REPLY TO
ATTENTION OF

USAFSA Pamphlet 10-1
C1

17 MAY 1985

Organization and Functions
ORGANIZATION AND FUNCTIONS MANUAL

1. Make the following changes to the pamphlet:

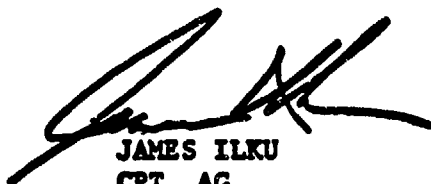| Remove Pages	Insert Pages
13 thru 16	13 thru 16
27 thru 32	27 thru 32

2. File this change sheet with the publication for reference purposes.

(IAEA-RM)

FOR THE COMMANDER:

JAMES ILKU
CPT, AG
Adjutant

DISTRIBUTION:

F

S123979¼

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* USAFSA Pam 10-1

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIELD STATION AUGSBURG
APO New York 09458

USAFSA Pamphlet
No. 10-1

2 3 APR 1985

Organization and Functions
ORGANIZATION AND FUNCTIONS MANUAL

* This pamphlet supersedes USAFSA Pam 10-1, 3 May 83

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SPT BN	1ST OPS BN	2ND OPS BN	3RD OPS BN	USAISC/ COMMEL
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SVC CO	OPNS CO A	OPNS CO A	OPNS CO A	
S&M CO	DET ATHENS	OPNS CO B	SCHLESWIG	

(U) Figure 1. Organizational Chart, USAFS Augsburg

SECTION I

GENERAL

1. (U) PURPOSE. This pamphlet outlines the organizational structure of this Command and assigns responsibilities and missions/functions of the various staff elements and subordinate commands.

2. (U) TERMS OF REFERENCE. Use of standardized terminology is essential to control mission assignments and to prevent duplication or overlap of responsibilities and functions. The terms in AR 310-25 will be used in statements of responsibility and functions whenever possible.

3. (U) AMENDMENTS AND REVISIONS. Necessary changes to this pamphlet will be published as page changes or complete revisions. All changes will be effective immediately upon receipt and superseded pages or the entire pamphlet will be destroyed in accordance with AR 380-5, when applicable. Proposed changes will be submitted to the Resource Management Office (RMO), ATTN: IAEA-RM, by DF. The DF will include justification for the change, evidence of authority for assuming additional responsibilities or deleting existing responsibilities, and a statement as to the impact on manpower and funding requirements. Changes will be prepared in the format and style of this manual. In addition, a proposed TDA change will be included when the requested change impacts on the TDA.

4. (U) RESPONSIBILITIES.

    a. (U) Staff elements and subordinate commands are responsible for the accuracy and prompt submission of changes to their organizational structure and mission/functions statements.

    b. (U) The RMO, this headquarters, is responsible for the approval, coordination and monitoring of all changes submitted and for maintaining this pamphlet in a current status.

5. (U) FORMAT. This pamphlet will consist of the following:

    a. (U) An organization chart of the command structure.

    b. (U) Staff element organizational charts (where applicable).

    c. (U) Broad mission and responsibility statements of the Command and individual staff elements/subordinate commands.

    d. (U) Unique functions of the Command Section, staff elements and subordinate commands.

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SECTION II

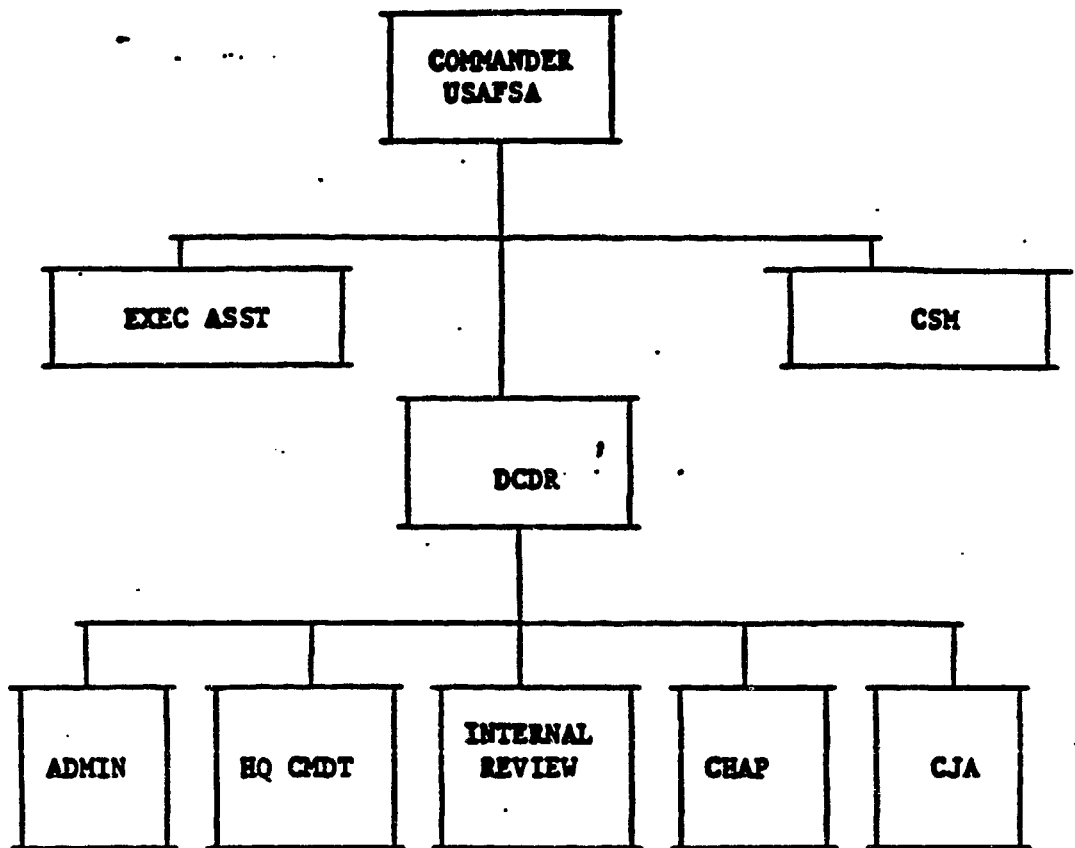### HEADQUARTERS SECTION

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(U)   Figure 2. Organizational Chart, Command Section

1.   COMMANDER:

███

b. ███

   c. (U) Performs administrative, intelligence, operational, legal and
logistical functions necessary to operate the Field Station and to support
assigned and tenant personnel.

   d. (U) Is the Installation Coordinator for Gablingen and Sheridan Kasernes
as well as the Area Coordinator for the West Cramerton Housing Area.

2. (U) DEPUTY COMMANDER:

 a. (U) Acts for the Commander in his absence.

 b. (U) Supervises the primary and special staff, the Field Station Executive Assistant, the Internal Review Auditor, and the four Battalion Commanders.

 c. (U) Acts as the Commander's representative at meetings, when so designated.

 d. (U) Promulgates policy for the operation of the Field Station Staff.

 e. (U) Serves as Chairman of the Program Budget Advisory Committee (PBAC).

 f. (U) Serves as the Deputy Installation Coordinator (DIC) for Sheridan and Gablingen Kasernes as well as Deputy Area Coordinator for West Cramerton Housing Area.

3. (U) EXECUTIVE ASSISTANT:

 a. (U) Manages Office of the Commander to include coordination of suspense dates.

 b. (U) Reviews staff actions for compliance with established policies and staff procedures.

 c. (U) Receives decisions and direction from the Commander and ensures all published instructions are IAW policies and plans.

 d. (U) Coordinates activities for distinguished visitors and selected semiofficial functions for the Commander.

 e. (U) Reviews all incoming and outgoing correspondence within the Command Group to ensure proper format, routing and compliance with administrative procedures and requirements.

 f. (U) Completes special projects and other functions as required.

4. (U) COMMAND SERGEANT MAJOR:

 a. (U) Serves as a personal advisor and assistant to the Commander on those matters pertaining primarily to enlisted personnel, including but not limited to morale, welfare, customs and courtesies of the service, enlistment and reenlistment, discipline, training, evaluation, assignments, and promotion.

 b. (U) Serves as a point of contact for Sergeants Major of subordinate units in matters pertaining to enlisted personnel.

 c. (U) Represents the enlisted personnel of this command at ceremonies and unofficial social activities, as appropriate.

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d. (U) Accompanies the Commander or Deputy Commander on visits to subordinate units when the presence of the Sergeant Major is deemed appropriate.

e. (U) Conducts periodic briefings for noncommissioned officers' conferences conducted by this headquarters and by subordinate units when requested by the unit commander.

f. (U) Monitors the battalions' E5/E6 Promotion Selection Board and other boards as appropriate.

g. (U) Responsible for the NCO Professional Development Program and has direct responsibility for the Noncommissioned Officer Development Course (NCODC).

h. (U) Works through staff NCOs in matters pertaining to enlisted personnel.

i. (U) Performs other assignments as directed by the Commander.

5. (U) **CHAPLAIN**:

a. (U) Advises the Commander on all matters pertaining to either religion, morals and morale as affected by religion.

b. (U) Develops plans and policies for the command-wide chaplain activities within the policies of the Department of the Army and the Field Station Command

c. (U) Coordinates religious coverage for all personnel and their family members within the Command.

d. (U) Supervises and conducts appropriate religious services and observances.

e. (U) Provides pastoral care and counseling to military personnel and their family members.

6. (U) **COMMAND JUDGE ADVOCATE**:

a. (U) Acts as the personal advisor to the Commander on all legal matters.

b. (U) Supervises the administration of military justice within the Command.

c. (U) Prepares opinions on questions of law pertaining to personnel actions, civil/military jurisdiction, contracts and other administrative instruments having legal implications.,

d. (U) Prepares opinions on questions of law pertaining to the status of NATO Forces in the Federal Republic of Germany.

e. (U) Furnishes legal assistance and advice to military personnel assigned to the Command and their family members.

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7. (U) HEADQUARTERS COMMANDANT:

a. (U) Advises and assists the Command Section, staff elements and subordinate commanders on all Headquarters Commandant matters.

b. (U) Performs duties as an administrative assistant to the Command Section on special projects, as required.

c. (U) Arranges air or rail transportation and billeting enroute for the Commander and Chiefs of Staff Divisions from this Headquarters performing temporary duty (TDY).

d. (U) Provides visitors to the headquarters with the following services:

(1) (U) Makes local billeting arrangements.

(2) (C) ███

(3) (U) Provides local transportation by military sedan dependent upon the availability of drivers and vehicles.

(4) (U) Arranges air or rail transportation and billeting enroute to the next designation for departing visitors.

e (U) Advises the Commander and Chiefs of Staff Divisions on protocol matters.

8. (U) INTERNAL REVIEW AUDITOR:

a. (U) Reviews command programs, policies and procedures to ensure proper internal control systems are in place to prevent fraud, waste and abuse of government resources.

b. (U) Inspects institutions within the Command to ensure that the leadership has an internal control review element at command and staff level.

9. (U) ADMINISTRATION FOR COMMAND SECTION:

a. (U) Receives and distributes correspondence.

b. (U) Maintains files.

c. (U) Types drafts and final copies of all correspondence.

d. (U) Greets visitors.

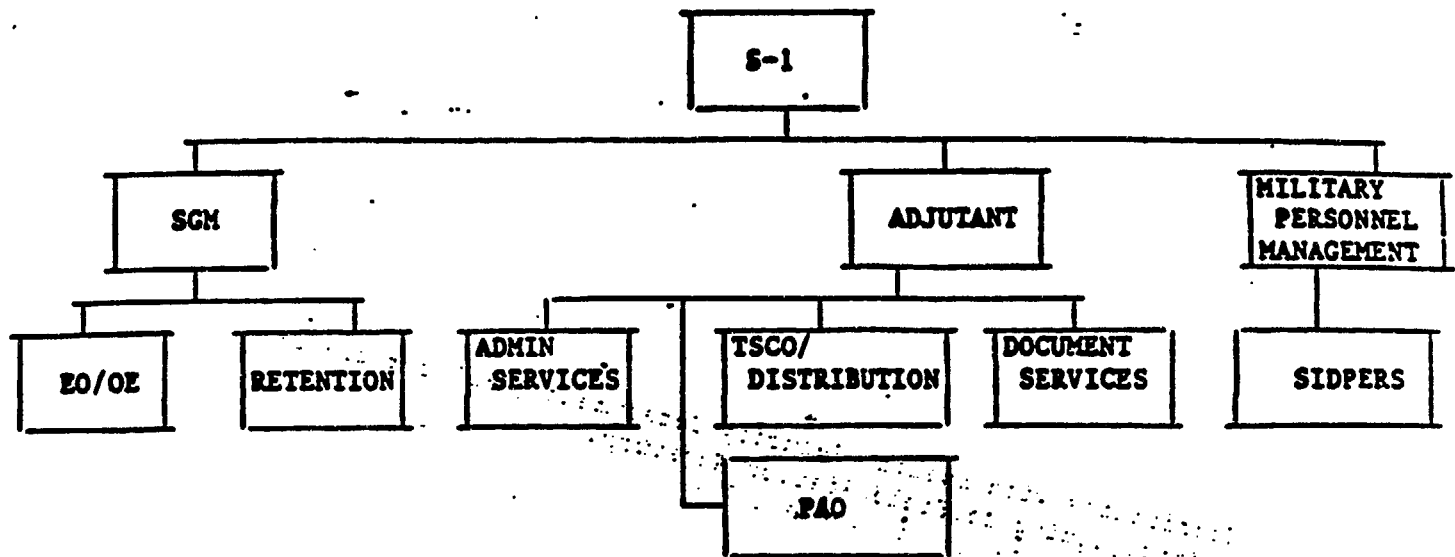e. (U) Makes appointments for the Commander and Deputy Commander.

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SECTION III

STAFF ELEMENTS/SUBORDINATE COMMANDS (U)

(U) Figure 3. Organizational Chart, S-1

1. (U) **S-1.** The S-1 is the principal staff assistant to the Commander in matters pertaining to the procurement and management of military and civilian personnel (less management of DOD/Contract Civilians), discipline, morale and welfare, equal opportunity/organizational effectiveness, public affairs, command information, audio visual, INSCOM-Europe SIDPERS and administrative services. The S-1 assists and advises the Command on, and exercises staff supervision over, the performance of personnel and administrative support functions throughout the command. The specific functions of the S-1 are as follows:

a. (U) SERGEANT MAJOR:

    (1) (U) Assists the S-1 officer in the supervision and management of the S-1 office.

    (2) (U) Supervises the operation of the Command Retention Office.

    (3) (U) Supervises the operation of the Command Equal Opportunity/ Organizational Effectiveness Office.

    (4) (U) Assists the Adjutant in the execution of his duties.

