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**ASSISTANT SECRETARY OF THE AIR FORCE
(ACQUISITION)**

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SUMMARY OF CHANGES. Major changes to this document include changes from the Headquarter Air Force reorganization, new Defense Department Directives and Instructions, and updated roles and responsibilities.

1. Mission. The Secretary of the Air Force, pursuant to 10 United States Code (U.S.C.) Sections §§ 8013-8016, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his or her responsibilities. As documented by paragraph 4.1 of Air Force Mission Directive (AFMD) 1, *Headquarters Air Force*, and this Headquarters Air Force Mission Directive (HAFMD), the Assistant Secretary of the Air Force for Acquisition (SAF/AQ) is established as part of the Secretariat. The SAF/AQ has overall responsibility for acquisition of systems, including product support, for the Department of the Air Force; serves as the senior procurement executive for the Department of the Air Force; serves as the single Service Acquisition Executive (SAE) for the Department of the Air Force; and is a member of the Air Force Council, Air Force Space Board, and the Special Programs Oversight Committee. The Secretary of the Air Force retains ultimate responsibility for all policies related to the Department of the Air Force. Within his or her areas of responsibility, SAF/AQ prepares policies for approval and issues official guidance via official Air Force publication to ensure implementation of those policies.

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 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.

2.1. The SAF/AQ reports to the 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 pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within his or her area of responsibility. The SAF/AQ is accountable to the Secretary for results achieved within the policy and program domains assigned by this Directive.

2.2. The SAF/AQ and the Office of the SAF/AQ work in cooperation with the Under Secretary of the Air Force (SAF/US), the Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM), the Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE), the Deputy Under Secretary of the Air Force International Affairs (SAF/IA), the Administrative Assistant (SAF/AA), the Information Dominance and Chief Information Officer (SAF/CIO A6), the Deputy Under Secretary for Space (SAF/SP), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), the Deputy Chief of Staff for Intelligence, Surveillance, and Reconnaissance (AF/A2), the Deputy Chief of Staff for Operations (AF/A3), the Deputy Chief of Staff for Logistics, Engineering, and Force Protection (AF/A4), the Deputy Chief of Staff for Strategic Plans and Requirements (AF/A5/8), the Director for Studies, Analyses and Assessments (AF/A9), the Deputy Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10), the Director of Test and Evaluation (AF/TE), the Directorate of Legislative Liaison (SAF/LL), The Judge Advocate General (AF/JA), the General Counsel (SAF/GC), the Surgeon General (AF/SG), the Inspector General (SAF/IG), the Air Force Chief Scientist (AF/ST), the Director, Air Force Small Business Programs (SAF/SB), and their respective offices, as well as other HAF organizations, which are responsible, pursuant to chapters 803 and 805 of Title 10 (10 U.S.C. §§ 8013-8023, 8031-8038), for assisting the Secretary of the Air Force in carrying out his or her responsibilities.

2.3. Program executive officers (PEOs) provide executive management to support the acquisition mission, including product support, and report directly to the SAF/AQ in his or her capacity as the SAE. The PEOs are not part of the HAF but reside in various Air Force organizations; however, acquisition execution and management responsibility flows directly, without interruption, from the SAE to the PEOs to the program managers.

3. Responsibilities.

3.1. The SAF/AQ is specifically responsible for:

3.1.1. Science and technology (S&T) matters further explained in paragraph A2.2.10.

3.1.2. Basic research, applied research, and advanced technology development, including the Air Force portion of joint programs.

3.1.3. The governance of development planning, prototyping and experimentation efforts.

3.1.4. Technology integration into Air Force requirements and preacquisition program planning.

3.1.5. Oversight of, and policy related to, systems engineering and integration across the life cycle (development and sustainment) to ensure operational safety, suitability, and supportability.

3.1.6. Management of, and policy related to, the Industrial Preparedness program.

3.1.7. Management of, and policy related to, the Air Force Manufacturing Technology program.

3.1.8. Air Force contracting, to include: entering into, approving, terminating, and taking all other appropriate actions with respect to Air Force contracts and other instruments to obtain supplies and services (to include grants, cooperative agreements, and other transactions), and issuing, modifying, or rescinding contracting regulations under the Federal Acquisition

Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS).

3.1.9. The Air Force Competition Advocate Program, including justification and approval (J&A) documents, competition goals and plans to increase competition and eliminate barriers, and the annual report to the Office of the Secretary of Defense (OSD) as requested. The authority to designate the Air Force Competition Advocate may not be re-delegated.

3.1.10. In direct collaboration with SAF/FM, management of the funds allocated for research and acquisition programs within the research, development, test, and evaluation (RDT&E) appropriation and those portions of the aircraft, missile, ammunition, and other procurement appropriations falling under the purview of SAF/AQ.

3.1.11. Product support matters as further explained in paragraph A2.2.4.

3.1.12. In direct collaboration with AF/A4, the design, development, delivery, and life cycle sustainment of systems and appropriate support equipment that enhance warfighter mission capabilities and minimize environment, safety, and occupational health risks.

3.1.13 Acquisition and technology workforce development and resource management.

3.1.14. Ensuring that prospective contractors' equal employment opportunity programs are in compliance with public law.

3.1.15. Providing assistance on foreign military sales, international armaments cooperation, and security to applicable organizations and programs.

3.1.16. Providing technical and support data required by planning, programming, and budgeting activities, congressional questions, and long-range plans and policy formulation implementation.

3.1.17. Managing appropriate system program elements.

3.1.18. Delivering inherently secure systems.

3.1.19. Participating in Air Force, DoD, and national space policy formulation, and space-related arms control matters.

3.1.20. Directing multi-command, cross-program assessments of requirements to determine system solutions.

3.1.21. Direct supervision of the Air Force program executive officers.

3.1.22. Research, development, production, and product support of weapons, weapon systems, business systems, weapon systems support, and military materiel. Development of programs to meet defined operational needs and requirements for air and space systems and subsystems necessary to perform military tasks.

3.1.23. Establishing the structure and processes to support the Air Force Chief Information Officer in satisfying the Clinger-Cohen Act requirements for acquisition oversight, economic efficiency, innovative contracting, strategic sourcing methods, and information security as it pertains to the acquisition of information resources to include information technology.

3.1.24. In direct collaboration with AF/TE, determining the adequacy of test & evaluation (T&E) resources that are required to support weapon system development, to include early tester involvement with the science & technology (S&T) community and resolving developmental and operational test programmatic issues. Approving Test and Evaluation Master Plans (TEMPs) for all acquisition category (ACAT) I, IA, II, and other programs within the T&E oversight of the

OSD.

3.1.25. Chairing the Integrated Life Cycle Management Executive Forum.

3.1.26. Serving as DoD executive agent for the Anti-Tamper Program.

3.1.27. In collaboration with SAF/SB, supporting the attainment of DoD small business goals and establishing a climate throughout the acquisition workforce to provide opportunities for small business participation in Air Force procurements.

4. Delegations of Authority/Assignments of Responsibility. Attachment 1 lists delegated authorities and assigned responsibilities to the SAF/AQ. The authorities delegated/responsibilities assigned to the SAF/AQ by this HAF MD may generally be redelegated, unless redelegation is expressly prohibited by the attached delegation or superseding law, regulation, or DoD issuance. While the SAF/AQ may redelegate authorities to other Department of Air Force officials, he or she will ultimately be responsible to the Secretary of the Air Force for all matters listed in Paragraph 1 of this publication. Any redelegation of authority/assignment of responsibility made shall not be effective unless it is in writing. Any person redelegating authority in accordance with this HAF Mission Directive may further restrict or condition the authority responsibility being redelegated/re-assigned.

5. Notifications to Congress. No redelegation of authority/assignment responsibility under this HAF 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 HAF Mission Directive remain effective insofar as such re-delegations are not inconsistent with the terms of this HAF Mission Directive unless superseded by a new re-delegation or assignment of responsibility.

Deborah L. James
Secretary of the Air Force

Attachments:

1. Delegations of Authorities/Assignment of Responsibility for SAF/AQ
2. Organizational Chart/3-Letter Responsibilities

ATTACHMENT 1

**DELEGATIONS OF SECRETARY OF THE AIR FORCE
AUTHORITY/ASSIGNMENTS OF RESPONSIBILITY**

TO THE

ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)

A1.1. Authority relating to implementing public-private ventures for specific revenue-generating activities, as delegated to the Secretary of the Air Force (SecAF) pursuant to Department of Defense Instruction (DoDI) 1015.13, *DoD Procedures for Implementing Public-Private Ventures (PPVs) for Morale, Welfare and Recreation (MWR), and Armed Services Exchange Category C Revenue-Generating Activities*.

A1.2. Authority relating to the Committee on Foreign Investments in the United States, as delegated to the SecAF pursuant to DoDI 2000.25, *DoD Procedures for Reviewing and Monitoring Transactions Filed with the Committee on Foreign Investment in the United States (CFIUS)*.

A1.3. Authority relating to signing end use certificates on foreign defense items, as delegated to the SecAF pursuant to Department of Defense Directive (DoDD) 2040.3, *End Use Certificates (EUC)*.

