

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**

**PACIFIC AIR FORCE MISSION
DIRECTIVE 807**



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Manpower

MANPOWER AND ORGANIZATION

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This mission directive implements policy guidance in AFPD 38-1, *Organization*; AFI 38-101, *Air Force Organization*; AFPD 10-1, *Mission Directives*, and AFI 10-101, *Format and Content of Mission Directives*. It does not apply to the Air National Guard or the United States Air Force Reserve. Its purpose is to prescribe unit mission, organization, and processes. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include, section 2.4.2 HQ PACAF /SC changed to HQ PACAF A3/6, and **Figure 1. Organization Chart, Attachment 1. Abbreviations and Acronyms.**

1. Mission. PACAF Air Postal Squadron (AIRPS).

1.1. Serves as the single service manager for air transportation of all DoD mail in USPACOM.

1.2. Provides operational guidance, transportation, personnel, and logistics support to ensure full postal services during peace, war, and contingency situations.

1.3. Provides oversight and guidance for Pacific Air Forces postal and official mail matters.

2. Command. The Commander, PACAF AIRPS.

2.1. As head of a Major Command Field Operating Agency is responsible to the Director of Air and Cyberspace Operations, HQ Pacific Air Forces (HQ PACAF A3/6).

2.2. Commands the PACAF AIRPS to include all geographically-separated detachments and operating locations.

2.3. Exercises command, administrative, operational, functional, and technical control over assigned units and facilities, operating and maintenance budgets, and postal systems operated by PACAF.

2.4. Is authorized direct communication:

2.4.1. Between major and subordinate US Army, Navy, Marine Corps, and Air Force commands, Military Postal Service Agency and commanders of the appropriate subordinate detachments on operational and technical matters concerning AF postal functions.

2.4.2. With HQ PACAF A3/6, Secretary of the Air Force postal staffing elements, the USPS, and other government and civilian agencies on operational and technical matters pertaining to postal operations. Subordinate units may communicate directly with non-departmental level activities only as prescribed or directed by a departmental-level activity.

3. Assigned Forces. Not applicable to this mission directive.

4. Responsibilities. The Commander, PACAF AIRPS.

4.1. Provides command postal oversight and guidance for all Air Force Post Offices (APO), Postal Service Centers, and Official Mail Centers (OMC), including functional management, inspection oversight, policy interpretation and supplementation, and resource recommendations and review. Conducts annual postal operations inspections at each activity.

4.2. Manages a USPACOM theater-wide air transportation network.

4.3. Operates Aerial Mail Terminals (AMT), Mail Control Activities (MCA), and APOs in PACAF locations (Australia, Japan, Republic of Korea, and Thailand) and provides operational oversight to APOs in Antarctica and New Zealand.

