

**BY ORDER OF THE COMMANDER  
AIR FORCE DISTRICT OF  
WASHINGTON**

**AIR FORCE DISTRICT OF WASHINGTON  
MISSION DIRECTIVE 133**



**23 MARCH 2022**

**11TH WING**

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This Mission Directive (MD) states the mission of the 11th Wing (11 WG), communicates responsibilities of the Wing to subordinate organizations and assigned personnel and explains the organizational relationship between the 11 WG, 316th Wing (316 WG), Headquarters Air Force District of Washington (HQ AFDW), Department of the Air Force (DAF), Headquarters Air Force (HAF) and United States Space Force (USSF).

## ***SUMMARY OF CHANGES***

11 WG became the second subordinate Wing to HQ AFDW upon the 11 WG mission move from Joint Base Andrews-Naval Air Facility Washington (JBA-NAFW) to Joint Base Anacostia-Bolling (JBAB) as host Wing effective 1 October 2020, and the reactivation of 316 WG as host Wing at JBA-NAFW. Additionally, this MD adds the responsibility of daily operational management of the Air Force Memorial (AFM) and servicing of the specified worldwide mission requirements, effective 1 June 2021.

### **1. Mission.**

#### **1.1. The 11th Wing (11 WG):**

1.1.1. The 11 WG is responsible for ceremonial support with the United States Air Force Band, Honor Guard, Air Force Memorial and Air Force Arlington Chaplaincy. It provides Air Force musical and ceremonial ambassadorship worldwide to boost troop morale, improve community relations, bolster recruiting support, and provide support for funerals. It also provides Air Force ceremonial support for the DAF, Joint Chiefs of Staff (JCS), Office of the Secretary of Defense (OSD), and the White House.

1.1.2. The 11 WG organizes, trains, equips, and deploys expeditionary combat support forces for homeland support and worldwide Air and Space Expeditionary Forces (AEF). It has a customer base of approximately 30,000 Air Force personnel and their families in the National Capital Region (NCR) and worldwide; it provides comprehensive base operations support to all assigned Air Force organizations to include force protection, logistics, engineering, manpower, personnel, programming, comptroller, and morale, welfare, and recreation (MWR). On order, provides mission ready airmen for worldwide contingency taskings.

### **2. Command.** The 11 WG is a subordinate unit to AFDW.

2.1. **Organization Structure.** The organizational structure of 11 WG is in accordance with AFI 38-101, *Manpower and Organization*, and HQ USAF approved variance.

2.2. **Organization Changes.** Requests to change the organizational structure of 11 WG must be made in accordance with AFI 38-101, *Manpower and Organization* through HQ AFDW/A1.

### **3. Responsibilities.**

#### **3.1. Commander (11 WG/CC):**

3.1.1. Reports directly to the Commander, HQ AFDW.

3.1.2. Commands forces assigned to the 11 WG.

3.1.3. Serves as the Joint Base Commander for JBAB and facilitates supported component's missions.

3.1.4. Organizes, trains, and equips wing forces for AEF deployments, homeland support, and ceremonial support within the NCR and worldwide.

3.1.5. Provides day-to-day oversight of the AFM operations on behalf of the AFDW Commander.

3.1.6. Acts on behalf of the AFDW Commander for legal oversight of the Air Force worldwide mission through utilization of the 811th Force Support Squadron (811 FSS) at the Pentagon.

**3.2. Vice Wing Commander (11 WG/CV):**

3.2.1. Assists 11 WG Commander in the performance and execution of duties and responsibilities.

3.2.2. In 11 WG Commander's absence, acts as Commander in matters affecting the 11 WG and the installation.

3.2.3. Advises in the formulation of policies, guidance, and resources affecting JBAB.

**3.3. Command Chief Master Sergeant (11 WG/CCC):**

3.3.1. Serves as the principal advisor to 11 WG Commander and staff on matters of health, welfare, morale, and proper utilization of enlisted personnel within the Wing.

3.3.2. Serves as the functional manager for first sergeants in 11 WG organizations.

3.3.3. Advises in the formulation of policies, guidance, and resources affecting the Wing.

**3.4. First Sergeant (CCF):**

3.4.1. Educates and communicates with the enlisted force on policies, goals, and objectives and ensures support agencies are responsive to the needs of unit personnel.

3.4.2. Provides the commander mission-ready enlisted force to execute the mission.

**3.5. Director of Staff (11 WG/DS):**

3.5.1. Reports directly to the Commander, 11 WG.

3.5.2. Oversees overall operation of wing staff.

3.5.3. Manages all DS administration activity including performance evaluations, promotion recommendations, disciplinary action, travel, temporary duty assignments, and records management; manages Wing Staff Agency (WSA) manpower, manning, and budget; and exercises tasking authority for all wing organizations.

