

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



**HEADQUARTERS OPERATING  
INSTRUCTION 90-1**

**10 JANUARY 2018**

**Special Management**

**HEADQUARTERS AIR FORCE  
MISSION DIRECTIVES AND  
DEPARTMENT OF DEFENSE  
ISSUANCES PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Headquarters Air Force Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil>

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(Mr. Kent Chadrick)

Supersedes: Headquarters Operating  
Instruction 90-1, Mar 31, 2016 and rescinds  
Air Force Instruction 90-101, Mar 9, 2011

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This instruction describes how and when Headquarters Air Force organizations develop, revise, and rescind Headquarters Air Force Mission Directives which document the delegations of the Secretary of the Air Force authorities, assignments of missions and areas of responsibility to their respective organization and memorializes negotiated operating procedures of Headquarters Air Force two-letter offices with intersecting areas of responsibility. This Instruction also provides guidance and procedures to Air Force personnel including the Air Force Reserve and the Air National Guard when processing Department of Defense Issuances. It implements Air Force Policy Directive 90-1, *Policy and Publishing Management*, and is consistent with Department of Defense Instruction 5025.01, *Department of Defense Issuances Program*; it also complies with guidance in Air Force Instruction 38-601, *Format and Content of Mission Directives* and Air Force Mission Directive 1, *Headquarters Air Force*. Send recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication* to [usaf.pentagon.saf-aa.mbx.saf-aai-policy-branch-workflow@mail.mil](mailto:usaf.pentagon.saf-aa.mbx.saf-aai-policy-branch-workflow@mail.mil). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System.

***SUMMARY OF CHANGES***

This instruction has been substantially revised and should be reviewed thoroughly. It has been revised to include guidance previously provided in Air Force Instruction 90-101, *Processing Department of Defense Issuances*, which will be rescinded upon publication of this operating instruction. Headquarters Air Force Mission Directive Templates at attachment 3 have been updated to template required for publishing in accordance with Air Force Instruction 33-360 *Publications and Forms Management*.

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**1. Overview.** Headquarters Air Force Mission Directive’s prescribe the mission, organization, responsibilities, and relationships of Headquarters Air Force two-letter offices. When applicable, they also state special limitations or provisions affecting re-delegation and/or re-assignment, that are not already specified in statute or other relevant documents. Headquarters Air Force Mission Directive’s do not dictate procedures. Any policy or procedural guidance required to implement the authorities or responsibilities in Headquarters Air Force Mission Directive’s will be issued in

Air Force departmental publications in accordance with Air Force Instruction 33-360. Department of Defense issuances establishes Department of Defense policies and procedures. The Department of Defense Issuance program has two distinct and separate phases; drafting of the Department of Defense policy and developing Air Force guidance to implement approved Department of Defense Policy. (See sections 7 and 8)

## 2. Responsibilities.

2.1. **The Administrative Assistant to the Secretary of the Air Force (SAF/AA)** administers the Headquarters Air Force Mission Directive process through the Information Management Directorate (SAF/AAI) and appoints Air Force Departmental Publishing Office, Policy, Plans, and Programs Division (AFDPO/PPX) as the focal point for Headquarters Air Force Mission Directives.

2.2. **Two-letter** . Each Headquarters Air Force two-letter organization shall assign an Office of Primary Responsibility/action officer that will develop and maintain their respective Headquarters Air Force Mission Directive. The Office of Primary Responsibility/Action Officer:

2.2.1. Prepares their two-letter Headquarters Air Force Mission Directive using the appropriate template located at Attachment 3 and/or the Air Force Information Management and Publishing Tool website ensuring:

2.2.1.1. The Headquarters Air Force Mission Directive is numbered as referenced in Attachment 3 of this Headquarters Operating Instruction.

2.2.1.2. Department of Defense issuances assigned to the two-letter organization in accordance with Air Force Policy Directive 90-1, *Policy and Publishing Management* and as documented in the Issuances, Delegations of Authority and Responsibilities database (<https://www.idar.hq.af.mil/Presentation/Common/index.cfm>), are included in Attachment 1 of the respective Headquarters Air Force Mission Directive.

2.2.1.3. Narratives effectively describe the organization's mission, delegated authority and assigned responsibility including re-delegation limitations.

2.2.1.4. The authorities/responsibilities listed accurately reflect information in the most current version of cited Department of Defense issuances, statute, public law, executive order, or other source documentation.

2.2.2. Obtains necessary functional/oversight and mandatory coordination specific to Headquarters Air Force Mission Directive's (see paragraph 4.1) using Air Force Form 673, *Air Force Publication/Form Action Request*.

2.2.3. Staffs the final draft for certification and approval.

2.2.4. Maintains the official record set of the Headquarters Air Force Mission Directive in accordance with instructions in Air Force Instruction 33-360, and records management guidance in Air Force Manual 33-363.

2.2.5. Ensures standard operating procedures are developed as appropriate/necessary. Headquarters Air Force two-letter organizations that regularly work together are encouraged, but not required, to develop standard operating procedures that set forth the

procedures that will be followed to fulfill and carry out the missions, and roles that are set forth in their respective Headquarters Air Force Mission Directive.

2.2.5.1. These standard operating procedures are set forth in writing and signed by the principals of the organizations concerned. All affected organizations should attach the standard operating procedures to their respective Headquarters Air Force Mission Directive. The standard operating procedures shall be amended and reissued as needed or when revising Headquarters Air Force Mission Directives and attached to the Headquarters Air Force Mission Directive of the organizations concerned.

2.2.5.2. Amended standard operating procedures do not require prior notification or coordination with SAF/GCA (Air Force General Counsel, Fiscal, Ethics and Administrative Law Directorate) or AFDPO/PPX. Forward amended standard operating procedures to AFDPO, in accordance with Air Force Instruction 33-360, for posting to the e-Publishing website.

2.2.6. Reviews the Headquarters Air Force Mission Directive, to include standard operating procedures, periodically in accordance with Air Force Instruction 33-360, and revises as required.

### 2.3. **General Counsel, Fiscal, Ethics and Administrative Law (SAF/GCA):**

2.3.1. Is the focal point for Headquarters Air Force Mission Directive reviews for Secretary of the Air Force General Counsel (SAF/GC).

