



WARRIOR MEDIC NOTAM – 59MDW-18-19  
Additional Duties  
13 December 2018



**PURPOSE:** To reduce the number of additional duties impacting the ability of 59 MDW units and Airmen to focus on primary duties driven by operational demands.

**COMMANDER'S INTENT:** This guidance is intended to maximize unit effectiveness by eliminating activities and ancillary training that unnecessarily drain unit resources and Airmen's time.

**BACKGROUND:** In order to mitigate impacts to wing readiness, time-intensive or otherwise unnecessary additional duties submitted from across the wing have been consolidated, assessed, and either eliminated, realigned, or reduced as noted in attachment one (1), Additional Duties Directed Actions.

**IMPLEMENTATION:**

1. Per the Secretary and Chief of Staff of the Air Force's Reducing Additional Duties Memorandum, dated Aug. 18, 2016, Group and Squadron Commanders are authorized to consolidate CSS-assigned duties as appropriate, and/or discontinue non-critical duties beyond their ability to resource. Group and Squadron Commanders will use their best judgement and execute Air Force-directed and locally-directed additional duties not specifically addressed in the attachment, as deemed necessary based on mission needs, local conditions and resource availability per AFI 38-206, Ch. 2.8.1.
2. Units wanting to reclaim the duties eliminated or reduced in the attachment will do so via an electronic staff summary sheet (e-SSS) appropriately staffed for commander review. The e-SSS should denote why a deviation is required or desired, and provide accompanying rationale on the matter.

**POC:** Contact the 59 MDW Director of Staff at DSN 554-5999 for specific questions regarding this NOTAM.

A handwritten signature in black ink, appearing to read "John J. DeGoes".

JOHN J. DEGOES  
Major General, USAF, MC, FS  
Commander, 59th Medical Wing

**Attachment:** Eliminated, Realigned and Reduced Additional Duties

**ELIMINATED, REALIGNED AND REDUCED ADDITIONAL DUTIES (cao 13 Dec 18)**

<b>ADDITIONAL DUTY</b>	<b>CHANGE</b>	<b>PROGRAM OPR</b>	<b>AFI CITATION / REFERENCE</b>	<b>RATIONALE</b>
Destruction Officer	Eliminated	59 MDW/JA	AFI 31-115	The requirement to provide oversight of destruction investigative or criminal evidence is eliminated across the AF.
Individualized Newcomer Treatment and Orientation (INTRO) Manager	Eliminated	Commander Support Staff (CSS)	AFI 36-2103	The "Manager" function and appointment is eliminated across the AF. NOTE: Individual tasks associated with unit sponsor program, in-processing actions and welcoming will be executed by the CSS
Restricted Area Badge Monitor	Eliminated	N/A	AFMAN 31-201v3 AFI 31-101	This responsibility is eliminated. Unit Security Managers will assist individuals requiring a restricted area badge.
Top Secret Control Officer (TSCO)	Eliminated	59 MDW/XP	AFI 31-115	The requirement to appoint and train a TSCO at squadron, group and/or wing levels is eliminated. Based on Top Secret assets within, commanders at all levels have the discretion to determine if a TSCO should be appointed and have flexibility to determine at what level the TSCO should reside.
Treaty Compliance Officer (TCO)	Eliminated	N/A	AFI 16-601	The requirement to appoint a Treaty Compliance Officer at the squadron and group levels is eliminated.
Treaty Escort Official	Eliminated	N/A	AFI 35-101	This requirement is eliminated.
Unit Public Affairs Representative	Eliminated	59 MDW/PA	AFI 35-101	The requirement to appoint a Unit Public Affairs Representative at the squadron and group levels to liaise with the wing and higher headquarters is eliminated. Going forward, 59 MDW/PA will work with leadership, as required, to communicate with media and the public.
Unit Tax Representative	Eliminated	59 MDW/JA	AFI 51-504	The requirement to appoint and train an Airman to perform this function as an additional duty is eliminated across the AF.

