COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

This HOI implements Department of the Air Force Policy Directive (DAFPD) 90-1, *Policy, Publications, and DoD Issuance Management,* and must be used in conjunction with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161*, Publishing Processes and Procedures.* It establishes procedures and standards for the creation and management of Headquarters Air Force (HAF) operating instructions. It explains the process for publication and level of use, and describes how and when to prepare, revise, and rescind them. This instruction is applicable to all personnel at the HAF, including contractor personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication,* and forward to the Air Force Departmental Publications Office (AFDPO), Policy, Plans and Programs (PPX) at **SAF.AA.AFDPO-PPX.Workflow@us.af.mil**. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been changed to align with DAFPD 90-1, adds applicability to the Office of the Chief of Space Operations (commonly known as the Space Staff) and updates coordination process. Please review in its entirety.

1. Overview: While DAFIs, DAFMANs etc., provide Department wide guidance, Headquarters Operating Instructions (HOIs) are only applicable to Headquarters staff (i.e. Secretariat, Air Staff and Space Staff). HOI publications assign responsibilities, direct actions, and prescribe procedures within a Headquarters function or program. HOIs **must** also be linked to a departmental publication (parent publication), and carry its subject series number.

2. Roles and Responsibilities:

2.1. **Administrative Assistant to the Secretary of the Air Force (SAF/AA):** Establishes Headquarters Air Force publication guidance and procedures, through the Information Directorate (SAF/AAI).

2.2. **The Air Force Departmental Publications Office (AFDPO), Policy Management Branch (SAF/AAIPX):**

2.2.1. Is a mandatory coordinator for all HOIs and manages the HOI program for the HAF.

2.2.2. Provides Office of Primary Responsibility (OPR) with control numbers for new publications.

2.2.3. Reviews draft publications and provides guidance as required.

2.2.4. Maintains an index of current and rescinded publications.

2.3. **Office of Primary Responsibility (OPR):**

2.3.1. Adheres to guidance in DAFI 90-160, DAFMAN 90-161, and this HOI, for developing, formatting, coordinating, updating, and rescinding HOIs.

2.3.2. Designates an individual to serve as the Point of Contact (POC) for the HOI. Ensures that information is updated in Air Force Information Management Publishing Tool (AFIMPT).

2.3.3. For new publications, determines a subject series IAW DAFMAN 90-161, and requests a publication control number from SAF/AAIPX. For example, 90 is the subject series for HOI 90-2 and 2 is the control number. The series number is determined by the content of the document and its parent publication.

2.3.4. Reviews and revises publications in accordance with DAFI 90-160 and DAFMAN 90-161.

2.3.5. Reviews HOI for processes prescribing the creation and maintenance of non-electronic records with a goal to transition to electronic medium.

3. Publication development and content.

3.1. The process for developing, formatting, coordinating, updating and rescinding HOIs is largely the same as is for other DAF publications as defined in DAFI 90-160 and DAFMAN 90-161.

3.1.1. If guidance prescribes procedures to be followed by Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), or Major Commands (MAJCOMs)/Field Commands (FLDCOMs) in addition to Headquarters Air Force, another publication type (e.g., DAFI, DAFMAN, DAFPAM, etc**.) must be used in accordance with DAFMAN 90-161.**

3.1.2. If the guidance applies to only one organization within the HAF (**Secretariat, Air Staff, or Space Staff**) or one Military Service, it should not be considered an HOI and the OPR must follow the guidance in DAFMAN 90-161 for publications for units below the headquarters level. For example, an Operating Instruction (OI) applicable only to AF/A3 will be signed by the 2-letter and carry its header (i.e., "BY ORDER OF THE DEPUTY CHIEF OF STAFF FOR OPERATIONS").

3.1.3. HOIs should describe responsibility being assigned, action directed, or procedures prescribed for HAF staff. The description should be clear and concise, and should not repeat what is already written in another publication (refer to DAFMAN 90-161).

4. Coordination, Certification and Approval.

4.1. Coordination is the process in which the OPR 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 certifying and approving officials' signatures on the DAF Form 673.

4.1.1. Consists of technical/functional, and formal coordination; ends with certification and approval (see **Table 4.1**). OPRs should use the Enterprise Task Management Software Solution (ETMS2), which replaced HAF Task Management Tool (TMT) to staff publications IAW HOI 33-3, *Correspondence Preparation, Control, and Tracking*.

4.1.2. OPRs will work with two letter/digit offices to resolve comments prior to submitting the publication for formal coordination. Comments will be documented using a comment resolution matrix (CRM).

4.1.3. The Formal Coordination package is the second step in the coordination process. Coordination is required from Mandatory Coordinators IAW DAFMAN 90-161 and AFDPO.

4.1.4. Submit to AF/JA for final legal review and coordination after formal coordination has occurred and all comments have been adjudicated.

4.1.5. OPR will submit to respective two-letter/digit office for certification and approval.

4.1.6. The OPR will upload final draft of publication and approved DAF Form 673 to AFIMPT.

Table 4.1. Routing for Coordination, Certification, and Approval of an HOI.

