This publication implements Department of Defense Instruction 5025.01, DoD Issuances Program, and Department of Defense Instruction 7750.07, DoD Forms Management Program, and applies to all organizational entities within the Department of the Air Force. Refer all recommended changes or comments about this publication to Office of Primary Responsibility using Air Force Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained In accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This publication is revised in its entirety and must be thoroughly reviewed. Changes to this publication include: title change, removal of linkage to Air Force Policy Directive 33-3, Information Management, updates to organizational office symbols and publications references.

1. Overview. This publication establishes the overarching policy and framework for the life-cycle management of Air Force policies, publications, and forms, which includes the review and implementation of Department of Defense (DoD) issuances.

2. Policy. Air Force policies are orders of the Secretary of the Air Force which contain directive policy statements to initiate, govern and/or regulate areas of responsibility by Air Force activities. Such orders are captured in Air Force Policy Directives, Air Force Policy
Memorandums and Air Force supplements to Department of Defense Directives, all approved by the Secretary of the Air Force. The Air Force will:

2.1. Have an Air Force issuance program for the development, coordination, approval, publishing, review, and disposition of all Air Force policies.

2.2. Ensure units at all levels have the responsibility and authority to ensure policies, publications, and forms are complete, accurate, current, concise, and accessible to all Air Force personnel.

2.3. Provide prompt, accurate, and relevant comments in the coordination of DoD policy and guidance.

2.4. Ensure Air Force policies implement DoD issuances within timeframes established in Air Force guidance.

2.5. Maintain an accurate policy framework within its functional area of responsibility that is updated to reflect changes as they occur, to ensure the effective and efficient functioning of the Air Force.

2.6. Focus Air Force policy on implementing Office of the Secretary of Defense policies and direction, accomplishing assigned Air Force missions, and maintaining consistency with or otherwise guiding Air Force strategic plans and goals.

2.7. Write policy and implementing guidance that is clear, concise, without jargon, and identifies authorities at the lowest appropriate level.

3. Responsibilities and Authorities.

3.1. Authority to request or provide coordination on draft DoD issuances is delegated to the following positions and may not be further redelegated:

3.1.1. The Assistant Secretary of the Air Force, Acquisition (SAF/AQ).


3.1.3. The Assistant Secretary of the Air Force, Installations, Environment and Energy (SAF/IE).

3.1.4. The Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR).

3.1.5. The General Counsel (SAF/GC).

3.1.6. The Office of the Administrative Assistant (SAF/AA).

3.1.7. The principal deputy to each of the positions listed in paragraphs 3.1.1. through 3.1.6. above.

3.2. The SAF/AA shall:

3.2.1. Serve as the Air Force Primary Issuance Focal Point to the DoD issuance program and in that capacity will:
3.2.1.1. Engage with Air Force Offices of Primary Responsibility to facilitate the resolution of nonconcurs and other disagreements on DoD issuances and to ensure the timeliness of issuance process actions, including development and coordination.

3.2.1.2. On behalf of the Secretary of the Air Force, may provide documentation of Air Force withdrawal of a nonconcur in accordance with paragraph 5.3.d.(2) of DoDI 5025.01.

3.2.1.3. Appoint an Alternate Issuance Focal Point.

3.2.2. Act as the liaison between the Office of the Secretary of Defense and the Air Force in managing the Air Force’s DoD issuances program.

3.2.3. Establish the internal management processes necessary to implement the Office of the Secretary of Defense’s policies and guidance provided in DoD Issuances.

3.2.4. Establish publications and forms guidance to implement this policy consistent with DoD Instruction 7750.07, DoD Forms Management Program, and Department of Defense Instruction 5025.01, DoD Issuances Program.

3.2.5. Serve as the Approval Authority for guidance pertaining to the Air Force publications, forms and publishing processes and procedures.

3.3. The Air Force General Counsel (SAF/GC) and/or the Judge Advocate General (AF/JA) will review all Air Force issuances for legal and statutory sufficiency in accordance with published Air Force publication processing and management guidance and Attachment 5 of Headquarters Air Force Mission Directive 1-14, “General Counsel and The Judge Advocate General.

3.4. The Headquarters Air Force (HAF) consists of the offices of the Secretary of the Air Force (referred to as the Secretariat) and the offices under the Chief of Staff (referred to as the Air Staff), which together are known as the HAF. Each HAF organization is responsible for specific functions; however, Air Staff organizations that have a functional relationship with and/or are subject to oversight by a Secretariat organization will ensure that Secretariat organization coordinates on their Air Force Policy Directives. HAF offices:

3.4.1. Author and certify Air Force Policy Directives, Air Force Supplements to Department of Defense Directives (and Department of Defense Instructions containing policy), and Air Force Policy Memorandums for Secretary of the Air Force approval.

3.4.2. Are responsible for ensuring implementing guidance and procedures (that is, Air Force Instructions, Air Force Manuals, et cetera.) are kept accurate and current.

Heather Wilson
Secretary of the Air Force
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
Department of Defense Instruction 5025.01, DoD Issuances Program, August 1, 2016
Department of Defense Instruction 7750.07, DoD Forms Management Program, October 10, 2014

Prescribed Forms
None

Adopted Forms
AF Form 847, Recommendation for Change of Publication
DD Form 818, DoD Issuance Coordination Response

Terms
None