

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

**HEADQUARTERS MISSION
DIRECTIVE 1-24**

28 JANUARY 2019

Special Management

**ASSISTANT SECRETARY OF THE AIR
FORCE (MANPOWER AND RESERVE
AFFAIRS)**



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1. Mission. The Secretary of the Air Force pursuant to Title 10 United States Code Sections 8013-8016, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his/her responsibilities. As documented by Paragraph 4.1 of Air Force Mission Directive-1, Headquarters Air Force, and this Headquarters Air Force Mission Directive, the Assistant Secretary of the Air Force for Manpower and Reserve Affairs is established as part of the Secretariat. The Assistant Secretary (Manpower and Reserve Affairs) has overall responsibility for: manpower, military, and civilian personnel policy; reserve and auxiliary component affairs; Equal Opportunity; health program benefits and entitlements; medical readiness; United States Air Force Academy; family readiness; family advocacy; services; base exchanges and commissaries; morale, welfare, and recreation programs; and strategic diversity integration for the Department of the Air Force. In addition, the Assistant Secretary (Manpower and Reserve Affairs) is responsible for the mission of the Air Force Review Boards Agency as described in Air Force Mission Directive 43, which operates as a Field Operating Agency to Assistant Secretary of the Air Force (Manpower and Reserve Affairs). The Secretary of the Air Force retains ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, the Assistant Secretary (Manpower and Reserve Affairs) prepares policies for approval and issues official guidance via official Air Force publications 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.

21. **The Assistant Secretary (Manpower and Reserve Affairs)** 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/her area of responsibility. The Assistant Secretary (Manpower and Reserve Affairs) is accountable to the Secretary for results achieved within the policy and program domains assigned by this Directive.

22. **The Assistant Secretary (Manpower and Reserve Affairs)** and the Office of the Assistant Secretary (Manpower and Reserve Affairs) work in cooperation with the Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services, the Surgeon General, the Director, Air National Guard, the Chief of Air Force Reserve, the Air Force Chief of Chaplains, and their respective offices, as well as other Headquarters Air Force organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 United States Code Section 8013-8023 and 8031-8038), for assisting the Secretary of the Air Force in carrying out his/her responsibilities.

221. Pursuant to Headquarters Operating Instruction 90-1, Headquarters Air Force Mission Directive – Delegations of Statutory Authority and Assignment of Responsibilities, two or more Headquarters Air Force two-letter organizations with responsibilities in the same functional area are encouraged to develop “Standard Operating Procedures” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. Any Standard Operating Procedures having been entered into between the Assistant Secretary (Manpower and Reserve Affairs) and Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services; Assistant Secretary (Manpower and Reserve Affairs) and the Surgeon General; Assistant Secretary (Manpower and Reserve Affairs) and the Chief of Air Force Reserve; and Assistant Secretary (Manpower and Reserve Affairs) and the Air Force Chief of Chaplains are included at Attachments **3.; 4.; 5 and 6.;** respectively, of this Headquarters Air Force Mission Directive.

23. **Reporting to the Assistant Secretary (Manpower and Reserve Affairs)** is one Field Operating Agency, the Air Force Review Boards Agency, whose mission is documented in Air Force Mission Directive-43.

3. Responsibilities. The Assistant Secretary (Manpower and Reserve Affairs) is specifically responsible for:

3.1. Providing oversight, and establishing, reviewing and advising on Air Force policy on matters that are addressed by the following activities:

3.1.1. Leading teams that address strategic-level, long-range personnel and manpower issues associated with the Administration’s Air Force agenda.

- 3.12 Providing guidance and assistance during development and implementation of strategic plans for organizations over which Assistant Secretary (Manpower and Reserve Affairs) has oversight authority. This will also include processes and performance measures supporting the plans. Employing field visits, audits, and/or inspections performed by the Air Force Auditor General and/or the Air Force or Department of Defense Inspector General to verify and validate accomplishment of strategic goals and objectives.
- 3.13 Developing research agendas with functional organizations, which advance the approved goals and objectives of strategic plans.
- 3.14 Advocating with the Secretary of the Air Force, the Office of the Secretary of Defense, and with Congress for resources (dollars, people, and equipment) and policy/legislation changes in support of strategic goals and objectives for assigned programs.
- 3.15 Serving as a mandatory coordinator on all formal responses, reports, and information for which the Assistant Secretary (Manpower and Reserve Affairs) has oversight that is intended for the Secretary of the Air Force, Office of the Secretary of Defense, Congress or organizations external to the Air Force. Note: This is not intended to encompass routine Congressional inquiries addressing matters submitted for action/redress on behalf of constituents.
- 3.16 Serving as an Air Force signature authority for all Department of Defense issuances related to programs for which the Assistant Secretary (Manpower and Reserve Affairs) has oversight authority.
32. Military and civilian personnel matters to include recruitment; accession; education, training and development; assignment; utilization; promotion; sustainment; compensation, entitlements, retirement and separation; family readiness and support; line of duty determinations; quality of life components, and resilience. Such matters include:
321. Senior leader matters, in coordination with the Under Secretary of the Air Force, the Vice Chief of Staff and the Deputy Chief of Staff for Manpower, Personnel and Services.
322. Manpower management programs and techniques, including manpower mix, military-civilian-contractor substitutions, competitive sourcing, and definition of military essential matters.
323. Accomplishment of the United States Air Force Academy mission; issuing guidance for and monitoring implementation of Secretary of the Air Force approved policy; developing and reviewing legislative proposals; and, ensuring effective Headquarters of the Air Force oversight of the United States Air Force Academy. The Deputy Assistant Secretary (Force Management and Integration) will serve as the Designated Federal Officer to the United States Air Force Academy Board of Visitors.
324. Training Transformation, Distance Learning, Flight and Operational Training, and other Technical and Special Skills Training.
325. Services, Morale, Welfare, and Recreation Programs; and commissaries and base exchanges.
326. Air Force Family Advocacy programs to include prevention of and intervention with child and spouse treatment, domestic abuse, and domestic violence.
327. The Blended Retirement System.

