

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**



**PACIFIC AIR FORCES MISSION
DIRECTIVE 8-807**

21 AUGUST 2025

Certified Current

3 DECEMBER 2025

Mission Directive

**PACIFIC AIR FORCES AIR POSTAL
SQUADRON**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAF/PACAF/CC

Certified by: PACAF AIRPS/CC
(Lt Col Joshua R. Caragan)

Supersedes: PACAFMD8-807, 9 February 2023

Pages: 5

This mission directive implements policy guidance in AFPD 38-1, Organization and Unit Designations and AFI 38-101, Air Force Organization. It applies to Pacific Air Forces Air Postal Squadron. It does not apply to the Air National Guard, United States Air Force Reserve or United States Space Force. Its purpose is to prescribe unit mission, organization, and processes. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been revised and must be reviewed. Changes include **Figure 1**. Organizational Chart and reference updates.

1. Mission. PACAF Air Postal Squadron (AIRPS) serves as the single service manager for air transportation of all DoD mail in USINDOPACOM. Provides operational guidance, transportation, personnel, and logistics support to ensure full postal services during peace, war, and contingency situations. Provides oversight and guidance for Pacific Air Forces postal and official mail matters.

2. Command. The Commander, PACAF AIRPS.

2.1. As head of a Major Command Field Operating Agency is responsible to the Director of Manpower, Personnel and Services, HQ Pacific Air Forces (HQ PACAF A1).

2.2. Commands the PACAF AIRPS to include all geographically separated detachments and operating locations.

2.3. Exercises command, administrative, operational, functional, and technical control over assigned units and facilities, operating and maintenance budgets, and postal systems operated by PACAF.

2.4. Is authorized direct communication:

2.4.1. Between INDOPACOM as well as major and subordinate US Army, Navy, Marine Corps, Air and Space Force commands, Military Postal Service Agency and commanders of the appropriate subordinate detachments on operational and technical matters concerning AF postal functions.

2.4.2. With HAF/A1X, HQ PACAF A1, Secretary of the Air Force postal staffing elements, the USPS, and other government and civilian agencies on operational and technical matters pertaining to postal operations. Subordinate units may communicate directly with non-departmental level activities only as prescribed or directed by a departmental level activity.

3. Responsibilities.

3.1. Provides command postal oversight and guidance for all Air Force Post Offices (APO), Postal Service Centers, and Official Postal Centers (OPC), including functional management, inspection oversight, policy interpretation and supplementation, and resource recommendations and review. Conducts annual postal effectiveness inspections at each activity.

3.2. Manages a USINDOPACOM theater-wide air transportation network.

3.3. Operates Aerial Mail Terminals (AMT), Mail Control Activities (MCA), and APOs in PACAF locations (Australia, Japan, and Republic of Korea) and provides operational oversight to APOs in Antarctica and New Zealand.

3.4. Performs mission support TDY's for AIRPS CC/CEM site visits once a FY year or as needed to all AIRPS locations.

3.5. Directs the USINDOPACOM/J1 Joint Postal Cell, when required during contingencies, and conducts annual Pacific joint postal planning activities with components to ensure readiness.

3.6. Deploys in support of AEF and internal taskings in conjunction with USINDOPACOM OPLANs and civil support missions, as directed.