A1.4. Authority relating to development and use of autonomous and semi-autonomous functions in weapons systems, including manned and unmanned platforms, as delegated to the SecAF pursuant to DoDD 3000.09, *Autonomy in Weapon Systems*.

A1.5. Authority relating to activities of contractor personnel authorized to accompany the U.S. Armed Forces, as delegated to the SecAF pursuant to DoDI 3020.41, *Operational Contract Support (OCS)*.

A1.6. Authority relating to program management of contingency acquisition planning, as delegated to the SecAF pursuant to DoDD 3020.49, *Orchestrating, Synchronizing, and Integrating Program Management of Contingency Acquisition Planning and Its Operational Execution*.

A1.7. Authority relating to participation in the Technical Cooperation Program, as delegated to the SecAF pursuant to DoDI 3100.08, *The Technical Cooperation Program (TTCP)*.

A1.8. Authority relating to the implementation of the Scientific and Technical Information Program, as delegated to the SecAF pursuant to DoDI 3200.12, *DoD Scientific and Technical Information Program (STIP)*.

A1.9. Authority and responsibilities relating to the procedures for a human effects characterization process in support of the development of non-lethal weapons, non-lethal weapons technologies, and non-lethal weapons systems, as delegated by the SecAF pursuant to DoDI 3200.19, *Non-Lethal Weapons (NLW) Human Effects Characterization*.

A1.10. Authority and responsibilities relating to the integrity of scientific and engineering activities that the Air Force conducts, and engineering information it uses, as delegated by the SecAF pursuant to DoDI 3200.20, *Scientific and Engineering Integrity*.

A1.11. Authority relating to the management of DoD research and development laboratories, as delegated to the SecAF pursuant to DoDI 3201.01, *Management of DoD Research and Development Laboratories*.

A1.12. Authority relating to the implementation of in-house laboratory independent research and independent exploratory development programs, as delegated to the SecAF pursuant to DoDI 3201.04, *In-House Laboratory Independent Research (ILIR) Program*.

A1.13. Authority relating to the oversight of independent research and development, as delegated to the SecAF pursuant to DoDI 3204.01, *DoD Policy for Oversight of Independent Research and Development (IR&D)*.

A1.14. Authority relating to DoD policy on administrative support of basic research, as delegated to the SecAF pursuant to DoDI 3210.1, *Administration and Support of Basic Research by the Department of Defense*.

A1.15. Authority relating to the Defense Grant and Agreement Regulatory System, as delegated to the SecAF pursuant to DoDD 3210.06, *Defense Grant and Agreement Regulatory System (DGARS)*.

A1.16. Authority relating to the prevention of research misconduct, as delegated to the SecAF pursuant to DoDI 3210.7, *Research Integrity and Misconduct*.

A1.17. Authority relating to procedures for procurements using Nonappropriated Fund (NAF), as delegated to the SecAF pursuant to DoDI 4105.67, *Nonappropriated Fund (NAF) Procurement Policy and Procedure*.

A1.18. Authority relating to implementation of a Defense Standardization Program, as delegated to the SecAF pursuant to DoDI 4120.24, *Defense Standardization Program (DSP)*.

A1.19. Authority relating to supply chain management, as delegated to the SecAF pursuant to DoDI 4140.01, *DoD Supply Chain Materiel Management Policy*.

A1.20. Authority relating to the maintenance of military materiel, organic maintenance for inherently Governmental and core capability requirements, limitations on the performance of depot-level maintenance of materiel, and public-private partnerships, as delegated to the SecAF pursuant to DoDD 4151.18, *Maintenance of Military Materiel*.

A1.21. Authority relating to the depot maintenance core capability determination process as delegated to the SecAF pursuant to DoDI 4151.20, *Depot Maintenance Core Capabilities Determination Process*.

A1.22. Authority relating to depot-level maintenance using public private partnerships as delegated to the SecAF pursuant to DoDI 4151.21, *Public-Private Partnerships for Depot-Level Maintenance*.

A1.23. Authority relating to Manufacturing Technology Program activities, as delegated to the SecAF pursuant to DoDD 4200.15, *Manufacturing Technology (ManTech) Program*.

A1.24. Authority relating to the effective administration of the DoD Value Engineering Program, as delegated to the SecAF pursuant to DoDI 4245.14, *DoD Value Engineering (VE) Program*.

A1.25. Authority relating to governing the acquisition and management of industrial resources, as delegated to the SecAF pursuant to DoDD 4275.5, *Acquisition and Management of Industrial*

Resources.

A1.26. Authority relating to Defense Production Act programs, as delegated to the SecAF pursuant to DoDD 4400.01, *Defense Production Act Programs*.

A1.27. Authority relating to the management of acquisition programs, as delegated to the SecAF pursuant to DoDD 5000.01, *The Defense Acquisition System*.

A1.28. Authority relating to defense acquisition programs, as delegated to the SecAF pursuant to DoDI 5000.02, *Operation of the Defense Acquisition System*.

A1.29. Authority relating to the management and operation of the defense acquisition regulation system, as delegated to the SecAF pursuant to DoDI 5000.35, *Defense Acquisition Regulations (DAR) System*.

A1.30. Authority relating to the career development program for acquisition personnel, as delegated to the SecAF pursuant to DoDD 5000.52, *Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*.

A1.31. Authority relating to required reporting of management information, as delegated to the SecAF pursuant to DoDI 5000.55, *Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions*.

A1.32. Authority relating to the Defense Acquisition University, as delegated to the SecAF pursuant to DoDI 5000.57, *Defense Acquisition University (DAU)*.

A1.33. Authority relating to assessing defense industrial capabilities, as delegated to the SecAF pursuant to DoDI 5000.60, *Defense Industrial Base Assessments*.

A1.34. Authority relating to impact assessments in the case of mergers or acquisitions involving major suppliers, as delegated to the SecAF pursuant to DoDD 5000.62, *Impact of Mergers or Acquisitions of Major DoD Suppliers on DoD Programs*.

A1.35. Authority relating to the operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, as delegated to the SecAF pursuant to DoDI 5000.66, *Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*.

A1.36. Authority relating to mitigation of corrosion, as delegated to the SecAF pursuant to DoDI 5000.67, *Prevention and Mitigation of Corrosion on DoD Military Equipment and Infrastructure*.

A1.37. Authority relating to weapon and laser system safety, as delegated to the SecAF pursuant to DoDI 5000.69, *DoD Joint Services Weapon and Laser System Safety Review Processes*.

A1.38. Authority and responsibilities related to the fulfillment of combatant commander urgent operational needs, as assigned to the SecAF pursuant to DoDD 5000.71, *Rapid Fulfillment of Combatant Commander Urgent Operational Needs*.

A1.39. Authority relating to the implementation of standards for the certification of contracting officers' representatives, as delegated to the SecAF pursuant to DoDI 5000.72, *DoD Standard for Contracting Officers Representative (COR) Certification*.

A1.40. Authority relating to defense acquisition of contracted services, as delegated to the SecAF pursuant to DoDI 5000.74, *Defense Acquisition of Services*.

A1.41. Authority relating the development, implementation, and operation of an airworthiness assurance system, as delegated to the SecAF pursuant to DoDD 5030.61, *DoD Airworthiness Policy*.

A1.42. Authority relating to the Defense Contract Management Agency, as delegated to the SecAF pursuant to DoDD 5105.64, *Defense Contract Management Agency (DCMA)*.

A1.43 Authority relating to the Defense Technical Information Center, as delegated to the SecAF pursuant to DoDD 5105.73, *Defense Technical Information Center (DTIC)*.

A1.44. Authority relating to the Under Secretary of Defense for Acquisition, Technology, and Logistics, as delegated to the SecAF pursuant to DoDD 5134.01, *Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))*.

A1.45. Authority relating to the Defense Advanced Research Projects Agency, as delegated to the SecAF pursuant to DoDD 5134.10, *Defense Advanced Research Projects Agency (DARPA)*.

A1.46. Authority relating to logistics and materiel readiness policy, as delegated to the SecAF pursuant to DoDD 5134.12, *Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD (L&MR))*.

A1.47. Authority relating to the position of Deputy Under Secretary of Defense for Acquisition and Technology, as delegated to the SecAF pursuant to DoDD 5134.13, *Deputy Under Secretary of Defense for Acquisition and Technology (DUSD(A&T))*.

A1.48. Authority related to the position of Deputy Assistant Secretary of Defense for Systems Engineering (DASD(SE)) pursuant to DoDI 5134.16, *Deputy Assistant Secretary of Defense for Systems Engineering (DASD(SE))*.

A1.49. Authority relating to the position of Assistant Secretary of Defense Research and Engineering, as delegated to the SecAF pursuant to DoDD 5134.3, *Director of Defense Research and Engineering (DDR&E)*.

A1.50. Authority to provide forces and resources, advice, and support, to include personnel, to the Director, Missile Defense Agency, as delegated to the SecAF pursuant to DoDD 5134.09, *Missile Defense Agency (MDA)*.

