

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

AIR FORCE MISSION DIRECTIVE 1

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HEADQUARTERS AIR FORCE (HAF)

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This directive states the mission, command structure, and responsibilities of the Department of the Air Force Headquarters. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through the appropriate functional chain of command. Ensure records created as a result of processes prescribed in this publication are kept in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the AF Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This publication has been revised to reflect Headquarters Air Force Mission Directives (HAF MDs) as the publications that delegate authority/assign responsibility from the Secretary of the Air Force (SecAF) to Headquarters Air Force two-letter offices. A list of all HAF MDs has been added to this publication as Attachment 1.

1. Mission. Headquarters Air Force assists the Secretary of the Air Force and the Chief of Staff of the Air Force (CSAF) in conducting the affairs of the Department of the Air Force to fulfill the Department's functions, duties, and responsibilities set forth in Title 10 United States Code (10 U.S.C.) and relevant Department of Defense (DoD) issuances. The HAF develops policies, plans, and programs, establishes requirements, and provides resources to support the Air Force's mission to defend the United States and protect its interests through the use of air and space and cyberspace power. The HAF is an integrated staff comprised of the offices of the Office of the

Secretary of the Air Force (Secretariat) and the Air Staff. Generally, there will be no duplication of functions within HAF organizations, however the Secretariat will retain oversight and control of matters within their respective areas of responsibility. Those organizations having complementary responsibilities will avoid redundancy to the maximum extent possible.

2. Command. The SecAF is the head of the Department of the Air Force. The SecAF is responsible for, and has the authority necessary to conduct all affairs of the Department of the Air Force. The chain of command for purposes other than operational control of forces assigned to combatant commands runs from the Secretary of Defense (SecDef) to the SecAF. All Air Force Major Commands (MAJCOMs) report to the CSAF.

2.1. The SecAF exercises authority primarily through civilian officials appointed by the President and confirmed by the Senate, specifically, the Under Secretary of the Air Force (USecAF), four Assistant Secretaries of the Air Force, the General Counsel of the Air Force, as well as the CSAF. The SecAF utilizes the assistance of the Secretariat and Air Staff personnel in carrying out these responsibilities, but retains immediate supervision of activities that involve vital relationships with Congress, the SecDef, other governmental officials, and the public.

2.2. The CSAF performs his or her duties subject to the authority, direction, and control of the SecAF, presides over the Air Staff, and is the principal military advisor to the SecAF on Air Force activities. The CSAF also serves as a member of the Joint Chiefs of Staff (JCS) and the Armed Forces Policy Council. In the JCS capacity, the CSAF is one of the military advisors to the President, the National Security Council, and the SecDef. The CSAF is not subject to the authority, direction and control of the SecAF when he or she is acting solely in the capacity as a member of the JCS; however, the CSAF shall keep the SecAF fully informed of significant military operations affecting the duties and responsibilities of the Department of the Air Force to the extent permitted by the authority, direction, and control of the SecDef.

3. Responsibilities. The SecAF is responsible for the entire Department of the Air Force affairs and for fulfilling the Department of the Air Force's functions, duties and responsibilities set forth in Subtitle D of 10 U.S.C. and the current version of Department of Defense Directive (DoDD) 5100.01, *Functions of the Department of Defense and its Major Components*.

3.1. The SecAF is responsible for, and, unless limited by lawful authority, has the authority necessary to conduct all affairs of the Department of the Air Force, including the following:

- 3.1.1. Recruiting;
- 3.1.2. Organizing;
- 3.1.3. Supplying;
- 3.1.4. Equipping (including research and development);
- 3.1.5. Training;
- 3.1.6. Servicing;
- 3.1.7. Mobilizing;
- 3.1.8. Demobilizing;

