Processes requests for compassionate reassignment, deletion or deferment from assignment orders (DA PAM 600-8).
- . Processes volunteer applications for overseas duty, extension of foreign service tour, award/change of MOS, and applications for the NCO Logistics Program (DA PAM 600-8).
- . Assists personnel in filling out application for retirement for length of service (DA PAM 600-8).
- . Processes applications for the Handicapped Dependent Program, and the DEERs Program (DA PAM 600-8).
- . Administers the E5/E6 promotion selection process (DA PAM 600-8).
- . Upon receipt from MILPO, verifies and forwards the E2/E3 and E4 Progression Rosters to the Unit Commanders (DA PAM 600-8).

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- . Performs recomputation of records semi-annually for personnel who have attained promotion 1st status to E5/E6 (AR 600-200, DA PAM 600-8).
- . Processes applications for requests for language training and service school instructor (DA PAM 600-8).
- . Processes requests for Defense Language Proficiency Testing (DLAT) along with the Army Qualification Battery Retesting (DA PAM 600-8).
- . Assists soldiers in processing requests for reassignment of married Army couples (DA PAM 600-8).

(b) (U) Personnel Actions Section:

- . Processes OCS/WO applications (AR 351-5, DA PAM 600-8).
- . Processes requests for accelerated payment of SRB/EB (DA PAM 600-8).
- . Processes applications for service schools (DA PAM 600-8).
- . Processes requests for discharge/separation from active duty (ARs 310-10, 635-200).
- . Processes requests for command sponsorship, dependent travel, and early return of dependents (DA PAMs 600-8, 612-1, and 612-10).

(2) (U) Military Police:

(a) (U) Performs the following interior/exterior security in accordance with ARs 190-13, 190-22, and FM 19-30:

- . Prevents unauthorized personnel and/or material from being introduced into limited or exclusion areas.
- . Prevents classified information and equipment from being removed from limited or exclusion areas.
- . Prevents damage/destruction to government and personal property through criminal activity.
- . Conducts gate searches of vehicles and personnel when directed by the Commander, USAFS Kunia.
- . Ensures escorts are obtained for uncleared visitors and contractors.

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(b) (U) Performs the following law enforcement activities in accordance with the MCM, UCMJ, ARs 27-44, 190-5, 190-6, and 190-29:

- . Enforces the USAFS Kunia parking policies and procedures.
- . Provides vehicle registration services.
- . Enforces Hawaii State Penal Codes/Federal Statutes.

(c) (U) Performs the following contingency actions:

- . Provides interior security for USAFS Kunia facilities in event of terrorist/sabotage incidents (Annex F, USAFS Kunia Basic Emergency Plan).
- . Executes prescribed Military Police responsibilities during fire evacuation procedures (Annex N, USAFS Kunia Basic Emergency Plan).
- . Responds to alarm activations and takes appropriate actions to investigate the scene, apprehend or detain unauthorized personnel, secure area and reset alarm (AR 190-28).

(d) (U) Performs the following support functions:

- . Provides finger printing services (FM 19-10).
- . Provides liaison with other Military Police units on island, as well as with local, state, and federal agencies.

8-7. (U) Supply & Maintenance Company, Support Battalion. Performs all company-level, command-related administrative and troop support functions for soldiers assigned to the Audio-Visual Section, Property Book Office, Electronic Maintenance Section, Transportation Section, Dining Facility, and the following tenants attached to USAFS Kunia: INSCOM MAIT-Pacific and MSA-Hawaii. Informs the Commander, Support Battalion of all administrative and support actions affecting mission requirements.

a. (U) Performs the following unit administrative functions:

- (1) (U) Administers military justice (MCM, ARs 27-10, 635-200).
- (2) (U) Establishes procedures to ensure proper accountability of company property (AR 710-2).
- (3) (U) Administers the Company Physical Training and Weight Control Programs (ARs 350-15, 600-9, and FM 21-20).
- (4) (U) Publishes policy letters governing unit procedures.

