

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

**HEADQUARTERS AIR FORCE
MISSION DIRECTIVE 2-2**



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Special Management

**OFFICE OF THE CHIEF OF SPACE
OPERATIONS DIRECTOR OF STAFF**

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1. Mission. Pursuant to Title 10 United States Code Sections 9013 and 9081-9084 (10 USC §§ 9013 and 9081-9084) the Space Force Director of Staff (SF/DS) is established as part of the Office of the Chief of Space Operations (OCSO), informally referred to as the Space Staff. SF/DS reports to the Chief of Space Operations (CSO) and has overall responsibility for providing executive staff support to the CSO, Vice Chief of Space Operations (VCSO), and Chief Master Sergeant of the Space Force (CMSSF) on all United States Space Force (USSF) matters. The SF/DS also collaborates closely with the Office of the Secretary of the Air Force Director of Staff (SAF/DS) to ensure coordinated USSF support, as appropriate, to the Secretary of the Air Force (SecAF) and the Office of the Secretary of the Air Force (known as the Secretariat) on USSF matters. The SecAF retains ultimate responsibility for all policies related to the Department of the Air Force (DAF). Within their areas of responsibility, the SF/DS prepares policies for approval and issues official guidance via official DAF publications to ensure implementation of those policies. The SF/DS also assists the CSO in his/her role, pursuant to 10 U.S.C. §§ 151 and 9082, as a member of the Joint Chiefs of Staff.

2. Organizational Relationships. The SecAF is responsible for, and has all legal authority necessary to conduct, the affairs of the DAF. The Secretariat, the CSO, and Deputy Chiefs of Space Operations, and their respective offices perform their DAF functions subject to the authority, direction, and control of the SecAF.

2.1. The SF/DS is responsible to the CSO for the alignment of OCSO (Space Staff) priorities and progress to ensure coordinated principal action and decisions through defined governance forums, for DAF and USSF action.

2.2. The SF/DS is part of the Space Staff and as such works closely with other Headquarters of the Department of the Air Force (HAF) offices to assist the SecAF and the CSO along with other Space Staff offices in carrying out their responsibilities. The SF/DS and the Office of the SF/DS work in cooperation with SAF/DS, as well as other HAF organizations, which are responsible, pursuant to Chapters 903, 905 and 908 of Title 10 (10 USC §§ 9013-9018, §§ 9031-9040 and §§ 9081-9084) for assisting the SecAF, Chief of Staff of the Air Force (CSAF), and CSO in carrying out their responsibilities.

2.2.1. Pursuant to Headquarters Operating Instruction 90-1, Headquarters Air Force Mission Directives (HAFMDs) and Department of Defense (DoD) Issuances Program, two or more HAF two-letter organizations with responsibilities in the same functional area are encouraged to develop “Standard Operating Procedures (SOPs)” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. Any SOP having been entered into between the Space Staff, SF/DS and any other HAF 2-letter organization are included as Attachments of this HAFMD. At the time of signing there are no SOPs between the SF/DS and any other HAF 2-letter organizations.

3. Responsibilities. SF/DS is responsible for:

3.1. Driving integration and synchronizing policies, plans, positions, procedures, and cross-functional issues for USSF and ensuring that USSF effectively coordinates and communicates across the HAF and with Major Commands (MAJCOMs), Field Commands (FLDCOMs), Field Operating Agencies (FOAs), direct report units (DRUs), the Joint Staff, other Services, and the Office of the Secretary of Defense (OSD), as required.

3.2. Collaborating with and supporting the Administrative Assistant to the Secretary of the Air Force (SAF/AA) with the organization and administration of the Space Staff as part of the HAF; and establishing guidelines for resolution of Space Staff support functional issues.

3.3. Supervising the dissemination, coordination, and monitoring of tasks from the SecAF, CSO, USecAF, VCISO, and OSD to the Space Staff working through the HAF Executive Secretariat (SAF/DSE) as appropriate.

3.4. Synchronizing and reviewing HAF staff actions requiring Space Staff Senior Leader coordination to ensure support for the CSO’s vision and goals.

3.5. Developing, implementing, and reviewing plans, programs, and policies for managing the Space Staff; coordinating review of plans, programs, and policies for managing Secretariat and Air Staff for potential impacts to USSF.

3.6. Directing implementation of approved SecAF and CSO changes in the structure and composition of the Space Staff, subordinate offices, and activities.

3.7. Working in partnership with SAF/DS and the Air Force Director of Staff (AF/DS) to plan, coordinate, execute, and supervise key forums led by SecAF, CSAF, CSO, USecAF, Vice Chief of Staff of the Air Force (VCSAF), VCISO, Chief Master Sergeant of the Air Force (CMSAF), and CMSSF, including USSF attendance and, as appropriate, agenda for those forums.