4.4. Performs regular site visits to squadron operating locations.

4.5. Conducts regular functional manager site visits to non-squadron PACAF postal operating locations.

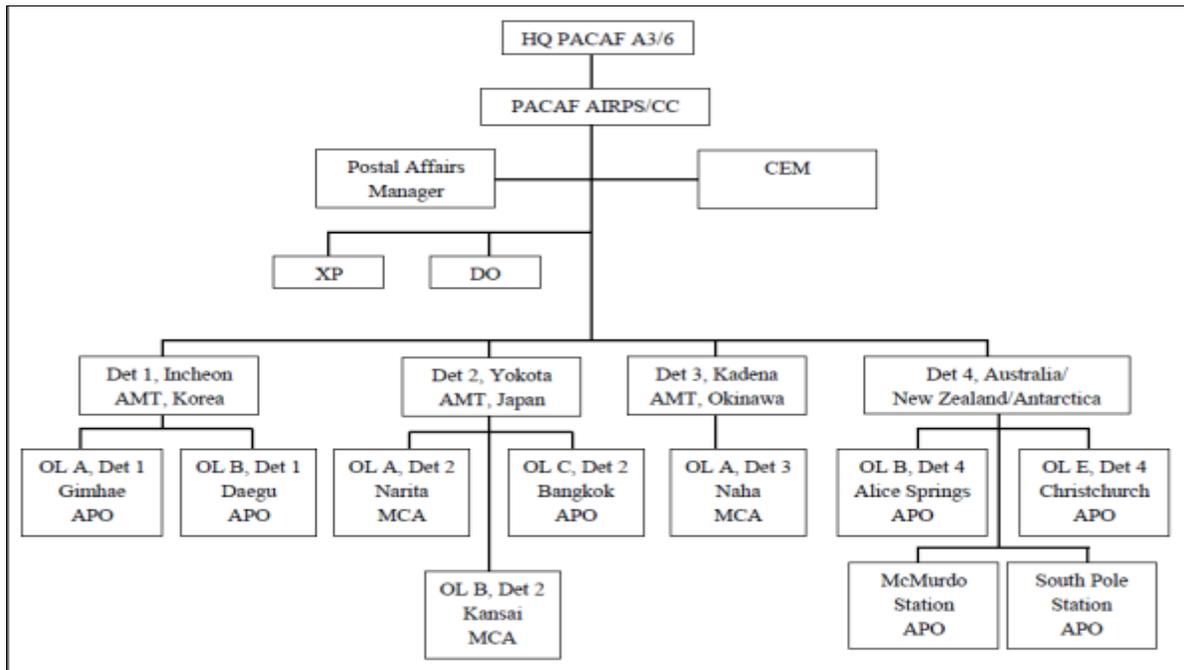
4.6. Operates the USPACOM/J1 Joint Postal Cell, when required during contingencies, and conducts annual Pacific joint postal planning activities with components to ensure readiness.

4.7. Deploys in support of AEF and internal taskings in conjunction with USPACOM OPLANs and civil support missions, as directed.

- 4.8. Maintains contingency postal kits in support of UTC taskings.
- 4.9. Attends theatre war planning workshops in relation to USPACOM, USFK, and USFJ OPLAN reviews.
- 4.10. In addition to a significant morale and family support function, provides mission critical support. This includes transport of High-Valued Shipments (such as cash), lab specimens, personnel and medical records, supplies and equipment, and classified up to secret documents and media.

5. Area of Responsibility. Not applicable to this mission directive.

Figure 1. Organizational Chart.



6. Subordinate Units.

- 6.1. Detachment 1, PACAF AIRPS, Seoul, Korea
- 6.2. Detachment 2, PACAF AIRPS, Yokota AB, Japan
- 6.3. Detachment 3, PACAF AIRPS, Kadena AB, Japan
- 6.4. Detachment 4, PACAF AIRPS, Sydney, Australia

7. Supplemental Missions. Not applicable to this mission directive (see **Attachment 1, Definition of Terms**).

DIRK D. SMITH, Brigadier General, USAF
 Director of Air & Cyberspace Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AEF —Air Expeditionary Force

AFI —Air Force Instruction

AFPD —Air Force Policy Directive

AOR —Geographical AOR applies at NAF level only

DOD —Department of Defense

NAF —Numbered Air Force

OPLAN — Operations Plan

PACAF —Pacific Air Forces

USFJ —US Forces Japan

USFK —US Forces Korea

USPACOM —US Pacific Command

UTC —Unit Tasking Code

Terms

Mission—All necessary elements of the organization's mission and duties

Command—The relationships, if applicable, between: The Air Force components and the unified command that runs it. The organization and other AF organizations, government agencies, US Military Services, and the armed forces and government agencies of other nations

Assigned Forces—Assigned weapons systems

Responsibilities—Mission elements assigned by unified commanders, specified commanders, or higher authorities. Defines the commander's responsibility for executing those elements of the mission

Area of Responsibility—Geographical AOR applies at NAF level only

Organization Chart—Self-explanatory

Subordinate Units—Subordinate units with specific/unique functional missions supporting the principal unit

Supplemental Missions—Missions unique to specific units that do not normally fall under typical objective units