

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

HAF MISSION DIRECTIVE 1-36



17 FEBRUARY 2015

**DIRECTOR, AIR FORCE HISTORY AND
MUSEUMS POLICIES AND PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Walter Grudzinskas)

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Paragraph 2.1: AF/HO is realigned from Vice Chief of Staff to the Assistant Vice Chief of Staff. Attachment 2, Paragraph A2.2.1: The Air Force Historical Studies Office (AF/HOH) is redesignated as the Air Force Historical Support Office and its responsibilities have been modified. Due to the Headquarters Air Force reorganization, the Air force History and Museums Policies and Programs (AF/HO) will curtail its oral history program, will have delayed response to inquiries and taskers, no longer support symposiums, have diminished capabilities to produce book length manuscripts, and will have to rely on other staff elements for information technology and budget liaison support.

1. Mission. The Director, Air Force History and Museums Policies and Programs, pursuant to 10 USC §§ 8031-8038, and as documented by paragraph(s) 4.3 of AFMD 1, *Headquarters Air Force*, and this Headquarters Air Force (HAF) Mission Directive, assists the Secretary of the Air Force, other Secretariat offices, and the Chief of Staff in carrying out the history and museums program of the Department of the Air Force. The Secretary of the Air Force retains ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, the AF/HO prepares policies for approval and issues official guidance/procedures

to ensure implementation of those policies. The AF/HO also assists the Chief of Staff of the Air Force in his role, pursuant to 10 U.S.C. § 151, as a member of the Joint Chiefs of Staff (JCS).

2. Organizational Relationships. The Secretary of the Air Force is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the Chief of Staff of the Air Force, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the Secretary of the Air Force.

2.1. The AF/HO reports directly to the Assistant Vice Chief of Staff of the Air Force, providing support to the Secretary of the Air Force, the Under Secretary of the Air Force, other Secretariat offices, the Chief of Staff of the Air Force, and other Air Staff offices. The Secretary of the Air Force may re-delegate authority/assign responsibility to the AF/HO, but the Secretary of the Air Force, through the Chief of Staff of the Air Force and, as appropriate, Assistant Secretaries of the Air Force, retains ultimate responsibility for all matters affecting AF/HO.

2.2. The AF/HO is part of the Air Staff and as such works closely with other HAF offices to assist the Secretary of the Air Force and the Chief of Staff in carrying out his or her responsibilities. The AF/HO and the Office of the AF/HO work in cooperation with the other HAF officials, and their respective offices, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 USC §§ 8013-8023 and §§ 8031-8038), for assisting the Secretary of the Air Force and the Chief of Staff in carrying out his or her responsibilities.

2.2.1. Pursuant to Headquarters Operating Instruction HOI 90-1 (*Headquarters Air Force Mission Directive – Delegations of Authority and Assignment of Responsibilities*), two or more HAF two-letter/digit organizations, Field Operating Agencies, or Direct Reporting Units with responsibilities in the same functional area are encouraged to develop “standard operating procedures (SOPs)” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. There are no SOPs between AF/HO and any other organization.

2.3. Reporting to the AF/HO is a Field Operating Agency, the Air Force Historical Research Agency (AFHRA), whose mission is documented in AFMD-30.

3. Responsibilities. The AF/HO is specifically responsible for:

3.1. Establishing policy and guidance for and directing the operations necessary to create and preserve a thorough record of Air Force institutions and activities.

3.2. Establishing policy for and directing the establishment and operations of command and other field history programs.

- 3.3. Establishing policy for and directing a program for publishing studies, monographs, and other works documenting the history of the Air Force and examining the history of air power in general for distribution within the Air Force, to other Government agencies, and to the public.
- 3.4. Overseeing compilation of the annual history of Headquarters Air Force, preparation of historical monographs and staff studies for the HAF, and other historical services as required.
- 3.5. Ensuring the establishment and efficient operation of an archival operation to preserve Air Force historical documents and provide research assistance to those researching those documents.
- 3.6. Establishing policy and guidance for and directing the operations of the AFHRA.
- 3.7. Establishing guidance for and broad oversight of the oral history, end of tour reports, and personal papers programs.
- 3.8. Preparing guidance for document disposition to ensure important historical materials are preserved.
- 3.9. Preparing guidance for microfilming, electronically digitizing, and retrieving documents held by the Air Force History and Museums Programs.
- 3.10. Providing guidance and policy to the National Museum of the United States Air Force and the other museums and components of the Air Force Museum System and Heritage Program.
- 3.11. Serving as Chairman of the History and Museums Civilian Career Program.
- 3.12. Serving as the Air Force History and Museums Program Career Field Manager and Development Team Lead.
- 3.13. Planning, programming, budgeting, and allocating resources for the Air Force Historical Support Office (AF/HOH), the AFHRA, and program-wide activities.
- 3.14. Maintaining relationships with the history programs of the other military services, other United States government agencies, and appropriate foreign government organizations.
- 3.15. Representing the Air Force at meetings of historical and other learned societies to encourage interest by educational and professional institutions in military aerospace history subject to funding.