    (5) (U) Advises the Command on S-1/ personnel matters.

b. (U) EQUAL OPPORTUNITY/ORGANIZATIONAL EFFECTIVENESS OFFICE:

(1) (U) Provides human relations education training to assigned personnel and monitors the HR/EO program of subordinate commands.

(2) (U) Develops positive standards and programs that will achieve equal treatment for all personnel assigned.

(3) (U) Monitors the Field Station Affirmative Actions Program.

(4) (U) Receives and inquires into complaints of discrimination.

(5) (U) Acts as special staff office for the Field Station Commander for Organizational Effectiveness initiatives.

(6) (U) Provides management consulting expertise to improve the functioning of systems that cross organizational boundaries.

(7) (U) Serves as the focal point for high performance initiatives.

(8) (U) Assists in the clarification of organizational goals, missions, and performance objectives.

(9) (U) Assists in planning and conducting conferences.

(10) (U) Assists in the improvement of resource allocation procedures.

(11) (U) Implements/coordinates and evaluates the "I Will" process.

(12) (U) Provides expertise on managing and implementing major organizational changes.

(13) (U) Provides expertise on organizational design.

c. (U) RETENTION OFFICE:

(1) (U) Advises and assists the Command on all matters pertaining to the Army Retention Program.

(2) (U) Administers the Command Retention Program.

(3) (U) Provides career counseling to all military personnel.

d. (U) ADJUTANT BRANCH:

(1) (U) Performs all Adjutant functions for the Command.

(2) (U) Reviews and authenticates all official outgoing correspondence prior to release.

(3) (U) Coordinates and administers the tasking of officers for additional duties and appoints members to courts and boards.

(4) (U) Administers and maintains duty rosters for Staff Duty Officer (SDO), additional duties and courts and boards.

(5) (U) Establishes and oversees the Command Safety Program.

(6) (U) Directs, appoints and oversees final review of Line of Duty (LOD) investigations.

e. (U) ADMIN SERVICES BRANCH:

(1) (U) Administers the Command's Publication and Correspondence Management Programs.

(2) (U) Administers the Command Records and Forms Management Program.

(3) (U) In conjunction with the Civilian Personnel Office, administers the Army Incentive Awards Program.

(4) (U) Administers the Military Awards and Decorations Program.

(5) (U) Administers the Morale and Welfare Program for the Command.

(6) (U) Maintains the Command Publications and Reference Library.

(7) (U) Oversees and manages the command Office Management and Military Correspondence Programs

(8) (U) Prepares a Command Weekly Bulletin.

(9) (U) Prepares and updates Key Personnel Roster.

(10) (U) Administers and maintains congressional correspondence.

(11) (U) Administers and maintains chapter discharges.

(12) (U) Administers and maintains office copy equipment and contracts.

(13) (U) Administers and mainitains word processing equipment and contracts for the Field Station.

f. (U) TSCO/DISTRIBUTION CENTER:

(1) (U) Operates a Command Message Distribution Control Center (CMDCC).

(2) (U) Operates the Top Secret Control Office (TSCO) and (ARFCOS) service station for all units within a 45 mile radius.

(3) (U) Prepares the Command and Staff Daily Read File.

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(4) (U) Operates a daily courier service to and from all Augsburg Kasernes for mail and distribution.

g. (U) <u>DOCUMENT SERVICES BRANCH</u>: The Document Services Branch operates multilith reproduction services.

h. (U) <u>PUBLIC AFFAIRS OFFICE</u>:

(1) (U) Develops and administers Public Affairs and Command Information Programs.

(2) (U) Publishes the command newspaper, <u>Augsburg Profile</u>.

(3) (U) Coordinates the collection and submission of material for publication in the <u>INSCOM Journal</u> and other media publications.

(4) (U) Administers the Berlin Orientation Tour Program.

(5) (U) Monitors the command Hometown News Release Program.

i. (U) <u>MILITARY PERSONNEL MANAGEMENT BRANCH</u>:

(1) (U) Directs the assignment and utilization of military personnel within the Command in coordination with other command and staff elements.

(2) (U) Maintains personnel strength figures and submits required strength reports. Acts for the commander on matters relating to personnel strength accounting.

(3) (U) Prepares and submits requisitions for personnel authorized within the Command.

(4) (U) Supervises the Standard Installation Division Personnel System (SIDPERS) within the INSCOM Europe database.

(5) (U) Monitors personnel actions submitted by military personnel assigned, attached or supported by the Command.

(6) (U) Administers the Command Sponsorship Program.

(7) (U) Oversees the Warrant Officer and Officer Candidate School (OCS Programs).

(8) (U) Monitors the Command promotion system.

(9) (U) Monitors the submission of OER's/EER's.

(10) (U) Monitors the Weight Control Program within the Command.

(11) (U) Administers the Civilian Personnel Program (less management of DOD/Contract Civilians)

j. (U) <u>SIDPERS</u>:

    (1) (U) Maintains the INSCOM-Europe SIDPERS database.

    (2) (U) Conducts SIDPERS training programs.

    (3) (U) Reconciles the local database with that of DAs.

    (4) (U) Monitors, measures and reports performance of SIDPERS operations.

    (5) (U) Monitors all HQDA feedback and reconcile DA error notifications.

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j. (U) <u>SIDPERS</u>:

   (1) (U) Maintains the INSCOM-Europe SIDPERS database.

   (2) (U) Conducts SIDPERS training programs.

   (3) (U) Reconciles the local database with that of DAs.

   (4) (U) Monitors, measures and reports performance of SIDPERS operat-
ions.

   (5) (U) Monitors all HQDA feedback and reconcile DA error notifications.

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2. (U) S-2.

a. (U) The S-2 is the principal staff assistant in matters pertaining to security and counterintelligence. The S-2 assists and advises the Command and exercises staff supervision over USAFSA security activities and formulates policies, procedures, plans and directives in the counterintelligence and security field.

b. (U) The specific functions of the S-2 Office are as follows:

(1) (U) Personnel Security.

(a) (U) Verifies and validates security clearance status.

(b) (C) ██

(c) (U) Initiates request for Special Background and Periodic Reinvestigations.

(d) (U) Suspends access of assigned and attached personnel when warranted.

(e) (U) Conducts screening interviews of personnel in accordance with DA Circular 604-2.

(f) (U) Conducts preliminary inquiries of possible derogatory information involving attached and assigned personnel.

(g) (C) ██

(h) (U) Maintains personnel security files as appropriate.

(i) (U) Maintains liaison with other investigative agencies.

(2) (U) Physical Security.

(a) (U) Reviews building construction and proposed construction plans.

(b) (U) Recommends modification of existing facilities to meet security requirements.

(c) (U) Maintains physical security file and related paperwork.

(d) (U) Coordinates corrective action and responds to INSCOM CI and technical surveys and inspections

(e) (U) Publishes and maintains USAFSA Security SOP's and guidelines for security managers

(f) (U) Insures that appropriate regulations governing the use, storage and protection of arms, ammunition and explosives are practiced throughout the Command.

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(g) (U) Conducts and/or coordinates command-wide physical security inspections/visits as required to assist detachments in maintaining optimum security standards.

(h) (U) Coordinates with and assists Command Crime Prevention Officer on the Command-Wide Crime Prevention Program.

(3) (U) Counterintelligence (CI).

(a) (U) Conducts liaison with local national police forces.

(b) (U) Conducts CI inspections and visits, to include unannounced after duty hours inspections.

(c) (U) Coordinates local agency checks with the 66th MI Group, Military Police and CID.

(d) (U) Conducts or supervises preliminary investigations involving a possible compromise of classified information.

(e) (U) Submits reports of inspections to higher headquarters.

(f) (U) Coordinates and maintains liaison with 66th MI Group on security investigations.

(4) (U) Security Education.

(a) (U) Prepares basic lesson plans for security related training.

(b) (U) Monitors selected classes.

(c) (U) Submits required reports to HQ, INSCOM.
(c)
(d)

(4) (U) Information Security.

(a) (U) Establishes and administers the USAFSA Information Security Program.

(b) (U) Provides advice and assistance in the area of information security.

(c) (U) Provides guidance on classification of information.

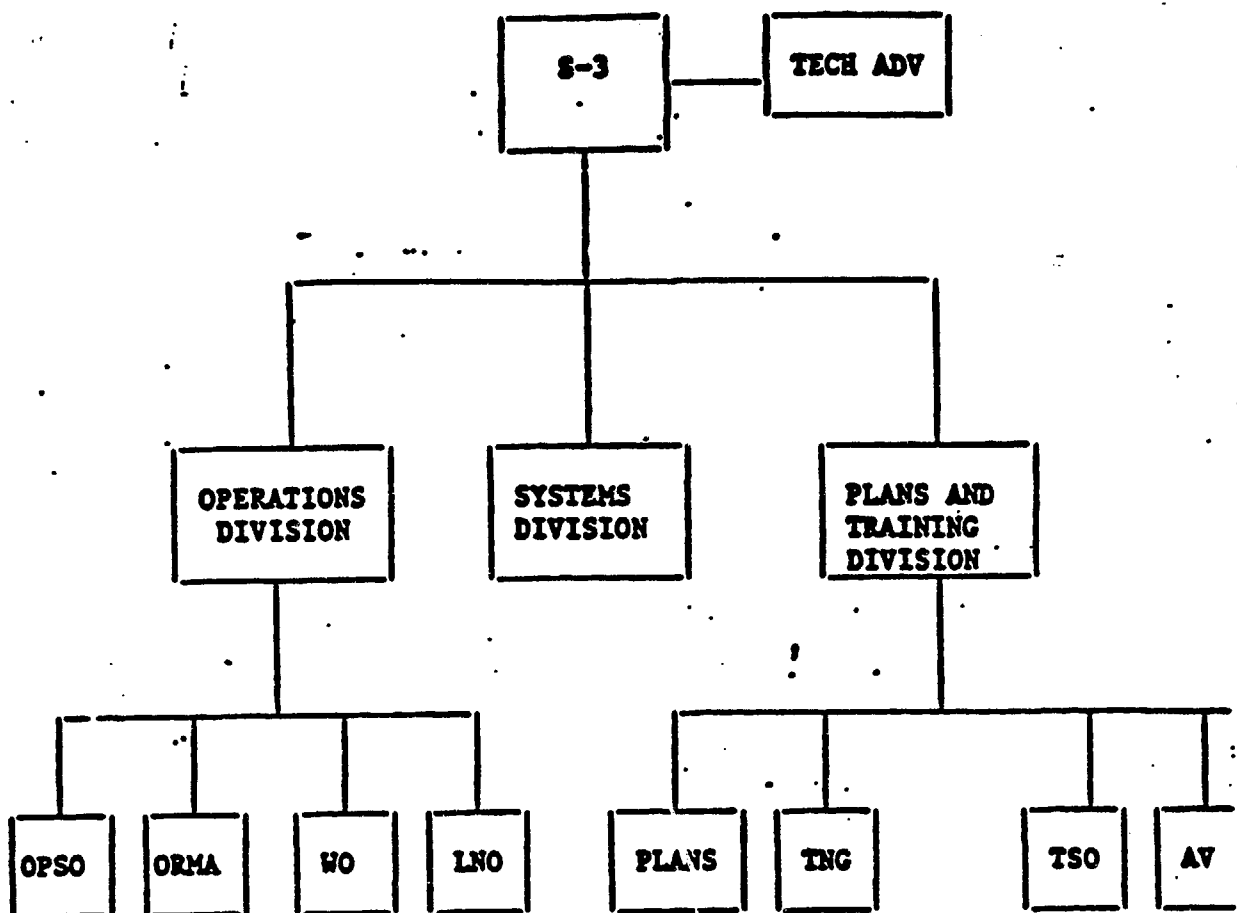(d) (U) Reviews award recommendations for appropriate classification and marking.

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(U) Figure 5. Organization Chart, S-3

3. (U) <u>S-3</u>. The S-3 is the principal staff assistant in matters pertaining to operations, project management, plans and training. The S3 assists and advises the command on, and exercises staff supervision over, the performance of all operational functions throughout the command;

Serves as the Field Station Commander's representative for operational coordination with other units; and monitors S-3 portion of the USAFSA Command Operating Budget.

   a. (U) <u>TECHNICAL ADVISOR</u>. Provides the S-3 with continuity of operations in regards to past, present and future mission trends. Suggests improvements to Field Station product reporting. Reviews out-of-station reports for updating operational information files. Maintains a working knowledge of Order of Battle, military tactics and military equipment in order to advise the S-3 on state-of-the-art methods of operation.

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b. (U) <u>OPERATIONS DIVISION</u>. The Operations Division Officer has supervisory responsibility for all actions of the Operations Office, Operations Resource Management Activity, Watch Office and Liaison Office.

c. (U) <u>OPERATIONS OFFICE</u>.

(1) Supervises performance of mission requirements of USAFSA and subordinate units as outlined in [redacted] HQ INSCOM Reg 525-5, and other assigned operational tasking and functions as the focal point for the control and management of the operational mission of USAFSA.

(2) (U) Establishes operational policy for USAFSA.

(3) (U) Determines, plans and implements steps for the continued optimization of USAFSA operations.

(4) (U) Keeps the S3 informed of all aspects of USAFSA operations.

(5) (U) Provides command representation to cryptologic and associated conferences and meetings as directed.

(6) [redacted]

(7) (U) Maintains constant awareness of the performance status of the operational mission and provides quality control, technical assistance and, when necessary, overriding operational control of operational battalions.

(8) Supervises special projects and field testing [redacted] assigns and controls special mission requirements received from authorized sources.

(9) Coordinates with civilian agencies, military entities and staff on matters related to activity, equipment, requirements, and reporting.

(10) (U) In coordination with staff elements, ensures that necessary personnel and equipment are available for effective and efficient mission accomplishment.

(11) (U) Supervises the activities of the Operations Resource Management Activity (ORMA) and the Watch Office.

(12) (U) Controls and administers the operational liaison and exchange program between USAFSA and the 13th Signal Regiment, British Army of the Rhine.

(13) [redacted]

(14) ████████████████████████

(15) (U) Develops input to The INSCOM Plan.

(16) (U) Identifies the need for systems concept papers.

(17) (U) Coordinates with Systems as installation of new systems progress.

d. (U) **OPERATIONS RESOURCE MANAGEMENT ACTIVITY (ORMA).**

(1) ████████████████████████

(2) ████████████████████████

(3) ████████████████████████

(4) (U) Prepares and publishes procedures to be used by operational elements in accomplishing the mission.

(5) (U) Collects data, analyzes and evaluates station performance, provides feedback to the battalion S-3 offices, and directs corrective action or adjustments where required, as outlined in Appendix C, USAINSCOM Reg 525-5.