- 3.1.9. Administering (including the morale and welfare of personnel);
 - 3.1.10. Maintaining;
 - 3.1.11. Construction, outfitting, and repairing of military equipment; and,
 - 3.1.12. Construction, maintenance, repair and accounting of buildings, structures, and utilities; the acquisition, management, accounting and disposal of real property or natural resources.
- 3.2. The SecAF is also responsible to the SecDef for the following activities of the Department of the Air Force:
- 3.2.1. Operation and efficiency of the Department of the Air Force;
 - 3.2.2. Formulation of policies and programs fully consistent with national security objectives and policy (established by the President and SecDef);
 - 3.2.3. Effective and timely implementation of policy, program, and budget decisions and instructions of the President or SecDef;
 - 3.2.4. Carrying out the functions of the Department of the Air Force so as to fulfill the current and future operational requirements of the Combatant Commands;
 - 3.2.5. Effective cooperation and coordination between the Department of the Air Force and other DoD components to provide for more effective, efficient, and economical administration and to eliminate duplication;
 - 3.2.6. Presentation and justification of the Department of the Air Force positions on plans, programs, and policies of the DoD; and,
 - 3.2.7. Effective supervision and control of Air Force intelligence activities.
- 3.3. The SecAF is also responsible for any other activities prescribed by law, the President or SecDef.
- 3.4. The CSAF, subject to the authority, direction, and control of the SecAF, is responsible for the following:
- 3.4.1. Presiding over the Air Staff;
 - 3.4.2. Transmitting Air Staff plans and recommendations to the SecAF and advising the SecAF with regard to such plans and recommendations;
 - 3.4.3. Acting as the SecAF's agent in carrying out the approved plans or recommendations of the Air Staff;
 - 3.4.4. Exercising supervision, consistent with the authority assigned to the combatant commanders, over such members of the Air Force as the SecAF determines;
 - 3.4.5. Performing the duties prescribed for the CSAF under 10 U.S.C. Section 171 as a member of the Armed Forces Policy Council, as well as other duties prescribed by law; and,
 - 3.4.6. Performing other military duties as assigned to the CSAF by the President, the SecDef, or the SecAF.

3.5. The CSAF also performs duties as a member of the JCS as prescribed by 10 U.S.C. Section 151.

3.5.1. The CSAF shall inform the SecAF regarding military advice rendered by members of the JCS on matters affecting the Department of the Air Force, to the extent that such action does not impair the independence of the CSAF in his/her role as a member of the JCS.

3.5.2. Subject to the authority, direction, and control of the SecDef, the CSAF shall keep the SecAF fully informed of significant military operations affecting the duties and responsibilities of the department of the Air Force.

4. Organization. The HAF consists of two major entities, created by 10 U.S. Code Part I. -- the Secretariat and the Air Staff. The SecAF may also establish other organizational entities or offices that report to the HAF (e.g., Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), etc.).

4.1. The Secretariat, pursuant to 10 U.S.C. Section 8014 and 8016, is composed of the following officials and offices:

4.1.1. The USecAF;

4.1.2. Four Assistant Secretaries of the Air Force;

4.1.3. The General Counsel of the Air Force;

4.1.4. The Inspector General of the Air Force;

4.1.5. The Chief of Legislative Liaison;

4.1.6. The Air Reserve Forces Policy Committee; and,

4.1.7. Such other offices as may be established by law or as the SecAF may establish or designate.

4.2. The Secretariat, pursuant to 10 U.S.C. Section 8014, Subsections (c) and (d) has sole responsibility for supporting the Department in the following functions:

4.2.1. Acquisition;

4.2.2. Auditing;

4.2.3. Comptroller (including financial management);

4.2.4. Information management;

4.2.5. Inspector General;

4.2.6. Legislative affairs;

4.2.7. Public affairs; and,

4.2.8. Research and development.

4.3. As prescribed by 10 U.S.C. Section 8032, the Air Staff is responsible for providing professional assistance to the SecAF, the Secretariat, and the CSAF. The Air Staff, pursuant to 10 U.S.C. Section 8031, is composed of the following officials and offices:

4.3.1. The Chief of Staff of the Air Force;

- 4.3.2. The Vice Chief of Staff of the Air Force;
- 4.3.3. Deputy Chiefs of Staff and Assistant Chiefs of Staff of the Air Force, as prescribed by the SecAF, subject to the limitations set forth in Section 8035 of Title 10;
- 4.3.4. The Surgeon General of the Air Force;
- 4.3.5. The Judge Advocate General of the Air Force;
- 4.3.6. The Chief of the Air Force Reserve; and,
- 4.3.7. Such other Air Staff offices as the SecAF may establish or designate.

4.4. Under the authority, direction, and control of the SecAF (by law) and the CSAF (by policy), as well as the limitations set forth in paragraph 4.2., the Air Staff is responsible for:

- 4.4.1. Preparing for the employment of the Air Force and such recruiting, organizing, supplying, equipping, training, servicing, mobilizing, demobilizing, administering, and maintaining of the Air Force that will assist in the execution of any power, duty, or function of the SecAF or CSAF;
- 4.4.2. Investigating and reporting on the efficiency of the Air Force and its preparation to support military operations by combatant commands;
- 4.4.3. Preparing detailed instructions for the execution of approved plans and supervising the execution of those plans and instructions;
- 4.4.4. Coordinating the actions of organizations of the Air Force as directed by the SecAF or the CSAF; and,
- 4.4.5. Performing other duties, not otherwise assigned by law, as may be prescribed by the SecAF (by law) or the CSAF (by policy).