A1.51. Authority relating to acquisition security support for the identification and protection of critical program information (CPI) and cyber vulnerabilities, as delegated to the SecAF pursuant to DoDI 5200.39, *Critical Program Information (CPI) Identification and Protection Within Research, Development, Test, and Evaluation (RDT&E)*.

A1.52. Authority relating to minimizing the risk that DoD's warfighting mission capability will be impaired due to vulnerabilities in system design, as delegated to the SecAF pursuant to DoDI 5200.44, *Protection of Mission Critical Functions to Achieve Trusted Systems and Networks (TSN)*.

A1.53. Authority relating to policies and responsibilities for anti-tamper protection of critical program information, as delegated to the SecAF pursuant to DoDD 5200.47E, *Anti-Tamper (AT)*.

A1.54. Authority relating to policies and procedures for marking technical documents, as delegated to the SecAF pursuant to DoDI 5230.24, *Distribution Statements on Technical Documents*.

A1.55. Authority relating to the dissemination and withholding of technical data, as delegated to the SecAF pursuant to DoDD 5230.25, *Withholding of Unclassified Technical Data From Public Disclosure*.

A1.56. Authority relating to the consideration of national security in the dissemination of scientific and technical information at conferences and meetings, as delegated to the SecAF pursuant to DoDI 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings*.

A1.57. Authority relating to DoD domestic technology transfer activities as delegated to the SecAF pursuant to DoDD 5535.3, *DoD Domestic Technology Transfer (T2) Program*.

A1.58. Authority relating to the implementation of DoD domestic Technology Transfer activities, as delegated to the SecAF pursuant to DoDI 5535.8, *DoD Technology Transfer (T2) Program*.

A1.59. Authority related to the implementation of transferring DoD technology to federal, state, and local responders, pursuant to DoDI 5535.10, *Coordination of DoD Efforts to Identify, Evaluate, and Transfer DoD Technology Items, Equipment, and Services to Federal, State, and Local First Responders*.

A1.60. Authority related to the implementation of the availability of DoD information to non-DoD persons and entities, as delegated to the SecAF pursuant to DoDI 5535.11, *Availability of Samples, Drawings, Information, Equipment, Materials, and Certain Services to Non-DoD Persons and Entities*.

A1.61. Authority relating to the implementation of leases and demonstration of DoD equipment, pursuant to DoDI 7230.08, *Leases and Demonstrations of DoD Equipment*.

A1.62. Authority and responsibilities relating to post contract audit follow-up, including resolution and disposition actions, as delegated to the SecAF pursuant to DoDI 7640.02, *Policy for Follow up on Contract Audit Reports*.

A1.63. Authority relating to implementation of unique identification (UID) standards for a net-centric DoD, pursuant to DoDI 8320.03, *Unique Identification (UID) Standards for Supporting DoD Net-Centric Defense Operations*.

A1.64. Authority relating to item unique identification (IUID) standards for tangible personal property, as delegated to the SecAF pursuant to DoDI 8320.04, *Item Unique Identification (IUID) Standards for Tangible Personal Property*.

A1.65. Authority and responsibility to designate for the Air Force and for each procuring activity of the Air Force one officer or employee (other than the senior procurement executive designated pursuant to section 1702(c) of Title 10, United States Code) to serve as the advocate for competition under and fulfill responsibilities as assigned to the Secretary of the Air Force pursuant to 41 U.S.C. § 1705; this authority and responsibility may not be redelegated. In addition to those responsibilities set forth in 41 U.S.C. § 1705, the Air Force Competition Advocate is responsible for promoting full and open competition, promoting the acquisition of commercial items, and challenging barriers to such acquisition, including such barriers as unnecessarily restrictive statements of need, unnecessarily detailed specifications, and unnecessarily burdensome contract clauses.

A1.66. Authority relating to equipping and maintaining the Air Force, as assigned to the SecAF

pursuant 10 U.S.C. § 8013.

A1.67. Authority relating to quality assurance pursuant to Defense Federal Acquisition Regulation Supplement (DFARS) 246.102 (1), *Quality Assurance Policy*.

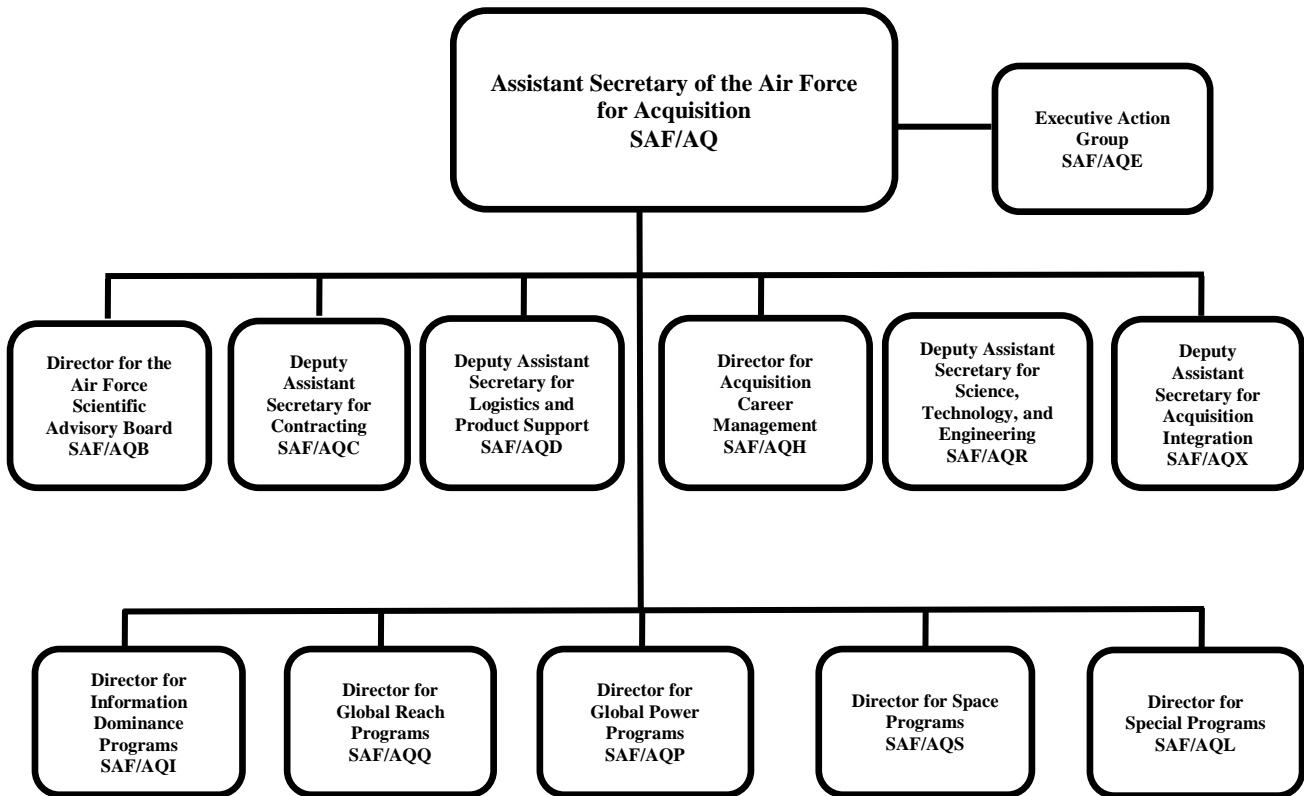
A1.68. Authority relating to minimum capital investment for certain depots as assigned to the SecAF pursuant 10 U.S.C. § 2476.

A1.69. Authority relating to ensuring compliance with the limitation on the performance of depot-level maintenance of materiel as assigned to the SecAF pursuant to 10 U.S.C. § 2466.

A1.70. Authority relating to that portion of the authority to lease non-excess real property as pertains to industrial property as assigned to the SecAF pursuant to 10 U.S.C. § 2667.

ATTACHMENT 2

THE ASSISTANT SECRETARY OF THE AIR FORCE
(ACQUISITION)
(SAF/AQ)



A2.1. SAF/AQ is responsible for supervision of the Air Force acquisition system, including product support, and serves as the Senior Procurement Executive; the Service Acquisition Executive (SAE); and a member of the Air Force Council, Air Force Space Board, and the Special Programs Oversight Committee. The office of SAF/AQ ensures the SecAF, the Air Force Chief of Staff (CSAF), and the Defense Acquisition Executive (DAE) receive the support they require on acquisition matters, including product support. SAF/AQ provides the leadership, direction, policy, and resources to enable the integrated life cycle management of systems, supplies, and services to accomplish the Air Force mission. The office of SAF/AQ is responsible for acquisition related investments, provides system life cycle oversight, and facilitates integrated product life cycle support to ensure operational effectiveness and suitability. SAF/AQ is responsible for the acquisition of nuclear weapons delivery systems and specific non-nuclear component/subsystems for which the Air Force has life cycle management responsibility. General responsibilities include direction, guidance, and supervision over all matters pertaining to the formulation, review, approval, and execution of acquisition plans, policies, and programs.