3.8. Coordinating, on behalf of the USSF with other Military Service Directors of Staff: AF/DS, Navy Director of Staff, Director of the Army Staff, Director of the Marine Corps Staff, Director of Staff for the National Guard Bureau, and Coast Guard Director of Staff and in coordination with the Joint Action Control Officer with the Director of Joint Staff as directed.

3.9. Synchronizing staff actions and decision forums to achieve the CSO's intent, driving strategic alignment and through analysis and planning, facilitating the efficient execution of Space Staff responsibilities in alignment with DAF and USSF priorities and mission areas.

3.10. Providing Space Staff support for administrative functions across the Space Staff to include human capital, security, manpower, facilities, business operations, information technology, contract, and budget and execution of the Space Staff program element.

3.11. Act as the integrating function to support Space Staff policy efforts, facilitating Space Staff change initiatives, and coordinating equitable and appropriate resourcing to meet validated and prioritized Space Staff requirements.

3.12. The internal planning, coordination, and integration of all Space Staff legislative activities.

3.13. Providing records management and oversight of Service level publications.

4. Delegations of Authorities/Assignment of Responsibility. Attachment 1 lists authorities delegated, and responsibilities assigned to the SF/DS. The authorities delegated/responsibilities assigned to the SF/DS by this Mission Directive may generally be re-delegated unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, DoD Issuance, or SecAF direction. While this Mission Directive assigns responsibilities and delegates authorities to the SF/DS, the exercise of these responsibilities/authorities remains subject to the oversight and control of the SecAF, any Assistant Secretary of the Air Force having oversight, and the CSO. Any re-delegation of authority or assignment of responsibility made shall not be effective unless it is in writing. Any person re-delegating authority in accordance with the HAFMD may further restrict or condition the authority or assigned responsibility being re-delegated.

5. Continuation of Prior Re-Delegations of Authority/Assignments of Responsibility: Re-delegations of authority/assignments of responsibility made prior to the date of issuance of this Mission Directive remain effective insofar as such re-delegations are not inconsistent with the terms of this Mission Directive, unless superseded by new issuances.

FRANK KENDALL
Secretary of the Air Force

Attachment 1

**DELEGATIONS OF SECRETARY OF THE AIR FORCE AUTHORITY/ASSIGNMENT
OF RESPONSIBILITY TO THE OFFICE OF THE CHIEF OF SPACE OPERATIONS
DIRECTOR OF STAFF (SF/DS)**

A1.1. None.

Attachment 2

OFFICE OF THE CHIEF OF SPACE OPERATIONS DIRECTOR OF STAFF (SF/DS)

Figure A2.1. Office Of the Chief of Space Operations Director of Staff (SF/DS).



A2.1. The Office of the Chief of Space Operations Director of Staff (SF/DS). Responsible for the supervision of key enterprise matters related to integrating and synchronizing policies, plans, positions, procedures, and cross-functional issues for the Space Staff, interacting with OSD, Joint Staff, Department of State, Congress, and other U.S. government and state agencies on correspondence and tasking issues. The SF/DS is responsible for the planning, coordinating, executing, and supervising of key forums, and ensuring the efficient execution of Space Staff responsibilities. Additionally, the SF/DS is responsible for administrative functions, and budget and execution of the Space Staff Program Element.

A2.2. Level Three (L3) subordinate offices include:

A2.2.1. Security and Special Programs (SF/DSZ). The Director, Space Force Security and Special Programs Office shall: Serve as the Principal Security Advisor to the CSO and VCSO for Security and Special Programs. Ensure USSF adherence to applicable laws as well as national, DoD, and other security policies and requirements. Represent the USSF at DoD and DAF Special Access Programs (SAP) working groups, as assigned. Work with Secretariat (SAF) organizations to determine and meet USSF SAP information access requirements and create and maintain a secure environment at all USSF locations where SAP information is stored, accessed, or SAP-accessed personnel are assigned. Provide support to USSF field commands for the protection of SAP information through security assistance visits. Serve as SAP Access Approval Authority for USSF military, civilian and industry contractors, as delegated. Serve as a Regional Special Security Officer as appointed by the USSF Cognizant Security Authority (CSA). Work with the USSF CSA in addressing Service-wide security issues that cross multiple lines of effort or disciplines. Work with the 11th Wing Information Protection office on collateral security related issues. Work with the Personnel Security Division Chief, the Air Force Office of Special Investigations Executive Director, Office of

Special Projects, and the DAF SAP Central Office on any issues impacting SAP or clearance accesses/eligibility of USSF military, contractors, or civilians. Provide Service level review and coordination for program access requests for USSF military, civilians, and contractors. Serve as USSF coordinating office along with DAF Original Classification Authorities for new Access Management Plan establishments and/or updates that involve USSF personnel.

