

**REQUEST FOR ORGANIZATION RECORD
(See reverse for instructions.)**

1. TO BE COMPLETED BY REQUESTING ORGANIZATION					
TO			FROM		DATE
REQUEST ESTABLISHMENT OF AN ORGANIZATION ACCOUNT CODE. ACTIVATION GENERAL ORDERS/AFI 25-201 SUPPORT AGREEMENT AND MISSION STATEMENT ARE ATTACHED.					
A. ORGANIZATION TITLE		B. ORGANIZATION IDENTIFICATION CODE		C. FAD CODE	D. MMIC CODE
E. BENCH STOCK	F. MAJCOM CODE	G. COMMUNICATIONS AREA CODE	H. PARCEL POST/FREIGHT ADDRESS		
I. DELIVERY DESTINATION		J. AWP DELIVERY DESTINATION	K. SERV/UNSERV PICKUP POINT	L. PRODUCT PICK-UP DISTRIBUTION	
M. AUTHORIZED SHOPS			N. APPLICABLE TAs	O. SRDs	
P. SUPPLY/EQUIPMENT CUSTODIAN (Use bond paper for additional custodians and attach)					
PRI/ALT	NAME	GRADE	OFFICE SYMBO	DUTY PHONE NO.	PURPOSE
NAME AND GRADE OF COMMANDER			SIGNATURE		
2. TO BE COMPLETED BY THE COMBAT OPERATIONS SUPPORT FLIGHT					
TO			FROM		DATE
A. ORGANIZATION CODE		B. OFF-BASE FLAG	C. EQUIPMENT AUTH FLAG	D. SUBORDINATE COMMAND CODE	
E. GEOGRAPHICAL LOCATION FLAG	F. SYSTEM DESIGNATOR	G. B/S OVERRIDE PRINT FLAG	H. USING/GAINING COMMAND CODE		
NAME AND GRADE OF APPROVING OFFICIAL			SIGNATURE		
3. TO BE COMPLETED BY ACCOUNTING AND FINANCE					
TO			FROM		DATE
A. PROJECT FMR CODE	B. COST CENTER CODE	C. TYPE ORGN CODE	D. EXPENSE CARD OUTPUT FLAG	E. OBAN	
F. SALES CODE		G. DEBTOR CODE	H. ADSN	I. MAJOR FORCE PROGRAM	
NAME AND GRADE OF AUTHORIZED OFFICIAL			SIGNATURE		

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

EXPLANATION OF PART 1

MISSION STATEMENT

A mission statement is required to enable the allowance and authorization section to adequately evaluate AF Form 601, Equipment Action Request. Include any important data, such as type, size, number, or capacity of personnel,

- A. ORGANIZATION TITLE - (i.e., 12 FMS/Propulsion Branch, 12 ABG/Admin Division, etc.). Off-base organizations having an activity address code different from the host base will enter their activity address code in the first six positions of the organization title (i.e., FY7177, 6947 SCTY SQ).
- B. ORGANIZATION IDENTIFICATION CODE - (i.e., 0012SUP70000, 12TH Supply SQ). For the correct code, refer to the reporting organization file base change report (RCS: HAF-LEY(W)8246).
- C. FAD CODE - Force activity designator. Refer to HQ USAF program document (PD).
- D. MMIC CODE - Specify, if applicable, the maintenance management information and control system (MMICS) identification code.
- E. BENCHSTOCK - Specify if a consolidated bench stock is to be used or if separate bench stock for each shop will be established.
- F. MAJCOM CODE - Major command code (i.e., OJ-AETC, 1C-ACC, 1L-AMC, OQ-MAC, OY-AFCA, etc.).
- G. COMMUNICATION AREA CODE - If the major command code equals OY (Air Force Communication Command) indicate the communication area.
- H. PARCEL POST/FREIGHT ADDRESS - (i.e., Randolph AFB TX 78150-5000). This is the address of the requesting activity.
- I. DELIVERY DESTINATION - Designate a primary delivery destination to be used when an issue request does not have a delivery destination or when delivery cannot be made to the designated delivery destination (i.e., Bldg 900, Rm 103).
- J. AWP DELIVERY DESTINATION - If applicable, designate an AWP delivery destination (i.e., Bldg 900, Rm 9).
- K. SERV/UNSERV PICKUP POINT - Designate location for pickup of serviceable/unserviceable assets (i.e., Bldg 903, Rm 101).
- L. PRODUCT PICKUP/DISTRIBUTION - Specify if listings and documents produced by the SBSS are to be distributed or picked up by an organization representative. If they are to be distributed, provide the method (base distribution system or mail) and complete address.
- M. AUTHORIZED SHOPS - List all authorized shops.
- N. APPLICABLE TAs. List the table of allowances (TAs) applicable to the organization. This entry is for information only and does not restrict request for other TAs.
- O. SRDs. Identify weapon systems/end items by standard reporting designator (SRD) that will be supported by your organization.
- P. SUPPLY/EQUIPMENT CUSTODIAN - In first column enter PRI for primary or ALT for alternate. Second, third, fourth and fifth columns are self-explanatory. In sixth column enter SUP for supplies, EQP for equipment, MUN for munitions and POL for fuel products.