2.3.2. Reviews and provides advice/assistance on fiscal and administrative law issues, identifies conflicts and contradictions with other Headquarters Air Force Mission Directive's.

2.3.3. Routes internally within SAF/GC as needed for further reviews.

2.3.4. Provides a consolidated set of comments back to Office of Primary Responsibility/Action Officer.

**3. Headquarters Air Force Mission Directive Development.** Two templates for Headquarters Air Force Mission Directive's (one for Secretariat offices and one for Air Staff offices) in Word versions are maintained in Air Force Information Management and Publishing Tool under templates (see samples at Attachment 3). The appropriate template must be applied when developing a draft Headquarters Air Force Mission Directive.

#### 3.1. **Publication body** . The body will contain the following paragraphs/subparagraphs:

3.1.1. "Mission." A brief description of the organization's mission.

3.1.2. "Organizational relationships." States to whom the head of the organization reports and describes any relationships with other organizations, i.e., relationships with organizations under their purview and/or organizations that may have an interest in or oversight of their functions. Field Operating Agencies and/or Direct Reporting Units that fall under an organization will be referenced in this section. However, their missions will be documented in an Air Force Mission Directive. See Headquarters Air Force Mission Directive template(s) for language to use when referencing Field Operating Agencies and/or Direct Reporting Units.

3.1.3. "Responsibilities." A broad description of the organization's responsibilities.

3.1.4. “Delegations of Authority/Assignments of Responsibility.” A **single paragraph** that will have the legal effect of incorporating the delegations of authority and assignments of responsibility set forth in Attachment 1 of each Headquarters Air Force Mission Directive. This paragraph should also state the general rules for subsequent re-delegations of those authorities.

3.1.5. “Notifications to Congress.” When appropriate, a paragraph stating general limitations on the authority to provide notifications or reports to Congress on re-delegated authorities.

3.1.6. “Continuation of Prior Re-Delegations of Authority/Assignments of Responsibility.” Use verbiage provided in applicable template.

3.1.7. “Revocation of Secretary of the Air Force Order.” Provide the Secretary of the Air Force Order number, title and publication date that will be superseded by the Headquarters Air Force Mission Directive being written. Only include this paragraph when a Secretary of the Air Force Order is being superseded. Normally revisions will not require this paragraph.

### 3.2. **Publication Attachments** .

3.2.1. Attachment 1 will be titled “Delegations of Secretary of the Air Force Authority and Assignments of Responsibility.” Attachment 1 will set forth specific delegated authorities or assigned responsibilities along with the specific source of the authority/responsibility (typically Department of Defense issuances, although occasionally United States Code, Public Law, or Executive Order, if not cited in a Department of Defense Issuance).

3.2.1.1. Individual entries in Attachment 1 should differentiate between specific authority delegated and overall responsibility for compliance with a responsibility assigned. See Headquarters Air Force Mission Directive templates for examples.

3.2.1.2. Special limitations or provisions affecting the specific re-delegation or re-assignment of any particular authority will be identified. Delegations/assignments may specify the lowest organizational level to which re-delegation/re-assignment is allowed by Secretary of the Air Force and any other relevant limitations or conditions on the re-delegated/re-assigned authority. Where delegation or re-delegation is not restricted, the particular authority may be delegated / re-delegated, with or without limitations or conditions.

3.2.1.3. Unless re-delegation is restricted, any re-delegation or reassignment of authority will be documented in some other medium (i.e., a re-delegation is accomplished via memorandum or a departmental publication [e.g., Air Force Instruction]).

3.2.2. Attachment 2 will describe the organizational structure of the two-letter organization. It includes an organizational chart, down to the three-letter level, and brief descriptions of each office’s functions.

3.2.3. Attachment 3 will list standard operating procedures, as applicable. See paragraph 2.2.5.

**4. Coordination, Certification and Approval.** Coordination is the process in which the Office of Primary Responsibilities obtains endorsements of the proposed publication from offices with functional interest/technical expertise, oversight responsibilities or statutory/regulatory review requirements. These endorsements must be obtained prior to seeking certification and approving official's signatures on the Air Force Form 673. Assistance in determining appropriate offices/organizations from which coordination should be obtained is found in Air Force Instruction 33-360 Table A3.1. This table is not all-inclusive but provides recommended coordinating offices for certain subject areas/conditions. **\*Note:** All Headquarters Air Force Mission Directive's must receive coordination from (Administrative Assistant Resource Directorate) SAF/AAR, SAF/GCA and AFDPO/PPX.

**4.1. Coordination.**

4.1.1. The Office of Primary Responsibility/Action Officer will obtain SAF/AAR coordination. SAF/AAR verifies the office titles, symbols and descriptions used in the draft are official. SAF/AAR coordination can be obtained concurrently during initial technical/functional coordination. All Office Symbol Code packages should be approved by SAF/AAR prior to submitting to SAF/GCA and AFDPO/PPX for coordination.

4.1.2. The Office of Primary Responsibilities/Action Officer will obtain SAF/GCA and SAF/GC coordination. A single Office of Primary Responsibility/Action Officer Task Management Tool tasking to SAF/GC that requests coordination from both offices may be used. So as to ensure any potential legal issues injected during the staff review process are identified and addressed, this coordination will be obtained **ONLY AFTER** technical/functional and **BEFORE** final coordination is requested from SAF/AA and AFDPO/PPX.

4.1.3. The Office of Primary Responsibilities/Action Officer will obtain SAF/AA and AFDPO/PPX coordination. SAF/AA and AFDPO/PPX coordination can be obtained through a single Office of Primary Responsibility/Action Officer Task Management Tool tasking to SAF/AA that requests coordination from both offices. This is the final coordination required before certification and approval.

**4.2. Certification and Approval.** After receiving Headquarters Air Force Mission Directive -specific mandatory coordination from SAF/GCA and AFDPO/PPX , the Office of Primary Responsibilities/Action Officer will:

4.2.1. Obtain the Certifying Official's (owning two-letter) signature on the consolidated AF Form 673;

4.2.2. Prepare a package that includes: the proposed draft Headquarters Air Force Mission Directive, the consolidated coordinated Air Force Form 673 and the Comment Resolution Matrix (if applicable). Route this package through the Headquarters Air Force Executive Secretariat (HAF/ES), for approval by the Approving Official (Secretary of the Air Force), in accordance with Table 4.1. below.