328. Military bonuses, including all special and incentive pays, for active and reserve component members in accordance with title 37, United States Code Chapter 5.
33. Diversity and Equal Employment Opportunity at all levels of the Total Air Force.
331. Strategic direction, oversight and guidance for attracting, developing, leading, and retaining a diverse Total Force to leverage the unique qualities of the citizenry we serve and to achieve mission excellence.
332. Serving as the Director of Equal Employment Opportunity pursuant to 29 Code of Federal Regulations 1614.102, tasked with overseeing policy implementation and management matters intended to provide an equal opportunity to succeed to every member of the workforce and to prohibit unlawful discrimination, including unlawful discrimination based on race, color, religion, national origin, sex (to include sexual orientation), age, and, in the case of civilian employees, disabling conditions, and to create a working environment free from the aforementioned discrimination as well as sexual harassment and or assaults; hostile work environment, and/or retaliation against protected whistleblowers.
333. Issuing decisions regarding discrimination complaints, to include ordering necessary corrective measures to resolve complaints and promote equal opportunity.
334. Planning, developing, and implementing all aspects of Equal Opportunity programs, Affirmative Employment and Special Emphasis programs, and disability programs.
335. Planning, developing, resourcing and implementing all aspects of Diversity outreach and initiatives to sustain a highly qualified diverse and inclusive Total Force.
34. Medical readiness; health promotion of active and reserve component members, including health care programs and benefits and entitlements for family members and retired members; the drug demand reduction program; the Veterans Affairs-Department of Defense Health Resources Sharing program, and the Integrated Disability Evaluation System/Disability Evaluation System.
35. Policies related to those Chaplain Corps program matters, which have broad impact on Air Force personnel.
36. Guidance, direction, and oversight of the Air Reserve Component and Auxiliary Affairs, including the Air National Guard, the Air Force Reserve, and Air Force oversight of the Civil Air Patrol.
361. Overseeing Air Reserve Component manpower, personnel and personnel support policies and procedures.
362. Providing guidance, direction and oversight of the Air Force's Total Force Enterprise and the effectiveness of Total Force Integration policies and procedures.
363. Providing guidance, direction and oversight of the Air Force's utilization of Air Reserve Component members, to include mobilization and demobilization.
364. Monitoring force structure and resourcing of the Reserve Components.

365. Policies related to matters pertaining to management of the National Guard and Reserve Equipment Account and overseeing equipment accountability.

366. Managing Civil Air Patrol board governance matters on behalf of the Secretary of the Air Force and overseeing resourcing and use of the Civil Air Patrol in its capacity as the Air Force Auxiliary

367. Acting as the Department of Defense Executive Agent for the National Science Foundation's Polar Programs.

37. The Air Force Review Boards Agency, which consists of the Air Force Civilian Appellate Review Office; the Air Force Board for Correction of Military Records; the Air Force Personnel Security Appeal Board; the Air Force Clemency and Parole Board; the Air Force's role in the Department of Defense Civilian/Military Service Review Board; the Secretary of the Air Force Remissions Board; the Secretary of the Air Force Personnel Council and its component boards, to include the Air Force Personnel Board, the Air Force Discharge Review Board, and the Air Force Decorations Board; and the Air Force's role in the Physical Disability Board of Review.

37.1. Serving as the Department of Defense Executive Agent for the Department of Defense Civilian/Military Service Review Board.

37.2. Serving as the primary Air Force office responsible for fulfilling duties and responsibilities assigned to the Air Force as Lead Agent for the Physical Disability Board of Review.

37.3. Appointing members to the component boards of the Air Force Review Boards Agency, to include: the Air Force Board for Correction of Military Records; the Air Force Clemency and Parole Board; Department of Defense Civilian/Military Service Review Board; the Secretary of the Air Force Remissions Board; the Air Force Personnel Board; the Air Force Discharge Review Board; the Air Force Personnel Security Appeal Board; and the Air Force Decorations Board.