**3.6. 11th Comptroller Squadron (11 CPTS):**

3.6.1. Provides financial advice, pay services, cost and economic analysis, and services including budget requirements, execution, and accounting to wing organizations and tenant units for appropriated and nonappropriated funding.

3.6.2. Provides Nonappropriated Fund Financial Analyst (NAFFA) independent accounting analysis and oversight support for NAF activities on JBAB.

3.6.3. Provides pay services to Air Force personnel assigned within the NCR and to Air Force Elements and Field Operating Agencies worldwide.

**3.7. 11th Wing Staff (11 WG Staff):** Provides command and control, counsel, oversight, policy, guidance and functional support to 11 WG assigned forces and their families. The 11 WG Staff is comprised of the following units/functions.

**3.7.1. Safety (11 WG/SE):**

3.7.1.1. 11 WG Safety advises the 11 WG Commander, functional managers and supervisors on Weapons and Occupational Safety matters for all tenant organizations located on JBAB and for HAF/SAF at the Pentagon. Manages 11 WG Commander's Mishap Prevention Program by providing Supervisory Safety Training and training to appointed Unit Safety Representatives and Additional Duty Weapons Safety Representatives IAW AFI 91-202, *The US Air Force Mishap Prevention Program* and DESR 6055.09 AFMAN 91-201, *Explosives Safety Standards*.

**3.7.2. Chaplain (11 WG/HC):**

3.7.2.1. Advises the 11 WG Commander and leaders at all echelons, on all matters pertaining to religion and the accommodation of practices arising from religious faith, ethical decision-making, moral reasoning, and morale concerns. Provides religious support and spiritual care. Ensures all assigned personnel and their authorized dependents have opportunities to exercise their constitutional right to the free exercise of religion by providing religious worship and rites, religious accommodation, pastoral care, unit engagement, counseling, and spiritual care for all assigned personnel and their authorized dependents. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission.

**3.7.3. Protocol (11 WG/CCP):**

3.7.3.1. Provides protocol support to the 11 WG Commander to include itineraries for distinguished visitors, hospitality assistance for office calls, seating and parking for conferences, and special events. Serves as OPR for wing change of command ceremonies. Provides advice and guidance on group and squadron change of command ceremonies, retirements and promotion ceremonies.

**3.7.4. Plans and Programs (11 WG/XP):**

3.7.4.1. Serves as OPR to facilitate wing coordination, development and management of Operational Security (OPSEC), support agreements, contingency and support plans in accordance with HQ AFDW, HAF, and Department of Defense Directives. Serves as OPR for the training, management and operation of foreign visit/disclosure programs, 11 WG Crisis Action Team (CAT) and serves as CAT Executive Officer. Manages the Installation Critical Asset Risk Management Program. Serves as OPR for all 11 WG readiness related activities.

3.7.4.2. Coordinates all 11 WG taskings/requirements for homeland support, Civil Support, National Special Security Events (NSSE), Special Events Assessment Ratings (SEAR) and other designated special events in the NCR.

**3.7.5. Public Affairs (11 WG/PA):**

3.7.5.1. Provides counsel to 11 WG Commander and staff on internal issues/concerns, serves as primary liaison between the installation and the media, and leads community engagement and outreach initiatives in support of 11 WG Commander and higher headquarters objectives. Develops information strategies to achieve the Wing's strategic goals in line with higher headquarters objectives and the National Defense Strategy, and supports subordinate units in communicating mission activities and command priorities, as necessary. Responsible for visual information and

documentation services, installation media escort and approval authority, on-base photography approval, emergency and crisis response in real-world and exercise events, and liaising between the base and local, District and federally elected officials.

### **3.7.6. Equal Opportunity (11 WG/EO):**

3.7.6.1. Executes programs to promote diversity awareness, equal opportunity and alternative dispute resolution for assigned wing personnel, tenant units and serviced population. Ensures mission readiness by promoting a professional work environment free from personal, social and institutional barriers. Serves as principal advisor to 11 WG Commander, staff and tenant units regarding military and civilian Equal Opportunity policies, compliance, and complaint resolution. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission.