**Table 4.1. Routing for Certification and Approval of Headquarters Air Force Mission Directive**

<b>Route to:</b>		
Certifying Official	-	Owning two-letter
HAF/ES	-	Executive Action Group
AF/CVA	-	Assistant Vice Chief of Staff
AF/CV	-	Vice Chief of Staff
SAF/US	-	Under Secretary of the Air Force
AF/CC	-	Chief of Staff of the Air Force
SAF/OS (Approving Official)	-	Secretary of the Air Force

4.3. After obtaining the Approving Official’s (Secretary of the Air Force) signature on Air Force Form 673, the Office of Primary Responsibility/Action Officer will submit the approved Headquarters Air Force Mission Directive and signed Air Force Form 673 to AFPDO, via Air Force Information Management and Publishing Tool for publishing to the ePublishing website. The Office of Primary Responsibility/Action Officer will file and maintain the approved package as part of the official record-set.

**5. Revisions.** The Office of Primary Responsibility/Action Officer will submit all proposed revisions to SAF/GCA and AFDPO/PPX. AFDPO/PPX, in consultation with SAF/GCA, will determine whether proposed changes are administrative or substantive.

**5.1. Administrative Changes.** Are non-substantive revisions to the main text of the Headquarters Air Force Mission Directive or an attachment (e.g., office symbol change, office realignment, etc.). Administrative Changes do not change the Secretary of the Air Force’s delegated authority or assignment of responsibility. Only Offices of Primary Responsibility/Action Officers may make administrative changes to their publications. AFDPO/PPX and SAF/GCA coordination is required.

5.1.1. The Office of Primary Responsibility/Action Officer will provide a Word® document in accordance with the format referenced in Air Force Instruction 33-360 for administrative changes. Both the Office of Primary Responsibility/Action Officer and the two-letter (certifying official) sign the appropriate area of Air Force Form 673.

5.1.2. The Office of Primary Responsibility/Action Officer will submit the administrative change to AFPDO, via Air Force Information Management and Publishing Tool, for publishing to the ePublishing website. The administrative change will sit on top of the Headquarters Air Force Mission Directive; information will be incorporated in the next revision if still relevant.

**5.2. Substantive Changes.** The delegation of a new authority, substantive or significant change(s) to a Department of Defense Issuance, Public Law(s), or Executive Order(s), or a Headquarters Air Force reorganization/transfer of responsibilities between two-letters, are examples of circumstances that may necessitate re-issuance of an existing Headquarters Air Force Mission Directive. Substantive changes to Headquarters Air Force Mission Directives are coordinated and processed in the same manner as original versions of Headquarters Air Force Mission Directives. Headquarters Air Force Mission Directives should be updated as soon as possible to reflect substantive changes.

**6. Rescissions.** Rescissions of Headquarters Air Force Mission Directives are based on the decision of the Secretary to reorganize or restructure the Headquarters Air Force (e.g., the disestablishment or merger of two-letter offices), or otherwise alter delegations of authority and/or assignments of responsibility. Because they delegate the Secretary of the Air Force's authority, a Headquarters Air Force Mission Directive may only be rescinded by the Secretary of the Air Force. Headquarters Air Force Mission Directives must be submitted for rescission using AF Form 673 and are coordinated and processed in the same manner as a newly written Headquarters Air Force Mission Directives.

## **7. Process for Department of Defense Issuance Drafts and/or Proposed Cancellations**

**7.1. Focal Points.** SAF/AA serves as the Primary Issuance Focal Point for the Department of Defense Issuance Program overseeing the Air Force implementation of the Department of Defense Issuance Program and approving Air Force implementing guidance (section 8). The Headquarters Air Force Executive Secretariat (HAF/ES) is the alternate Headquarters Air Force Focal Point.

7.1.1. Department of Defense Issuances implement Department of Defense policy, designates authority, assigns responsibilities, or provides procedures. The term refers and applies to Department of Defense Directives, Department of Defense Instructions, Department of Defense Manuals, Directive Type Memorandums, and Administrative Instructions

**7.2. Initial Process.** The Office of the Secretary of Defense will formally coordinate drafts and cancellations of Department of Defense issuances with the Department of Defense Components through the Executive Services Directorate (Department of Defense Directives Division) website, [www.esd.whs.mil/DD/DoD-Issuances/](http://www.esd.whs.mil/DD/DoD-Issuances/) . This formal coordination process provides the Air Force the opportunity to comment on and/or contest requirements the Air Force cannot meet. Department of Defense issuances are proposed for cancellation when the owning (issuing) Office of the Secretary of Defense Component Office of Primary Responsibility determines it has served its purpose, and is not appropriate for incorporation into a new, revised, or existing Issuance.

7.2.1. HAF/ES uses the Executive Services Directorate (Department of Defense Directives Division) website to determine when draft or proposed cancellation of Department of Defense Issuances are circulated.

7.2.2. Upon receiving an issuance tasking and instructions via the Executive Services Directorate (Department of Defense Directives Division) website, SAF/AA sends to HAF/ES for tasking to applicable Headquarters Air Force two-letter organization (Office of Primary Responsibility), who will then be responsible for reviewing and coordinating on behalf of the Secretary of the Air Force.

7.2.3. HAF/ES provides a copy of the task to the designated Office(s) of Collateral Responsibility and to SAF/AA. **\*Note:** Designation is based on content within the issuance.

7.2.4. HAF /ES sets suspense dates for the Office of Primary Responsibility and ensures Office of the Secretary of Defense suspense dates are met. **\*Note:** The coordination timeframe is dependent upon the type of issuance being coordinated. HAF/ES sets



suspense date to ensure the Air Force meets the Office of the Secretary of Defense suspense.

7.2.5. HAF/ES ensures written notification to the Office of the Secretary of Defense (DA&M) of those positions designated and authorized by the Secretary of the Air Force to coordinate on draft or proposed cancellation of Department of Defense issuances on his/her behalf.