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- (5) (U) Executes the Company Training Plan (AR 350-1).
- (6) (U) Administers the Company Athletic & Recreational programs (DA PAM 28-9).
- (7) (U) Conducts promotion and reenlistment interviews (AR 601-280).
- (8) (U) Conducts Soldier of the Month Boards.
- (9) (U) Conducts promotion, reenlistment and awards ceremonies.
- (10) (U) Implements the People Management Program.
- (11) (U) Provides for the health, welfare, and morale of assigned personnel.

b. (U) The following activities are operationally controlled by the Supply and Maintenance Company, but under the staff supervision of the functional proponent at the Field Station:

(1) (U) Audio-Visual Center:

(a) (U) Provides dedicated, intelligence-related, audio-visual support i.e., photography, graphic arts, audio/television and equipment loan to Pacific-based INSCOM units (INSCOM policy letter, 16 May 80, with 1st End).

(b) (U) Maintains equipment in Conference Room No.1.

(c) (U) Provides liaison with the Training and Audio-Visual Support Center, HQ USASCH, for other audio-visual requirements (MOU between HQ WESTCOM/HQ INSCOM, 6 September 84).

(d) (U) Maintains control of all audio-visual material (AR 108-2).

(2) (U) Property Book Office (PBO):

(a) (U) Maintains accountability of the Property Book and all other records of USAFS Kunia properties (AR 710-2).

(b) (U) Ensures that all hand-receipts are properly documented (DA PAM 710-2-1).

(c) (U) Ensures that a 100% property book inventory is conducted annually (AR 710-2).

(d) (U) Maintains and updates the ACS Equipment Status Feeder Report and the Sensitive Items Inventory Report on a quarterly basis (DA PAM 710-2-1).

(e) (U) Maintains a current cataloging system and ARMs files (AR 708-1).

(f) (U) Turns-in all excess and unserviceable property to appropriate support activity for disposition (ARs 710-2, 710-2-1).

(g) (U) Advises the Field Station S4 on matters concerning property accountability and the operation of the property book (ARs 710-2, 710-2-1).

(h) (U) Receives and issues material for all projects at USAFS Kunia (AR 710-2, INSCOM Sup to AR 710-2).

(i) (U) Controls all mission expendables and self-service supplies (DA PAM 710-2-1).

(j) (U) Maintains accountability of magnetic tapes and updates the quarterly magnetic tape report to the B46 Manager and INSCOM DCSLOG, Supply (INSCOM Reg 710-5).

(k) (U) Responsible for the receiving, storage, and warehousing operations for USAFS Kunia at Kapalama Military Reservation, Bldg 908 (TMs 38-711-9, 38-741, and 743-200-1).

(l) (U) Receives and coordinates requests for repairs of all office equipment and furniture with HQ USASCH maintenance facility or the appropriate contractor (AR 710-2).

(3) (U) Electronic Maintenance Section:

(a) (U) Provides general support maintenance on all mission related electronic and teletype equipment, less unique electromechanical equipment associated with the Communications Center operations, and computers located in the consolidated Computer Center (AR 750-1).

(b) (U) Establishes procedures for reviewing available maintenance allocation charts and forecasts required repair parts based on known cyclic failure rates (AR 750-1).

(c) (U) Administers the Preventive Maintenance Program (AR 750-1).

(d) (U) Coordinates TMDE calibration and repair programs with HQ USASCH TMDE support element (AR 750-1 and TB 43-180).

(e) (U) Establishes and maintains all required TAMMs (DA PAM 738-750).

(f) (U) Schedules and performs preventive maintenance on all mission equipment except as stipulated in paragraph (3)(a) above (AR 750-1).

(g) (U) Maintains the PLL for all mission related electronic equipment (AR 750-1, DA PAM 710-2-1).

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(4) (U) Transportation Section:

(a) (U) Operates the satellite motor pool for Administrative Use Vehicles (AUVs) (AR 58-1).