(6) ████████████████████████

(7) ████████████████████████

(8) (U) Serves as the Configuration Manager for the S-3 on all matters pertaining to the allocation of space and equipment within Building.

1801 and is a primary member of the Configuration Control Panel

(9) (U) Coordinates the implementation of new methods, procedures and techniques developed within the cryptologic community and selected for implementation at USAFSA.

(10) ████████████████████████

(11) ████████████████████████

(12) (U) Keeps the Operations Officer advised of all operational matters.

(13) (U) Approves scheduled outages for operational systems.

(14) ████████████████████████

(u)

(15) Effects coordination with S-A Division Configuration Management on all matters pertaining to reconfiguration of positions and ensures that appropriate action is taken.

(16) ████████████████████████

(17) (U) Ensures that all NSA and INSCOM directives pertaining to ORMA activities are met.

(18) ████████████████████████

(19) (U) Supervises the activities of the Consolidated Intelligence Library (CIL).

(20) (U) Issues Resource Status Reports (RSR) when required by current directives.

(U) WATCH OFFICE.

(1) ████████████████████████

(2) ████████████████████████

(3) (U) Operates the Watch Office and related communications

equipment.

(4) (U) Exercises final authority on all operational mission adjustments during other than normal duty hours.

(5) (U) Provides emergency notification to appropriate staff elements or personnel as directed or as appears necessary.

(6) (U) ████████████████████████████████████

(7) (U) Maintains a running log of events in the Watch Office to include messages released and system outages.

(8) (U) Prepares a daily operational briefing.

(9) (U) ████████████████████████████████████

(10) (U) Implements Control Messages which are effective during swings, mids, weekends and holidays.

(11) (U) ████████████████████████████████████

(12) (U) ████████████████████████████████████

(13) (U) Informs the ORMA of all changes in capabilities of positions or facilities.

(14) (U) Coordinates message distribution during other than normal duty hours to ensure that proper distribution to an action office has been made on all messages in daily read files.

(15) (U) Trains and supervises the Emergency Reaction Force (ERF).

(16) (U) Supervises maintenance and appearance of the working environment during other than normal duty hours.

f. (U) LIAISON OFFICE. (Located with 13th Signal Regiment, British Army of the Rhine).

(1) (U) Keeps the Operations Division of USAFSA informed of all activities involving operational matters which are of mutual interest to USAFSA and the 13th Signal Regiment.

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(2). (U) Keeps the Operations Officer at the 13th Signal Regiment advised of procedures and techniques employed by USAFSA in the production and dissemination of reports.

(3) (U) Keeps the Assistant Operations Officer advised of all necessary administrative and support requirements.

8 (U) SYSTEMS DIVISION. The Systems Division Chief has supervisory responsibility for all actions within the division. Specific functions are as follows:

(1) (U) Serves as the single point of contact for all special projects affecting USAFSA operations, as assigned by the S-3.

(2) ██

(3) (U) Develops and/or directs On Site User Tests (OSUT) on installed systems as directed by higher headquarters, monitors conduct of tests, and, as test director, publishes the final test report.

(4) (U) Develops and maintains the USAFSA Appendix to The INSCOM Plan (TIP) and coordinates USAFSA input to the Commander's Needs Letter (CNL).

(5) (U) Conducts studies to develop input for systems concept papers on systems which will enhance performance of the current mission or will allow performance of a projected mission.

(6) ██

(7) (U) Serves as the Office of Primary Interest (OPI) for ADP interface to include, but not limited to, functional performance analysis and forecasting of future software operations support programs, coordinates with Operations Division for validation of operational requirements for data processing support, provides DPD with prioritized user requirements and specifications for data processing support to operations, and conducts follow-up on those requirements.

(8) (U) Develops and maintains an up-to-date reference library of system user manuals and system operations manuals on all systems impacting on USAFSA to include computerized and mission systems, excluding ADP systems for both hardware and software which are maintained by Systems Engineering Division (SED) and DPD.

(9) (U) In conjunction with ORMA, coordinates the scheduling of all

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preplanned systems outages required for installation and testing of system modifications and replacements.

(10) (U) Project Management. Serves as USAFSA Projects Management Office.

(11) (U) Keeps Operations Division informed of all new systems being installed or planned for installation at USAFSA.

h. (U) PLANS AND TRAINING DIVISION (P&T). The P&T Division Officer is responsible for all actions of the Plans, Training, Training Support and Audio Visual branches. Specific functions of the branches are as follows:

i. (U) PLANS BRANCH.

(1) (U) Develops, coordinates and supervises the preparation and implementation of the USAFSA Contingency Plans.

(2) (U) Reviews plans of supported units to ensure that realistic support has been incorporated from INSCOM and conversely that planning actions of supporting non-INSCOM units are operationally feasible, sound and realistic.

(3) (U) Reviews and monitors planning action of subordinate units to ensure adequacy, accuracy and feasibility.

(4) (U) Supervises and controls the USAFSA alert and readiness systems.

(5) (U) Supervises USAFSA subordinate units in compliance with the Noncombatant Evacuation Order (NEO).

(6) (U) Serves as the control office for NATO classified material.

(7) (U) Serves as the point of contact with USAFSA for OPSEC matters.

(8) (U) Supervises and coordinates the preparation of the USAFSA Historical Report.

j. (U) TRAINING BRANCH.

(1) (U) Coordinates with the Operations Division to remain aware of changes in operational techniques and mission which would require an update in training.

(2) (U) Acts as the point of contact between this command and other units on all matters concerning training.

(3) (C) Serves as proponent for the comprehensive training program of USAFSA operational personnel, to include conduct of Initial Training Phase instruction for incoming USAFSA and ███████████████ and coordination of further operations technical training.

(4) (U) Schedules Officer/Warrant Officer monthly training day programs. Assists the Field Station Command Sergeant Major in the operation of the Non-commissioned Officers Development Course. Monitors all professionalization training within the Field Station and its subordinate commands.

(5) (U) Conducts specialized ADP training courses for the centralization of operational standards regarding ADP procedures and hardware systems.

(6) (U) Administers the Athletic and Recreation Programs for Field Station Augsburg. Assigns, as additional duty, one officer as Field Station A&R Officer for supervision of seasonal sports activities in conjunction with the Augsburg Community Sports Office.

(7) (U) Coordinates and plans Tactical Intelligence Readiness Training (REDTRAIN) with other INSCOM and DOD tactical units..

(8) (U) Monitors support MOS training activities of the Command.

(9) (U) Monitors conduct of common skills training.

(10) (U) Prepares command training guidance and policy directives and monitors the training program of all subordinate units.

(11) (U) Determines and coordinates in-country and CONUS school requirements.

(12) (U) Procures and allocates U.S. Army Europe and Seventh Army School quotas for USAFSA and attached units and monitors the attendance of all USAFSA personnel at U.S. Army Europe and other command's schools.

(13) (U) Plans, supervises and maintains operational control of all P81 funding for Field Station Augsburg.

(14) (U) Monitors critical training indicators (PT, weapon qualification, NBC) as required by HQ, INSCOM.

(15) (U) Conducts training and NBC portions of command inspections.

(16) (U) Acquires VII Corps and local training areas for utilization during annual range fire, APRT and NBC training. Responsible for allocating proportionate utilization of training areas to the Field Station's four subordinate battalions.

(17) (U) Coordinates, monitors and assists the community education center on matters pertaining to civilian education programs available to soldiers of this command.

(18) (U) Provides the S4 staff with forecasts on ammunition requirements to meet annual range fire qualification of all Field Station personnel.

k. (U) TRAINING SUPPORT BRANCH. The Chief of Training Support Branch is also the USAFSA Training Standards Officer.

(1) (U) Training Standard Office.

(a) (U) Supervises the administration and operation of the Individual Training Evaluation Program (ITEP).

(b) (U) Acts as liaison between USAFSA and the Individual Training and Evaluation Directorate (ITED), Fort Eustis, Virginia on all matters pertaining to ITEP.

(c) (U) Monitors testing administered by battalions, forwards answer sheets to ITED and distributes SQT test materials.

(d) (U) Provides commanders, MOS managers and trainers with administrative guidance and requirements associated with the ITEP.

(2) (U) Learning Resource Center (LRC).

(a) (U) Maintains a complete library of training aids, publications, Training Extension Courses (TEC), language refresher courses, study areas and necessary equipment to complete study or training in Skill Qualification Test (SQT), MOS maintenance and general military subject areas.

(b) (U) Maintains and schedules USAFSA training rooms.

(3) (U) Conference Room Support Office.

(a) (U) Maintains and schedules station conference room.

(b) (U) Operates conference room audio/visual systems.

(c) (U) Manages station command briefer program to include the identification, selection and instruction of all briefers.

(d) (C) ██

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1. (U) AUDIO VISUAL.

     (1) (U) Provides for the production of all Audio Visual aids for the Field Station and subordinate units

     (2) (U) Responsible for the management and accountability of all property of the Consolidated Audio Visual Support Activity.

     (3) (U) Maintains control of the audio visual maintenance section and audio visual loan center.

     (4) (U) Operates a Class "C" photographic laboratory for mission related requirements.

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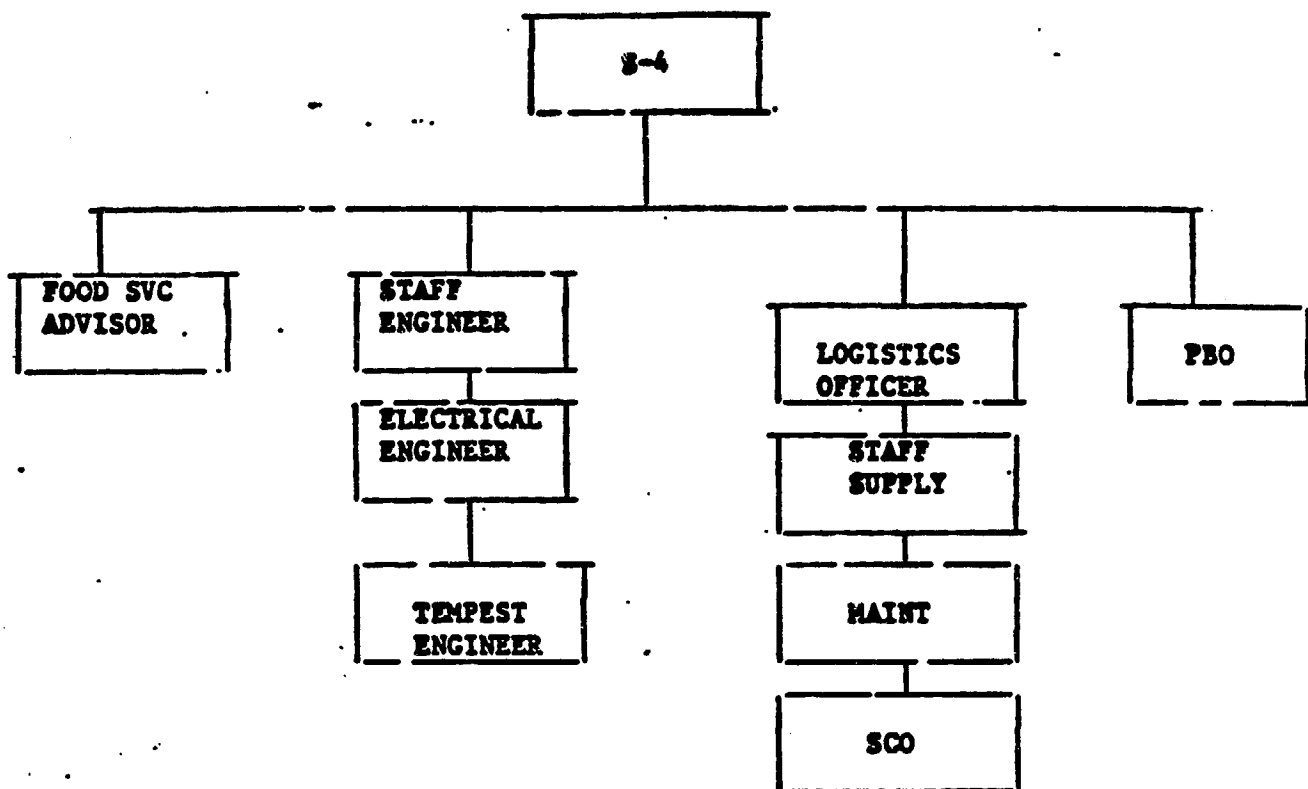
(U) Figure 6. Organizational Chart, S-4

4. (U) <u>S-4.</u> The S-4 is the principle staff assistant to the Commander in matters pertaining to supply, maintenance, transportation, food service, engineering, property accountability, configuration management and procurement. The S-4 assists and advises the Command on and exercises staff supervision over the performance of all logistical functions throughout the command. The S-4 performs the following specific functions:

Negotiates support agreements with tenant, host and third country organiza-tions. Reviews, formulates and/or coordinates logistical staff studies, fact sheets and reports between USAFSA and other activities. Executes the Installation Coordination duties of Gablingen Kaserne for the Commander. Appraises the commander regarding the Logistic Readiness Status of the Command. Maintains the Logistical Publications Library for USAFSA. Serves as the Contracting Officers Representative for Troubleshooter maintenance and engin-eering support contract and for the janitorial contract. Monitors logistics requirements, and recommends funds allocation to meet these requirements. Acts as President of the Configuration Control Panel (CCP).

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a. (U) FOOD SERVICE:

(1) (U) Assists and advises the USAFSA Commander on all matters pertaining to the Army Food Service Program.

(2) (U) Conducts announced and unannounced food service visits to all dining facilities within this command to insure nutritious, adequate and palatable food is served.

(3) (U) Monitors all equipment requisitions relating to food service equipment.

(4) (U) Disseminates information to subordinate commanders concerning food service.

(5) (U) Monitors the assignment of food service personnel.

(6) (U) Provides food service assistance to other European field stations as required.

b. (U) STAFF ENGINEER:

(1) (U) Reviews, coordinates and prepares documentation for Military Construction, Army (MCA) projects and its associated remote sites.

(2) (U) Establishes the short, intermediate and long range (7 year) plans for MCA construction projects (over $100,000) in the theater for USAFSA. After a project has been approved, reviews preliminary and final designs, monitors construction to insure compliance with using agency criteria, and coordinates with European Division Engineers (EUD).

(3) (U) Reviews and approves O&MA projects within delegated authority of the Commander.

(4) (U) Coordinates with USAREUR and Federal Republic of Germany (FRG) on real estate acquisition and disposal.

(5) (U) Coordinates, monitors and provides liaison with European Division Engineers (EUD), Resident Engineers and local Facilities Engineers for all USAFSA construction and facilities engineering projects to include the maintenance of real property at all LFV sites and USAFSA detachments.

(6) (U) Provides assistance to special projects not initiated by HQ, USAFSA.