### 7.3. **Draft and/or Proposed Department of Defense Issuances Cancellation Taskings.**

7.3.1. If the Headquarters Air Force two-letter organization assigned by HAF/ES to review and coordinate on a Department of Defense issuance as the Air Force Office of Primary Responsibility determines a different Headquarters Air Force two-letter organization should perform that responsibility, it must promptly notify HAF/ES for reassignment of task, in accordance with Headquarters Operating Instruction 33-3, *Correspondence Preparation, Control, and Tracking*, section 2.2.1.

7.3.2. **Headquarters Air Force two-letter organization** : is tasked with the responsibility of completing a two-part coordination process consisting of an intra-Air Force coordination phase for Department of Defense issuance drafts or cancellation proposals and an implementation phase for approved Department of Defense issuances.

7.3.3. Once the task is acknowledged by Headquarters Air Force two-letter organization they have accepted “ownership” of the issuance as the Air Force Office of Primary Responsibility. “Ownership” means the Office of Primary Responsibility bears official responsibility for ensuring Air Force compliance with assigned Department of Defense issuances, to include implementation and oversight of the same, as appropriate. Note: If Department of Defense issuance is officially transferred to another Headquarters Air Force two-letter organization, they then accept ownership.

7.3.4. Upon receiving a Department of Defense issuance tasker, the Headquarters Air Force two-letter organization assigns the task to an Action Officer within their respective organization to lead the review. All Action Officers assigned to formulate formal Air Force positions on Department of Defense issuances must be a military member or a government civilian employee. However, contractor personnel may fill roles providing administrative support, coordination comments, advice and counsel, but the coordination response (concur, non-concur, etc.), acceptance and/or denial of coordination recommendations, and/or changes to publications/forms must be made by an Air Force employee.

7.4. **Developing the proposed Air Force position.** After review, the Action Officer develops the proposed Air Force position for authorized signature as designated in the HAF/ES tasking and prepares an electronic staff summary sheet in accordance with Air Force Manual 33-326, *Preparing Official Communications*. He/She then uploads the electronic staff summary sheet, the proposed Air Force position, the draft Department of Defense Issuance (or copy of the proposed cancellation) and Department of Defense Form 818, *Department of Defense Issuance Coordination Response* to the tasking assigned by HAF/ES and coordinates the package with all applicable Headquarters Air Force two-letter organizations having any potential equity in the Department of Defense issuance under review.

7.4.1. After internally coordinating the tasked Department of Defense issuance, the Office of Primary Responsibility provides the proposed Air Force position for authorized signature as designated in the HAF/ES tasking. Their review must determine and clearly identify the issuance's impact on the Air Force.

7.4.2. The review must also make certain all authorities and responsibilities identified in the issuance for Air Force action are delegated or assigned to the "Head of the Department of Defense Component", and/or the "Head of the Military Component", and/or the "Secretaries of the Military Departments" and/or "the Secretary of the Air Force" and not to an organization or official below that level.

#### **7.5. Finalizing the Air Force Position:**

7.5.1. The Office of Primary Responsibility consolidates the comments received during coordination with Air Force Offices of Collateral Responsibility that will be forwarded to Office of Secretary of Defense for consideration using the Department of Defense Form 818.

7.5.2. The Office of Primary Responsibility identifies the proposed Air Force position (the options are: concur; concur with comment/no comment; non-concur with comment) in the electronic staff summary sheet in Task Management Tool to the designated official that will sign the Department of Defense Form 818 approving the Air Force position.

7.5.3. Upon Air Force approval of and signature on the Department of Defense Form 818, the Office of Primary Responsibility returns the completed Department of Defense Form 818 to HAF/ES for uploading into the Department of Defense Directives Program Portal.

7.5.4. The Secretary of the Air Force has delegated authority to all Assistant Secretaries of the Air Force (Acquisitions - SAF/AQ, Financial Management and Comptroller - SAF/FM, Installations, Environment and Energy - SAF/IE, Manpower and Reserve Affairs - SAF/MR) and the Administrative Assistant to the Secretary of the Air Force(SAF/AA) to coordinate (and sign) on his/her behalf on the Secretary of Defense (Department of Defense) Form 106, Department of Defense Directives Program Coordination Record, for draft or proposed cancellations of Department of Defense Issuances.

### **8. Implementation actions for Approved Department of Defense issuances (New, revised and cancellations)**

8.1. As the Primary Issuance Focal Point, SAF/AA oversees the Air Force's implementation of the Department of Defense Directives Program and approves Air Force implementing guidance. Day-to-day administration of this function is provided by the AFDPO, Policy, Plans and Programs Division which:

8.1.1. Manages and administers the Air Force implementation of the Department of Defense Directives Program in accordance with Department of Defense Instruction 5025.01. Only directive Air Force publications can implement Department of Defense issuances. Official publications are published in accordance with Air Force Instruction 33-360.

8.1.2. Provides clarification and interpretation of the Department of Defense Directives Program.

8.1.3. Develops guidance and procedures concerning the Air Force coordination on all Department of Defense Issuances.

8.1.4. Notifies the Headquarters Air Force Office of Primary Responsibility of newly issued, re-issued, or cancelled Department of Defense issuances

8.1.5. Tracks official Air Force implementation of Department of Defense Issuances by maintaining the Issuances, Delegations of Authority, and Responsibilities database [www.idar.hq.af.mil](http://www.idar.hq.af.mil).

8.1.6. Tasks the Air Force Office of Primary Responsibility with reviewing for impact Air Force implementing publication(s) following revisions to existing, rescissions of current, or publication of new Department of Defense issuances. Most tasks will have a two week suspense.

## 8.2. Formal Tasking:

8.2.1. The designated Headquarters Air Force two letter organization (Office of Primary Responsibility) will assign to a Point of Contact/Action Officer to review and determine action required (implement, stand alone, update, rescind) as a result of a new, revised, or cancelled Department of Defense issuance.

8.2.2. They will notify AFDPO/PPX of their respective Office of Primary Responsibility/Action Officer and course of action. The action to be taken must identify if an Air Force publication needs to be created, updated, rescinded, or transferred (see section 9). The Headquarters Air Force two-letter should notify AFDPO/PPX if the Department of Defense Issuance is a stand-alone publication, requiring no Air Force implementation action. **\*Note:** Refer to Air Force Instruction 33-360, *Publications and Forms Management*, for the creation, revision, or cancellation of Air Force publications.