(b) (U) Maintains fuel and mileage data on all AUVs assigned to USAFS Kunia and reports the consolidated data to applicable headquarters (AR 58-1).

(c) (U) Dispatches all vehicles maintained at USAFS Kunia TMP to assigned drivers from various sections (AR 600-55).

(d) (U) Coordinates all recurring or cyclic transportation requirements.

(e) (U) Ensures that all vehicles are returned to appropriate facilities for scheduled maintenance (AR 58-1).

(f) (U) Ensures proper loading and unloading of material to be transported to/from Kunia (FM 21-305).

(g) (U) Coordinates with HQ USASCH activity for additional vehicle requests and MHE support.

(h) (U) Schedules personnel for military driver's testing and licensing on motor vehicles and forklifts (AR 600-55).

(i) (U) Provides MHE training.

(5) (U) Dining Facility (Contract Officer Representative):

(a) (U) Administers the government-owned, contractor-operated (GOCO) Dining Facility contract and coordinates all actions with USASCH Director of Contracting (AR 30-1).

(b) (U) Conducts regular and periodic unannounced inspections of the Dining Facility (AR 30-1).

(c) (U) Acts as the liaison between USAFS Kunia and the civilian contractor (AR 30-1).

(d) (U) Performs audits of the Dining Facility records periodically (AR 30-1).

(e) (U) Coordinates actions with INSCOM and appropriate activities on matters pertaining to Food Service, as required (AR 30-1).

(f) (U) Acts as property administrator for GOCO contracts (AR 30-1).

(g) (U) Monitors the Dining Facility operations at USAFS Kunia (AR 30-1).

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9-1. (U) Mission. The U.S. Army Information Systems Command (USAISC) Detachment Kunia (UIC W15AAA) provides all communications-electronics support to elements of U.S. Army Field Station Kunia and tenant activities. USAISC Detachment is a 98-soldier unit subordinate to USAISC Signal Battalion-Hawaii and USAISC-Western Command. The Detachment is commanded by the Commander, USAISC Signal Battalion-Hawaii, but under the operational control of the Commander, USAFS Kunia. The Detachment is solely dedicated to the operational support of USAFS Kunia. The Commander, USAISC Detachment Kunia also serves as the USAFS Kunia Signal Officer.

9-2. (U) Responsibilities:

a. (U) Operates and maintains all communications circuits and systems terminating at or passing through USAFS Kunia.

b. (U) Installs, operates, and maintains secure and nonsecure telephone equipment. Operates and maintains two ROLM computerized private exchanges (CBX).

c. 

d. (U) Operates and maintains COMSEC Account 5EP351 in support of all service elements at USAFS Kunia.

e. (U) Performs direct and limited general support maintenance on all organic communications-electronics equipment, to include cryptographic equipment, high speed teletypewriters, data terminals, radio and multiplex equipment, and ancillary communications equipment.

f. (U) Operates and maintains a Dual Access Tributary  Automated Message Processing and Distribution System homed on the AUTODIN Switching Centers (ASCs) at Honolulu and Guam.

g. (U) Processes all record traffic communications originated and terminated at Field Station Kunia in the event of automated systems failure.