A2.2. Three-letter subordinate offices include:

A2.2.1. Executive Action Group (SAF/AQE). Functions as SAF/AQ Executive’s Action Group

including SAF/AQ operations support functions. Provides executive support and independent recommendations on key acquisition issues that cut across all SAF/AQ organizations for direct use by the assistant secretary and military deputy. Advises on policy for the assistant secretary on all matters related to direction and management for the Air Force research and development, test, production, and modernization programs. Reviews SAF/AQ correspondence for content. Prepares positions and presentations for the assistant secretary and the military deputy in dealing with Congress, senior DoD executives, senior Air Force leadership, and corporate chief executive officers. Serves as the SAF/AQ focal point for congressional interface activities for the SAE and weapon system acquisition programs. Produces written testimony for the SAF/AQ, and is responsible for all hearing preparation materials. Serves as the SAF/AQ-focal point for Director, Budget and Appropriations Liaison (SAF/FMBL), SAF/LL, and the Air Force posture team. Serves as the SAF/AQ focal point for all four-star-level meetings. Serves as the SAF/AQ focal point for all media inquiries, serving as the primary interface with the Air Force Director of Public Affairs (SAF/PA). Provides security, Common Access Cards/badges, computer/network, records management, and postal support to SAF/AQ.

A2.2.2. Director for the Air Force Scientific Advisory Board (SAF/AQB). Provides direct support to the Air Force Scientific Advisory Board (SAB), an independent Federal Advisory Committee (FAC) that advises on matters of science and technology relating to the Air Force mission. Serves as or ensures provision of a Designated Federal Officer for all Air Force SAB activities in accordance with FAC laws and regulations and OSD and Air Force policies and instructions. Principle HAF office for interactions between the SAB and Congress, SecAF, CSAF, other HAF offices, MAJCOMs, laboratories, acquisition program offices, DoD, other government agencies, industry, and academia. Facilitates all Air Force SAB activities including, but not limited to, logistics and travel; report and outbrief preparation, editing, publishing and distribution; planning and execution of quarterly board and information gathering meetings; and new member study topic solicitation and staffing. Coordinates all direction from SecAF, SAF/AA, and SAF/AQ to the SAB.

A2.2.3. The Deputy Assistant Secretary for Contracting (SAF/AQC). The senior contracting and business advisor to SAF/AQ with authority to: (1) enter into, approve, terminate, and take all other appropriate actions with respect to contracts and agreements, and (2) issue, modify, or rescind contracting regulations under the system of the Federal Acquisition Regulations and the Defense Federal Acquisition Regulation Supplement (DFARS). Ensures policy, processes, training, and information technology for Air Force military and civilian contracting personnel worldwide, to include the readiness of Air Force contingency contracting officers. Serves as the functional manager and Development Team Chair who appoints the career field manager for the development of all contracting personnel. Serves as the Competition Advocate for the Air Force. Identifies Air Force Procuring Activities and Competition Advocates for each of the Activities. Conducts specialized training in source selection, pricing, protests, market research and other contract-related functions. Supports the conduct of Multi-Functional Independent Review Teams and Peer Reviews. Develops, integrates, promulgates, and assesses all Air Force contracting policy providing tools and training to support its implementation. Issues the Air Force Federal Acquisition Regulation Supplement (AFFARS). Represents the Air Force to the DAR Council. Interfaces with senior leaders in Air Force, DoD, the Government Accountability Office (GAO), the Air Force Audit Agency (AFAA), the DoD Inspector General, other federal agencies, and the defense industry to develop, present, and defend Air Force positions on acquisition matters. Provides information, assistance, and business advice for programs at

product centers, logistic centers, MAJCOMs, and operational contracting squadrons. This includes, but is not limited to: support of active source selections; acquisition strategy panels; portfolio reviews; acquisition teams for major systems, logistics and operational acquisitions; acquisition plans; justification for other than full and open competition; business clearance; privatization and community partnership; and approval of other contract-related documentation. Provides government purchase card program management and assistance with central contractor registration. Serves as the focal point for all legacy and future information technology (IT) procurement and business systems and their interfaces to other Air Force systems ensuring end-to-end auditability. Assists in the deployment and provides support for DoD and Air Force business systems, the acquisition domain, and the Functional Requirements Board. Directs electronic commerce, improved customer-focused service delivery and enterprise architecture for procurement. Represents the Air Force as Strategic Sourcing Accountable Official to the Office of Federal Procurement Policy and supports implementation of Air Force commodity councils.

A2.2.4. Deputy Assistant Secretary for Logistics and Product Support (SAF/AQD). Responsible for enterprise oversight of product support, supply chain management, maintenance of military materiel, and all product support functions required to field and maintain the readiness and operational capability of weapon systems. Develops and implements policy for product support, supply chain management (excluding distribution and transportation), maintenance of military materiel, and to that end, serves as the primary interface with Congress, OSD, and the military services. Provides programs with oversight, guidance, and assistance relative to product support during the development of programmatic documentation and the execution of program reviews throughout the life cycle. Responsible for enterprise oversight of all matters pertaining to Air Force depots throughout the life cycle. Serves as the Air Force lead for designating Centers of Industrial and Technical Excellence, and provides oversight for the development of public-private partnerships related to depot operations. Ensures compliance with Title 10 U.S.C. §2464, core logistics capability requirements. Ensures compliance with Title 10 U.S.C. §2466, the limitation on the performance of depot-level maintenance of materiel. Ensures compliance with Title 10 U.S.C. §2476, minimum capital investment for certain depots. Represents Air Force product support enterprise equities in governance forums, to include the Enterprise Logistics Governance, Centralized Asset Management-Executive Council, Maintenance Executive Steering Committee and the Supply Chain Executive Steering Committee.

A2.2.5. Director for Acquisition Career Management (SAF/AQH). Serves as the Director, Acquisition Personnel and Career Management—the Air Force focal point for integrated management of the acquisition workforce across all functional areas. Develops, reviews, and coordinates policy and strategic plans for the Air Force acquisition workforce. Responsible for leading the Air Force Acquisition Professional Development Program (APDP), including implementing programs and policies mandated by the Defense Acquisition Workforce Improvement Act (DAWIA), Title 10 U.S.C. Chapter 87, and DoD directives. Supports Air Force functional managers and career field managers by providing force development policies, management tools, performance measures, and execution strategies. Responsible for personnel data management systems and tools required to manage the acquisition workforce and ensure accurate identification of acquisition position coding requirements. Manages the Air Force acquisition training office. Manages Air Force funding to achieve strategic objectives for the workforce in support of acquisition excellence, including the APDP budget, the Air Force share of the Defense Acquisition Workforce Development Fund, and funding provided by Defense Acquisition University (DAU) for certification, assignment-specific training, and continuous

learning. Serves as the Air Force Liaison to OSD and the DAU President, on behalf of the SAE and functional managers. Manages the Air Force acquisition awards program. Serves as the career field manager for scientists, developmental engineers, and acquisition program managers. In coordination with Air Force functional managers, AF/A1, Air Force Personnel Center (AFPC), and MAJCOMs, manages the development of high potential acquisition professionals to achieve orderly succession planning. Manages the Acquisition Personnel Demonstration Project (Acq Demo). Responsible for management of SAF/AQ-assigned personnel, including liaison with AFPC and the Air Force District of Washington (AFDW) staff who conduct personnel-related actions in support of SAF/AQ. Manages the civilian and military appraisal systems, the military officer management level review promotion processes, and all the enlisted and officer promotion board results. Assists SAF/AQ directorates with fill actions for civilian and military positions in coordination with AFDW and AFPC. Manages the SAF/AQ unit awards program and oversees military fitness testing. Performs oversight of SAF/AQ manpower (organic and contractor) and the Air Force's use of Federally Funded Research and Development Centers. Coordinates facility support to SAF/AQ.

A2.2.6. Director for Information Dominance Programs (SAF/AQI). Directs, plans, and programs for development, procurement, and product support of information dominance programs. Serves as the focal point within the HAF for information dominance matters associated with integrated product life cycle management and facilitates information dominance stakeholder collaboration in addressing lifecycle issues. The portfolio includes current and future: air and ground based command and control (C2), including nuclear C2; Defense Business Systems, Enterprise Information Technology; Cyberspace Weapon Systems; manned and unmanned intelligence, surveillance, and reconnaissance (ISR); counter-C2 electronic warfare, air traffic control and landing systems; and networks and datalinks systems from concept and technology development through production, deployment, and sustainment. For nuclear C2, the Directorate coordinates with SAF/AQP on the information technology development efforts associated with the nuclear C2 mission. The portfolio also includes oversight of Combat Identification (CID) programs including the CID Friendly Force Tracking Executive Steering Committee chaired by the J6. Provides key support to steering committees and boards of directors for several NATO programs to include: NATO Airborne Early Warning and Control; Air Command and Control System; and Alliance Ground Surveillance. Serves as the DoD Executive Agent for the Common Data Link. Participates in the defense planning, programming, budgeting and execution (PPBE) process. Focal point for information dominance program information requests from members of Congress, personal, and professional staff members in both Congress and the White House, and other sources. Identifies information dominance congressional requirements in defense committee reports, conference reports, and appropriation and authorization Bills and tracks progress toward meeting requirements and timelines. Works in conjunction with OSD, Joint Staff, Defense Agencies, Combatant Commands, other Services, capability developers, and Air Force MAJCOMs (as applicable), to support information dominance programs from inception through disposal, with a focus on modification and modernization efforts.