8.2.3. After notification from the Headquarters Air Force Office of Primary Responsibility, AFDPO/PPX will set a new 180 day task/suspense for completion of the action identified to be taken by the Headquarters Air Force two-letter.

8.2.4. The Headquarters Air Force two letter organization (Office of Primary Responsibility) will ensure the identified Air Force publication(s) properly implement the policy and guidance in the of Department of Defense Issuances. The Point of Contact/Action Officer will write or rewrite all publications within 180 days.

8.2.5. The Headquarters Office of Primary Responsibility will notify AFDPO/PPX when the implementing Air Force publication(s) for Department of Defense Issuances are published, superseded, rescinded and/or transferred. **\*Note:** This is the final action for task to be completed and closed.

## 9. Transferring of DoD Issuances

9.1. If the Headquarters Air Force two-letter organization determines “ownership” of Department of Defense issuances should be assigned to another Office of Primary Responsibility, they will suggest and coordinate directly with a proposed Headquarters Air

Force two-letter Office of Primary Responsibility to initiate the transfer. Once concurrence is obtained:

9.1.1. Both offices will initiate actions to officially transfer the Secretary of the Air Force's delegated authority/assignment of responsibility in their respective Headquarters Air Force Mission Directives. See paragraph 5.2. for the process of transferring a delegated authority.

9.1.2. The losing Office of Primary Responsibility must prepare an Air Force Form 673 to transfer ownership as the Office of Primary Responsibility of any implementing Air Force publication(s) to the new (gaining) Office of Primary Responsibility or to revise/rescind publication(s), as appropriate, in accordance with Air Force Instruction 33-360. This action must be coordinated with AFDPO/PPX.

9.1.3. The gaining Office of Primary Responsibility must identify to AFDPO/PPX if there are any current Air Force implementing publication(s) or, if not, whether any are required.

Patricia Zarodkiewicz  
Administrative Assistant

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Department of Defense Instruction 5025.01, *DoD Issuances Program*, 10 April 2017

Air Force Mission Directive 1, *Headquarters Air Force*, 8 April 2011

Air Force Publication Directive 90-1, *Policy and Publishing Management, New 2017*

Air Force Publication Directive 38-6, *Mission Directives*, 23 December 2014

Air Force Instruction 38-601, *Format and Content of Mission Directives*, 7 January 2015

Air Force Instruction 33-360, *Publications and Forms Management*, 1 December 2015

Air Force Manual 33-326, *Preparing Official Communications*, 25 November 2015

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Headquarters Operating Instruction 33-3, *Correspondence Preparation, Control, and Tracking*, 6 July 2015

*Adopted Forms*

Air Force Form 673, *Air Force Publication/Form Action Request*

Air Force Form 847, *Recommendation for Change of Publication*

Department of Defense Form 106, *DoD Issuances Program Coordination Initiation*

Department of Defense Form 818, *Component Coordinator Response*

*Terms*

**Air Force Mission Directives** — Prescribe the mission, area of responsibility, organization, and relationships of Major Commands, Field Operating Agencies and Direct Reporting Units with their respective units. Follow guidelines in Air Force Instruction 38-601, *Format and Content of Mission Directives*. The Manpower, Personnel and Services Directorate (AF/A1) assigns Air Force Mission Directive numbers in accordance with Air Force Instruction 38-601.

**Air Force Publications**—Officially produced, published, and distributed documents issued for compliance, implementation, and/or information. See Air Force Instruction 33-360.

**Directive Publication**—Directive Publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel must comply with these publications. All publications in this category carry the following statement: **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**

**Department of Defense Component**—Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the Department of Defense Field Activities, and all other organizational entities in the Department of Defense.

**Department of Defense Issuance**—Implements Department of Defense policy, designates authority, assigns responsibilities, or provides procedures. The terms refers and applies to Department of Defense Directives, Department of Defense Instructions, Department of Defense Manuals, Directive Type Memorandums, and Administrative Instructions.

**Department of Defense Manual** —A Department of Defense Issuance providing procedures for implementing policy established in Department of Defense Directives and Department of Defense Instructions.

**Department of Defense policy** —A set of principles and associated guidelines to direct and limit Department of Defense actions in pursuit of objectives, operations, and plans.

**Directive Type Memorandum** —A Department of Defense Issuance that establishes Department of Defense policy or implements policy established in existing Department of Defense Directives and Department of Defense Instructions; assigns responsibilities; and may provide procedures. They will be issued only for time-sensitive actions and only when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance. Directive Type Memorandums are not to be used to permanently change or supplement existing issuances. They are effective for no more than 12 months from the date signed.

**Headquarters Air Force**— Headquarters Air Force is defined as an entity consisting of the offices of the Secretary of the Air Force (Secretariat) and the Chief of Staff (Air Staff).

**Policy**— Statements of important, higher-level direction that guides decisions and actions throughout the Air Force. Policies are typically driven by higher headquarters (Office of the Secretary of Defense) in the form of Department of Defense Issuances (Department of Defense Directives, Department of Defense Instructions, etc.) although occasionally directly from the United States Code, Public Laws, or Executive Orders.

**Technical/Functional Coordination**— Includes organizations or subject matter experts with technical expertise or functional interest. **\*Note:** Major Command coordination is optional and solely at the discretion of the Office of Primary Responsibility/Action Officer