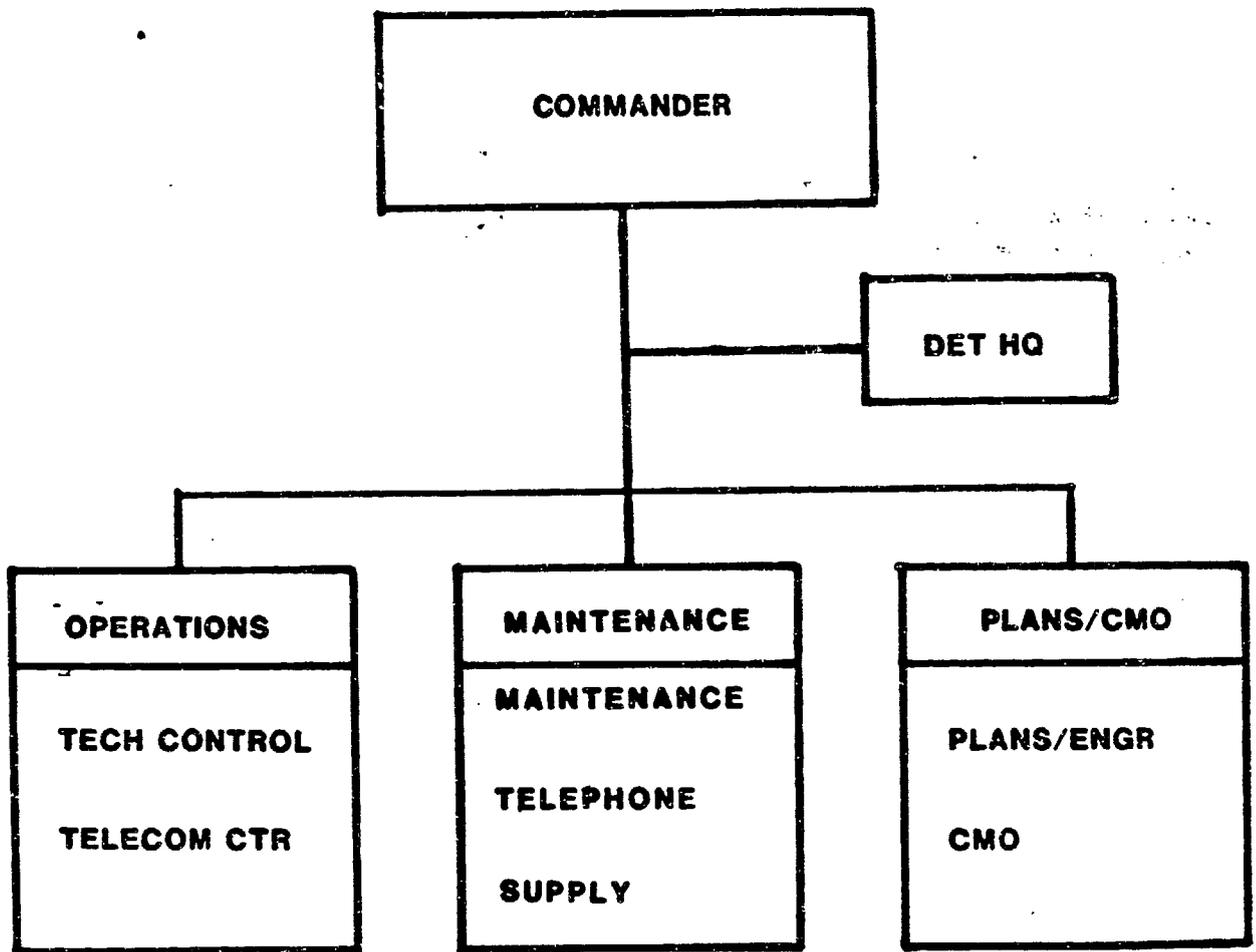
h. (U) Provides all other base communications support to U.S. Army Field Station Kunia and tenant activities.

i. (U) Performs all normal company-level command, administrative, training, and logistical functions.

j. (U) Coordinates with the Commander, Support Battalion, U.S. Army Field Station Kunia concerning the allocation of Bachelor Enlisted Quarters (BEQ).