(7) (U) Developes and oversees USAFSA programs for fire prevention, energy conservation and pollution control.

(8) (U) Supervises the cleared Facility Engineers (FE) personnel.

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(9) (U) Serves as contracting officer's representative (COR) for the maintenance and engineering support contracts.

c. (U) ELECTRICAL ENGINEER:

(1) Plans and coordinates all maintenance and engineering support requirements for electronic projects/systems from other commands or agencies.

(2) (U) Provides guidance and/or supervision of implementation plans and installation of short lead time requirements.

(3) (U) Evaluates effectiveness of operational positions and antennas by supervising and conducting on-site tests and analysis plus making recommendations for improvements.

(4) (U) Provides technical advice in the field of operations, utilization of equipment and exploitation in new areas of interest.

(5) (U) Reviews and studies advances in the state-of-the-art of equipment/systems for application to current and future INSCOM operational needs.

(6) ████████████████████████████████

(7) (U) Monitors and provides staff supervision over USAFSA power to include the Uninterruptable Power System (UPS).

(8) (U) Makes periodic visits to subordinate units to review, survey, evaluate and discuss operational and technical problem areas encountered by the European INSCOM facilities as well as to accomplish any corrective action required or appropriate.

(9) (U) Performs liaison visits, as required, to other commands/agencies of the US Government and other friendly countries to develop installation plans and resolve mutual problem areas.

(10) (U) Plans, devises, develops and/or recommends changes and modifications to existing equipment/systems/techniques for acquiring and processing signals of interest.

(11) (U) Coordinates all Electro Magnetic Interference (EMI) action among in-house activities and represents FSA in dealing with other agencies in resolving EMI problems.

(12) (U) Serves as technical project officer for systems to be installed at USAFSA to ensure optimum compatibility, operability, reliability and supportability, and to ensure that proper installation practices are followed.

d. (U) TEMPEST ENGINEER.

(1) (U) Advises the Commander on all matters pertaining to TEMPEST criteria.

(2) (U) Reviews planned installations and modifications to ensure TEMPEST control features are incorporated into the design and installation of all new systems introduced to FSA. USAFSA Pam 10-1

e. LOGISTICS OFFICER:

(1) (U) Assists the S4 in carrying out his duties in the area of supply, maintenance, transportation, and procurement.

(2) (U) Monitors the contract for bus transportation of USAFSA personnel from Augsburg to Gablingen Kaserne.

(3) (U) Monitors, reviews and coordinates staffing and updating of Intra Service Support Agreement (ISSAs) and MOUs pertaining to USAFSA.

(4) (U) Provides the logistics annexes for the USAFSA BEP and OPS Plan.

(5) (U) Supervises supply and maintenance staff.

(6) (U) Reviews Logistical Support Plan for installation of new mission equipment and upgrades to existing systems.

(7) (U) Coordinates disposition of dislocated equipment.

(8) (U) Allocates self service supply funds to USAFSA staff and selected units.

(9) (U) Allocates general supply funds to USAFSA staff and selected units.

(10) (U) Reviews all requirements for local purchase.

f. (U) STAFF SUPPLY:

(1) (U) Reviews and coordinates plans, studies and correspondence concerning supply support between USAFSA elements and other activities.

(2) (U) Reviews and processes all Reports of Survey, Inventory Adjustment Reports and other accountability actions deriving from the loss damage or destruction of government property.

(3) (U) Supervises the Command Supply Discipline Program and acts as the team chief for this program by visiting all elements of USAFSA at least once per year.

(4) (U) Performs supply inspections and visits, as required, on all USAFSA elements.

(5) (U) Reviews and edits all change submissions to the equipment portion of the USAFSA TDA to include the Supplement to Section III of the TDA.

g. (U) STAFF MAINTENANCE FUNCTIONS:

(1) (U) Formulates maintenance policy for the Commander, USAFSA

(2) (U) Assists in determining and evaluating maintenance training requirements for USAFSA.

(3) (U) Provides USAFSA with technical and/or maintenance advice and coordinates assistance as required.

(4) (U) Ensures that all maintenance is performed at the lowest category consistent with published maintenance doctrines.

(5) (U) Reviews requirements for additional tools and test equipment.

(6) (U) Monitors the calibration program.

(7) (U) Monitors safety needs and compliance with established safety requirements throughout maintenance facilities.

(8) (U) Reviews maintenance schedules to ensure equipment maintenance is being performed as required and to ensure that quality control is established by proper initial and final inspection during maintenance cycles.

(9) (U) Assists maintenance facilities in complying with the Army Maintenance Management System (IAW TM 38-750, and TM 738-750).

(10) (U) Performs maintenance inspections (CSMI) and visits, as required, on all elements assigned to USAFSA.

h. (U) SUPPLY COORDINATOR OFFICE (SCO):

(1) (U) Maintains hand receipt for all accountable equipment and operational equipment in the operational area of USAFSA.

(2) (U) Requisitions, picks up, and issues all mission essential supplies, operational and office equipment required to perform the mission of USAFSA.

(3) (U) Ensures all office equipment on the SCO hand receipt requiring repair is transported to the authorized maintenance facility, repaired, and returned to USAFSA for reissue.

(4) (U) Serves as the principle interface between the S-3 Systems, Configuration Management Office, the Property Book Office and USAFSA Supply Support Activity for insuring that the installation/deinstallation of operational systems is carried out in a timely fashion.

(5) (U) Develops, maintains and provides accountability for all new operational systems.

(6) (U) Has responsibility for the proper storage and accountability of all destruction devices for this brigade size unit.

i. (U) PROPERTY BOOK OFFICE (PBO):

(1) (U) Maintains property book accountability for all USAFSA property to include all property on loan or lease as required by appropriate regulations.

(2) (U) Operates the USAFSA Organizational Clothing and Equipment (OC&E) Issue Facility for all USAFSA personnel (assigned or attached).

(3) (U) Ensures that all hand receipts are reviewed and adjusted as required.

(4) (U) Ensures that a 100% property book inventory is conducted annually.
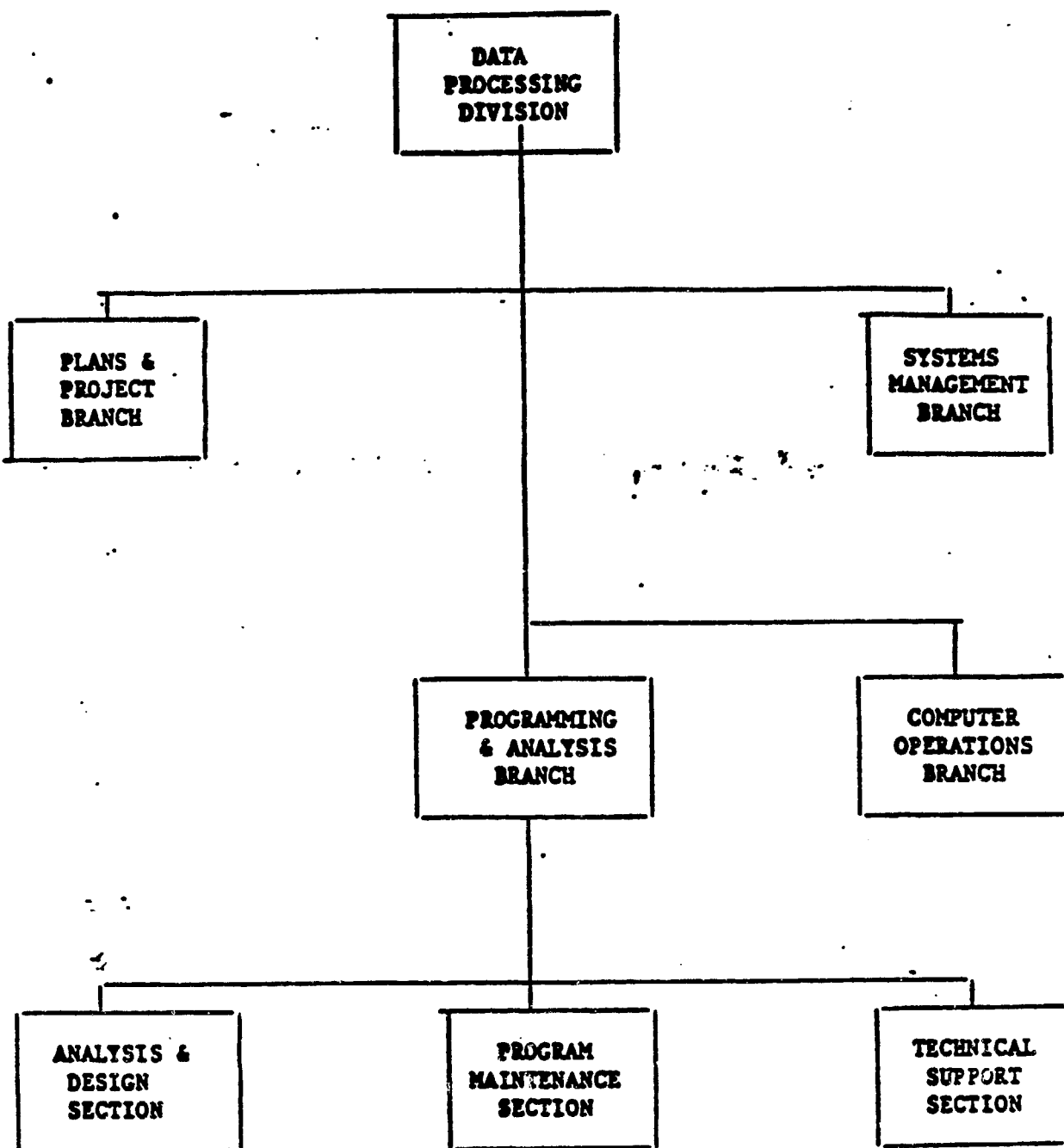
(5) (U) Maintains a current catalog system and ARMS files.

(6) (U) Advises the Commander in matters concerning property accountability and the operation of the Property Book and OC&E Issue Facility Sections.

(7) (U) Evacuates all excess and unserviceable property to its appropriate DSU for disposition.

(8) (U) Issues and accounts for Class III (POL) products and coupons.

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(U) Figure 7. Organization Chart, Data Processing Division

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5. (U) DATA PROCESSING DIVISION (DPD):

The Chief, DPD is the principle staff assistant to the Commander on all matters pertaining to operations, support, and policy for Automated Data Processing (ADP) systems and information processing systems, and serves as USAFSA Automation Management Officer, Information Resources Manager, Director of Information Management (DOIM) IAW draft AR 25-5 and ADP policy official IAW the Paperwork Reduction Act of 1980. The Chief, DPD serves as staff advisor for and exercises operational control over computer systems analysis, computer programming, computer operations, teleprocessing, data base administration, data administration and management, and terminal services. The DPD provides automated support to all elements of USAFSA, tenant cryptologic units, noncollocated INSCOM units, other intelligence organizations, and with the Commander's approval, the US Military Community Augsburg on a non-interference time available basis. The specific functional areas are as follows:

    (1) (C) Serves as the administrative and technical head of the operating DPI, ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ responsible for the fulfillment of all data processing functions performed, including systems analysis, programming, operations, maintenance, and training.

    (2) (U) Implements and is responsible for adherence to DOD, DA, INSCOM, and Command ADP regulations, policies and plans.

    (3) (U) Exercises control of all data processing within the Data Processing Installation (DPI); is responsible for the performance reliability, availability and maintenance of the ADP systems within the DPI.

    (4) (U) Establishes automation standards for automated systems support within the DPI, IAW DOD, DA, INSCOM, and Command regulations and policies.

    (5) (U) Assists staff and subordinate units of USAFSA and collocated cryptologic elements in the development of automation requirements within their areas of functional responsibility to meet current operational requirements.

    (6) (U) Conducts liaison and coordinates operational, administrative, and logistical automation requirements within USAFSA and with adjacent organizations of higher headquarters as appropriate.

    (7) (U) Monitors the performance of data processing functions and progress of data processing development planning.

    (8) (U) Ensures adherence to automation security regulations and policies.

    (9) (U) Responsible for designation of Contracting Officer's Representative for attached and assigned contractor personnel and ADP contracts.

    (10) (U) Holds hand receipt for DPI.

a. (U) PLANS AND PROJECT BRANCH (PPB):

(1) (U) Performs automation planning, requirements, and resource management functions.

(a) (U) Coordinates automation planning within Command and DPD policies and directives.

(b) (U) Develops and evaluates automatic data processing equipment and system's plans through liaison with functional staff elements, HQ INSCOM, and NSA, for both future and current systems.

(c) (U) Monitors requirements for and the use of data processing resources.

(d) (U) Reviews and recommends standards for ADPS implemented at USAFSA or acquired as packages from other commands, government agencies or commercial vendors.

(e) (U) Exercises automation equipment and software configuration management authority for automation systems located at USAFSA, and as delegated by HQ INSCOM, for ADPE and ADPS located elsewhere within INSCOM. Coordinates ADPE reconfiguration and installation with the Configuration Management Officer, and DCSAUT INSCOM or NSA as required.

(f) (U) Advises the Chief, DPD on all matters pertaining to automated systems.

(g) (U) Serves as special assistant to the Chief, DPD for interoperability of all automated systems throughout USAFSA.

(2) (U) Performs automation management and administrative function.

(a) (U) Develops and coordinates automation reporting requirements.

(b) (U) Serves as the Division clearing house for all outgoing reports such as Data Processing Outage Report, Equipment Inventory Report, and Software Inventory Report.

(c) (U) Assists the Chief, DPD in the conduct and evaluation of the semi-annual Data Processing Installation Management Review.

(d) (U) Assists the Chief, DPD in monitoring contractor activities to ensure fulfillment of contractural requirements, maintains contract files, provides reports as required covering contractor performance and activities and recommends and coordinates contract modifications to meet changing ADPE and ADPS requirements.

(e) (U) Provides guidance on ADP training for both military and civilian employees, and maintains DPD training resources.

(3) (U) Performs automation security functions.

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(a) (U) Supervises the activities of the ADPS Security Officer (ADPSSO) who manages the DPD's Security Programs and monitors automation security IAW DOD, INSCOM and Command regulations and policies.

(b) (U) Serves as a member of the Automated Security Advisory Group.

(c) (U) Prepares, submits, and updates the ADP Security Profile, ADP Security Accreditation Package, and USAFSA ADP Security Plan in cooperation with the S-2 and ASAG.

b. (U) SYSTEMS MANAGEMENT BRANCH (SMB):

(1) (U) Advises the Chief, DPD on all matters relating to systems programming operating systems development, equipment upgrades, and systems performance and evaluation.

