

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

AIR FORCE POLICY DIRECTIVE 90-1

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Special Management

POLICY FORMULATION



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(William A. Davidson)

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This Directive establishes the framework for creating Air Force policy. It implements Department of Defense Instruction (DoDI) 5025.01, *DoD Directives Program*. This publication applies to all organizational entities within the Department of the Air Force. Send all recommended changes or comments about this publication to SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720, safaax.workflow@pentagon.af.mil, through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm.

SUMMARY OF CHANGES

Updates organizational office symbols and publications references; eliminates option of placing metrics in Policy Directives and recommends metrics instead be placed in policy implementing publications (Air Force Instructions (AFIs), Air Force Manuals (AFMANs), etc.).

1. Determining policy is an important function for Air Force leadership. Policy provides both a focus for Air Force action and a guide for the behavior of the organization and its members.
2. Title 10 United States Code, Section 8013, states the Secretary of the Air Force is responsible for "...the formulation of policies and programs by the Department of the Air Force that are fully consistent with national security objectives and policies established by the President or the Secretary of Defense..." as well as "...the effective and timely implementation of policy, program, and budget decisions and instructions of the President or the Secretary of Defense..."

2.1. The Secretary of the Air Force, as the head of a Department of Defense (DoD) component, or his/her designated official(s) reviews and coordinates on proposed DoD Issuances that are relevant to the Air Force mission. The Secretary of the Air Force ensures OSD policy is carried out by issuing AF implementing publications, as required, and in accordance with AFI 90-101, *Implementing DoD Issuances*, and AFI 33-360, *Publications and Forms Management*.

2.2. Assistant Secretaries of the Air Force and the Administrative Assistant to the Secretary of the Air Force are the designated officials to provide AF coordination on draft DoD Issuances.

2.3. Implementation/execution of this program is delegated to the Administrative Assistant to the Secretary of the Air Force (SAF/AA). The Administrative Assistant will:

2.3.1. Act as the liaison between the Office of the Secretary of Defense and the Air Force in managing the DoD Directive Program in the Air Force.

2.3.2. Establish the internal management processes necessary to implement OSD's policies and guidance provided in DoD Issuances.

2.3.3. Track and report Air Force implementation of DoD Issuances.

3. The Air Force will state its key, broad, overarching policies in Air Force Policy Directives (AFPDs), or AF Supplements to DoD Directives (and DoD Instructions containing policy). Air Force Policy Memoranda (AFPM) may be used; however, must be converted to one of the above mentioned within 180 days. See AFI 33-360 for guidance on AF publications and forms management processes. AF policy will:

3.1. Be certified by the appropriate HAF (Secretariat and Air Staff) office.

3.2. Be approved and authenticated by the Secretary of the Air Force.

3.3. Focus on implementing OSD policy, accomplishing our mission, and be consistent with our strategic goals.

3.4. Be implemented in Air Force Instructions (AFI) or other official AF publications in accordance with AFI 33-360 when specific guidance/procedures are essential to comply with legal or higher level guidance.

3.5. Not be supplemented.

4. This policy establishes the following responsibilities and authorities:

4.1. HAF offices:

4.1.1. Author and certify AFPDs, AF Supplements to DoD Directives (and DoD Instructions containing policy), or AFPMs for SECAF approval.

4.1.2. Are responsible for ensuring implementing guidance and procedures (i.e., AFIs, AFMANs, etc.) are published.

4.1.3. Are an integrated staff comprised of the offices of the Secretary of the Air Force (referred to as the Secretariat) and the offices under the Chief of Staff (referred to as the Air Staff). Each HAF organization is responsible for specific functions; however, Air Staff organizations which have a functional relationship with and/or oversight by a

Secretariat organization will ensure that Secretariat organization coordinates on their AFPDs.

4.2. SAF/XC is responsible for publications, forms, and publishing policy, as described in AFPD 33-3, *Information Management*.

4.3. SAF/AA is responsible for:

4.3.1. Ensuring AF compliance with OSD policy and guidance by tracking implementation of DoD Issuances (AFI 90-101).

4.3.2. Issuing guidance on publications and forms management and for the publishing process (AFI 33-360).

MICHAEL B. DONLEY
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 United States Code Section 8013

DoD Instruction 5025.01, *DoD Directives Program*, October 28, 2007

AFPD 33-3, *Information Management*, 28 March 2006

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 90-101, *Implementing DoD Issuances*, 6 January 2006

Terms

DoD Issuance—DoD Directives, DoD Instructions, DoD Publications (issuances which implements/supplement DoD Directives and Instructions, for example, Catalogs, Guides, Handbooks, Manuals, Pamphlets, etc.) and their changes.

Headquarters Air Force (HAF)—Headquarters Air Force is defined as an entity consisting of the offices of the Secretary of the Air Force (Secretariat) and the Chief of Staff (Air Staff).

Policy—Statements of important, higher-level direction that guides decisions and actions throughout the Air Force. Policies are typically driven by higher headquarters (OSD) in the form of DoD Issuances (DoD Directives, DoD Instructions, etc.) although occasionally directly from the United States Code, Public Laws, or Executive Orders.