

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND  
MISSION DIRECTIVE 4-422**

**24 JULY 2020**



**MISSION DIRECTIVE**

**AIR FORCE INSTALLATION AND  
MISSION SUPPORT CENTER (AFIMSC)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Donna K. McMannes)

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This mission directive defines the mission of Air Force Installation and Mission Support Center (AFIMSC) and implements Air Force Policy Directive (AFPD) 38-1, *Manpower and Organization*. This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. Submit requests for waivers [using a completed AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* (or equivalent information),] through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Commanders or equivalent may waive non-tiered requirements, but must send a copy of the approved waiver to the publication OPR within 30 days of approval for situational awareness and process improvement considerations. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed

in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

**1. Mission.** The Air Force Installation and Mission Support Center (AFIMSC) delivers globally integrated and threat-informed combat support and shapes the foundation of America's Air, Space and Cyberspace power. AFIMSC, through its Headquarters staff, Detachments, and Primary Subordinate Units (PSUs), serves as the single intermediate-level headquarters, providing Installation and Mission Support (I&MS) capabilities to eight major commands, two direct reporting units, the United States Space Force, and all Air Force and Space Force installations. AFIMSC effectively and efficiently manages and oversees the planning, programming, budgeting, and execution processes and deliverables for I&MS. AFIMSC provides I&MS for administration, base communications, chaplain, contracting, financial management programs, installation engineering services, logistics readiness, public affairs, security forces, and services.

**2. Command.** The Commander, Air Force Installation and Mission Support Center:

2.1. Is responsible to the Commander, Air Force Materiel Command (AFMC).

2.2. Exercises administrative command and control authority over assigned and attached forces, to include four PSUs:

2.2.1. Air Force Civil Engineer Center (AFCEC).

2.2.2. Air Force Installation Contracting Center (AFICC).

2.2.3. Air Force Security Forces Center (AFSFC).

2.2.4. Air Force Services Center (AFSVC).

2.3. Provides installation and mission support to Air Force Commanders world-wide.

**3. Responsibilities.** The Commander, Air Force Installation and Mission Support Center:

3.1. Provides I&MS capabilities to eight major commands, two direct reporting units, the United States Space Force, and all Air Force and Space Force installations.

3.2. Provides responsive, flexible full-spectrum installation engineering services.

3.3. Leads a globally-networked agency delivering operational acquisition to enable the Air Force mission and full spectrum joint operations.

3.4. Develops, delivers, and executes programs that secure United States Air, Space, and Cyberspace power to ensure its freedom to maneuver in all environments and protects the USAF's nuclear deterrent capability.

3.5. Delivers innovative Services capabilities to improve and generate ready, resilient Airmen and families.

3.6. Provides enterprise-wide resource advocacy of I&MS priorities through corporate planning and programming processes.

3.7. Directs annual I&MS budget execution and strategically allocates resources to installations based on integrated risk assessments and identified capability gaps.

3.8. Delivers responsive, high-quality support and guidance for pay, travel, and oversight programs to USAF customers.

- 3.9. Provides expert, on-demand, specialized financial analysis for decision support to USAF customers.
- 3.10. Manages enterprise facility sustainment, restoration and modernization and facility operations portfolios; the enterprise base communications portfolio, to include cyber support/transmission systems and Freedom of Information Act access/release; the enterprise integrated defense and combat support portfolios; the enterprise Airmen and family services portfolio; and the enterprise deployment and distribution operations portfolio.
- 3.11. Provides chaplain assignment requisition validation and resource operating instruction review.
- 3.12. Provides joint basing, basing and bed-down criteria analysis, strategic basing coordination support, and enterprise planning across the I&MS mission set.
- 3.13. Provides analysis and evaluation of strategic and operational concepts and plans utilizing a variety of methods, e.g., wargames, models, analyses, experimentation.
- 3.14. Provides functional management and oversight for manning, force development and subject matter expertise for I&MS functional areas.
- 3.15. Leads innovation and strategy development to enhance I&MS capabilities across the globe.
- 3.16. Manages operational requirements ranging from functional area managers, contingency operations support planning, readiness system reporting and unit type code management.
- 3.17. Provides on-site support and liaisons to the Air Force MAJCOMs and the United States Space Force utilizing co-located AFIMSC Detachments, providing responsive synchronization and management of I&MS resources and services to address command-specific priorities and concerns.

JOHN W. SNODGRASS, Director  
Manpower, Personnel and Services

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

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

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

***Adopted Forms***

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFCEC**—Air Force Civil Engineer Center

**AFICC**—Air Force Installation Contracting Center

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AFSFC**—Air Force Security Forces Center

**AFSVC**—Air Force Services Center

**I&MS**—Installation and Mission Support

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**PSU**—Primary Subordinate Unit

**RDS**—Records Disposition Schedule