**CHAPTER 9**

**US ARMY INFORMATION SYSTEMS COMMAND (USAISC) DETACHMENT KUNIA**



**NOTE: THE CDR USAISC DET KUNIA ALSO SERVES AS THE SIGNAL OFFICER FOR USAFS KUNIA**

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CHAPTER 10  
Contractor Services Support

10-1. (U) The following contract services support is provided at USAFS Kunia:

a. ~~(S)~~ Contract No. MDA 903-85-C-0218, ManTech Advanced Systems International, Inc. Contract provides computer software support to the SCRIBELET and ~~systems~~ systems, and to the ~~front end~~ front end processors. Functions include applications software and data base enhancements and modifications, systems software modifications and enhancements, applications and systems software maintenance, and training support for new systems and applications. Staffing consists of one database administrator, two systems analysts, five programmer/analysts, one project clerk, and one systems programmer.

b. ~~(S)~~ Contract No. MDA 903-C-0012, Analytic Decisions Inc (ADI). Provides system software maintenance for the ~~mission~~ mission systems. Functions include trouble shooting and operating system maintenance. Staffing consists of one technical manager, two systems analysts, and one project clerk.

c. (U) Contract No. DAAB10-86-C-0608, ManTech Field Engineering Corp. Provides full operational support to include engineering, installation, and maintenance support of sophisticated electronic equipment, heating, ventilation, air conditioning, power, and documentation support for the TS III contract for USAFS Kunia. Also provides maintenance training, emergency purchases of mission equipment, and subcontractors to assist in the correction of emergency and high priority equipment/systems problems. Staffing consists of 13 personnel.

d. (U) Contract No. DAHC-77-86-C0031, Pacific Consolidated Services, Inc. Contract provides full food services daily at the USAFS Kunia government-owned dining facility including four meals a day, seven days a week. Staffing consists of 24 personnel.

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**APPENDIX A**  
**Preparation Of Functional Statements**

1. Organizational charts and functional statements will be consistent with the organization reflected in the latest approved TDA or subsequent changes approved thereto.

2. Functional statements will include a brief summary of functions for each division/office and will be:

a. Concise but specific enough to be understood by persons not familiar with the organization. The terminologies provided at Appendix B will facilitate preparation of functional statements and eliminate repetition and duplication. Words such as "supervises," "liaison," and "monitors operations" will be modified to show the degree of supervision (direct, staff, etc.), the purpose of the liaison, and the nature or purpose of monitorship.

b. Expressed in terms which exclude tasks and procedural and quantitative information (i.e., "what is done" rather than "how or why it is done").

c. Written in the present tense, active voice.

3. The authority (AR, TM, CPR, ISSA, MOU, etc.) for each function will be added to the functional statement. The authority will be a directive external to USAFS Kunia.

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APPENDIX B  
Terms Of Reference

The following terms will be used in preparing statements of responsibilities and functions. Use of standardized terminology is essential to control mission responsibilities and to prevent duplication or overlap in functions.

**Accomplish** - To complete a task, function, or mission.

**Act** - To discharge duties of a specified office, produce a desired effect, give a decision, or carry out into action.

**Administer** - To superintend or manage the execution, conduct of, or use.

**Administrative Services** - Services not included in the operational mission of the office (e.g., mail distribution, documents, files, forms, and records control; reference library; personnel management; historical records; security; supply; and monitoring TDY funds).

**Advise** - To recommend a course of action, to counsel.

**Analyze** - To study the factors of a situation or problem in detail.

**Appraise** - To estimate the amount of or requirement for (e.g., a resource, manpower, materiel, funds).

**Approve** - To sanction officially, ratify, endorse, or accept as satisfactory. To sanction or ratify connotes exercise of command or delegated supervisory decision authority. To endorse as to content or intent connotes authority to recommend. (This word may be used in the sense of either of its two definitions - to sanction or ratify, or to endorse.

**Arrange** - To make plans, come to an agreement, classify, or systematize.

**Assign** - To appoint, designate. (Appoint someone to a job. Designate areas of responsibility).

**Assist** - To lend aid, help, or give support. (Used to indicate support or aid in carrying out a function).

**Audit** - To examine formally or to verify accounts.

**Authority** - The right to act or to exact action by others within a prescribed area. The power to decide and to require that decisions are acted on.