## ATTACHMENT 2

## HEADQUARTERS AIR FORCE MISSION DIRECTIVE NUMBERING

Table A2.1. Headquarters Air Force Mission Directive Numbering

<b>Number</b>	<b>Name (and Acronym) of Headquarters Air Force Office</b>
1-2	Under Secretary of the Air Force (SAF/US)
1-4	Chief of Staff of the Air Force (AF/CC)
1-6	The Administrative Assistant to the Secretary of the Air Force (SAF/AA)
1-8	The Auditor General (SAF/AG)
1-10	ASAF, Acquisition (SAF/AQ)
1-12	ASAF, Financial Management and Comptroller (SAF/FM)
1-14	General Counsel (SAF/GC) and The Judge Advocate General (AF/JA)
1-16	Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)
1-17	Director, Principal Department of Defense Space Advisor Staff (SAF/SA)
1-18	ASAF, Installations, Environment and Energy (SAF/IE)
1-19	Deputy Under Secretary of the Air Force, Management (SAF/MG)
1-20	The Inspector General (SAF/IG)
1-22	Director, Legislative Liaison (SAF/LL)
1-24	ASAF, Manpower and Reserve Affairs (SAF/MR)
1-26	Chief, Information Dominance and Chief Information Officer (SAF/CIO A6)
1-28	Director of Public Affairs (SAF/PA)
1-30	Director, Small Business Programs (SAF/SB)
1-32	DCS, Manpower, Personnel and Services (AF/A1)
1-33	DCS, Intelligence, Surveillance and Reconnaissance (AF/A2)
1-34	Chief of Chaplains (AF/HC)
1-36	Director, Air Force History and Museums Policy and Programs (AF/HO)
1-38	DCS, Logistics, Engineering and Force Protection (AF/A4)
1-42	Chief of Air Force Reserve (AF/RE)
1-46	Chief of Safety (AF/SE)
1-48	The Air Force Surgeon General (AF/SG)
1-50	The Air Force Chief Scientist (AF/ST)
1-52	Director of Test and Evaluation (AF/TE)
1-54	DCS, Operations (AF/A3)
1-56	DCS, Strategic Plans and Requirements (AF/A5/8)
1-58	Director, Air Force Studies, Analyses and Assessments (AF/A9)
1-60	DCS, Strategic Deterrence and Nuclear Integration (AF/A10)



## ATTACHMENT 3

**HEADQUARTERS AIR FORCE MISSION DIRECTIVE TEMPLATES (*WORD  
VERSION LOCATED WITHIN THE AIR FORCE INFORMATION AND MANAGEMENT  
PUBLICATION TOOL*)**

Figure A3.1. Template for Secretariat Organizations

<p><b>DRAFT - NOT FOR IMPLEMENTATION</b></p> <p><b>STANDARD PUBLICATION TEMPLATE</b></p> <p><b>Headquarters Air Force Mission Directive - Secretariat Organizations</b></p> <p>HAFMD X-XX  BY ORDER OF THE SECRETARY OF THE AIR FORCE  HEADQUARTERS MISSION DIRECTIVE 1-XX  [Insert Date Signed]  Special Management  <b>TITLE</b>  <b>COMPLIANCE WITH THIS PUBLICATION IS MANDATORY</b>  <b>ACCESSIBILITY:</b> Headquarters Air Force Publications and forms are available on the e-Publishing website at <a href="http://www.e-publishing.af.mil">http://www.e-publishing.af.mil</a>  <b>RELEASABILITY:</b> There are no releasability restrictions on this publication.  <b>OPR:</b> SAF/GC  Certified by: SAF/GCA  Supersedes: Headquarters Air Force Mission Directive X-XX, (Month, Day, Year) – <b>ONLY IF APPLICABLE</b>  Number of Pages:</p> <p><b>1. Mission.</b> The Secretary of the Air Force pursuant to Title 10 United States Code Sections 8013-8016, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his/her responsibilities. As documented by Paragraph __ of Air Force Mission Directive-1, Headquarters Air Force, and this Headquarters Air Force Mission Directive, the [Title of Secretariat Office (office symbol)] is established as part of the Secretariat. The [Title of the Secretariat Official] has overall responsibility for [insert general description/list of areas of responsibility] for the Department of the Air Force. The Secretary of the Air Force retains ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, the [ Title of Secretariat Official ] prepares policies for approval and issues official guidance via official Air Force publications to ensure implementation of those policies.</p> <p><b>2. Organizational Relationships.</b> The Secretary of the Air Force is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the Chief of Staff of the Air Force, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the Secretary of the Air Force.</p> <p><b>2.1. The [Title of Secretariat Official]</b> reports to the Secretary of the Air Force [or the Under Secretary of the Air Force], serves as an agent of the Secretary within assigned policy and program domains, and provides guidance, direction, and oversight for all matters</p>
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pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within his/her area of responsibility. The [Title of Secretariat Official] is accountable to the Secretary for results achieved within the policy and program domains assigned by this Directive.

**2.2. The [Title of Secretariat Official] and the Office of the [Title of Secretariat Official] work in cooperation with the [List other Headquarters Air Force two-letter officials, as appropriate], and their respective offices, as well as other Headquarters Air Force organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 United States Code Section 8013-8023 and 8031-8038), for assisting the Secretary of the Air Force in carrying out his/her responsibilities.**

**2.2.1. Pursuant to Headquarters Operating Instruction 90-1, Headquarters Air Force Mission Directive – Delegations of Authority and Assignment of Responsibilities, two or more Headquarters Air Force two-letter organizations with responsibilities in the same functional area are encouraged to develop “Standard Operating Procedures” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. Any Standard Operating Procedures having been entered into between the [Title of Secretariat Official] and [Title(s) of Headquarters Air Force Officials] are included at Attachment 3 of this Headquarters Air Force Mission Directive.**

**\* NOTE: If there are no Standard Operating Procedures, do not include paragraph 2.2.1**

**2.3. Reporting to the [ Title of Secretariat Official ] is a Field Operating Agency/Direct Reporting Unit, the [ Title of Field Operating Agency/Direct Reporting Unit ], whose mission is documented in Air Force Mission Directive-\_\_\_. [If more than one Field Operating Agency reports to the Air Staff Official, so list.]**

**\*NOTE: If there are no Field Operating Agency, do not include paragraph 2.3.**

**3. Responsibilities. The [Title of Secretariat Official] is specifically responsible for:**

**3.1. [Insert Description of Responsibilities].**

**3.1.1. [Insert Description of Responsibilities].**

**3.1.2. [Insert Description of Responsibilities].**

**3.1.3. [Insert Description of Responsibilities].**

**4. Delegations of Authority/Assignment of Responsibility: Attachment 1 lists delegated authorities and assigned responsibilities to the [Title of Secretariat Official]. The authorities delegated/responsibilities assigned to the [Secretariat Official] by this Headquarters Air Force Mission Directive may generally be re-delegated unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or Department of Defense Issuance. While the [Title of Secretariat Official] may re-delegate authorities to other Department of Air Force officials, he/she will ultimately be responsible to the Secretary of the Air Force for all matters listed in Paragraph 1 of this publication. Any re-delegation of authority/assignment of responsibility made shall not be effective unless it is in writing. Any person re-delegating authority in accordance with this Headquarters Air Force Mission Directive may further restrict**



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5. **Notifications to Congress:** No re-delegation of authority/assignment of responsibility under this Headquarters Air Force Mission Directive below the level of a Deputy Assistant Secretary or three-letter/digit office shall include authority to provide notifications or reports to Congress.