(2) (U) Installs, implements and maintains all systems software for LA FINE WINE, (LFW), associated LA FINE WINE (LFW) subsystems, KALA, OCTOPUS, LE FAIRE VITE, (LFV) LE FOX PURPLE (LFPP), and other systems as directed

(3) (U) Investigates and evaluates the applicability, feasibility, and desirability of new or proposed hardware and software systems, to include advanced systems software features, program products and government sponsored systems

(4) (U) Monitors and supports implementation of new hardware features to include training of computer operations and programming personnel and end users.

(5) (U) Provides technical assistance to DPD programmers and end users.

(6) (U) Maintains and establishes policy guidance for, and monitors utilization of, direct access storage space, other ADP equipment resources, and peripheral devices including local and remote terminals.

(7) (U) Develops, implements and maintains local generalized software utilities for USAFSA unique requirements.

(8) (U) Develops and maintains modifications to vendor supplied operating systems software for USAFSA unique requirements.

(9) (U) Develops and maintains teleprocessing links with external and internal USAFSA computer subscribers and is responsible for the networking of computer systems within USAFSA. Coordinates teleprocessing requirements and telecommunication resource utilization with the USAIFS command.

(10) (U) Performs capacity management and monitors system performance of LA FINE WINE, KALA, and other systems as directed, and makes changes to effect performance improvements.

(11) (U) Maintains the ADP systems technical library for USAFSA.

(12) (U) Performs ADP Security GENS for LFW/KALA, LFPP.

(13) (U) Performs Build Process implementation for LFW/KALA.

(14) (U) Performs IMS Generation and Security GENS for production and test environment.

(15) (U) Serves as ACOR for KALA/LFW and LFPP contracts.

c. PROGRAMMING AND ANALYSIS BRANCH (PAB):

(1) (U) Provides systems analysis, computer programming, and related project support services to support command, staff, and operational elements of USAFSA and co-located units. Responsible for all development, programming, implementation, and maintenance of ADP application software for USAFSA.

(2) (U) Advises the Chief, DPD on all matters pertaining to applications software, database administration, and software engineering.

(3) (U) Serves as technical and administrative head for the conduct of applications systems analysis, computer programming, and associated technical and project management support for KALA, LA FINE WINE, SIDPERS, and other systems as directed. Responsible for the functional performance of the Analysis and Design Section (ADS) and Information Center (IC) functions, the Programming and Maintenance Section (PMS), the Technical Support Section (TSS), and Database Administrator (DBA) functions.

(4) (U) Serves as the Contracting Officer Representative (COR) for contracted programming, systems, and software services. Tasks contractor, IAW the terms of the contract, with systems development, maintenance, programming, and software engineering tasks in support of USAFSA.

(5) (U) Maintains a state-of-the-art awareness of systems development and maintenance techniques, software engineering, and current and potential USAFSA applications.

(6) (U) Develops and maintains a training development program which ensures the technical proficiency and professional development of PAB personnel through the maximum utilization of available resources (VAI, ISP, CATC, colleges, etc).

(7) (U) Develops policy and standards for programming and systems development within USAFSA. Coordinates standards with NSA, INSCOM, HQDA, and NBS as necessary. Serves as USAFSA point of contact for DOD and DA ADP and related standardization programs.

(8) (U) Database Administrator functions.

(a) (U) Advises the Division Chief, Branch Chiefs, and others on all matters relating to Database Management Systems (DBMS) on the IBM computer systems (KALA and LFW).

(b) (U) Establishes, administers and maintains automated databases.

(c) (U) Develops and provides standards for database development and usage. Develops data and database designs, models, and specifications for application software use.

(d) (U) Maintains documentation on all automated databases.

(e) (U) Coordinates with database application developers for design, development and loading considerations.

(f) (U) Designs and administers database backup and recovery procedures.

(g) (U) Maintains a state-of-the-art awareness of DBMS products and techniques.

(h) (U) Maintains automated dictionary (when available) for all data elements, databases, and information requirements in USAFSA.

(i) (U) Develops and coordinates data, data element, and database standards for USAFSA. Coordinates standards with NSA, INSCOM, HQDA, and NBS as necessary.

(j) (U) Serves as data administrator/manager for USAFSA.

(k) (U) Responsible for information resource management within USAFSA.

(l) (U) Responsible for technical aspects of database, file, user environment, and library management and allocation within PAB.

(m) (U) Participates with users, mission specialists, contractors, and other non-DBA ADP specialists in multidisciplinary design, development, and project teams for major new development projects, as required.

d. (U) ANALYSIS AND DESIGN SECTION (ADS) AND INFORMATION CENTER (IC):

(1) (U) Operates an Information Center (IC) providing to ADP users the facilities and techniques as tools to solve problems and support their local end-user non-production operation. It provides user-oriented ADP software tools; consulting services, advice, and assistance; and selected hardware facilities to end-users doing end-user computing.

(2) (U) Provides on-the-spot assistance to ADP users when possible, and serves as a singe point of contact for ADP software questions and user assistance.

(3) (U) Educates ADP users so they can make better use of existing software products.

(4) (U) Assists users in developing non-production software when they desire to do so.

(5) (U) Provides user oriented ADP software tools, consulting services, advice, instruction and selected hardware facilities to end users.

(6) (U) Guides and assists users in central ADP file usage.

(7) (U) Maintains a library of all programming languages, executive software, program products, system unique utilities and multi-use programs.

(8) (U) Guides and assists users in the operation and utilization of micro-computers and virtual machines (VM/370).

(9) (U) Provides a user-oriented brief which explains how DPD can assist in mission accomplishment through automation.

(10) (U) Operates on a time schedule which allows every shift in each section of USAFSA access to the IC services.

(11) (U) Conducts feasibility, applicability and requirements studies of new automated system requests and, if necessary, develops or assists automated systems users in the development of functional specifications.

(12) (U) Assists automated systems users in the development of test plans and user's manuals.

(12) (U) Plans and conducts initial assignment orientation and training for new personnel, and continuing professional development for PAB.

(13) (U) Provides software tool development and support to PAB as necessary.

(14) (U) In conjunction with PMS as necessary, determines initial estimate of feasibility and effort involved. Coordinates with TSS to determine initial disposition of software project requests directly received by ADS/IC.

(15) (U) Serves as an internal ADP consultant to USAFSA and PAB.

(16) (U) Participates with users, mission specialists, contractors, and other non-ADS/IC ADP specialists in multidisciplinary design, development, and project teams for major new development projects, as required.

e. (U) **PROGRAMMING AND MAINTENANCE SECTION (PMS).**

(1) (U) Provides systems analysis, computer programming, software development and maintenance, and implementation services for all phases of the ADP life cycle for application software.

(2) (U) Maintains Chief Programmer Teams (CPT) (IAW TB 18-103) to manage and ensure expertise necessary to support specific technical requirements for each major software environment (i.e. KALA; LFW-II; production VM systems; and other systems).

(3) (U) The Chief Programmer Teams support, respectively.

(a) (U) 370/VS1 KALA batch support systems primarily in COBOL.

(b) (U) 370/VS1 LFW-II and LFPP on-line real-time PL/1 IMS database mission systems.

(c) (U) VM/370 production systems (e.g., SAS systems and related projected systems) not supported by the IC (which supports primarily non-production user-assistance and one-time systems).

(d) (U) External systems support (incl SIDPERS, SSA/DSU (DAS-3) support/aid, and other external and directed systems).

(e) (U) As workload and mission requirements dictate, their resources and workload may from time to time be reallocated, recombined, restructured, or adjusted, as necessary to best accomplish the mission within the resources allocated to PMS.

(4) (U) Each team performs the following functions:

(a) (U) Monitors the daily production cycle to ensure proper execution of scheduled production systems.

(b) (U) Takes action to resolve software problems reported by users.

(c) (U) Analyzes requirements for new software development and modifications to existing production software, develops specifications and software/systems designs, and coordinates with users to ensure that proposed modifications meet user requirements.

(d) (U) Designs, develops, codes, documents, and conducts programmer testing of both new systems development and of system modifications.

(e) (U) Assists, advises, and coordinates with users in the development and conduct of user (acceptance) testing of new and modified software.

(f) (U) Coordinates with other DPD elements (SMB, Data Base Administrator (DBA) etc.) to generate technical support necessary to fulfill user's requirements for applications software.

(g) (U) Participates in post-installation evaluation of software.

(h) (U) Utilizes modern software engineering, development, maintenance and management techniques to ensure quality and productivity of software projects.

(i) (U) Participates with users, mission specialists, contractors, and other non-PMS ADP specialists in multidisciplinary design, development, and project teams for major new development projects, as required.

f. (U) <u>TECHNICAL SUPPORT SECTION (TSS)</u>.

(1) (U) Serves as initial DPD point-of-contact for applications software projects and problem reports for staff and subordinate units' information systems offices, IAW USAFSA PAM 18-1 and related guidance. Reviews, records and coordinates requests for applications software services.

(2) (U) Reviews, records, coordinates, and (as agent of C, PAB) tasks out to the responsible programming team, branch, or agent all Software Engineering Change Proposals (ECP-S), System Change Requests (SCR), and Software Problem Reports (PR). Monitors priorities assigned to ongoing projects and updates them accordingly.

(3) (U) Provides project administration assistance to application programmers.

(4) (U) Conducts pre-installation evaluation of quality control standards of applications programs and associated documentation. Serves as the PAB focal point for applications software quality assurance.

(5) (U) Monitors the contents and utilization of the EFIX library.

(6) (U) Monitors the library promotion process and serves as the PAB focal point for applications software configuration management, and both user environment and library management and control.

(7) (U) Coordinates with the users to notify them of implementation schedules and to obtain post-installation evaluation of application software from them.

(8) (U) Serves as the Chief, DPD's agent for software project tasking and as central DPD point for software project coordination. Coordinates with the ADS and PMS to determine initial estimate of feasibility and effort involved and, if necessary, initial disposition of software project requests.

(9) (U) Manages software documentation efforts for PAB and maintains documentation (developed by PMS) on all application software systems and programs.

(10) (U) Participates with users, mission specialists, contractors, and other ADP specialists in multidisciplinary design, development, and project teams for major new development projects as required.

g. (U) COMPUTER OPERATIONS BRANCH (COB):

(1) (U) Advises the Chief, DPD and assists in all matters pertaining to the operations of the computer facility its terminal operations and support systems.

(2) (U) Supervises the operation of the real-time mission support system, LFW, associated LFW subsystems, and the general support system, KALA. This includes all reporting requirements for the computer operations production control, device scheduling, magnetic media library functions, quality control and production distribution.

(3) (U) Supervises computer operations and provides automated magnetic media library support for the LFPP system.

(4) (U) Conducts continuous review of all scheduling, operations, and production in the computer facility in order to measure their efficiency and make or recommend improvements.

(5) (U) Provides timely repair and return to service of LFW and KALA equipment.

(6) (U) Serves as assistant contracting officer representative for computer maintenance contracts within the purview of the DPD and is responsible for supervision and tasking of contract maintenance personnel.

(7) (U) Manages the installation and location of all equipment within the computer facility.

(8) (U) Conducts liaison and coordinates operations logistical support for the LFW and KALA hardware, and as directed, other systems' hardware and production requirements.

(9) (U) Manages a supply room and ensures in cooperation with PMB S3/Supply Coordinator, and others as directed, that sufficient supplies are on hand to meet production requirements.

(10) (U) Manages the Problem Reporting Center (PRC) where all software and hardware problems are received and recorded in an automated system for problem resolution within DPD.

(11) (U) Sub-hand receipts for ADPE under DPD purview.

(12) (U) Serves as DPD member of FSA Telecommunications Board and advises Chief, DPD on telecommunications policy and planning.

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                    │ MANAGEMENT  │
                    │   OFFICE    │
                    └─────────────┘
          ┌────────────────┼────────────────┐
   ┌────────────┐   ┌────────────┐   ┌────────────┐
   │  BUDGET/   │   │ MANAGEMENT/│   │PROGRAMMING/│
   │ ACCOUNTING │   │  MANPOWER  │   │  ANALYSIS  │
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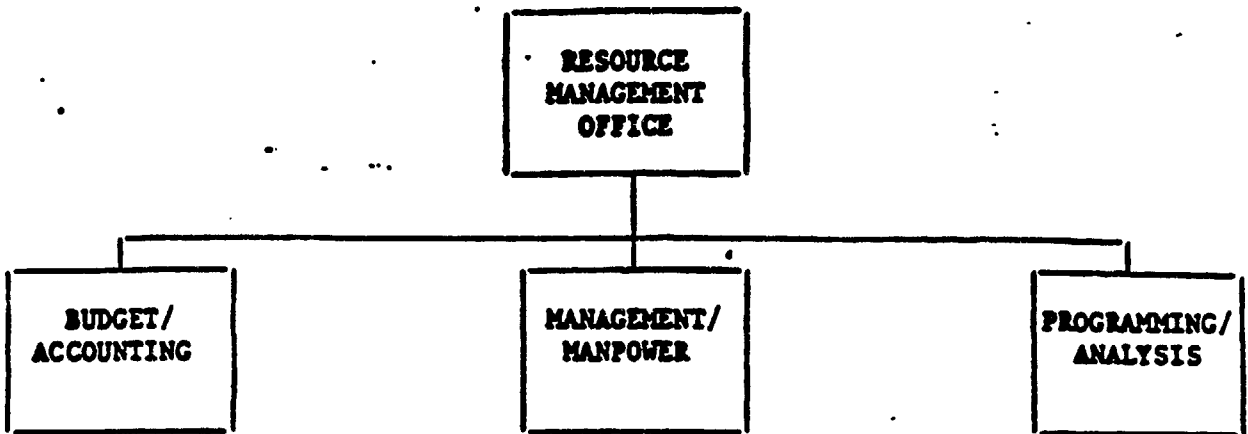
(U) Figure 8. Organizational Chart, Resource Management Office

6. (U) **RESOURCE MANAGEMENT OFFICE (RMO)**. The Resource Management Officer is the principal staff assistant in matters pertaining to programming, budgeting, accounting, review and analysis, management activities and manpower allocations. The RMO assists and advises the Command and exercises staff supervision over the performance of resource management functions throughout the Command.

   a. (U) **BUDGET/ACCOUNTING**:

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

      (2) (U) Serves as advisor and coordinator for the Program Budget Advisory Committee (PBAC).

      (3) (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 and reprogramming of such funds as required.

      (4) (U) Monitors the command wide expenditure of TDY funds and accomplishes reprogramming actions as required.

      (5) (U) Administers, develops and implements accounting policies, procedures and systems involving appropriated funds. Appraises the application and effectiveness of these policies, procedures and systems.

      (6) (U) Consolidates, reviews and processes accounting documents for USAFSA and forwards the data via transmittal letter to Commander, INSCOM in accordance in INSCOM Regulation 37-4.

(7) (U) Receives, reviews and corrects as necessary, daily and monthly printouts of obligations, expenses and disbursements.