A2.2.7. Director for Special Programs (SAF/AQL). Serves as the principal acquisition advisor to the SecAF, CSAF, Under Secretary of the Air Force (USecAF), and SAF/AQ on all matters involving special access programs (SAP), and liaises with other military Services, defense agencies, and federal departments to ensure cross-fertilization of advanced technologies and concepts to explore the potential for joint cooperation activities. Serves as the Chairman, Special Programs Review Group and Executive Secretary, Special Programs Oversight Committee;

directly responsible to the SecAF as chair with oversight responsibility for all Air Force SAPs. Serves as the DoD Executive Agent for the Anti-Tamper Program. Executes original classification authority for designated SAPs. Serves as the primary interface with Congress for all Air Force SAPs. Plans, programs, directs, and accomplishes research, development, test, and evaluation (RDT&E) for promising advanced air, space, and cyber capabilities. Analyzes proposed technical approaches to satisfy operational needs of the combat and mobility forces. Develops and produces advanced aerospace systems and subsystems for the combat and mobility forces. Provides acquisition technical support for developing advanced aerospace systems and subsystems throughout all phases of the life cycle. In coordination with SAF/AQR, directs SAP advanced technology development programs and monitors new technologies, which may satisfy operational requirements or capitalize on technological opportunities. Reviews and coordinates on system requirements proposed by implementing and operating commands, field operating agencies (FOA), and direct reporting units for advanced technologies or sensitive intelligence. Represents SAF/AQ at special topics sessions of the Air Force requirements oversight council (AFROC). Serves as the Air Force representative to the tri-Service low observable/counter-low observable committee and the tri-Service defensive systems committee. Provides programmatic support to SAF/IA international projects and facilitates SAF/IA participation in the tri-Service executive committee.

A2.2.8. Director for Global Power Programs (SAF/AQP). Directs, plans, and programs for development, procurement, and product support of global power programs; serves as the focal point within the HAF for global power matters associated with integrated product life cycle management; and facilitates global power stakeholder collaboration in addressing lifecycle issues. This includes fighters, bombers, intercontinental ballistic missiles, nuclear and conventional air-to-ground weapons, air-to-air weapons, weapons integration, advanced targeting pods, electronic warfare systems, nuclear command and control, engine component improvements, aircrew life support, agile combat support, and chemical/biological defense programs. Advises on all conventional and nuclear weapon delivery platform acquisition program issues from program initiation through sustainment. Manages, monitors, and provides direction to field commands regarding global power programs. Monitors force composition and quality for global power programs. Participates in the PPBE process. Acts as principal capability area point of contact to SAF/LL and SAF/FMBL for Global Power programs. Monitors emerging and advanced technologies for potential application to Air Force missions through coordination with other U.S. Services, non-DoD government agencies, and appropriate NATO offices. Primary interface with NATO regarding U.S. and allied weapons issues and maintains liaison with the SAE on NATO Air Weapons. Acts as the Air Force lead agent for insensitive munitions. Serves as the focal point for global power programs acquisition information requests from members of Congress, personal and professional staff members in Congress, the White House, and other sources. Identifies global power congressional requirements in defense committee reports, conference reports, and appropriation and authorization Bills and tracks progress toward meeting requirements and timelines.

A2.2.9. Director for Global Reach Programs (SAF/AQQ). Directs, plans, and programs for development, procurement, and product support of global reach programs; serves as the focal point within the HAF for global reach matters associated with integrated product life cycle management; and facilitates global reach stakeholder collaboration in addressing lifecycle issues. This includes: airlift; tanker; special operations; combat search and rescue; trainers (to include distributed mission operations); special mission aircraft (VIP special airlift missions); mobility

support systems; large aircraft defensive systems; and civil airspace access and navigation safety. Provides key support to the NATO Air Force Armaments Group (NAFAG) board of advisors (BoA) and the United States representative to Air Capability Group 5 (Global Mobility) and several sub-groups to include: Joint Precision Air Drop Capability Working Group; Special Operations Capability Working Group; and the Joint Precision Approach and Landing Systems Working Group. Works in conjunction with United States Transportation Command (USTRANSCOM), United States Special Operations Command (USSOCOM), developing commands, and MAJCOMs (as applicable) to support global reach programs from inception through disposal, with a focus on modification and modernization efforts. Serves as the focal point for global reach acquisition information requests from members of Congress, personal and professional staff members in Congress, the White House, and other sources. Identifies global reach congressional requirements in defense committee reports, conference reports, and appropriation and authorization Bills and tracks progress toward meeting requirements and timelines.

A2.2.10. Deputy Assistant Secretary of the Air Force for Science, Technology and Engineering (SAF/AQR). Serves as the Air Force S&T Executive, Air Force Acquisition Chief Engineer and Technical Authority, the Air Force Corrosion Control and Prevention Executive, Air Force Standardization Executive, and functional manager for the scientist and engineer (S&E) career field. Develops and implements plans, policies, and procedures for Air Force S&T, laboratory management, technology transition (to include Joint Capability Technology Demonstrations), Technology Cooperation Program, technology transfer, development planning (DP), and experimentation. Establishes engineering policy and guidance for Air Force systems, subsystems, and end-items. Leads the Systems Security Engineering activities that include the identification and protection of critical program information (CPI) and functions, elimination or mitigation of cyber vulnerabilities, and program protection planning. Establishes policy and guidance for the development, implementation, and operation of the Air Force airworthiness assurance system. Advocates for S&T, DP, prototyping and experimentation, technology transition, technology transfer, and S&T intelligence; defends these areas in the corporate Air Force PPBE process; and serves as the primary interface with Congress, OSD, and other government agencies for these non-SAP investments. Provides oversight of the scientific and technical information program, to include distribution controls. Develops the Air Force S&T strategy in consultation with AF/ST; oversees S&T 6.1 through 6.3 program elements as well as assigned 6.4 program elements, and ensures technology development supports warfighter needs. Serves as Air Force lead for Manufacturing Technology (ManTech), Manufacturing and Quality policy, Small Business Innovation Research, Small Business Technology Transfer, the Defense Advanced Research Projects Agency, the Independent Research and Development programs, and In-House Laboratory Independent Research. In coordination with SAF/AQL, integrates SAP RDT&E and non-SAP RDT&E, S&T planning activities and strategy, directs advanced technology development programs and monitors new technologies. Serves as principal advisor for S&T matters and provides policy and advice on the above topics to SAF/AQ, USecAF, SecAF, Vice Chief of Staff of the Air Force, CSAF, and OSD. Participates in international S&T planning activities with SAF/IA. Provides systems engineering oversight and support for program development, documentation, and reviews prior to and throughout the acquisition lifecycle. Focal point for SAE environment, safety, and occupational health high risk acceptance. Air Force acquisition lead for Non-Lethal Weapons Human Effects Characterization, as well as weapons and laser system safety. AF lead for scientific and engineering integrity and

prevention of research misconduct. Provides technical advice to the SAE for pre-acquisition investment decisions and acquisition program technical and engineering integration program risk. Responsible for managing Air Force S&E career field development teams and the science, technology, engineering, and mathematics (STEM) initiatives. In collaboration with AF/A1, AF/ST, and other functionals, assesses the health and well-being of the Air Force STEM workforce.

A2.2.11. Director for Space Programs (SAF/AQS). Directs, plans, and programs for development, procurement, and product support of space programs; serves as the focal point within the HAF for space matters associated with integrated product life cycle management and facilitates space stakeholder collaboration in addressing lifecycle issues. This includes communication, navigation, launch vehicles, environmental monitoring, surveillance and warning, infrastructure, interagency Global Positioning System coordination, interagency launch coordination, Navigation Warfare, command and control, space test, and space control. Serves as the SAF/AQ focal point for orbital debris, national space policy, and national security space issues. Chairs the annual DoD Space Experiment Review Board. Provides programmatic support to the SAF/IA international space projects. Serves as USecAF representative on Defense Space Council +1 and as the SAF/AQ representative on the Air Force Space Board. Participates in the PPBE process. Works in conjunction with United States Strategic Command, developing commands, and MAJCOMs (as applicable) to support space programs from inception through appropriate major milestones. Serves as the focal point for space acquisition information requests from members of Congress, personal and professional staff members in Congress, the White House, and other sources. Identifies congressional space requirements in defense committee reports, conference reports, and appropriation and authorization Bills and tracks progress toward meeting requirements and timelines. Acts as a principal capability area point of contact to SAF/LL and SAF/FMBL for Space programs.