6. **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 publication remain effective insofar as such re-delegations are not inconsistent with the terms of this Headquarters Air Force Mission Directive unless superseded by a new re-delegation or assignment. If the Secretariat Headquarters Air Force Mission Directive superseded any Secretary of the Air Force Order, use the below statement;

7. **Revocation of Secretary of the Air Force Order:** Secretary of the Air Force Order \_\_\_\_\_, [Title], [Date] is hereby superseded. Re-delegations of authority/assignments of responsibility made pursuant to that Secretary of the Air Force Order prior to the date of issuance of this Headquarters Air Force Mission Directive, however, remains effective insofar as such re-delegations are not inconsistent with the terms of this Headquarters Air Force Mission Directive, or unless superseded by a new re-delegation.

\*NOTE: Do not include paragraph 7 "Revocation of Secretary of the Air Force Order" in Headquarters Air Force Mission Directive re-writes.

\*NOTE: If there are no Field Operating Agencies do not include paragraph 2.3.

[Name]

Secretary of the Air Force

**Attachments:**

1. Delegations of Authority/Assignment of Responsibility for SAF/ \_\_
2. Organizational Chart/Three-Letter Responsibilities
3. Standard Operating Procedures (as appropriate, if existing)

**\*\*NOTE: TEMPLATES FOR ATTACHMENTS 1, 2 AND 3 TO HEADQUARTERS AIR FORCE MISSION DIRECTIVE ARE THE SAME FOR SECRETARIAT AND AIR STAFF ORGANIZATIONS, AND ARE REPRESENTED AT A3.3**

Figure A3.2. Template for Air Staff Organizations

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**STANDARD PUBLICATION TEMPLATE**  
**Headquarters Air Force Mission Directive - Air Staff**

HAFMD X-XX  
 BY ORDER OF THE  
 SECRETARY OF THE AIR FORCE  
 HEADQUARTERS MISSION DIRECTIVE 1-XX  
 [Insert Date Signed]  
 Special Management  
 TITLE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY  
 ACCESSIBILITY: Headquarters Air Force Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil>  
 RELEASABILITY: There are no releasability restrictions on this publication.  
 OPR: AF/A1P  
 Certified by: AF/A1  
 Supersedes: Headquarters Air Force Mission Directive X-XX, (Month, Day, Year) – ONLY IF APPLICABLE  
 Number of Pages:

**1. Mission.** The [Title of Air Staff Official] (AF/\_\_\_), pursuant to Title 10 United States Code Sections 8031-8038, and as documented by paragraph(s) \_\_\_ of Air Force Missions Directive-1, Headquarters Air Force, and this Headquarters Air Force Mission Directive, assists the Secretary of the Air Force, other Secretariat offices, and the Chief of Staff in carrying out the [insert general description/list of areas of responsibility] for the Department of the Air Force. The Secretary of the Air Force retains ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, the [AF/\_\_\_] prepares policies for approval and issues guidance/procedures, via official Air Force publications, to ensure implementation of those policies. The [Title of Air Staff Official (acronym)] also assists the Chief of the Air Force in his/her role, pursuant to 10 United States Code Section 151, as a member of the Joint Chiefs of Staff.

**2. Organizational Relationships.** The Secretary of the Air Force is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the Chief of the Air Force, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the Secretary of the Air Force.

**2.1. The [Title of Air Staff Official]** reports directly to the Chief of the Air Force [or Vice Chief of Staff of the Air Force ], but provides support to the Secretary of the Air Force, the Under Secretary of the Air Force, other Secretariat offices, and other Air Staff offices. The Secretary of the Air Force may re-delegate authority/assign responsibility to the [Title of Air Staff official], but the Secretary of the Air Force, through the Chief of the Air Force and, as appropriate, Assistant Secretaries of the Air Force, retains ultimate responsibility for all matters listed in Attachment 1 of this publication.

**2.2. The [Title of Air Staff Official]** is part of the Air Staff and as such works closely



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Force with other Headquarters Air Force offices to assist the Secretary of the Air Force and Chief of the Air Force in carrying out their responsibilities. The [Title of Air Staff Official] and the Office of the [Title of Air Staff Official] work in cooperation with the [List other Headquarters Air Force 2-letter/digit officials as appropriate], and their respective offices, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 USC §§ 8013-8023 and §§ 8031-8038), for assisting the Secretary of the Air Force and Chief of the Air Force in carrying out their responsibilities.

2.2.1. Pursuant to Headquarters Operating Instruction 90-1, Headquarters Air Force Mission Directive – Delegations of Authority and Assignment of Responsibilities, two or more Headquarters Air Force two-letter organizations with responsibilities in the same functional area are encouraged to develop “standard operating procedures” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. Any standard operating procedures having been entered into between the [Title of Official] and [Title(s) of Official(s)] are included at Attachment 3 of this publication.

2.3. Reporting to the [Title of Air Staff Official] is a Field Operating Agency/Direct Reporting Unit, whose mission is documented in Air Force Mission Directive-\_\_\_. [If more than one Field Operating Agency reports to the Air Staff Official, so list. ]

\*NOTE: If there are no Field Operating Agencies, do not include paragraph 2.3.

3. Responsibilities. The [Title of Air Staff Official] is specifically responsible for:

- 3.1. [Insert Description of Responsibilities].
- 3.1.1. [Insert Description of Responsibilities].
- 3.1.2. [Insert Description of Responsibilities].
- 3.1.3. [Insert Description of Responsibilities].