(8) (U) Certifies fund availability for the Commander, USAFSA.

(9) (U) Bills CASB for pro rata share of costs associated with their collocation IAW the USAREUR/INSCOM/CASB support agreement. Also provides data input to USAREUR for their billing to CASB.

b. (U) MANAGEMENT/MANPOWER:

(1) (U) Administers the Reports Control Program.

(2) (U) Monitors and maintains USAFSA Organization and Functions Manual.

(3) (U) Implements the Productivity Capital Investment Programs (PCIP) directed by HQ, INSCOM.

(4) (U) Serves as office of record for the USAFSA Critical Management Indicators.

(5) (U) Conducts Cost and Economic Analysis when a requirement exists in accordance with AR 11-18, AR 235-5 or AR 37-15.

(6) (U) Administers the USAFSA Manpower Survey Program.

(7) (U) Monitors and administers the USAFSA TDA to include both the personnel and equipment sections.

(8) (U) Conducts management surveys/studies when required.

(9) (U) Monitors the civilian personnel strength of the Field Station and provides reports as required.

c. (U) PROGRAMMING/ANALYSIS:

(1) (U) Analyizes existing problem area and recommends corrective actions.

(2) (U) Develops new applications and improves existing software packages pertaining to Resource Management activities.
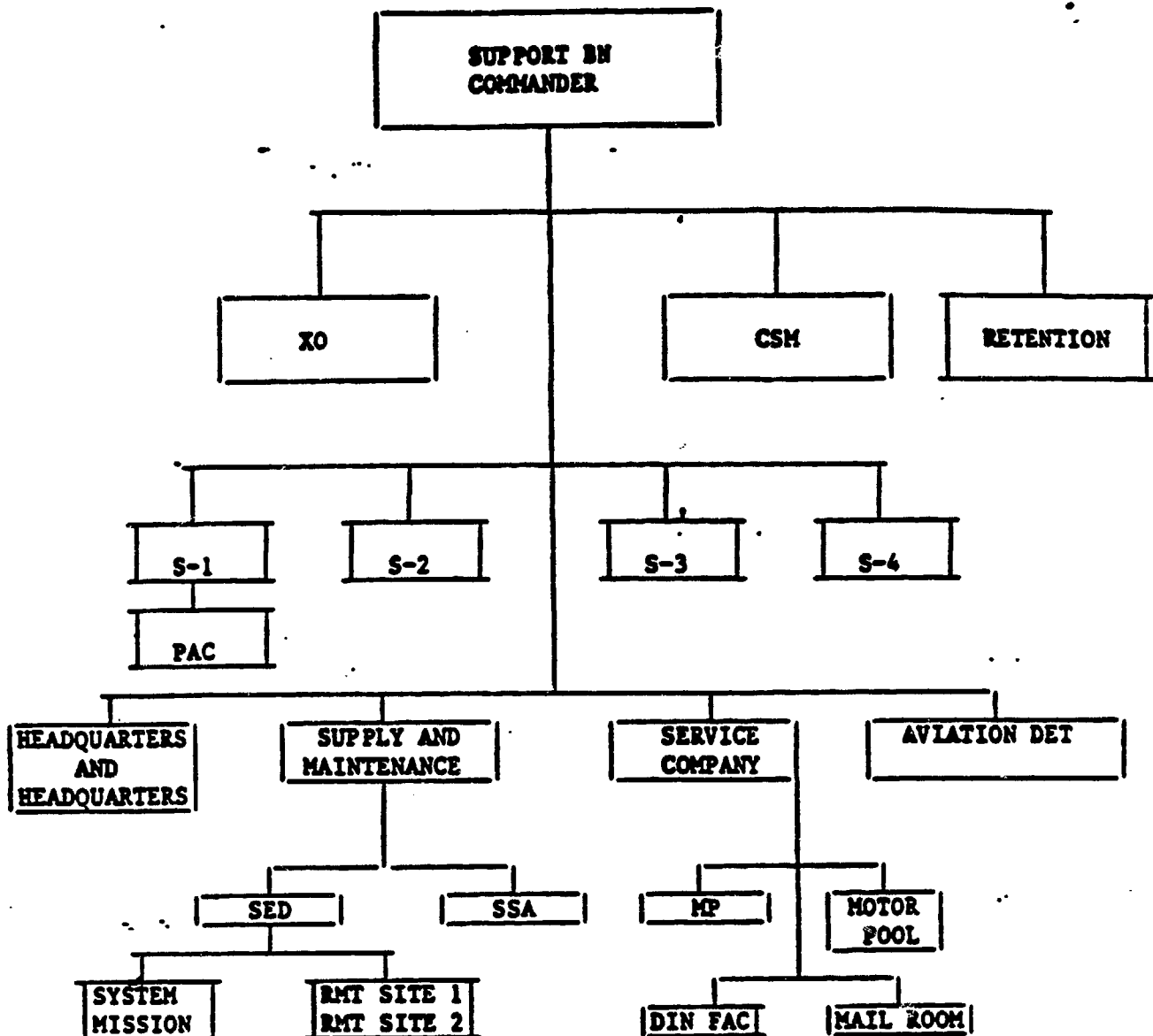
(U) Figure 9. Organizational Chart, Support Battalion

7. (U) **SUPPORT BATTALION (SPT BN)**. Provides administrative supply, maintenance, air and ground transportation, physical security, foodservice and postal support to Field Station Augsburg.

    a. (U) **BATTALION COMMANDER**:

        (1) (U) Assists and advises the Commander and exercises command responsibility over the accomplishment of battalion missions.

(2) (U) Provides responsive, effective support to USAFSA provides a soldier welfare program (to include Ombudsman) for Battalion service members, and directs a battalion wide sponsorship program for newly arriving soldiers.

(3) (U) Acts as the Commander's representative in ensuring efficient operation of Cramerton West Housing Area Settles minor disputes between residents; ensures effectiveness of police and area beautification efforts; assists building coordinators, as necessary, in obtaining community support to improve quality of life.

(4) (U) Has command and installation responsibilities for two remote detachments on the East German and Czechoslovakian borders.

(5) (U) Executes the Assistant Installation Coordinator duties of Sheridan Kaserne and acts for the Spt Bn Commander in that capacity. Additional Assistant Installation Coordinator duties are as follows:

(a) (U) Reviews and processes engineer work requests for all units on Sheridan Kaserne.

(b) (U) Controls access to Sheridan Kaserne

(c) (U) Provides limited "on kaserne law and order" support as directed by the Community Commander.

(d) (U) Provides Task Force IAW Community OPLAN 210-1 and Support Battalion OPLAN 2 (Defense of Sheridan).

(e) (U) Allocates space as directed by the Community Commander.

(f) (U) Controls the disposition of abandoned and nonoperational privately owned vehicles.

b. (U) **EXECUTIVE OFFICER:**

(1) (U) Primary staff supervisor for the S-1, S-2, S-3 and S-4.

(2) (U) Acts as administrator for the Spt Bn Headquarters.

(3) (U) Screens incoming and outgoing correspondence for the Commander.

(4) (U) Responds to routine correspondence for the Commander.

(5) (U) Acts as point of contact for the Officer's Club Council for the Spt Bn.

(6) (U) Acts as Commander of the Spt Bn in his absence.

(7) (U) Serves as alternate representative for Cramerton West Housing Area.

c. (U) <u>COMMAND SERGEANT MAJOR (CSM)</u>:

(1) (U) Executes established policies and standards pertaining to performance, care, conduct, appearance, personnel management, and training of enlisted personnel.

(2) (U) Provides advice and makes recommendations to the Commander and staff on all matters pertaining to enlisted personnel and their families.

(3) (U) Ensures that newly assigned enlisted personnel are instructed in military courtesy, customs of the service, and command regulations or policies.

(4) (U) Holds CSM/First Sergeant's Call to announce information and instructions. Provides counsel and guidance to NCOs and other enlisted personnel of the command.

(5) (U) Inspects duties performed by subordinate NCOs with emphasis on NCO performance in the training of soldiers toward the objectives of efficient MOS and common skill proficiency, physical fitness, equipment readiness and leadership development. Notes discrepancies and initiates appropriate corrective action.

(6) (U) Sits as president or member of command promotion board for NCOs, as authorized by regulations.

(7) (U) Assists in inspection of command activities facilities and personnel as prescribed by the commander.

d. (U) <u>RETENTION</u>:

(1) (U) Assists and advises the Commander, Spt Bn on all matters of reenlistment and retention of service members.

(2) (U) Monitors ETS, PCS, DROS, promotion and eligibility of service members.

(3) (U) Maintains a progressive reenlistment/retention program, directed at 1st term as well as career soldiers.

(4) (U) Provides responsive information to unit commanders on new reenlistment/retention directives.

(5) (U) Conducts quarterly inspections and monitors unit reenlistment files and individual data cards.

(6) (U) Interviews soldiers to provide career guidance and reenlistment counseling.

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e. (U) SUPPORT BATTALION S-1:

　　(1) (U) Performs duty as Adjutant for Commander, Spt Bn.

　　(2) (U) Responsible to provide administrative support to include:

　　(a) (U) Authentication of all correspondence, reports and awards.

　　(b) (U) Responsible for the sponsorship, family care and overweight programs.

　　(c) (U) Provides publications support, meal card issue, and control, and ration card distribution.

　　(d) (U) Acts as the Spt Bn Tax, HREO, Deputy training standards point of contact.

　　(e) (U) Prepares and updates the Spt Bn alert rosters.

　　(3) (U) Maintains a Personnel Administrative Center (PAC) for the battalion which:

　　(a) (U) Processes all requests for personnel actions for finance.

　　(b) (U) Processes SIDPERS transactions.

　　(c) (U) Manages the timely and acccurate submissions of OERs, SEERs, awards recommendations and promotion recommendations.

　　(d) (U) Plans, programs and manages emergency, operational and new/update equipment plans.

f. (U) SUPPORT BATTALION S-2:

　　(1) (U) Establishes and maintains security files of all Spt Bn SM.

　　(2) (U) Coordinates indoctrination briefings.

　　(3) (U) Establishes suspenses/tracking completion of requests.

　　(4) ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

　　(5) (U) Monitors the physical security program.

g. (U) SUPPORT BATTALION S-3:

　　(1) (U) Acts as Spt Bn Commander's representative for all matters at Gablingen Kaserne.

(2) (U) Provides interface between USAFSA staff, Operations and Spt Bn to subordinate unit taskings and requests.

(3) (U) Coordinate, programs and manages all training activities within the battalion.

(4) (U) Develops, programs and manages emergency and operational plans (4102, BEP, OPLAN 1, etc.).

(5) (U) Serves as point of contact for daily details at Gablingen Kaserne.

h. (U) SUPPORT BATTALION S-4:

(1) (U) Monitors all logistics functions for Spt Bn Headquarters, Headquarter and Headquarters Company, Service Company, and Supply and Maintenance Company.

(2) (U) Acts as Spt Bn Budget Coordinator for all monetary actions.

(3) (U) Reviews and monitors actions of Sheridan Kaserne in his capacity as Deputy Installation Coordinator.

(4) (U) Supervises: installation improvements, routine maintenance support, physical security program, civilian guard contracts, troop billet allocation, job order requests, coordinating self help projects, conservation program, and abandoned POVs.

i. (U) HEADQUARTERS AND HEADQUARTERS COMPANY (HHC). The Commander, HHC is responsible to the Spt Bn Commander for providing personnel, administrative, logistical, security, training and operational tasking through all the staff elements assigned to HHC. He is responsible for providing the administrative, logistical, security and training to soldiers assigned to his company.

j. (U) SUPPLY AND MAINTENANCE COMPANY (S&M Co.). The Commander, S&M Co is responsible to the Spt Bn Commander for providing personnel administration, logistical, security, training and operational tasking through all the staff elements assigned to S&M Co. He is responsible for the administrative, logistical, security, and training to soldiers assigned to his company.

(1) (U) SYSTEMS ENGINEERING DIVISION (SED).

(a) (U) Provides maintenance support on all electronic equipment at USAFSA, except for on-line communications equipment and ADP equipment belonging to the Data Processing Division.

(b) (U) Provides maintenance support, to include maintenance of RF and power cabling, to all electronic equipment at USAFSA except for on-line communication equipment which is providing by USACC Activity INSCOM and ADP

equipment belonging to DPD is serviced by contractor personnel.

    (c) (U) Provides maintenance training and emergency assistance to the DF detachments under the operational control of USAFSA and provides other tasking from higher headquarters.

    (d) (U) Provides scheduled and emergency maintenance on all mission equipment, all off-line teletypes, the Controlled Area Surveilance System (CASS), and the Automatic Door Tampering Alarm System (ADTAS)

    (e) (U) Provides administrative support to SED; controls and coordinates the USAFSA Calibration and the TAMMS programs for mission equipment; maintains the Quality Assurance Program for mission equipment and the Division Training Program. Operates and controls the Demand Supported Shop stock which handles most repair parts for USAFSA.

    (f) (C) Provides scheduled and emergency maintenance of the LFV microwave relay/remote sites and coordinates with local elements for the support of the LFV Remote Sites. Also provides antenna maintenance support upon request to other INSCOM activities within Europe.

    (g) (U) System Mission Electronic Repair Branch is comprised of soldiers in MOS 33S, 31J and 36C. Provides preventive, routine and emergency maintenance for the High Frequency electronic equipment assigned to the operations sections.

    (h) (U) Remote Sites 1 and 2 are remote receiving sets for the AN/FSQ-91 (LFV Collection System). These sites are manned by 7 33S personnel who provide organizational maintenance of site equipment.

    (2) (U) <u>SUPPLY SUPPORT ACTIVITY (SSA)</u>:

    (a) (U) Provides automated supply support for Class IX repair parts to USAFSA SED and INSCOM detachments requiring similar type support.

    (b) (U) Provides automated support for Class II house cleaning and office supplies to USAFSA. Provides this service to other INSCOM units and Non-INSCOM units on a reimburseable basis.

    (c) (U) Complies with and enforces DA and INSCOM supply support procedures.

    (d) (U) Provides local purchase and imprest fund support to all supported units.

(e) (U) Serves as USAFSA primary shipping and receiving point as well as the liaison between USAFSA and the Augsburg Community Transportation Office.

(f) (U) Provides total supply support for all insurance/repairable items. Maintains stock for the life of the system.

(g) (U) Reports excess material to NICP's, and requests disposition instructions as required.

(h) (U) Serves as the COR for USAFSA's packing and crating contract when support cannot be provided internally.

k. (U) <u>SERVICE COMPANY (SVC Co)</u>. The Commander, Svc Co is responsible to the Spt Bn Commander for providing personnel, administrative, logistical, security, training, and operational tasking through all the staff elements assigned to Svc Co. He is responsible for providing the administrative, logistical, security, and training to soldiers assigned to his company.