A2.2.12. Deputy Assistant Secretary of the Air Force for Acquisition Integration (SAF/AQX). Develops and implements plans, policies, and procedures related to Air Force acquisition management, reporting, structure, and execution. SAE functional manager for all Air Force acquisition program management personnel. Establishes integrated life cycle acquisition policy and guidance for Air Force systems, subsystems, end-items, and services. Integrates cyber and acquisition security activities into acquisition policy and guidance. Advises Air Force Major Defense Acquisition Programs/Major Automated Information Systems going through the Air Force and DoD Acquisition Oversight Process. Secretariat for all Air Force acquisition oversight meetings including Acquisition Strategy Panels, Air Force Review Boards, and Configuration Steering Boards. SAF/AQ representative to the Air Force Requirements Oversight Council and Air Force Requirements Review Group providing acquisition insight and expertise in support of the development of operational capability requirements. Air Force focal point for overseeing Defense Acquisition Executive Summary's, Selected Acquisition Reports, and Major Automated Information System Annual Reports. Serves as the Chief Process Officer designing, approving, maintaining, standardizing, and analyzing Air Force acquisition enterprise processes. Conducts performance assessments of the Air Force acquisition enterprise, establishing, analyzing, and maintaining Air Force acquisition enterprise metrics for the SAE. Leads SAF/AQ's strategic management efforts, lessons learned processes, enterprise-wide continuous process improvement program, value engineering, and implements acquisition change management. Serves as component Value Engineering Senior Management Official. Serves as the acquisition domain functional chief information officer developing and maintaining the enterprise architecture, data

strategy, and business information technology plans. Manages SAF/AQ portfolio of business systems that support acquisition within the Air Force. Responsible to assess corporate business health and maintain insight to company's capacity, leadership, motivation, organizational structure, and key operations for the Air Force. Provides oversight and advocacy for the Air Force industrial preparedness program, including industrial base preparedness investments, studies and assessments, Air Force industrial facilities, and the Air Force implementation of the Defense Production Act. Develops and provides the Air Force recommendation for the disposition of cases under consideration by the Committee on Foreign Investment in the U.S. (CFIUS). SAF/AQ Voting Member for the Operating Budget Review Committee, the Program and Budget Review Group, the Program and Budget Review Board. Provides funds execution and management oversight of the SAF/AQ operating budget to include the SAF/AQ TDY and supply accounts. SAF/AQ representative for HAF program budget reviews. Performs program authorization for acquisition programs, coordinates on PEO or MAJCOM-recommended below threshold reprogramming actions for alignment with Air Force Top Down priorities and execution. Manages and tracks budget rephasing and unfunded requirements during execution year; oversees resulting requests for issuance of budget authority or notifications/requests to Congress by SAF/FMB. SAF/AQ representative for the Air Force corporate process; serves as voting member on the Air Force group and board, and RDT&E panel chair (responsible for a portfolio of program elements that includes S&T and T&E). Provides independent analysis of cost, schedule, and technical program execution to SAF/AQ leadership. Lead SAF/AQ organization for program budget and investment reviews. Air Force lead for spring execution reviews with SAF/FMB support. Supports investment budget reviews led by SAF/FMB. Develops and implements policy covering acquisition program reporting and review, program integration, and should-cost initiative generation in accordance with Air Force, DoD, and congressional direction. Single HAF POC for overseeing the acquisition activities associated with responding to Warfighter Urgent Needs (Joint Urgent Operational Needs, Joint Emergent Operational Needs, Urgent Operational Needs). Program advisor and OSD interface for determining program structure, establishing a program baseline, and predicting breaches. Responsible for the development and implementation of earned value management (EVM) policy and coordination with OSD on EVM issues.

Attachment 3

STANDARD OPERATING PROCEDURES BETWEEN THE ASSISTANT SECRETARY OF THE AIR FORCE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (SAF/AQ) AND THE ASSISTANT SECRETARY OF THE AIR FORCE FOR SPACE ACQUISITION AND INTEGRATION (SAF/SQ)

A3.1. Overview. These standard operating procedures (SOPs) are established pursuant to HOI 90-1, para 2.2.5. They include procedures for individuals assigned to SAF/SQ and SAF/AQ to fulfill their respective missions, roles, and responsibilities as specified in HAFMD 1-10 (SAF/AQ), 2 Sep 16 and HAFMD 1-17 (SAF/SQ), 30 Sep 22. They do not enact or change two-letter delegations of authority or organizational relationships as reflected in these HAFMDs. These procedures are intended to facilitate routine staff actions/functions and reduce duplication of effort between SAF/AQ and SAF/SQ to increase efficiency and effectiveness.

A3.2. Standard Operating Procedures (SOPs):

A3.2.1. General SOP Provisions. These provisions apply broadly to SAF/AQ and SAF/SQ offices.

A3.2.1.1. Federal and DoD Acquisition Policy. SAF/AQ is DAF lead for coordinating changes to higher echelon acquisition policy. Per various provisions in HAFMD 1-10 and HAFMD 1-17, when tasked by OSD to coordinate on a new/revised DoD acquisition-related issuance or change to the FAR/DFARS, SAF/AQ will ensure SAF/SQ is included as a required coordinator via the standard HAF coordination process (use 3-letter level if applicable) or as otherwise appropriate. In such cases, the SAF/SQ OPR will task subordinate space acquisition activities for input, if applicable, and provide a consolidated space input to SAF/AQ. SAF/SQ may also provide SAF/AQ with recommended changes to applicable DoD issuances (including those submitted by subordinate space acquisition activities) at any time.

A3.2.1.2. DAF Acquisition Policy. SAF/AQ is DAF lead for acquisition policy. Per various provisions in HAFMD 1-10 and HAFMD 1-17, when SAF/AQ initiates acquisition-related policy or process changes impacting the DAF (including DAFFARS, PDs, instructions, etc), they will include SAF/SQ in the drafting process and as a required coordinator via the standard HAF coordination process, as appropriate. In such cases, the SAF/SQ OPR will task subordinate space acquisition activities for input and provide a consolidated space input to SAF/AQ. For acquisition-related DAFPDs for which SAF/AQ is the certifying official, SAF/SQ will be listed as the Sister Service Senior Coordinator (SSSC), in its role as Space SAE, on the accompanying DAF Form 673. For acquisition related DAFPDs for which SAF/SQ is the certifying official, SAF/AQ will be listed as the SSSC, in their role as the SAE for non-space systems and programs, on the accompanying DAF Form 673. SAF/SQ may also provide SAF/AQ with recommended changes to applicable DAF publications (including those submitted by subordinate space acquisition activities) at any time.

A3.2.1.3. Coordination and Staffing. The primary method for formal coordination between SAF/AQ and SAF/SQ offices will be tasking via the DAF tasking process (i.e., ETMS2). Tasking via email may only be used for time-constrained coordination, if necessary.

Collaboration via ad-hoc meetings and direct liaison among action officers of both organizations will also be used, as necessary. For actions requiring 2-letter approval, the initiating office will coordinate with the 2-letter's Executive Action Group, which will facilitate final staffing with the applicable front office. SAF/AQ and SAF/SQ will formally coordinate with each other on multi-domain and/or cross-cutting DAF activities. For acquisition actions that impact both space and non-space systems and programs, SAF/AQ and SAF/SQ will jointly sign/approve applicable documentation.

A3.2.2. Contracting. (OPRs: SAF/AQC and SAF/SQX)

A3.2.2.1. HCA Designation. Per HAFMD 1-17, para 3.5.1, SAF/SQ has designated specific positions at SSC, SDA, and SpRCO as HCAs for their respective space systems and programs. SAF/SQ has designated SAF/AQC as HCA for DAF space systems and programs contracts not executed by SSC, SDA, or Space RCO. Contact SAF/SQX for copies of applicable HCA designation memos.

A3.2.2.2. Contract Execution. Per HAFMD 1-10, para 3.1.8 and HAFMD 1-17, para 3.5.2, DAF-level contracting actions that affect both space and non-space contracts that require execution of SPE authority will be jointly signed/approved by SAF/AQ and SAF/SQ. SAF/AQC and SAF/SQX will staff applicable product(s) for coordination within their respective chains of authority.

A3.2.2.3. Contracting Regulations and Policy. For policy addressed in HAFMD 1-10, para 3.1.8 and HAFMD 1-17, para 3.5.3, follow guidance in para A3.2.1.1 (DoD issuances) and/or para A3.2.1.2 (DAF policy documents) within this SOP. Consistent with HAFMD 1-10, para A2.2.3, SAF/AQC is the DAF representative to the DAR Council and will solicit input from SAF/SQX when preparing for council meetings or engagements.

A3.2.2.4. Head of Agency and SPE Approvals. Per HAFMD 1-17, para 3.5.4, acquisition and contracting actions that must be approved by SAF/SQ will be prepared by the applicable HCA and provided to SAF/SQX. SAF/SQX will obtain additional HAF level coordination, if required (e.g., SAF/AQC, SAF/GCQ, etc), then route to SAF/SQ for approval. SAF/SQX may request SAF/AQC coordination for technical clarification or subject matter expertise. SAF/SQX will notify SAF/AQC of programmatic or contractor issues that may have impact across the DAF or may require enterprise-wide resolution.

A3.2.2.5. Interfacing with Senior Leaders in DAF, DoD, and External Agencies/Entities. Per HAFMD 1-10, para A2.2.3 and HAFMD 1-17, para 3.5.5, SAF/SQ will develop, present, and advocate for USSF positions on contracting matters for space systems and programs. SAF/SQ will ensure USSF positions do not conflict with approved DAF-wide positions during such interactions. Additionally, SAF/AQ will solicit input from and coordinate new/updated DAF positions with SAF/SQ prior to such external engagements.