### **3.7.7. Inspector General (11 WG/IG):**

3.7.7.1. Serves as the JBAB Installation Inspector General. Executes installation-level complaint resolution for the Air Force active duty and retired personnel, dependents and Air Force civilians assigned to 11 WG, subordinate units and select tenant organizations. Manages the installation Fraud, Waste and Abuse program. Manages the 11 WG Commander's Inspection Program. Creates and executes exercises to evaluate wing and installation readiness. Serves as the 11 WG Gatekeeper and manages the program to de-conflict higher headquarters' inspections of 11 WG. Plans and executes By-Law Inspections on wing and installation programs to ensure compliance. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission.

### **3.7.8. Judge Advocate (11 WG/JA):**

3.7.8.1. Serves as chief legal advisor to the 11 WG, 316th Medical Squadron (316 MDS), 794th Communications Squadron (794 CS), all tenant organizations located on JBAB, the Pentagon, and 330 Air Force Elements stationed around the world. Provides advice and services on all matters pertaining to military justice, military operations, claims processing, property utilization, award and execution of procurement contracts, and general law matters including labor law, environmental law, conflicts of interest, standards of conduct and grievance hearings/reviews. Serves as the servicing legal office for military justice and other actions requiring command authority for Airmen assigned and/or attached to 11 WG and/or AFDW per AFPD 51-5, *Administrative Law, Gifts, and Command Relationships* or any other successor order/delegation.

### **3.7.9. Sexual Assault Prevention and Response Program Coordinator (11 WG/CVS):**

3.7.9.1. Executes the Air Force Sexual Assault Prevention and Response Program at the installation-level and reports directly to the 11 WG/CV. Serves as the single point of contact for 24/7 sexual assault response and victim care for the Pentagon DAF, JBAB, and AFELM Mission Partners with worldwide capabilities in military and civilian communities across the NCR. Serves as the installation's single point of contact for integrating and coordinating all aspects of sexual assault victim services. Provides the supported population annual and pre-deployment training (direct training and train-the-trainer support to installation organizations) in accordance with

Department of Defense Instructions 6495.02, *Sexual Assault Prevention and Response Program*, Air Force Sexual Assault Prevention and Response Program Manager requirements, AFDW guidance, and other applicable guidance or procedures.

**3.7.10. Historian (11 WG/HO):**

3.7.10.1. Manages the Wing historical program to provide an objective, comprehensive and unbiased history of Wing activities, developments, problems, and accomplishments. Researches, authors and publishes an annual 11 WG historical narrative annually. Performs special historical services for 11 WG in an advisory capacity. Provides support to HQ AFDW.

**3.7.11. Information Protection (11 WG/IP):**

3.7.11.1. The 11 WG Chief, IP office serves as the Activity Security Manager for the Wing/Installation Commander. The 11 WG IP office is the commander's principal advisor on the implementation of the Air Force's Information, Personnel and Industrial Security programs, Counter Insider Threat program (C-InTP) and Controlled Unclassified Information (CUI) programs. On behalf of the Wing/Installation Commander, Activity Security Managers executes the Information Protection programs and provides oversight and direction to group and squadron commanders, directors, security assistants and others in security management roles as necessary. Supports 11 WG, JBAB tenant units, Geographically Separated Units (GSUs), Forward Operating Agencies (FOAs), designated units in the NCR, HAF/SAF, the worldwide mission, and the HQ USSF.

**3.7.12. Small Business (11 WG/SB):**

3.7.12.1. Manages the 11 WG Small Business Programs on behalf of the commander. Provides recommendations on SB opportunities and coordination on acquisitions strategies for operational and specialized contracting support requirements for the Wing and tenant units. Forwards acquisition-planning documents to the Small Business Administration (SBA) Procurement Center Representative for further review and coordination, as required by the Federal Acquisition Regulation. Ensures compliance with the mandates of the Small Business Act of 1953 and ensure small business concerns receive their fair share of the Wing's annual acquisition budget in their roles as prime contractors or subcontractors. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission.

**3.7.13. Community Support Integrator (11 WG/CVB):**

3.7.13.1. Manages the 11 WG Total Force's quality of life program on behalf of the 11 WG Commander by identifying and resolving issues that affect personal and mission readiness. Empowers the JBAB Community by applying social and behavioral science experience to analyze and evaluate concerns of individuals, families, personal and professional preparedness by developing solutions in coordination with all appropriate functional agencies. Serves as the installation Executive Director for the Community Action Board (CAB). Employs a strategic, cross-functional look at quality-of-life, personal readiness, and community issues to formulate long-term solutions. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission.