Route to:	For:
Organizations and Subject Matter Experts that are directly affected or have roles and responsibilities within publication	Technical/Functional Coordination
Mandatory Coordinators in accordance with DAFMAN 90-161 (SAF/CN, Reserves, etc.)	Formal Coordination
AFDPO	Formal Coordination

Route to:	For:
AF/JA	Final Legal Review
Owning two-letter/digit Office	Certification and Approval

5. Rescissions.

5.1. If the issuing two-letter organization determines that an HOI is no longer required, a rescission is initiated.

5.2. Requests for a rescission must be submitted using a DAF Form 673 and are coordinated and processed in the same manner as a newly written or revised HOI.

5.3. Records created and maintained under processes prescribed by the rescinded HOI does not mean the records are disposed automatically but rather in accordance with the Air Force Records Disposition Schedule.

ANTHONY P. REARDON, SES, DAF
Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFPD 90-1, *Policy, Publications, and DoD Issuance Management*, 7 Mar 2018

DAFI 90-160, *Publications and Forms Management*, 14 Apr 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 Apr 2022

AFI 33-322, *Records Management and Information Governance Program,* 23 Mar 2020

HOI 33-3, *Correspondence Preparation, Control, and Tracking, 6 Jul 2015*

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AFIMPT—Air Force Information Management Publishing Tool

CRM—Comment Resolution Matrix

HAF—Headquarters Air Force (Secretariat and Air Staff).

HOI—Headquarters Operating Instruction

OPR—Office of Primary Responsibility

Terms

Approving Official—Approves the release of publications for compliance and enforcement and is solely responsible for ensuring the publications and forms are necessary, information is current, and in conformance with existing laws, policy, guidance and Department of the Air Force (DAF) Mission.

Certifying Official—The official who certifies the need for the publication within the numbered publication subject series. This official also certifies the publication's consistency with departmental policy and with the assigned responsibilities in antecedent PD and/or implemented HHQ publication.

Headquarters Air Force—The senior headquarters of the Department of the Air Force, comprised of three major entities: the Secretariat (including the SecAF and the Secretary's principal staff), the Air Staff, headed by the Chief of Staff, and the Space Staff, headed by the Chief of Space Operations.

Record Set—Collection of official records related to an individual publication or form. The records set includes but is not limited to the AF Form 673, the comment review matrix and the approved draft.

Attachment 2

STANDARD PUBLICATION TEMPLATE HOI/OI

HOI XX-X
BY ORDER OF THE SECRETARY OF THE AIR FORCE
HEADQUARTERS OPERATING INSTRUCTION XX-X
[Insert Date Signed]
[TITLE]
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: [Unit] Publications and forms are available on the AF Portal: [insert address]

RELEASABILITY: There are no releasability restrictions on this publication.

OPR:

Certified by:

Supersedes: HOI XX-X, (Day, Month,Year)

Number of Pages: XX

This instruction implements…   It applies to…   Send recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication. **(Note: if you have a workflow box you may add it for quick reference)**.* Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES *(required for IC's and rewrites only)*

This instruction has been substantially revised and should be reviewed thoroughly. It has … An asterisk (*) indicates newly revised material.

Table of Contents *(If over 20 pages)*
1. Overview or Background. *(Optional)*
1.1.1. All paragraph numbers must end with a period.
1.1.2. Do not bold subordinate paragraph numbers or titles.
2. Responsibilities.
2.1. **The [Title of Official (and acronym if not established earlier)] shall:**
2.1.1. Serve…
2.1.2. Ensure…
2.2. **The [Title/Acronym] shall:**
2.2.1. Determine…
2.2.2. Manage…
2.3. **The [Title/Acronym] shall:**
2.3.1. Provide…
2.3.2. Enforce…
3. [Procedure Heading.] (Core Content, specific guidance and procedures)

3.1. **Paragraph Heading. If paragraph at this level has a heading, other paragraphs at this level must have a heading.**

3.1.1. Subparagraph Heading

3.1.1.1.

3.1.1.2.

3.1.1.2.1.

3.1.1.2.1.1. Do not use subordinate paragraphs beyond this level.

3.1.1.2.1.2.

3.1.1.2.2.

3.1.2. Subparagraph Heading

3.2. **Paragraph Heading.**

3.3. **Paragraph Heading.**

Figure 3.1. Using Figures and Tables.

Figures/Tables: Embed figures and tables where they will appear in the final version. Place the caption above the graphic. Provide a separate source graphic file for each figure not created in Word® (e.g., .tif, .gif, .jpg, etc.). Work with your publications/ forms manager to ensure your graphics are submitted properly. Tables not created using Word® must be identified as figures. Use two-part Arabic numerals in publications with chapters, the first number identifies the chapter, and the second number identifies the figure/table sequence number within the chapter, e.g., Figure/**Table 1.1**, Figure/**Table 2.1**, etc.; and for figures/tables within the attachment; e.g., Figure/**Table A1.1**, Figure/**Table A1.2**, etc., for figures/tables in **Attachment 1**; and Figure/**Table A2.2**, etc., for figures/tables in **Attachment 2**.

4. [Additional Procedures.]

5. [Additional Procedures.]

BEGIN SIGNATURE [Keyword trigger for AFDPO tagging software]

Name, Rank [Insert Approving official Authentication]

Title

END SIGNATURE