A3.2.2.6. Competition and Commercial Advocates. Per HAFMD 1-17, para 3.5.6, SAF/SQ has delegated to space systems and programs HCAs the authority to designate procuring activities and appoint procuring activity Competition and Commercial Advocates. SAF/SQX will ensure HCAs provide notification of such designations to the DAF Competition Advocate General (SAF/AQC), per applicable HCA designation letters. SAF/AQC will

coordinate with SAF/SQX to obtain space-focused input for DAF competition goals, plans to eliminate barriers, and the annual competition report.

A3.2.2.7. Contracting Overhead Functions. For contracting overhead activities listed in HAFMD 1-17, para 3.5.7, SAF/AQC will provide direct support to and solicit input from SAF/SQX while managing these activities for the DAF. For standard/routine information reporting, USSF HCAs may continue to provide information directly to SAF/AQC according to existing processes, with courtesy copies to SAF/SQX where feasible.

A3.2.2.8. Services Acquisitions. In support of HAFMD 1-17, para 2.5, DAF PEO/Services (formerly AFPEO/CM) will help facilitate SSC PEOs, SDA PEO, and SpRCO PEO in providing annual updates on their services requirements (i.e., Services Requirements Review (SRR)) to the Space SAE. The SRR provides an effective overview of the management, performance, and governance of services acquisitions within each PEO portfolio. DAFPEO/Services will provide the template for the SRR. The SRR, together with other reviews led by DAFPEO/Services, satisfy the requirements of DoDI 5000.74, para 4.6 for Independent Management Reviews.

A3.2.3. Logistics and Product Support. (OPRs: SAF/AQD and SAF/SQS)

A3.2.3.1. Scope. Consistent with HAFMD 1-10, para A2.2.4 and HAFMD 1-17, para A2.2.4, this section includes product support, supply chain materiel management, maintenance of military materiel, and all product support functions required to field and maintain the readiness and operational capability of weapon systems.

A3.2.3.2. Policy. For policy addressed in HAFMD 1-10, para 3.1, as well as HAFMD 1-17, para 3.3.1 and 3.14, follow guidance in para A3.2.1.1 (DoD issuances) and/or para A3.2.1.2 (DAF policy documents) within this SOP. [NOTE: HAFMD 1-17, para 3.3.1 will be amended in the next revision as follows: "Provides input to SAF/AQ (DAF lead), in collaboration with SF/COO, on policy for the design..." Reference to policy was mistakenly omitted from the document.]

A3.2.3.3. Products and Processes. SAF/AQD oversees policy and performs daily management of broad DAF-level logistics and product support activities. SAF/SQS serves as the SAF/SQ OPR for situational awareness and required follow-up actions in the areas discussed below. SAF/SQS will coordinate with SAF/AQD and other HAF offices, if necessary for SME support, prior to staffing logistics and product support related actions to SAF/SQ for decision/approval.

A3.2.3.3.1. Sustainment Reviews. SAF/SQS will support SAF/AQD in organizing and scheduling sustainment reviews for covered space systems and programs required by 10 U.S.C. § 4323, within five years of IOC, then at five-year intervals thereafter. Content support will be provided by SAF/AQD, as required. SAF/AQD will coordinate the required report to Congress with SAF/SQ.

A3.2.3.3.2. Life Cycle Sustainment Plans (LCSPs). SAF/SQS, in coordination with SAF/AQD and the applicable program office, will facilitate staffing applicable space systems and programs LCSPs to SAF/SQ for signature and approval.

A3.2.3.3.3. Product Support Business Case Analysis (PS-BCA). SAF/SQS is the approval authority for space systems and programs PS-BCAs and revalidations. SAF/AQD will advise SAF/SQS on the PS-BCA process, as required. This provision will remain in effect until DAFI 63-101/20-101, paras 7.6.5 and 7.6.6, are corrected.

A3.2.3.3.4. Independent Logistics Assessments (ILAs). ILAs are approved as part of the LCSP. Space PEOs for MDAPs work with FLDCOM S4s to assess the adequacy of sustainment planning for space systems and programs in SSC's portfolio. SAF/SQS, in coordination with SAF/AQD, will participate in this process as an advisor to the PEOs.

A3.2.3.3.5. Integrated Acquisition Portfolio Review (IAPR) for Sustainment. SAF/AQD is DAF OPR for this review, which feeds OSD's Sustainment Deputy's Management Action Groups (DMAGs). SAF/SQ participation is required for OSD-directed reporting on space force systems. SAF/SQS will serve as SQ OPR for tasks related to space program reporting and will coordinate as necessary with SF, FLDCOM S4s, AFCAA, and other stakeholders. Tasks may include advising OSD regarding space system inclusion on the reporting list, establishing data connections to share metrics with OSD's analytic platform, and accomplishing quarterly reporting for required systems.

A3.2.3.3.6. Life Cycle Logistics (LCL) Functional Area Leader (FAL). SAF/AQD is responsible for oversight and guidance of LCL and product support manager (PSM) acquisition specific training and experience. SAF/AQD will advise the Director, Acquisition Career Management(DACM) and SAEs on acquisition workforce management issues and assist in execution of acquisition workforce responsibilities in the LCL function, consistent with FAL responsibilities detailed in DAFI 63-101/20-101. Per DAFI 36-2670, *Total Force Development*, AF/A4 is the functional authority for Officer Career Fields 21A, 21M, and 21R and the Logistics Civilian Career Field. Acquisition is considered a cross-functional authority and SAF/AQD has a responsibility to provide the functional authority strategic oversight and force development advocacy related to the requirements of the LCL workforce. SAF/AQD will execute these cross-functional authorities for the USAF and USSF LCL community as outlined in DAFI 36-2670. SAF/AQD will solicit space-focused input from SAF/SQS.

A3.2.3.3.7. Weapon System Sustainment (WSS). Per HAFMD 1-10, para A2.2.4 and HAFMD 1-17, paras 3.14 and A2.2.4, as well as external agreement with SF/S4, the SAF/SQ Military Deputy and SAF/SQS will represent space acquisition interests at applicable levels of the USSF WSS governance structure and collaborate with SAF/AQD when required for SME support.

A3.2.3.3.8. Sustainment Technology Executive (STE). Per DoDI 5000.92, para 2.5.c, SAF/AQD serves as the DAF STE. SAF/SQS will collaborate with SAF/AQD on applicable STE issues, as required.

A3.2.4. Acquisition Personnel and Career Management. (OPRs: SAF/AQH, SAF/SQR, and/or SAF/SQX)

A3.2.4.1. Process Changes. Per HAFMD 1-10, paras 3.1.13 and A2.2.5, and HAFMD 1-17, paras 3.7 and A2.2.3, when SAF/AQH initiates changes to acquisition personnel and career management processes, they will solicit input from SAF/SQR before proceeding. SAF/SQR may propose changes to SAF/AQH (including those submitted by subordinate space acquisition activities) at any time.

A3.2.4.2. Policy. For policy addressed in HAFMD 1-10, para A2.2.5 and HAFMD 1-17, para A2.2.3, follow guidance in para A3.2.1.1 (DoD issuances) and/or para A3.2.1.2 (DAF policy documents) within this SOP.

A3.2.4.3. Career Field Management. SAF/AQH functions as the Career Field Management team on behalf of the SAF/AQ and SAF/SQ Military Deputies, in the Deputies' role as Functional Authority for Force Modernization officers in the 62E Developmental Engineer and 63A Acquisition Manager career fields. SAF/AQH will serve as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. SAF/AQH will function as the liaison among SAF/AQ, SAF/SQ, AF/A1, SF/S1, Officer Assignment Teams (OATs) at the Air Force Personnel Center (AFPC), and OATs at the USSF Enterprise Talent Management Office (ETMO). SAF/SQR will provide career management feedback or issues to SAF/AQH.

A3.2.4.4. Key Leadership Position (KLP) Designation Process. Per HAFMD 1-10, para A2.2.5 and HAFMD 1-17, para A2.2.3, SAF/AQH will provide specific support to SAF/SQ for key leadership position policy and management, which includes managing the KLP designation process, as well as maintaining and distributing (on an as needed basis) the approved list of KLPs, which includes information on incumbents, waivers, and tenure. Per HAFMD 1-17, para A1.25, SAF/SQ will retain authority for decisions and/or approvals regarding space acquisition workforce education, training, experience, and career development for DAF space acquisition personnel and positions (e.g., designation of KLPs, establishment of AWF command positions, and assignment of PEOs). SAF/AQH, in coordination with SAF/SQR, will perform the following on behalf of SAF/SQ for KLP selection:

A3.2.4.4.1. Coordinate with the hiring organization to identify a civilian or military member for the KLP, then review the member's Acquisition Career Management System (ACMS) Single Unit Retrieval Format (SURF), resume, and/or certifications to determine if the requirements of DoDI 5000.66, para 4.2 have been met. If requirements are met, a DD Form 2889, *Critical Acquisition Position Service Agreement* (i.e., civilian tenure agreement) or Active Duty Service Commitment (ADSC) is required, along with an appointment letter. If requirements are not met, a DD Form 2905, *Acquisition, Technology, and Logistics Workforce Position Requirements or Tenure Waiver*, is required before proceeding.