**3.7.14. Drug Demand & Reduction Program (11 WG/CVD):**

3.7.14.1. Manages the 11 WG Drug Demand & Reduction Program (DDRP) on behalf of the commander. Focuses on enhancing mission readiness and fostering a drug-free environment through a comprehensive program of education, prevention, deterrence, and community outreach for all Active Duty and Civilian Air Force units and agencies on JBAB and designated units in the NCR. Ensures compliance with DoD standards for Air Force end-strength testing annually IAW AFMAN 44-197, *Military Drug Demand Reduction Program*, and AFMAN 44-198, *Air Force Civilian Drug Demand Reduction Program*. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission and other Agencies upon request.

**3.7.15. Resident Advocate (11 WG/RA):**

3.7.15.1. Serves as the point of contact on behalf of the 11 WG Commander to assist military members and their families residing in Privatized Housing (PH) who seek solutions to unresolved problems, concerns, and needs. Plans, schedules, and coordinates activities associated with PH Resident Councils and participates in housing advocacy activities. Informs the 11 WG Commander when a resident complaint may involve reasons for litigation or possible congressional complaints in compliance with AFI 32-6000, *Housing Management*.

**3.7.16. Air Force Memorial (11 WG/AFM):**

3.7.16.1. Provides and perpetuates the advancement of aerospace history and its future to include presenting the Air Force story to the American people. Ensures the AFM honors the service and heritage of the men and women of the DAF and its heritage organizations. Oversees the Memorial located in Arlington, Virginia, ensuring daily facility oversight, grounds and facility maintenance, advocacy and management of repairs, safety observation of visitors, response for emergencies on-site, and the management of military and non-military ceremony scheduling and equipment management.

**3.7.17. Violence Prevention Integrators (11 WG/VPI):**

3.7.17.1. Manages all aspects of a complex violence-related primary prevention program for the 11 WG. Focuses on non-clinical and primary prevention of interpersonal and self-directed violence-stopping it before it occurs. Collaboratively identifies, implements, and assesses public health-informed and evidence-based prevention policy, practices, programs, and processes to eliminate interpersonal and self-directed violence. Provides an integrated, multiagency, and collaborative approach of other Air Force programs (e.g., Suicide Prevention Program, Sexual Assault Prevention and Response Program, Family Advocacy Program, and other programs as appropriate) on primary prevention efforts. Contributes to the well-being of Airmen, their performance, and a ready Total Force. Services all tenant organizations located on JBAB, the Pentagon, and when required the worldwide mission.

**3.8. 11th Mission Support Group (11 MSG):** Provides quality of life human resource management, maintenance of facilities, fire protection, community services, logistics management, installation security, contracting support and crisis action planning and response

for the JBAB community. Provides combat-ready, AEF deployable teams in support of Air Force requirements worldwide and in support of NCR contingency response operations. The 11 MSG consist of the following units.

**3.8.1. 11th Civil Engineer Squadron (11 CES):**

3.8.1.1. Provides engineering, environmental, housing, disaster response and real property management for JBAB. Trains wing, tenant and HAF personnel in Chemical, Biological, Radiological, and Nuclear (CBRN) Defense.

**3.8.2. 11th Contracting Squadron (11 CONS):**

3.8.2.1. Provides operational contract solutions in support of the 11 WG Commander, tenant units, and other supported organizations in accordance with AFI 64-102, *Installation Contracting* and AFPD 64-1, *The Contracting System*.

**3.8.3. 11th Logistics Readiness Squadron (11 LRS):**

3.8.3.1. Provides installation logistics readiness support to include deployment and distribution vehicle management, supply chain management and fuels. Provides direct logistics support for Air Force personnel in the NCR or personnel serviced by 11 WG in support of AFDW's worldwide mission.

**3.8.4. 11th Force Support Squadron (11 FSS):**

3.8.4.1. Provides human resource and quality-of-life guidance for military, civilian and family members assigned to the Wing and JBAB community. Responsible for personnel deployment and accountability to personnel assigned to the Wing or serviced by 11 FSS, Military Personnel Flight. Implements programs for military and civilian personnel, base training and education services, family support and First Term Airmen Course. Provides food, lodging, mortuary affairs, fitness, recreation, child development, and other quality of life programs to the JBAB community.

**3.8.5. 11th Security Forces Squadron (11 SFS):**

3.8.5.1. Provides security to include all Protection-Level (PL) resources; law enforcement, criminal investigation and installation entry control for personnel assigned to, residing on or transiting the installation, two geographically separated communications sites and one geographically separated housing area. Provides a secure environment by conducting Law Enforcement, Security, and Force Protection/Anti-Terrorism operations. Serves as the wing's primary liaison with all stakeholder entities affecting Anti-terrorism and Force-Protection related programs and activities governed by DoD instruction, and primary advisor on Antiterrorism issues. Coordinates and facilitates the Integrated Defense Council, Force Protection Working Group and the Threat Working Group.