Telephone Control Officer (TCO)	Realigned	59 MDSS	AFMAN 17-1202 AFI 33-152 AFI 33-106	The responsibility will remain with the 59 MDSS IT Flight. Army manages program for TRG/959.
Trusted Agent (TA)/ Unit Drug Demand Reduction Program Monitor	Realigned	Commander Support Staff (CSS)	AFI 90-507	This responsibility is a core task of current CSS Air Force Manpower Standard. Each commander has the discretion. Each unit commander retains flexibility of where the TA physically resides.
Unit Aerospace Expeditionary Force Reporting Tool (ART) Monitor	Realigned	59 MLRS	AFI 10-201	This responsibility will remain with the 59 MDSG (59 MLRS Medical Readiness Flight).
Unit Anti-Terrorism Officer (ATO)	Realigned	59 MLRS	AFI 10-245	This responsibility is realigned to the 59 MDSG (59 MLRS Medical Readiness Flight). TRG handles requirement due to geographic separation.
Unit Deployment Manager (UDM)	Realigned	59 MLRS	AFI 10-403	This responsibility will remain with the 59 MDSG (59 MLRS Medical Readiness Flight)
Unit Emergency Management Representative	Realigned	59 MDW/XP	AFI 10-245	This responsibility is realigned to 59 MDW/XP.
Unit Personal Wireless Communications Systems Equipment Custodian (PEC)	Realigned	59 MDSS/SGSBI	AFI 17-210 AFMAN 33-153	This duty remains with the 59 MDSG (59 MDSS IT Flight). Army handles requirement for TRG/959.
Unit Training Manager (UTM)	Realigned	59 MDW/SGNE	AFI 36-2201	Parts of this responsibility is realigned to 59 MDW Education and Training. Common customer items to be performed at the group and/or squadron level as needed. Commanders may consolidate CSS-assigned duties as appropriate, and/or discontinue non-critical duties beyond their ability to resource. TRG/959 handle due to geographic separation.
Weighted Airman Promotions System (WAPS)	Realigned	Commander Support Staff (CSS)	AFI 36-2605	This responsibility is realigned to each unit's CSS.

Contamination Control Team Member	Reduced	59 MLRS	AFI 10-2501 AFMAN 32-1007	The requirement to appoint a Contamination Control Team Member at the squadron, group and/or wing is eliminated. If required, 59 MDW Decontamination UTC's positioned at JBSA-Lackland and Randolph will fulfill this mission.
Area Records Manager (FARM)	Reduced	Commander Support Staff (CSS)	AFI 33-322	The requirement to appoint a FARM to manage records is a commander's discretion and individual responsibility as required by AFI.
IT Equipment Custodian (ITEC)	Reduced		AFMAN 33-153	The Unit Property/Equipment Custodian is responsible for IT hardware inventory.
Records Custodian (RC)	Reduced	Commander Support Staff (CSS)	AFI 33-322	The requirement to appoint a RC to manage records is a commander's discretion and individual responsibility as required by AFI.
Unit Sports Representative (USR)	Reduced	502 FSS	AFI 34-266	The requirement to appoint a Sports Representative at squadron, group and/or wing levels is eliminated. Commanders at all levels have discretion to determine if a Sports Representative should be appointed and have flexibility to determine the appropriate level.
Unit Physical Training Leader (PTL)	Reduced		AFI 36-2905	The requirement for every unit to have appointed PTLs is eliminated. However, if the commander has a physical training policy, directing group PT sessions, a PTL must be appointed and lead the sessions.
Unit Safety Representative (USR)	Reduced	59 MDW/SE	AFI 91-202	The requirement to have Safety Representatives at the flight, section and element levels of the squadron is eliminated. Each commander retains flexibility with the appointment and what level the USR should reside.
Unit Security Manager (USM)	Reduced		AFI 16-1404 AFSOC Supplement	This responsibility remains with the commander, who designates responsibilities appropriate for the unit.