3.16. Preparing guidance, in cooperation with the Air Force Deputy Chief of Staff, Manpower, Personnel and Services; for managing officer, enlisted and civilian historians, archivists and curators working within the Air Force History and Museums Program. Officer and Enlisted Historian positions are postured in the AF Reserve because of Air Force History Museums Programs civilianization.

4. Delegations of Authority/Assignment of Responsibility: Attachment 1 lists delegated authorities and assigned responsibilities to the AF/HO. The authorities delegated/responsibilities assigned to the AF/HO by this HAF Mission Directive may generally be re-delegated to other Department of the Air Force officials unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or DoD issuance. While the authorities are delegated to the AF/HO, the exercise of the authorities remains subject to the oversight and control of the Secretary of the Air Force, any Assistant Secretary of the Air Force having oversight, and the Chief of Staff. Any re-delegation of authority made shall not be effective unless it is in writing. Any person re-delegating authorities in accordance with this Directive may further restrict or condition the authority being re-delegated.

5. Continuation of Prior Re-Delegations of Authority/Assignment of Responsibility: Re-delegations of authority/assignments of responsibility made prior to the date of issuance of this HAF Mission Directive remain effective insofar as such re-delegations are not inconsistent with the terms of this HAF Mission Directive, unless superseded by new issuances.

Deborah Lee James Secretary of
the Air Force

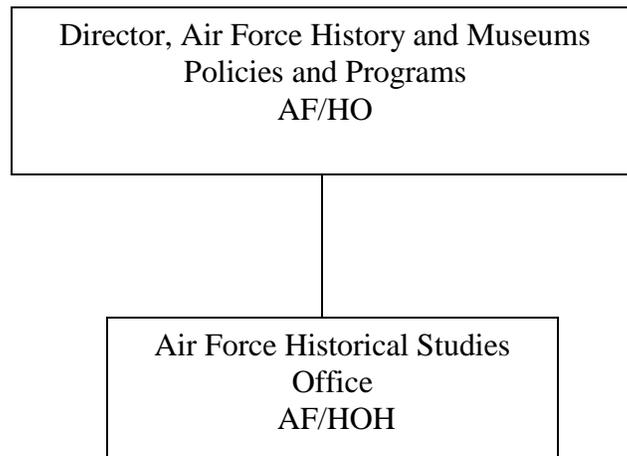
Attachments:

1. Delegations of Authorities/Assignment of Responsibility for AF/HO
2. Organizational Chart/Three-Letter/Digit Responsibilities

ATTACHMENT 1

**DELEGATIONS OF SECRETARY OF THE AIR FORCE AUTHORITY/ASSIGNMENT
OF RESPONSIBILITY TO THE
DIRECTOR, AIR FORCE HISTORY AND MUSEUMS POLICIES AND PROGRAMS**

There are no delegations documented at this time.

ATTACHMENT 2**DIRECTOR, AIR FORCE HISTORY AND MUSEUMS POLICIES AND PROGRAMS****(AF/HO)**

A2.1. The Director, Air Force History and Museums Policies and Programs is responsible for the overall supervision of all matters pertaining to Air Force policies and standards for historical products and services; management oversight to its subordinate division, the Air Force Historical Support Office (AF/HOH) and its field operating agency, the Air Force Historical Research Agency (AFHRA); and furnishing guidance and policy for the USAF Museum and Heritage Program.

A2.2. Three-letter/digit subordinate offices include:

A2.2.1. The Air Force Historical Support Office (AF/HOH). AF/HOH is responsible for matters pertaining to the preparation of studies and other publications; and supporting Headquarters Air Force, government agencies, and individuals with historical analysis and research.