**3.8.6. 811th Force Support Squadron (811 FSS):**

3.8.6.1. Executes military personnel programs and provides quality-of-life guidance, base training and education services, MWR programs, and family support programs for military, civilian, and family members assigned to the Pentagon. Supports 11 WG Commander in executing worldwide Uniform Code of Military Justice (UCMJ) authority and administrative actions in accordance with AFPD 51-5, *Administrative*



*Law, Gifts, and Command Relationships*, or any successor order/delegation. Failure to comply with the prohibitions and mandatory provisions identified in this publication by military members is a violation of Article 92 of the UCMJ.

**3.9. 11th Operations Group (11 OG):** Provides DAF musical and ceremonial ambassadorship worldwide to improve morale, community relations, bolster recruiting and provides DAF funeral support at Arlington National Cemetery (ANC). The 11 OG consists of the following units.

**3.9.1. The USAF Band (USAF BAND):**

3.9.1.1. Provides musical support for the White House, OSD, JCS, DAF, AFDW, 316 WG, the Air Force Recruiting Service, and other organizations as directed.

**3.9.2. The USAF Honor Guard (USAF HG):**

3.9.2.1. Provides ceremonial support for White House, OSD, JCS, DAF, AFDW, 316 WG, the Air Force Recruiting Service, and other organizations as directed.

**3.9.3. The USAF Chaplaincy at Arlington National Cemetery (HC-A):**

3.9.3.1. Directs all aspects of a comprehensive funeral and grief ministry for DAF funerals at ANC.

JOEL D. JACKSON  
Major General, USAF  
Commander

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

DoDI 6495.02, *Sexual Assault Prevention and Response Program*, 11 September 2020

AFPD 38-1, *Manpower and Organization*, 2 July 2019

AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*, 31 August 2018

AFPD 64-1, *The Contracting System*, 6 November 2018

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 64-102, *Installation Contracting*, 9 June 2020

AFI 90-201, *The Air Force Inspection System*, 29 January 2021

AFI 90-301, *Inspector General Complaints Resolution*, 28 December 2018,

AFI 90-5001, *Integrated Resilience*, 25 January 2019

AFI 91-202, *The US Air Force Mishap Prevention Program*, 15 April 2021

AFMAN 44-197, *Military Drug Demand Reduction Program*, 30 July 2019

AFMAN 44-198, *Air Force Civilian Drug Demand Reduction Program*, 24 January 2019

DESR 6055.09\_AFMAN 91-201, *Explosives Safety Standards*, 10 March 2021

AF Mission Directive 13, *Air Force District of Washington (AFDW)*, 21 May 2021

AFDW Mission Directive 135, *844th Communications Group Air Force District of Washington*, 23 January 2015

AFDWI 10-2, *Air Force District of Washington (AFDW) and 320th Air Expeditionary Wing (AEW) Operations Center*, 5 July 2017

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**AEF**—Air and Space Expeditionary Force

**AFDW**—Air Force District of Washington

**AFM**—Air Force Memorial

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management Systems  
**ANC**—Arlington National Cemetery  
**ANG**—Air National Guard  
**CAB**—Community Action Board  
**CAT**—Crisis Action Team  
**CBRN**—Chemical, Biological, Radiological, and Nuclear Defense  
**C**—InTP—Counter Insider Threat program  
**CUI**—Controlled Unclassified Information  
**CSC**—Community Support Coordinator  
**DAF**—Department of the Air Force  
**DDRP**—Drug Demand Reduction Program  
**DOD**—Department of Defense  
**DS**—Director of Staff  
**DESR**—Defense Explosives Safety Regulation  
**FOA**—Forward Operating Agencies  
**GSU**—Geographically Separated Units  
**HAF**—Headquarters United States Air Force  
**IP**—Information Protection  
**JBA-NAFW**—Joint Base Andrews-Naval Air Facility Washington  
**JBAB**—Joint Base Anacostia-Bolling  
**JCS**—Joint Chiefs of Staff  
**MAJCOM**—Major Command  
**MD**—Mission Directive  
**MWR**—Morale, Welfare, and Recreation  
**NAFFA**—Nonappropriated Fund Financial Analyst  
**NCR**—National Capital Region  
**NSSE**—National Special Security Events  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**OSD**—Office of Secretary of Defense  
**PH**—Privatized Housing  
**PL**—Protection Level

**RDS**—Records Disposition Schedule

**SB**—Small Business

**SBA**—Small Business Administration

**SEAR**—Special Event Assessment Ratings

**UCMJ**—Uniform Code of Military Justice