**Authorize** - To commission, empower, act, or sanction. (Connotes command or delegated supervisory authority).

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**Check** - To examine or compare for purposes of verification or determination of accuracy, progress, efficiency.

**Collect** - To gather or assemble.

**Command** - To exercise authority through command channels. To direct or control with the authority that individual exercises over his/her subordinates because of his/her grade and assignment. Command involves the authority and responsibility inherent in an assignment for planning, organizing, directing, coordinating, and controlling military forces to accomplish mission and tasks through the application of available resources and includes responsibility for health, welfare, morale, and discipline of assigned personnel.

**Compile** - To collect from other documents or sources.

**Conduct** - To manage, lead, direct, or carry out a mission, function, task or assignment. (Connotes command or delegated supervisory authority, with or without responsibility for decision).

**Consolidate** - To combine or compress into a single whole.

**Contact Point** - An organizational element (or an individual) not having primary responsibility for a function, but designated as the responsible element/individual to coordinate fragmented activities or functions, and one that represents the organization in dealing with other agencies.

**Control** - To exercise directing or restraining power over; to regulate, curb, or check.

**Coordination** - Consultation leading to an expressing of views. To cause, act, or work together for a common purpose, as in timing, unifying, and integrating work.

**Decide** - To render a judgement; settle or determine. (Connotes command or delegated supervisory decision or authority).

**Design** - To make original plans, sketches, patterns, or programs.

**Determine** - To come to a decision or conclusion after thorough investigation.

**Develop** - To work out something in detail.

**Direct** - To give authoritative orders or instructions, to regulate activities or courses of action. (Connotes command or delegated supervisory decision authority).

**Disseminate** - To spread or send out freely or widely.

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**Distribute** - To divide among several or many, to deal out, or allot.

**Edit** - To prepare for publication, by selection, arrangement, and annotation.

**Establish** - To make stable or firm, fix, or gain recognition or acceptance.

**Evaluate** - To appraise or judge with respect to worth, preparatory to recommending or initiating action.

**Examine** - To test by an appropriate method, determine accuracy, propriety, or quality.

**Execute** - To put into effect, carry out fully and completely, or perform what is required to give validity.

**Exercise** - To exert influence, control, or authority to carry out or perform duties.

**Expedite** - To accelerate the progress of, execute with dispatch.

**Formulate** - To put into or develop a systematic statement.

**Function** - A principal activity performed by an organizational element to accomplish its mission; normally, a grouping of related component tasks.

**Inspect** - To scrutinize, examine officially.

**Justify** - To qualify, support, show the basis for a recommendation or action.

**Liaison (perform liaison)** - To coordinate with activities or intercommunicate between separate organizational entities.

**Maintain** - To continue to persevere in, carry on, keep possession of, or hold or keep in a particular state or condition.

**Manage** - To direct, plan, develop, organize, guide, coordinate, and control all aspects of execution and all resources available to achieve objectives. To administer in the broadest sense of overall control. (This verb implies responsibility for all aspects of an operation or activity).

**Management Function** - The organizational element of each office that processes actions related to the mission, organization, management improvement, committee management, reports control, manpower utilization, staffing reports of inspections, USAAA reports, GAO audits, and surveys.

**Management Information Systems Function** - Staff responsibilities for automated management information systems applicable to a staff office/directorate.

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**Mission** - A brief statement of the basic purpose or objective.

**Monitor** - To oversee for accuracy, faults, or weaknesses; to critically observe, review, or maintain awareness of situations, programs, or projects without authority for direction, control, or supervision but with responsibility for advising the proponent of action needed or current status.

**Negotiate** - To confer or discuss with a view to reaching agreement, conclude a transaction.

**Obtain** - To acquire or procure.

**Operational Command** - Synonymous with "operational control" and is uniquely applied to the operational control exercised by the commanders of unified and specified commands over assigned forces.

**Operational Control** - Authority to assign tasks, designate objectives, and supervise their execution. (Excludes administrative matters such as personnel matters, supply services, discipline, internal organization, training, and other such matters not included in the operational mission of the subordinate activity).