A2.2.2. Strategic Execution Team (SF/DSX). SF/DSX is responsible for the strategic execution and synchronization of staff actions and decision forums to achieve the CSO's intent. SF/DSX manages the long-range USSF conference calendar. SF/DSX leads the planning and execution of USSF conferences and forums and ensures synchronization between the Secretariat, Space Staff, and Air Staff within the HAF. SF/DSX works closely with the Strategic Initiatives Group (SF/SIG) to integrate input from the Space Staff to inform CSO initiatives, meetings, or travel requirements.

A2.2.3. Mission Support Office (SF/MSO). SF/MSO is responsible for support functions across the Space Staff to include human capital, manpower, facilities, business operations, information technology (IT), contract management, and Budget & Execution of Space Staff program element(s). Works closely with SAF/AA to ensure all functions are in accordance with DAF policies. Responsible for the human capital function for military and civilian personnel assigned to the Space Staff. Provides facility support for space-planning, work center safety standards, work orders, parking, and other actions that affect staff offices. Provides financial resources including, but not limited to spend plan execution, contract oversight, government purchase cards, and government travel cards. Manages support of technological requirements associated with access to systems, onboarding, asset equipment issuance, and IT service management across the Space Staff.

A2.2.4. Organizational Change Management Team (SF/OCM). SF/OCM is responsible for planning, coordinating, and collaborating Space Staff policy efforts, facilitating Space Staff change initiatives, and coordinating equitable and appropriate resourcing to meet validated and prioritized Space Staff requirements. Develops and implements metrics for tracking organizational performance across the Space Staff to ensure leadership has adequate visibility on mission status. Provides data on Space Staff requirements including, but not limited to, input for Space Staff manpower design. Oversees implementation and governance of CSO strategic level guidance and planning as required; measuring progress while integrating and supporting USSF plans and initiatives. Plans and leads recurring USSF governance meetings and information sharing forums to systematically share information, align resources, and enable informed USSF decision making; recurring meetings include but are not limited to Space Staff Senior Staff Meeting, Space Staff L2 Council, and CSO and VCSO L1 Councils.

A2.2.5. Executive Secretary (SF/DSS). SF/DSS is responsible for providing guidance for integrating and synchronizing policies, plans, procedures, and cross-functional issues for the Space Staff. This includes ensuring the Space Staff effectively coordinates across the HAF and with FLDCOMs, MAJCOMs, and other agencies as appropriate, providing Space Force specific training to Space Staff, FLDCOMs, and DRUs, managing the Office of the SF/DS primary task workflow, and assessing task workflow effectiveness and providing value-added metrics and feedback to Space Force senior leadership. Additionally, SF/DSS is responsible for synchronizing and reviewing Space Staff actions to ensure support for the CSO's, VCSO's, and CMSSF's vision and goals. This includes facilitating the dissemination, coordination, and monitoring of tasks from the CSO, VCSO, CMSSF, SF/DS, and other offices, as appropriate,

reviewing packages prior to SF/DS and Deputy Director of Staff (SF/DDS) coordination, approval, or signature, and providing focused, accurate, and timely correspondence support to senior Space Force leadership and Space Staff. SF/DSS also assists in ensuring tasks are accomplished in a timely manner, with appropriate response and providing daily and immediate status and updates to SF/DS and SF/DDS. DSS is also responsible for the Space Staff Records Management Program, in accordance with National Archives and Record Administration and DAF policies, ensuring all records are inventoried, maintained, and disposed of according to corresponding management and disposition policies.

A2.2.6. Congressional Affairs Office (SF/DSC). SF/DSC is responsible for the management, coordination, integration, and submission of USSF responses to legislative and constituent inquiries from the Executive Office of the President (National Security Council, National Space Council, Office of Management and Budget, Office of Science and Technology Policy, etc.), Office of the Vice President, OSD, Office of the Secretary of the Air Force, the Congress, state, and local elected officials. Likewise, SF/DSC is responsible for the tasking and coordination of all USSF related Congressional Research Services (CRS) and other legislative branch inquiries to include engagement support. SF/DSC maintains a close working relationship with the offices of the Director of Legislative Liaison (SAF/LL) and the Deputy Assistant Secretary for Congressional Budget and Appropriations Liaison (SAF/FML), who maintain responsibility for the overall supervision of all matters pertaining to DAF legislative affairs and congressional relations in accordance with AFI 90-401. In conjunction with SAF/LL and SAF/FML, SF/DSC is responsible for the development and implementation of the CSO, VCSO, CMSSF and L2 congressional engagement strategies to ensure USSF legislative priorities are effectively communicated to, and considered by, our legislative stakeholders. SF/DSC functions include the staffing and preparation of USSF responses to members of Congress, congressional committees, and their staff on requests for information, budget-related appeals, and congressional reporting requirements; connects and integrates responses from across USSF organizations; coordinates Space Staff activities for congressional testimony and hearing preparation for USSF leadership; supports SAF/LL on annual posture testimony preparation for DAF senior leaders; and directly supports the CSO, VCSO, CMSSF, and L2s with congressional engagements.