

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

**AIR FORCE MATERIEL COMMAND
MISSION DIRECTIVE 402**



2 NOVEMBER 2022

Mission Directive

**HEADQUARTERS AIR FORCE
MATERIEL COMMAND FIELD
OPERATING AGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAF/HQ AFMC/A1M

Certified by: HQ AFMC/A1M
(Ms. Luci Slygh)

Supersedes: AFMCMD402, 13 Jan 2017

Pages: 5

This mission directive implements AFI 38-101, *Manpower and Organization*, and defines the mission of Headquarters (HQ) Air Force Materiel Command (AFMC) Field Operating Agencies (FOA). This mission directive applies to AFMC Regular Air Force, AFMC civilian employees, and those with a contractual obligation to abide by the terms of its issuance. This mission directive does not apply to Air National Guard, Air Force Reserve Command, or United States Space Force units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the AF Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. HQ AFMC/A1 is the waiver authority for compliance items in this publication. Submit requests for waivers through the chain of command to the publication OPR for consideration. This mission directive may not be supplemented.

SUMMARY OF CHANGES

This revision updates the previous edition dated 13 January 2017. Major changes to this edition include the removal of the AFMC Logistics Support Office. This office is no longer a FOA to HQs AFMC. Other changes were made to the individual missions of the AFMC Law Office (AFMCLO)

and AFMC Operations Office (AFMC OPSO), in addition to updates to publication and form references.

1. Mission & Responsibilities.

1.1. AFMC Law Office (AFMCLO). Reports to HQ AFMC/JA. Responsible for acquisition legal advice to all acquisition activities located at Wright-Patterson AFB, including Program Executive Officer programs. Consults with the Air Force General Counsel (SAF/GC) regarding Program Executive Officer systems acquisition legal issues. Manages the Command Acquisition Integrity Program, including advice on procurement integrity, contract fraud, and civil/contractual remedies. Advises on acquisition ethics, including standards of conduct, conflicts of interest, and the Wright-Patterson AFB financial disclosure program. Provides legal counsel to the Air Force Life Cycle Management Center (AFLCMC), the Air Force Research Laboratory and others in all aspects of intellectual property law including patent, trademark and copyright, and technology transfer. Provides discovery and litigation support to the Civil Law and Litigation Directorate and the Department of Justice in patent infringement cases. Administers the Invention Secrecy Act on behalf of the Air Force. Provides legal counsel to AFMC in all aspects of real property related issues involving government contracting, including all issues related to government-owned contractor-operated industrial plants. Supports the Secretary of the Air Force executive agent in the operation of these plants.

1.2. AFMC Operations Office (AFMC OPSO). Reports directly to HQ AFMC/A3/6. Manages AFMC Air Expeditionary Force scheduling, sourcing and execution. Responsible for managing and performing AFMC Air Expeditionary Force planning, scheduling, sourcing and execution. Executes Command Center Operations for HQ AFMC and oversees Command Post functions for 88 ABW. Manages the Command's Crisis Action Team to include organization, senior staffing, guidance creation, and training. Manages the AFMC Operations Cell for execution of steady-state information flow to senior leaders. Provides guidance oversight for AFMC command and control. Maintain HQ AFMC Operations Center and Command Center facilities and equipment. Implements Air Force national and joint participation exercises program. Performs functions of the MAJCOM Readiness Office and ensures reporting units submit accurate and timely readiness assessments. Manages command's Counter Weapons of Mass Destruction program and execution of the Chemical, Biological, Radiological, and Nuclear survivability program. Serves as the HQ AFMC Mission Assurance (MA) Office integrating seventeen related programs and activities and executing the DoD MA Strategy. Oversees AFMC's Continuity of Operations program, International Arms Control Treaties and Agreements activities and the Critical Asset Risk Management Program.

2. Command. The units described in this document are FOAs of Headquarters AFMC and report to headquarters' directorates as reflected on the attached organization chart ([Attachment 2](#)).

3. Organization Structure. The organization structures of the FOAs are according to AFI 38-101, *Manpower and Organization*, and HQ AFMC/HQ USAF approved variances to the structures.

3.1. **Organization Changes.** Requests to change the organization structures of the FOAs must be made according to AFI 38-101 and HQ AFMC/A1/A1M guidance. Requests must be approved by the appropriate HQ AFMC directorate and submitted with justification, proposed mission statements, and organization charts, to HQ AFMC/A1 or A1M for staffing and approval.

JOHN W. SNODGRASS, SES, DAF
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 38-101, *Manpower and Organization*, 29 Aug 2019

Prescribed Forms

None.

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMC—Air Force Materiel Command

AFMCLO—Air Force Materiel Command Legal Office

AFMC OPSO—Air Force Materiel Command Operations Support Office

AFRL—Air Force Research Laboratory

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DoD MA—Department of Defense Mission Assurance Office

DoJ—Department of Justice

FOA—Field Operating Agencies

HQ—Headquarters

HQ AFMC—Headquarters Air Force Materiel Command

MAJCOM—Major Command

MD—Mission Directive

OPR—Office of Primary Responsibility

Office Symbols

HQ AFMC/A1—HQ Air Force Materiel Command Manpower, Personnel and Services

HQ AFMC/A1M—HQ Air Force Materiel Command Manpower and Organization Division

HQ AFMC/A3/6—HQ Air Force Materiel Command Air, Space and Cyberspace Operations

HQ AFMC/JA—HQ Air Force Materiel Command Judge Advocate

HQ AFMC/MA—HQ Air Force Materiel Command Mission Assurance Office

SAF/GC—Air Force General Counsel

Attachment 2

FIGURE A2.1. ORGANIZATIONAL CHART.

AFMC Field Operating Agencies (FOAs)