4. Delegations of Authority/Assignment of Responsibility: Attachment 1 lists delegated authorities and assigned responsibilities to the [Air Staff Official]. The authorities delegated/responsibilities assigned to the [Air Staff Official] by this Headquarters Air Force Mission Directive may generally be re-delegated to other Department of the Air Force officials unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or Department of Defense Issuance. While the authorities are delegated/responsibilities assigned to the [Air Staff Official ], the exercise of the authorities/responsibilities remain subject to the oversight and control of the Secretary of the Air Force, any Assistant Secretary of the Air Force having oversight, and the Chief of the Air Force. Any re-delegation of authority/assignment of responsibility made shall not be effective unless it is in writing. Any person re-delegating authorities in accordance with this Directive may further restrict or condition the authority 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 Headquarters Air Force Mission Directive remain effective insofar as such re-delegations are not

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Inconsistent with the terms of this Headquarters Air Force Mission Directive, unless superseded by new issuances. If the Air Staff Headquarters Air Force Mission Directive superseded any Secretary of the Air Force Orders, use the below statement;

**6. Revocation of Secretary of the Air Force Order:** Secretary of the Air Force Order [Secretary of the Air Force Order Title], [Secretary of the Air Force Order Date] is hereby superseded. Re-delegations of authority/assignment of responsibility made pursuant to that Secretary of the Air Force Order prior to the date of issuance of this Headquarters Air Force Mission Directive, however, remain effective insofar as such re-delegations are not inconsistent with the terms of this Headquarters Air Force Mission Directive or unless superseded by a new re-delegation.

**\*NOTE:** Do not include paragraph 6 "Revocation of Secretary of the Air Force Order" in HAF MD re-writes

[Name]

Secretary of the Air Force

**Attachments:**

1. Delegations of Authority/Assignment of Responsibility for SAF/ \_\_
2. Organizational Chart/Three-Letter Responsibilities
3. Standard Operating Procedures (as appropriate, if existing)

**\*\*NOTE: TEMPLATES FOR ATTACHMENTS 1, 2 AND 3 TO HAF MDs ARE THE SAME FOR SECRETARIAT AND AIR STAFF ORGANIZATIONS, AND ARE REPRESENTED AT A3.3**



Figure A3.3. Attachments to Headquarters Air Force Mission Directive's

<p style="text-align: center;"><b>DRAFT - NOT FOR IMPLEMENTATION</b> Headquarters Air Force Mission Directive XX-X DATE</p> <p><b>ATTACHMENT 1</b></p> <p><b>DELEGATIONS OF SECRETARY OF THE AIR FORCE AUTHORITY/ ASSIGNMENTS OF RESPONSIBILITY</b></p> <p><b>TO THE</b></p> <p>[Secretariat/Air Staff Official]</p> <p>[The below are examples of authorities/responsibilities]</p> <p><b>A1.1.</b> Responsibility for ensuring Air Force compliance with Department of Defense direction on access to and dissemination of restricted data and formerly restricted data, and authority to certify the need for access to restricted data in the possession of the Department of Energy and other Federal agencies, as set forth in DoDI 5210.02, <i>Access to and Dissemination of Restricted Data and Formerly Restricted Data</i>.</p> <p><b>A1.2.</b> Responsibility for ensuring Air Force compliance with Department of Defense direction relating to detail of Department of Defense personnel to duty outside the Department of Defense as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.17, <i>Detail of Department of Defense Personnel to Duty Outside the Department of Defense</i>.</p>
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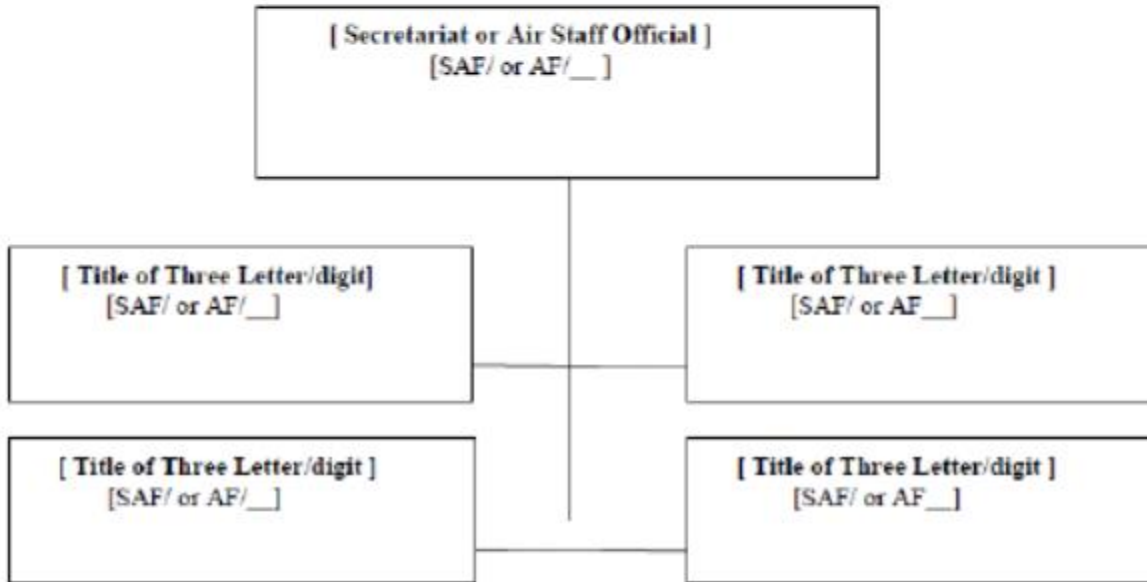
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**ATTACHMENT 2**

[Secretariat or Air Force Organization]

[SAF/ or AF\_\_]



A2.1. The [Secretariat or Air Staff Official] is responsible for the overall supervision of all matters pertaining to Air Force [Insert general description/list of areas of responsibility from Paragraph 1].

A2.2. Three-letter subordinate offices include: [This chart does not include Field Operating Agencies/Direct Reporting Units]

A2.2.1. [Title and office symbol of three-letter office]. [Insert acronym] is responsible for matters pertaining to [Insert general description/list of areas of responsibility].

A2.2.2. [Title and office symbol of three-letter office]. [Insert acronym] is responsible for matters pertaining to [Insert general description/list of areas of responsibility].

A2.2.3. [Title and office symbol of three-letter office]. [Insert acronym] is responsible for matters pertaining to [Insert general description/list of areas of responsibility].

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**ATTACHMENT 3**

**STANDARD OPERATING PROCEDURES**

[Standard Operating Procedures entered into (signed) between two or more organizations may be attached as Attachment 3.]