A3.2.4.4.2. For PEOs, DPEOs, PMs, or DPMs, the appointment letter and any position waivers require applicable SAE approval. Otherwise, the hiring authority retains final approval authority and no further staffing to SAF/AQH is required. The hiring

organization sends all documents to SAF/AQH to review, track, and route. SAF/AQH will perform any additional HAF level coordination, if required. SAF/AQH will staff the package to SAF/AQE or SAF/SQE for SAE review/signature. SAF/AQH retains final copies of completed appointments, waivers, and tenure agreements.

A3.2.4.5. Per HAFMD 1-10, para A2.2.5 and HAFMD 1-17, para A2.2.3, SAF/SQR will provide input to SAF/AQH (DAF lead) in the following areas: USAF and USSF acquisition workforce policy, strategic plans, career field management, professional development, training, certification, personnel data management systems, and tools. SAF/SQ will also provide input to the DoD Civilian Acquisition Workforce Personnel Demonstration Project (Acq Demo), acquisition career field awards, and related activities, for all developmental engineers and acquisition PMs. SAF/SQ retains decision/approval authority over executing such policy and activities for the space acquisition workforce.

A3.2.5. Special Programs. (OPRs: SAF/AQL and SAF/SQX) Per HAFMD 1-17, para A2.2.5.3, SAF/SQX will provide space focused input for the Anti-Tamper (AT) Program to SAF/AQL (as the DoD ATEA) and the Low Observable and Counter Low Observable (LO/CLO) Tri-Service Committee (SAF/AQL) via the standard HAF coordination process, as appropriate. For context, Authority to Proceed (ATP) information is also provided to the Air Force Test Center Director of Operations (as the DAF AT OPR).

A3.2.6. Science, Technology, and Engineering. (OPRs: SAF/AQR and SAF/SQT)

A3.2.6.1. Overview. SAF/SQ's office of the Director, Science, Technology, and Engineering (SAF/SQT) was established after HAFMD 1-17 was published, per SAF/AAR-approved OCR dated 15 Aug 23. As a result, all science, technology, and engineering responsibilities previously assigned to SAF/SQA are now assigned to SAF/SQT. SAF/SQ's office of the Director, Architecture, Science, and Technology (SAF/SQA) is now known as the office of the Director, Space Architecture. This provision will remain in effect until HAFMD1-17 is revised to reflect the change.

A3.2.6.2. DAF Technology Executive Officer (TEO) Oversight. Per SAF/AQ and SAF/SQ memo, *Designation of Department of the Air Force (DAF) Technology Executive Officer (TEO)*, dated 20 Apr 23, and HAFMD 1-17, paras 2.6 and 3.13 (DAF TEO), SAF/AQR facilitates SAF/AQ's oversight and direction for non-space related S&T activities and SAF/SQT facilitates SAF/SQ's oversight and direction for space-related S&T activities. For oversight and direction for multi-domain and cross-cutting S&T activities, SAF/SQT will coordinate with SAF/AQR. SAF/SQ will issue independent guidance to the TEO on various space related S&T topics, including annual POM guidance to USSF acquisition organization input sources. SAF/SQT will collaborate with SAF/AQR to facilitate staffing of dual-signed (SAF/AQ and SAF/SQ) guidance to the TEO, as needed.

A3.2.6.3. Systems Engineering and Manufacturing Technology Policy. For policy addressed in HAFMD 1-10, paras 3.1.5 and 3.1.7, and HAFMD 1-17, paras 3.2.6 and 3.2.7 (systems engineering and ManTech policy), follow guidance in para A3.2.1.1 (DoD issuances) and/or para A3.2.1.2 (DAF policy documents) within this SOP.

A3.2.6.4. Science, Technology, and Engineering. Per HAFMD 1-10, para A2.2.10 and HAFMD 1-17, para A2.2.1.2.2 (Science, Technology, and Engineering), SAF/AQR oversees DAF ST&E policy and will follow guidance in para A3.2.1.2 (DAF policy documents) within this SOP. SAF/AQR manages daily execution of S&T activities for non-space systems and programs and SAF/SQT manages daily execution of S&T activities for space systems and programs. SAF/SQT will provide space-focused input to SAF/AQR for DAF processes managed by SAF/AQR (e.g., Critical Programs and Technologies List (CPTL), Cyber Resiliency of Weapons Systems (CROWS), etc). SAF/SQT will coordinate with SAF/AQR, if necessary for SME support, prior to staffing actions to SAF/SQ for decision/approval. SAF/AQR will continue to perform the following functions on behalf of SAF/AQ and SAF/SQ: Air Force Departmental Standardization Office (DEPSO); Corrosion Control Prevention Executive (CCPE); and Developmental Special Experiences (DSE).

A3.2.6.5. DAF Scientific Advisory Board (SAB). Per HAFMD 1-10, para A2.2.2 and HAFMD 1-17, para A2.2.1.2.2 (SAB), SAF/SQT will facilitate SAF/SQ input to the DAF SAB, in coordination with SAF/AQB, to include study topics and S&T reviews.

A3.2.6.6. Program Protection Plans (PPPs). SAF/SQT, in coordination with SAF/AQR and the applicable program office, will facilitate staffing of space systems and programs PPPs to SAF/SQ for signature and approval.

A3.2.7. Acquisition Policy and Program Integration. (OPRs: SAF/AQX and SAF/SQX)

A3.2.7.1. DoD and DAF Acquisition Policy. For DoD acquisition policy, follow guidance in para A3.2.1.1 within this SOP. For DAF acquisition policy, follow guidance in para A3.2.1.2 within this SOP.

A3.2.7.2. Acquisition Reporting, Data Strategy, and IT. Per HAFMD 1-10, para A2.2.12 and HAFMD 1-17, para A2.2.5.1.2, SAF/SQX will collaborate with SAF/AQX on oversight of acquisition reporting and related data strategy. This includes the timing and format of inputs for Selected Acquisition Reports, Defense Acquisition Executive Summary Reports, and Congressional reports (e.g., Air Force and Space Force Accelerated Acquisition Report, more commonly referred to as the Middle Tier of Acquisition Report). SAF/SQX will also provide input to SAF/AQX on redesigns of acquisition data collection and reporting processes (e.g., implementation of the new Program Data Alignment Application (PDAA) upgrade to the Project Management Resource Tools (PMRT)).

A3.3.7.3. J-Book Publication. Per HAFMD 1-17, para A2.2.5.1.2, SAF/SQX will coordinate with SAF/SQS, SAF/SQT, and Program Element Monitors (PEMs) to ensure accurate representation of program details that are aggregated in the annual Justification Books. SAF/SQX provides completed J-Book input to SAF/AQX for consolidation and submission to OSD.

A3.2.7.4. Industrial Preparedness. Per HAFMD 1-10, paras 3.1.6 and A2.2.12, and HAFMD 1-17, paras 3.4.1 and A2.2.5.1.2, SAF/SQX will provide input to SAF/AQX on the DAF Industrial Preparedness Program, to include information regarding investments, studies, assessments, space industrial facilities, and implementation of the Defense Production Act. In situations requiring a DAF decision/approval regarding assessing defense industrial

capabilities, SAF/AQX will prepare and staff the decision document for SAF/AQ approval, following coordination with SAF/SQ when space systems and programs are addressed.

A3.2.7.5. CFIUS. Per HAFMD 1-10, para A2.2.12 and HAFMD 1-17, para A2.2.5.1.2, SAF/SQX will receive notification of CFIUS cases for space systems and programs from SAF/AQX and review them on behalf of SAF/SQ. CFIUS cases are administratively coordinated via official email (encrypted) to ensure confidentiality of the foreign investment. The SAF/SQX POC will coordinate across SQ for inputs and equities concerning details of the case. The POC collects inputs and develops a consolidated SQ answer that is coordinated through SQX before returning the response to SAF/AQX.

A3.2.7.6. Policy and Program Integration Overhead Functions. Per HAFMD 1-10, para A2.2.12 and HAFMD 1-17, para A2.2.5.2.2, SAF/AQX oversees DAF acquisition policy and processes (the latter through the Chief Process Officer), and SAF/SQX manages daily execution for space related policy and program integration overhead activities. SAF/SQX will coordinate with SAF/AQX and other HAF offices, if necessary for SME support, prior to staffing policy and integration related actions to SAF/SQ for decision/approval.

A3.3. Revisions to SOPs. These SOPs may be reviewed and revised as deemed necessary by the Secretary of the Air Force, SAF/AQ, or SAF/SQ. OPRs will follow revision procedures in HOI 90-1.

Signed 16 May 25

DARLENE J. COSTELLO, SES, DAF
Acting Assistant Secretary of the Air Force
(Acquisition, Technology, and Logistics)

Signed 14 Apr 25

STEPHEN G. PURDY, JR., Maj Gen, USSF
Acting Assistant Secretary of the Air Force for
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