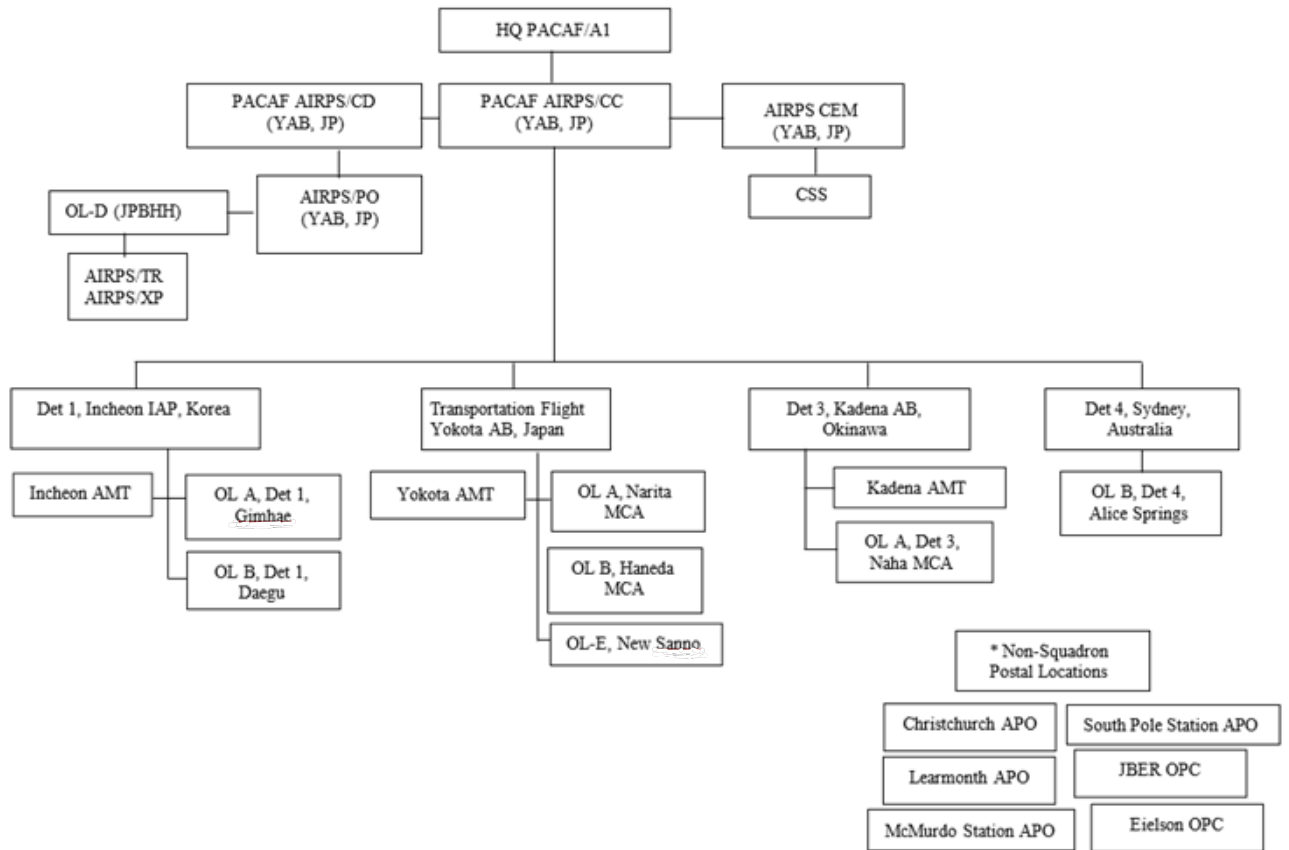
3.7. Attends theater war planning workshops in relation to USINDOPACOM, USFK, and USFJ OPLAN reviews.

3.8. In addition to a significant morale and family support function, provides mission critical support. This includes transport of High-Valued Shipments (such as cash), lab specimens,

personnel and medical records, supplies and equipment, and classified up to secret documents and media.

4. Area of Responsibility. Not applicable to this mission directive.

Figure 1. Organizational Chart.



5. Subordinate Units.

- 5.1. Detachment 1, PACAF AIRPS, Incheon, Korea
- 5.2. Transportation Flight, PACAF AIRPS, Yokota AB, Japan
- 5.3. Detachment 3, PACAF AIRPS, Kadena AB, Japan
- 5.4. Detachment 4, PACAF AIRPS, Sydney, Australia

JOSEPH D. DYSON, GS-15, USAF
 Exec Director of Manpower, Personnel and
 Services

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

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

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020 AFI 38-101, *Manpower and Organization*, 29 August 2019

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AEF—Air Expeditionary Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

DOD—Department of Defense

HAF—Headquarters Air Force

OPLAN—Operations Plan

PACAF—Pacific Air Forces

USFJ—US Forces Japan

USFK—US Forces Korea

USPACOM—US Pacific Command

UTC—Unit Tasking Code

Terms

Assigned Forces—Assigned Weapons Systems.

Command—The relationships, if applicable, between: The Air Force components and the unified command that runs it. The organization and other AF organizations, government agencies, US Military Services, and the armed forces and government agencies of other nations.

Mission—All necessary elements of the organization's mission and duties.

Organization Chart—Self-explanatory.

Responsibilities—Mission elements assigned by unified commanders, specified commanders, or higher authorities. Defines the commander's responsibility for executing those elements of the mission.

Subordinate Units—Subordinate units with specific/unique functional missions supporting the principal unit.

Supplemental Missions—Missions unique to specific units that do not normally fall under typical objective units.