(1) (U) <u>MILITARY POLICE (MP)</u>:

(a) (U) Provides MP physical security support to Gablingen Kaserne and Site 300.

(b) (U) Provides limited MP law enforcement support to Gablingen Kaserne under auspices of PMO, UDMCA Augsburg.

(c) (C) ~~██~~

(2) (U) <u>MOTOR POOL</u>:

(a) (U) Controls and dispatches all USAFSA vehicular assets assigned to TMP 9A.

(b) (U) Maintains job orders and schedules maintenance for all USAFSA vehicular assets at the Consolidated Maintenance Center Augsburg.

(c) (U) Maintains the Driver Qualification Records for all USAFSA personnel.

(d) (U) Maintains The Army Maintenance Management System (TAMMS) records on all assigned vehicles.

(e) (U) Provides limited bus service between Sheridan and Gablingen Kaserne for personnel assigned/attached to USAFSA.

(f) (U) Provides recovery service for all USAFSA vehicular assets.

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    (3) (U) <u>FOOD SERVICE</u>:

    (a) (U) Operates two dining facilities; one each on Sheridan (Garrison) and Gablingen (Operations) Kasernes.

    (b) (U) Provides subsistence support to all assigned and attached USAFSA personnel.

    (c) (U) Provides subsistence support at the Sheridan Dining Facility to the personnel of other Community units as determined by the Augsburg Military Community Commander.

    (4) (U) <u>CONSOLIDATED MAIL ROOM</u>:

    (a) (U) Provides complete unit mail room support to USAFSA attached and tenant units through the operation of a Consolidated Mail Room.

    (b) (U) Processes outgoing first class mail and delivers to APO 09178.

    (c) (U) Picks-up and delivers all classes of incoming mail for APO 09458.

    (d) (U) Provides mail service to remote sites through the German Bundespost Mail System.

    (5) (U) Provides command related administrative and troop support functions for assigned personnel.

  1. (U) <u>AVIATION DETACHMENT</u>:

    (1) (U) Provides rotary wing aviation support to INSCOM remote sites within the Federal Republic of Germany.

    (2) (U) Provides administrative rotary wing aviation support to the commanders and staffs of USAFSA and the 66th MI Group, and their subordinate elements.

    (3) (U) Maintains and manages a USAREUR Helipad providing flight plan processing, airfield services and aircraft advisory services to assigned tenant units and transient aircraft.

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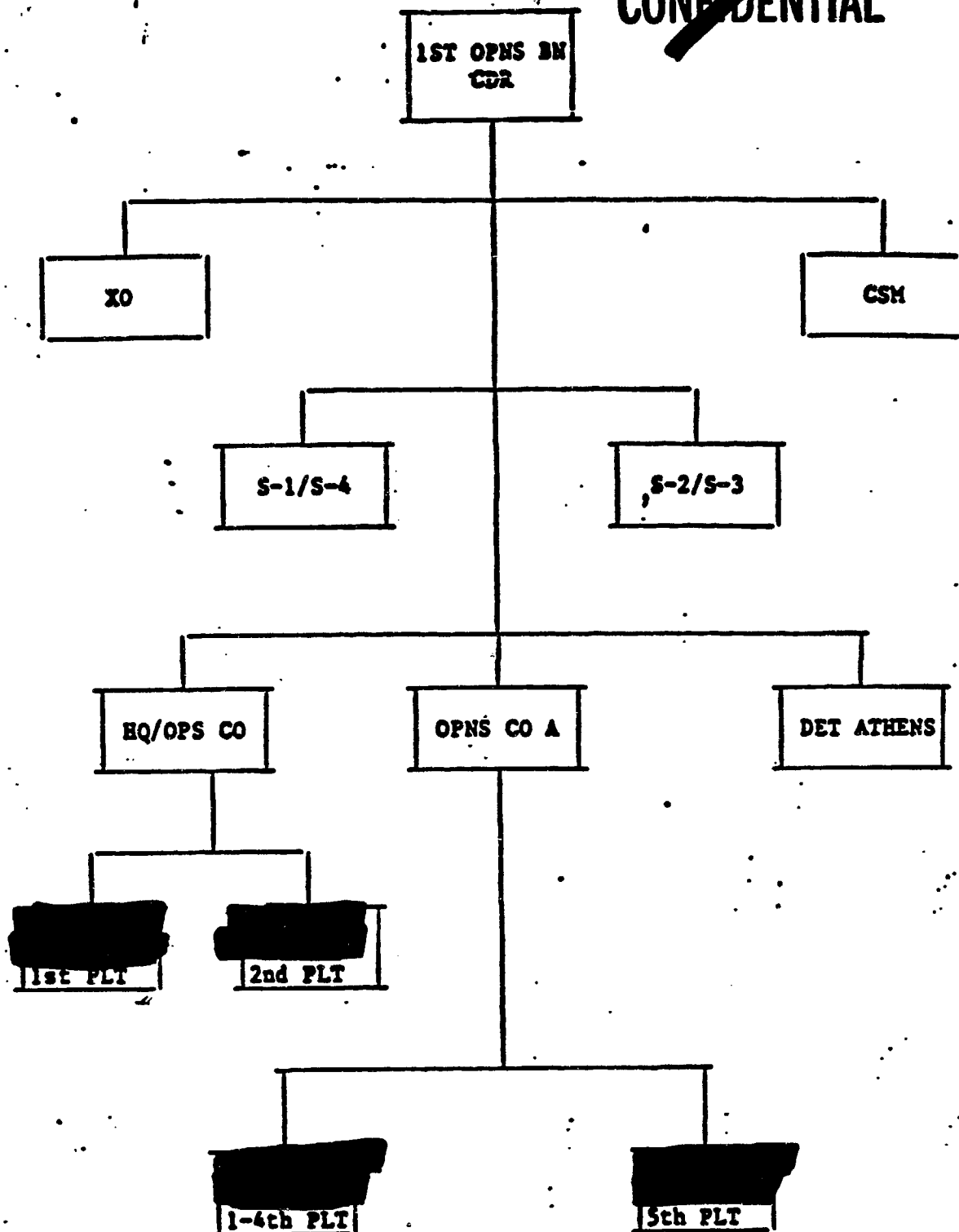
(U) Figure 10. Organizational Chart, 1st Operations Battalion

8.

a. (U) BATTALION COMMANDER:

(1) (U) Administers military justice required above the company level.

(2) (U) Establishes those procedures necessary to insure proper supply accountability of battalion property.

(3) (U) Administers the 1st Ops Bn A&R program.

(4) (U) Informs the Commander, USAFSA, of all current administrative and operational matters affecting mission performance.

(5)

(6) (U) Responds to technical direction and tasking from the USAFSA Operations Office and USAFSA S-3.

(7) (U) Coordinates with other battalion staffs and operations elements.

(8) (U) Provides a training program for assigned and attached soldiers.

b. (U) EXECUTIVE OFFICER (XO). The XO has the responsibility for managing the overall administrative and supply functions of the battalion. This includes the duties of counseling individuals on matters not requiring the personal attention of the commander and signing for the commander such documents as finance requests, promotion recommendations, leaves, vehicle registration forms, education enrollments, personnel actions, publications requests, voting forms and work orders. The XO also maintains an awareness of the operational mission assigned to the battalion so as to fill in for the commander in his absence.

c. (U) COMMAND SERGEANT MAJOR (CSM). The CSM advises the commander on all matters pertaining to enlisted personnel. He coordinates inter-company

matters, meets daily with company 1SGs and other key NCOs, assigns 1st Ops Bn details, prepares duty rosters, coordinates with the USAFSA CSM and other USAFSA SGMs, the Battalion S-3 NCOIC, and various community elements. He counsels soldiers on matters not requiring the personal attention of the 1st Ops Bn Commander or the XO, reviews and updates the battalion SOPs, inspects the billets, verifies/checks and initials SIDPERS data cards and visits the company areas and the operational areas at Gablingen to observe and talk with 1st Ops Bn personnel

d. (U) **S-1/S-4:**

(1) (U) Responsible for the forwarding of all personnel actions to the appropriate servicing center. These actions include:

(a) (U) All redeployment actions affecting 1st Ops Bn personnel.

(b) (U) Interaction with USAFSA S-1 to ensure that administrative documents being forwarded HQ, INSCOM are IAW appropriate regulations and directions.

(c) (U) Review of SIDPERS documentation prior to forwarding for signature.

(d) (U) Administration of the 1st Ops Bn Urinalysis Program.

(e) (U) The interface of the TDA billets and SIDPERS.

(f) (U) Finance actions required to assure that the 1st Ops Bn personnel receive correct pay.

(g) (U) Monitoring the 1st Ops Bn Awards Program.

(h) (U) Requests for schools, overseas separations, reassignments, ID card applications preference statements and other personnel actions.

(i) (U) Ordering publications and administrative supplies.

(2) (U) Responsible to the 1st Ops Bn XO for the operations of supply and arms room functions, to include:

(a) (U) Issue and turn-in of bedding

(b) (U) Requisition, pick-up and turn-in of expendable supplies.

(c) (U) Maintenance of clothing and supply records.

(d) (U) Inventory of unit property.

(e) (U) Assistance with the maintenance, accountability and security of government and privately owned weapons.

(f) (U) Minor repair projects in the billets.

(g) (U) Maintenance of hand receipt-records for all 1st Ops Bn control-led property.

(h) (U) Accountability, maintenance and physical security of all military and civilian weapons, to include ammunition, all of which require stringent control.

(i) (U) Conduct regular inventories and approves supply requests and requisitions.

e. ▇▇▇ S-2/S-3:

(1) (C) S-2. Responsible to the 1st Ops Bn Commander for the Security and Training Programs in the Battalion, ensuring the supervision of the security program, security education, document security, personnel security and physical security. The S-2 is the POC to the USAFSA S-2, and ▇▇ on all matters of a security nature involving the battalion and its personnel. The Battalion S-2 schedules, through the ▇▇ the scheduling of ▇▇▇▇▇ periodic reindoctrinations debriefs, and the S-2 Training functions. The S-2 is also responsible to the Battalion Commander for all training (individual and combined) IAW current Army Regulations and directives for all assigned and attached personnel.

(2) ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇

f. (U) HEADQUARTERS AND OPERATIONS COMPANY (HOC). The Commander HOC is responsible to the 1st Ops Bn Commander for providing personnel to the Battalion, administrative, logistical, security, training and operational tasking through all the staff elements assigned to the HOC. He is responsible for providing the administrative, logistical, security, and training to soldiers assigned to his company.

(1) ▇▇▇▇ 1st Platoon, HOC. ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇

(2) ▇▇▇▇ 2d PLATOON, HOC. ▇▇▇▇▇▇▇▇▇▇▇▇

g. ██ OPERATIONS COMPANY ALPHA (OCA). ██

██████████████████████████

(1) ██ 1st - 4th PLATOONS, COMPANY ALFA - ██

██████████████████████████

(2) ██ 5th PLATOON, COMPANY ALFA ██

██████████████████████████

h. ██ DETACHMENT ATHENS. ██

██████████████████████████

(a) (U) Administration of military justice.

(b) (U) Establishment of those procedures necessary to insure proper supply accountability of detachment property.

(c) ██

(4) (U) Informing the Commander, 1st Ops Bn, of all current administrative and operational matters affecting mission performance.

(5) (U) Responding to technical direction and tasking from the 1st Ops Bn S-3.

(6) (U) Coordinating with other company staffs and operations elements.

(7) (U) Preparation and administration of a training program for as-
signed and attached personnel, in support of the battalion training program.

(8) (U) Coordination with the 558th RPC for administrative support not
readily available through USAFSA.

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                         ┌──────────────┐
                         │  2D OPNS BN  │
                         │  COMMANDER   │
                         └──────┬───────┘
              ┌─────────────────┼─────────────────┐
         ┌────┴────┐                          ┌────┴────┐
         │   CSM   │                          │   XO    │
         └─────────┘                          └─────────┘
              ┌─────────────────┼─────────────────┐
        ┌─────┴─────┐                        ┌─────┴─────┐
        │  S1/S4    │                        │  S2/S3    │
        └───────────┘                        └───────────┘
              ┌───────────────────┬───────────────────┐
     ┌────────┴────────┐  ┌───────┴────────┐  ┌────────┴────────┐
     │  HEADQUARTERS   │  │   OPERATIONS   │  │   OPERATIONS    │
     │      AND        │  │   COMPANY A    │  │   COMPANY B     │
     │   OPERATIONS    │  │                │  │  (BAD AIBLING)  │
     │    COMPANY      │  │                │  │                 │
     └────────┬────────┘  └───────┬────────┘  └─────────────────┘
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PLATOON	
OPERATIONS PLATOON	
PLATOON	

9. (U) **SECOND OPERATIONS BATTALION (2d OPS BN)**. 2d Ops Bn is organized as shown in Figure.

a. ▮▮▮▮ **COMMANDER**. The Commander, 2d Ops Bn, is directly responsible to the Commander, USAFSA for the successful accomplishment ▮▮▮▮▮▮▮▮▮▮
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

   (1) (U) Serving as Summary Court Martial convening authority.

   (2) (U) Administering Field Grade Article 15s IAW the UCMJ.

   (3) (U) Ensuring the health, welfare, and morale of all assigned and attached personnel.

   (4) (U) Serving as a member of the Augsburg Military Community Installation Planning Board and the PBAC.

   (5) (U) Approving all awards up to add including the Army Achievement Medal.

   (6) (U) Approving chapter discharges IAW AR 635-200.

   (7) (U) Approving E5 and E6 promotions.

b. (U) **COMMAND SERGEANT MAJOR (CSM)**. The CSM, 2d Ops Bn, is the senior noncommissioned officer in the battalion. He is responsible for:

   (1) (U) Advising the 2d Ops Bn Commander on all matters concerning enlisted personnel.

   (2) (U) Maintaining communications with subordinate unit noncommissioned officers and enlisted personnel through the noncommissioned officer channels.

   (3)) Providing counsel and guidance to NCO and other enlisted personnel.

   (4) (U) Reviewing all E5 and E6 promotion recommendations.

   (5) (U) Supervising all 2d Ops Bn Soldier-of-the-Quarter boards.

c. (U) **EXECUTIVE OFFICER (XO)**. The XO, 2d Ops Bn is the primary assistant to the Commander. He is responsible for:

   (1) (U) Acting as the 2d Ops Bn Commander in his absence.

   (2) (U) Supervising the S1/S4 staff sections.

(3) (U) Supervising the Battalion Internal Control Program.

(4) (U) Monitoring the Battalion Weight Control Program, the Morale and Welfare Program, and the Community Morale Support Value-Added Tax Relief Program.