**Orient** - To acquaint with facts, principles, or situations; to arrange in order to show the relations of parts among themselves.

**Participate** - To act in common with others, share, or partake.

**Perform** - To put into effect, carry out, accomplish, or fulfill.

**Plan** - A projected procedure for carrying out an undertaking. A plan sets forth the specific tasks to be performed by the participants and includes policy and procedural guidance. A plan differs from a program in that it may be less specific and normally does not schedule accomplishment or resource distribution within specified dates. Planning normally precedes programming.

**Plans Function** - Develop and update plans, provide implementing guidance, and monitor the implementation of plans, to include the INSCOM Basic Plan, war, mobilization, and contingency plans, exercise plans, civil defense plans, and civil affairs plans in a specified functional area. This function also includes reviewing plans of other commands as appropriate.

**Prepare** - To adapt or qualify beforehand for a particular purpose or condition, make ready, put in written form.

**Prescribe** - To lay down as a rule of action. (Connotes command or delegated supervisory decision authority.)

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**Process** - To perform one or more tasks such as review, study, recommend, or approve; these tasks being intended to advance on action, plan, or program.

**Program** - An organized procedure for carrying out a mission. Although its elements may vary considerably, it usually includes a statement of the mission and objectives to be achieved within specific dates and priorities, resources to be provided, schedules to be accomplished, and follow-on actions to be taken.

**Program Function** - Develop, provide implementing guidance for, and monitor the execution of the USAFS Kunia operating programs for a specified segment of the Army Management Structure. This includes preparation of the command budget estimate, command operating budget, budget execution review, and other command financial reporting functions.

**Proponent** - The staff agency responsible for developing, coordinating, publishing, and implementing a command directive and/or execution of responsibility for a specified function.

**Provide** - To supply for use, furnish, or make available.

**Recommend** - To offer or bring forward as meriting consideration, acceptance, or adoption. (Used in connection with a course of action or procedure.)

**Record** - To make a record of something such as to set down in writing or register in some form.

**Report** - To give an account or to relate (normally in written form).

**Responsibility** - The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and to take the necessary action to ensure success.

**Review** - To examine or re-examine with a purpose, such as to determine administrative correctness or accuracy of content.

**Select** - To choose or pick out something in preference to other items or alternatives.

**Serve (as)** - To discharge the duties of an office or position.

**Staff Coordination** - Action required to ensure that various staff agencies act in harmony or agreement in carrying out the plans of the Commander, avoiding conflicts and duplications by making necessary adjustments in plans and policies before implementation.

**Staff Responsibility** - The obligation to carry out specified tasks in relation to broad functional areas or specific functions that are assigned to an

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office chief. Specific tasks include, but are not limited to, initiating or processing actions, projects, or programs, developing policies, reviewing, and implementing plans, preparing estimates and studies, providing the Commander, staff, and subordinate commands with advice and assistance, ensuring that all command interests receive staff attention, and exercising staff supervision. Staff responsibility includes, but is not limited to staff supervision and is a broader, more encompassing term.

**Staff Supervision** - To advise subordinates of the Commander's plans and policies, interpret those plans and policies, implement, monitor, and update them as required.

**Study** - To acquire knowledge by systematic investigation of a subject. A detailed consideration of a special condition or situation based on a careful evaluation of information and factual data already available.

**Submit** - To send or to commit for consideration, study, or decision.

**Supervise** - To direct personally. (Indicates personally overseeing an action.)

**Surveillance** - To supervise, inspect, or observe.

**Task** - A component part of a function.

**Test** - A process by which data are accumulated to serve as a basis for assessing the degree that a system meets, exceeds, or fails to meet the technical or operational properties ascribed to the system.

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The proponent for this regulation is the Resource Management Office. Users are invited to send comments and suggestions for improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to this headquarters, ATTN: IAHK-R.

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