MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: Secretary of the Air Force

SUBJECT: Department of the Air Force Policy Memorandum to DAFPD 90-1, Policy, Publications and DoD Issuance Management

This Department of the Air Force Policy Memorandum immediately changes AFPD 90-1. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with DAFI 33-360, Publications and Forms Management.

This publication applies to all members of the Department of the Air Force (DAF), including all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and to the newly established United States Space Force (USSF). References to the USSF are hereinafter referencing the Service unless otherwise indicated.

The creation of the USSF is an unprecedented step forward for the DAF and the Nation. As the USSF develops, it is important that guidance apply until such time as the USSF creates unique guidance of its own, tailored to the specific needs of this critical new Service. The Secretary of the Air Force (SecAF) has full authority and responsibility for both the United States Air Force (USAF) and the USSF, which exist as two separate Services in the DAF.

As of 20 December 2019, two organizations exist in the Department of the Air Force, both named the USSF. The Major Command (MAJCOM), formerly designated as Air Force Space Command (AFSPC) was redesignated, i.e., renamed, USSF and remains a MAJCOM within the USAF. In accordance with the SecAF memorandum Redesignation of Air Force Space Command to United States Space Force, 20 December 2019, all existing Air Force publications continued to apply to the USAF, the USSF (the MAJCOM), and the USSF as well as their personnel.

The USSF began existence with a single member, the Chief of Space Operations (CSO), and will grow as organizations within it are created, manpower structures are put in place, and people are placed in those billets. It shall be the policy of the DAF:

1. That all existing Air Force Policy Directives are regarded as DAF Policy Directives. Failure to rename Air Force Policy Directives as DAF Policy Directives shall not negate applicability to the USSF.
2. That DAF publications shall apply to the USAF and the USSF until separate and distinct policies are published for each Service so no gaps exist in guidance which might negatively impact mission accomplishment. As the USSF stands up, it will develop a distinctive Service culture, which will be reflected in its organizational structure and nomenclature.

3. To recognize the importance of both the USAF and the USSF developing unique Service specific publications. In the future, publications that apply to both Services should be implemented to prevent gaps in Service guidance; to generate efficiency or effectiveness in mission execution; or when required by law.

4. To maintain the redesignated units and reassignment of personnel pursuant to the SecAF’s 20 December 2019, until modified by approval of an organizational change by the Secretary of the Air Force. Unless otherwise delegated, all delegations in existing publications to the AFSPC and its legacy units or organizations are transferred to equivalent personnel or organizations in the USSF (the MAJCOM) and its subordinate units or organizations and their successor USSF organizations. If no equivalent is apparent, the USSF CSO will designate the personnel or organizations.

5. That the DAF, the USAF, and the USSF shall prepare publications in accordance with DAFI 33-360 until a successor instruction is published.

6. That the SecAF is the decision authority for publication conflict resolution between Service Chiefs.

7. That, effective immediately:

7.1 This Department of the Air Force Policy Memorandum changes AFPD 90-1 to DAFPD 90-1.

7.2 All existing USAF publications and forms are applicable to all DAF entities including the USAF and the USSF, unless specifically excluded. Applicability of current publications to the Air Force Reserve, the Air National Guard, and the Civil Air Patrol when conducting missions as the official Air Force Auxiliary are not affected. Existing references to the AFSPC in publications and forms are hereafter references to the USSF (the MAJCOM). Existing references to other legacy AFSPC units or organizations (e.g., 14th Air Force) are hereafter references to the equivalent or successor new units or organizations of the USSF (the MAJCOM) or successor USSF organizations. If no equivalent is apparent, the USSF CSO, or delegee will designate the units or organization. As USSF organizations are activated, authorities and responsibilities in legacy AFSPC publications will apply to equivalent or successor USSF organizations until revised or revoked. If an equivalent or successor organization is not apparent, applicability shall be determined by the USSF CSO, or delegee. Execution shall be consistent with the policies in paragraphs 1-5.

7.3 New and revised publications and forms will specifically identify the Service(s) to which the publication or form applies and will be appropriately designated with a prefix (e.g. DAF, AF or SPF), in accordance with DAFI 33-360.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or recession of the affected publication, whichever is earlier.

BARBARA BARRETT
Secretary of the Air Force
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