(5) (U) Monitoring all P-3 fund expenditures within the battalion.

d. (U) S1/S4. The S1/S4, Second Operations Battalion, is the Commander's principle advisor on matters pertaining to personnel management and logistics support. His specific responsibilities are described below.

(1) (U) S1:

(a) (U) Supervises the 2d Ops Bn Personnel Administration Center.

(b) (U) Monitors the 2d Ops Bn Human Relations/Equal Opportunity (HR/EO) Program in subordinate commands.

(c) (U) Supervises the 2d Ops Bn Public Affairs and Command Information Program.

(d) (U) Supervises the 2d Ops Bn Publication and Correspondence Management Program.

(e) (U) Supervises the 2d Ops Bn Records and Forms Management Program.

(f) (U) Supervises the 2d Ops Bn Safety Program.

(g) (U) Supervises the timely and accurate processing of all awards, OER's, and EER's.

(h) (U) Supervises the Standard Installation Division Personnel System (SIDPERS) within the battalion.

(i) (U) Supervises the 2d Ops Bn Reenlistment Program.

(j) (U) Advises the Commander on the personnel strength status of subordinate commands and submits required strength reports to higher headquarters.

(k) (U) Supervises the 2d Ops Bn Drug and Alcohol Program.

(l) (U) Supervises the 2d Ops Bn Noncombatent Evacuation Operations (NEO) Program.

(m) (U) As Adjutant, reviews all official outgoing correspondence and signs "FOR THE COMMANDER".

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(2) (U) <u>S4</u>:

(a) (U) Advises the Commander on matters pertaining to property accountability and supply.

(b) (U) Monitors the expenditure of funds for all property requested through the Field Station PBO.

(c) (U) Supervises the 2d Ops Bn Supply Discipline Program.

(d) (U) Formulates maintenance policy for the Commander.

(e) (U) Performs maintenance inspections for subordinate commands.

(f) (U) Maintains a Consolidated Arms Room for Headquarters and Operations Company, Operations Company A and Operations Company B.

e. (U) <u>S2/S3</u>. The S2/S3, 2d Ops Bn, is the Commander's principle advisor on matters pertaining to security, operations, plans, and training. His specific responsibilities are described below.

(1) (U) <u>S2</u>:

(a) (U) Maintains personnel security files.

(b) (U) Processes all adverse case files.

(c) (U) Initiates requests for special background investigations (SBI's) and periodic reinvestigations (PR's).

(d) (U) Advises the Commander on matters pertaining to physical security of 2d Ops Bn areas on Sheridan Kaserne.

(e) (U) Conducts physical security inspections for subordinate commands.

(f) (U) Advises the Commander on requirements for security education.

(g) (U) Supervises the 2d Ops Bn Information Security Program.

(2) (U) <u>S3</u>:

(a) (U) Advises the Commander on mission tasking and related operational requirements to ensure successful accomplishment of the mission.

(b) (U) Coordinates mission requirements with subordinate commands and the USAFSA S-3 staff, 1st Ops Bn, 3d Ops Bn and Spt Bn.

(c) (U) Monitors the 2d Ops Bn P-38 fund expenditures in support

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of mission requirements.

(d) (U) Supports the Battalion Training Management System (BTMS) by providing training policy and guidance and identifying training requirements to subordinate commands.

(e) (U) Coordinates with the USAFSA S-3 Plans and Training (P&T) Office for training resources to include school allocations, firing ranges, and ammunition.

(f) (C) Coordinates with the USAFSA S-3 Plans and Training (P&T) Office for ███████████████████████████████████████

(g) (U) Maintains statistics on the accomplishment of mandatory training requirements by subordinate commands and provides periodic reports on the status of training within the battalion to the Field Station S-3 Plans and Training (P&T) Office.

(h) (U) Provides Initial Training Phase (ITP) instruction to newly-assigned enlisted personnel.

(i) (U) Supervises the Battalion Skill Qualification Testing Program.

(j) (U) Conducts periodic inspections of the subordinate command's training programs and records.

(k) (C) Serves as the ████████████████

(l) (U) Coordinates Project FOUNDRY requirements with the USAFSA S-3 Plans and Training (P&T) Office.

(m) (U) Develops operations plans to support the USAFSA Basic Emergency Plan (BEP) and other contingency plans.

(n) (U) Provides tape handling support to USAFSA.

f. (U) HEADQUARTERS AND OPERATIONS COMPANY (HOC): Headquarters and Operations Company (HOC) contains the battalion staff sections and four operational platoons. The Commander HOC is responsible to the 2d Ops Bn Commander for providing personnel administrative, logistical, security, training and operational tasking through all the staff elements assigned to the HOC. He is responsible for providing the administrative, logistical, security, and training to soldiers assigned to his company.

(1) ██

SECRET

(2)

(3)

(4)

g. (U) OPERATIONS COMPANY A (OCA). OCA is organized into four operational elements. The Commander is responsible to the 2d Ops Bn Commander for providing personnel to the battalion, administrative, logistical, security, training and operational tasking through all the staff elements assigned to the OCA. He is responsible for providing the administrative, logistical, security, and training to soldiers assigned to his company.

(1)

(2)

(3)

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┌─────────────────────┐
│      3d OPNS BN      │
│      COMMANDER       │
└─────────────────────┘
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┌─────────┐                    ┌─────────┐
│   CSM   │                    │   XO    │
└─────────┘                    └─────────┘
                          ┌────────┬────────┬──────────┐
                       ┌──────┐ ┌──────┐ ┌──────────┐
                       │S1/S4 │ │S2/S3 │ │ Schleswig│
                       │      │ │      │ │   Det    │
                       └──────┘ └──────┘ └──────────┘
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┌──────────────┐                    ┌──────────────┐
│ HEADQUARTERS │                    │  OPERATIONS  │
│      &       │                    │  COMPANY A   │
│  OPERATIONS  │                    │              │
│   COMPANY    │                    │              │
└──────────────┘                    └──────────────┘
 ┌─────┐ ┌─────┐ ┌─────┐               ┌──────────┐
 │ HQS │ │ ██  │ │ ██  │               │ 4        │
 │ PLT │ │ PLT │ │ PLT │               │ PLATOONS │
 └─────┘ └─────┘ └─────┘               └──────────┘
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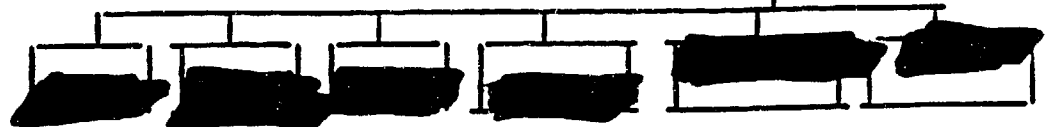
(U) Figure 12.   Organizational Chart, 3d Operations Battalion

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a. (U) BATTALION COMMANDER:

(1) (U) Administers Field Grade Article 15's to personnel with the 3d Ops Bn subordinate companies.

(2) (U) Is the Summary Court Martial convening authority.

(3) (U) Is the appellate authority of company grade Article 15's in his battalion.

(4) (U) Initiates investigations of allegations of violations of the UCMJ.

(5) (U) Conducts a program of periodic inspections of 3d Ops Bn billets to ensure equitable distribution of space and sanitary condition of living quarters.

(6) (U) Conducts a comprehensive athletic and recreation program responding to the needs of personnel working a 24 hour per day mission.

(7) (U) Supervises a battalion morale welfare fund activities, recreational activities, sports, unit events and soldier recognition programs.

(8) (U) Coordinates soldier support from the Augsburg Military Community in such areas as transportation, housing, finance and emergency assistance.

(9) (U) Establishes and monitors an awards program that promotes soldier recognition.

(10) (U) Conducts Safety, HR/EO and Alcohol/Drug Control Programs.

(11) (U) Represents the 3d Ops Bn at soldier recognition functions and athletic and recreation events, visits personnel in the hospital and attends award ceremonies.

(12) (U) Member of Augsburg Military Community Installation Planning Board.

(13) (U) Approves E5 and E6 promotion recommendations.

b. (U) COMMAND SERGEANT MAJOR (CSM): The Battalion CSM is the senior

Noncommissioned Officer in the 3d Ops Bn and performs the following:

(1) (U) Advises the Commander on all matters concerning enlisted personnel.

(2) (U) Maintains communications with subordinate unit Noncommissioned Officers and enlisted personnel through the Noncommissioned Officer channel.

(3) (U) Provides counsel and guidance to NCO's and other enlisted personnel.

(4) (U) Reviews all E5 - E6 promotion recommendations.

(5) (U) Supervises all 3d Ops Bn Soldier of the Quarter Boards.

(6) (U) Directs the Ombudsman Support Program.

c. (U) BATTALION EXECUTIVE OFFICER. The Battalion Executive Officer is the primary assistant to the commander and performs the following:

(1) (U) Acts as the 3d Ops Bn Commander in his absence.

(2) (U) Supervises the Battalion Staff.

(3) (U) Supervises the 3d Ops Bn Internal Control Program.

(4) (U) Monitors the 3d Ops Bn Weight Control Program and the Morale and Welfare Program.

(5) (U) Monitors all P-3 fund expenditures within the 3d Ops Bn and morale support fund management.

(6) (U) Directs the operations of USAFSA's Detachment in Schleswig, FRG. This company is located approximately 550 miles north of the 3d Ops Bn Headquarters.

d. (U) BATTALION S1/S4. The Battalion S1/S4 is the Commander's principle advisor on matters pertaining to personnel management and logistics support.

(1) (U) S1:

(a) (U) Supervises the 3d Ops Bn PAC.

(b) (U) Monitors the 3d Ops Bn Human Relations/Equal Opportunity HR/EO Program in subordinate commands.

(c) (U) Supervises the 3d Ops Bn Public Affairs and Command Information Program.

(d) (U) Supervises the 3d Ops Bn Publication and Correspondence Management Program.

(e) (U) Supervises the 3d Ops Bn Safety Program.

(f) (U) Supervises the 3d Ops Bn Records and Forms Management Program.

(g) (U) Supervises the timely and accurate processing of all awards, OER's and EER's.

(h) (U) Supervises the Standard Installation Division Personnel System (SIDPERS) within the battalion.

(i) (U) Supervises the 3d Ops Bn Reenlistment Program.

(j) (U) Advises the Commander on the personnel strength status of subordinate commands and submits required strength reports to higher headquarters.

(k) (U) Supervises the 3d Ops Bn Drug and Alcohol Program.

(l) (U) Supervises the 3d Ops Bn Noncombatant Evacuation Operations (NEO) Program.

(m) (U) Prepares casualty reports.

(n) (U) As Adjutant, reviews all official outgoing correspondence and signs "FOR THE COMMANDER".

(2) (U) S4:

(a) (U) Advises the 3d Ops Bn Commander on matters pertaining to property accountability and supply.

(b) (U) Monitors the expenditure of funds for all property requested through the USAFSA PBO.

(c) (U) Supervises the 3d Ops Bn Supply Discipline Program.

(d) (U) Formulates maintenance/supply policy for the Commander.

(e) (U) Performs maintenance/supply inspections for subordinate commands.

(f) (U) Maintains a consolidated arms room for Headquarters and Operations Company and Operations Company A.

(g) (U) Conducts cyclic inventories as required.

e. (U) BATTALION S2/S3: The Battalion S2/S3 is the Commander's principle advisor on matters pertaining to security, operations, plans, and training.

(1) (U) S2:

(a) (U) Maintains personnel security files.

(b) (U) Processes all adverse case files.

(c) (U) Initiates requests for Special Background Investigations (SBI's) and Periodic Reinvestigations (PR's).

(d) (U) Advises the Commander on matters pertaining to physical security of battalion areas on Sheridan Kaserne.

(e) (U) Conducts physical security inspections for subordinate commands.

(f) (U) Advises the Commander on requirements for security education.

(g) (U) Supervises the 3d Ops Bn Information Security Program.

(h) (U) Conducts the Urinalysis Testing Program.

(2) (U) S3:

(a) (U) Advises the Commander on mission tasking and related operational requirements to ensure successful accomplishment of the mission.

(b) (U) Coordinates mission requirements with subordinate commands and with the USAFSA S-3 staff, First Operations Battalion, Second Operations Battalion, and Support Battalion.

(c) (U) Directs a highly sophisticated, technical, 24 hour per day mission.

(d) (U) Deploys personnel to best accomplish the mission in accordance with priorities of the higher command.

(e) (U) Responds to brigade-equivalent commander for command tasking via the Field Station S-3.

(f) (U) Coordinates with other battalions on operational requirements.

(g) (U) Directs the operations of USAFSA Detachment in Schleswig, FRG. This company is located approximately 550 miles north of 3d Ops Bn Headquarters.

(h) (U) Requests mission adjustments based on changes in personnel and equipment status.

(i) (U) Supports the Battalion Training Management System (BTMS) by providing training policy and guidance and identifying training requirements to

subordinate commands.

(j) (U) Coordinates with the USAFSA S-3, Plans and Training (P&T) Office for training resources to include school allocations, firing ranges and ammunition.

(k) (S) Coordinates with the USAFSA S-3, P&T Office for OSH/OSD Live Environment Training (LET), Initial Training Phase (ITP) instruction, and ██████████████████████████████████

(l) (U) Maintains statistics on the accomplishment of mandatory training requirements by subordinate commands and provides periodic reports on the status of training within the battalion to the USAFSA S-3, P&T Office.

(m) (U) Provides Initial Training Phase (ITP) instruction to newly-assigned enlisted personnel.

(n) (U) Supervises the 3d Ops Bn SQT Program.

(o) (U) Conducts periodic inspections of the subordinate commands' training programs and records.

(p) (S) Serves as the ████████████████████

(q) (U) Coordinates Project FOUNDRY requirements with the USAFSA S-3, P&T Office.

(r) (U) Prepares a supplemental supportive plan to the USAFSA BEP and Transition to War Plans.

(s) (U) Provides an On-Call Emergency Reaction Force.

(t) (U) Prepares extensive battalion input to the Command Historical Report.

f. ██ ██ ██

g. (S) HEADQUARTERS AND OPERATIONS COMPANY (HOC): HOC Platoon ████████████████████████ The Commander is responsible to the 3d Ops Bn Commander for providing personnel for administrative, logistical, security, training and operational tasking through all the staff elements assigned to the HOC. He is responsible for providing the administrative, logistical, security, and training to soldiers assigned to his company.

(1) (U) <u>HEADQUARTERS PLATOON</u>: Contains the 3d Ops Bn Staff, PAC and Supply sections and is responsible for all management, personnel and logistical administration for the Battalion and HOC.

(2) ███████████████████████████████████████

(3) ███████████████████████████████████████

h. ███████████████████████████████████████

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(2) ███████████████████████████████████████

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(5) ███████████████████████████████████████

(6) ███████████████████████████████████████