4.5. A full list of Secretariat and Air Staff organizations and their Mission Directives designators is at Attachment 1.

5. Delegation of Authorities. HAF MDs delegate or re-delegate authority and assign responsibilities from the SecAF to two-letter offices and officials. A "two-letter office" is an Air Force organization, the mission and responsibilities of which are assigned and authorized directly by the SecAF and documented in a Headquarters Air Force Mission Directive. The HAF officials to whom authorities are delegated or re-delegated/responsibilities are assigned, unless otherwise restricted by law or directive, may re-delegate authority/re-assign responsibilities to other offices or officials. Any official re-delegating authority may further restrict/limit the authority. Re-delegations of authority are ineffective unless in writing. AFMD are prepared IAW Headquarters Air Force Operating Instruction (HOI) 90-1, *Headquarters Air Force Mission Directives – Delegations of Statutory Authority and Assignment of Responsibility*.

6. Succession Order for the Office of the Secretary. The succession order for the Office of the SECAF is established by Executive Order (E.O.) 12909, *Order of Succession of Officers to Act as Secretary of the Air Force*. The authority provides that if the SECAF dies, resigns, is absent, or is disabled, then the USecAF will serve as Acting SECAF. If the USecAF is unable to assume the duties of the SecAF, then either an Assistant Secretary or the General Counsel of the Air Force, in the order fixed by their length of service as permanent appointees in such positions, will serve as Acting SecAF. If the USecAF and none of the Assistant Secretaries or the General

Counsel of the Air Force are able to serve as Acting SecAF, then the CSAF shall perform such duties. The SecAF may determine those circumstances, if any, when his or her absence requires the assumption of duties as Acting SecAF in accordance with Executive Order 12909.

DEBORAH LEE JAMES
Secretary of the Air Force

ATTACHMENT 1
HAF MISSION DIRECTIVES

Table A1.1. HAF MDs

HAF MD Number	Name (and Acronym) of HAF Office
1-2	Under Secretary of the Air Force (SAF/US)
1-4	Chief of Staff (AF/CC)
1-6	Administrative Assistant (SAF/AA)
1-8	Auditor General (SAF/AG)
1-10	Assistant Secretary of the Air Force (ASAF), Acquisition (SAF/AQ)
1-12	ASAF, Financial Management and Comptroller (SAF/FM)
1-14	General Counsel (SAF/GC)
1-16	Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)
1-17	Deputy Under Secretary of the Air Force (Space) (SAF/SP)
1-18	ASAF, Installations, Environment and Energy (SAF/IE)
1-19	Deputy Under Secretary of the Air Force, Management (SAF/MG)
1-20	Inspector General (SAF/IG)
1-22	Director of Legislative Liaison (SAF/LL)
1-24	ASAF, Manpower and Reserve Affairs (SAF/MR)
1-26	Chief, Information Dominance and Chief Information Officer (SAF/CIO A6)
1-28	Director of Public Affairs (SAF/PA)
1-30	Director, Air Force Office of Small Business Programs (SAF/SB)
1-32	Deputy Chief of Staff (DCS), Manpower, Personnel and Services (AF/A1)
1-33	DCS, Intelligence, Surveillance and Reconnaissance (AF/A2)
1-34	Chief of Chaplains (AF/HC)
1-36	Director, Air Force History and Museums Policies and Programs (AF/HO)
1-38	DCS, Logistics, Engineering and Force Protection (AF/A4)
1-40	Judge Advocate General (AF/JA)
1-42	Chief of Air Force Reserve (AF/RE)
1-46	Chief of Safety (AF/SE)
1-48	Surgeon General (AF/SG)
1-50	Chief Scientist (AF/ST)
1-52	Director of Test and Evaluation (AF/TE)
1-54	DCS, Operations (AF/A3)
1-56	DCS, Strategic Plans and Requirements (AF/A5/8)
1-58	Director, Studies, Analyses and Assessments (AF/A9)
1-60	DCS, Strategic Deterrence & Nuclear Integration (AF/A10)