38. Serving as a member of the Air Force Council; United States Air Force Academy Oversight Council; Joint Cross-Service Group (Education & Training); Military Health System Executive Review; Exchange Integration Executive Council; Defense Manpower and Reserve Affairs, Deputy Chief of Staff, Personnel Meetings; Executive Review Board; Reserve Forces Policy Board; Defense Human Resources Board; Defense Quality of Life Executive Committee; Department of Defense Executive Steering Group on Training Transformation; and Wounded, Ill, and Injured Senior Oversight Committee; and, representing the Secretary of the Air Force at the Senior Readiness Oversight Council.

4. Delegations of Authority/Assignment of Responsibility: Attachment 1 lists delegated authorities and assigned responsibilities to the Assistant Secretary (Manpower and Reserve Affairs). The authorities delegated/responsibilities assigned to the Assistant Secretary (Manpower and Reserve Affairs) by this Headquarters Air Force Mission Directive may generally be re-delegated unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or Department of Defense Issuance. While the Assistant Secretary (Manpower and Reserve Affairs) may re-delegate authorities to other Department of Air Force officials, he/she will ultimately be responsible to the Secretary of the Air Force for all matters listed in Paragraph 1 of this publication. Any re-delegation of authority/assignment of

responsibility made shall not be effective unless it is in writing. Any person re-delegating authority in accordance with this Headquarters Air Force Mission Directive may withdraw, further restrict, or condition the authority/responsibility being re-delegated/re-assigned.

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

6. Continuation of Prior Re-Delegations of Authority/Assignments of Responsibility: Re-delegations of authority/assignments of responsibility made prior to the date of issuance of this publication remain effective insofar as such re-delegations are not inconsistent with the terms of this Headquarters Air Force Mission Directive unless superseded by a new re-delegation or assignment of responsibility.

Heather Wilson
Secretary of the Air Force

Attachment 1**DELEGATIONS OF SECRETARY OF THE AIR FORCE
AUTHORITY/ASSIGNMENTS OF RESPONSIBILITY TO THE ASSISTANT
SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS)**

A1.1. Authority relating to the issuance of military and civilian identification cards as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.01, *Identification (ID) Cards required by the Geneva Conventions*.

A1.2. Authority relating to the administration of the Federal Voting Assistance Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.04, *Federal Voting Assistance Program (FVAP)*.

A1.3. Authority relating to developing and implementing policy and procedures, ensuring compliance with DoD policies, and conducting related activities for the issuance of ID cards as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*.

A1.4. Authority relating to the authorization and support of private organizations operating on DoD installations as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*.

A1.5. Authority relating to determining if an established group of civilian employees or contract workers provided services to the U.S. Armed Forces in a manner considered active military service for Department of Veterans Affairs (VA) benefits as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1000.20, *Active Duty Service Determinations for Civilian or Contractual Groups*.

A1.6. Authority relating to the administration of Passports and Passport Agent Services, to include serving as the Air Force's office of primary responsibility (OPR) for ensuring compliance with DoD policies on the same as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1000.21E, *DoD Passport and Passport Agent Services*.

A1.7. Authority relating to issuing and using identity credentials and ensuring qualifications of RAPIDS operators as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.25, *DoD Personnel Identity Protection (PIP) Program*.

A1.8. Authority relating to administering the Armed Forces Entertainment (AFE) program as delegated to the Secretary of the Air Force pursuant to the Department of Defense Directive 1000.26E, *Support for Non-Federal Entities Authorized to Operate on DoD Installations*.

A1.9. Authority relating to the Mass Transportation Benefits Program (MTBP) as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1000.27, *Mass Transportation Benefit Program (MTBP)*.

A1.10. Authority relating to appointment of Local Board of Trustee members, as required, as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1000.28, *Armed Forces Retirement Home (AFRH)*.

A1.11. Authority relating to display of the national flag at half-staff as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1005.06, *Display of the National Flag at Half-Staff*.

A1.12. Authority relating to administration of the Spirit of Hope Award as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1005.14, *Department of Defense Spirit Of Hope (SOH) Award*.

A1.13. Authority relating to approving design, use, and modification of positional flags and Air Force-specific SES flags and Air Force PAS officials, approving the award of replica flags for departing Air Force officials, and establishing guidance for displaying OSD flags as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1005.15, *DoD Civilian Flags*.

A1.14. Authority relating to civilian MWR activities and their supporting Nonappropriated Fund Instrumentalities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1015.08, *DoD Civilian Employee Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFI)*, with the exception that SAF/FMC will advise and approve any fund source determination issues.

A1.15. Authority relating to U.S. Professional Scouting organizations at U.S. Military Installations overseas as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1015.09, *Professional U.S. Scouting Organization Operations at U.S. Military Installations Overseas*.

A1.16. Authority relating to managing military MWR programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs*.

A1.17. Authority relating to the DoD lodging program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1015.11, *Lodging Policy*, with the exception that SAF/FMC will approve Air Force lodging rates and advise and approve any fund source determination issues.

A1.18. Authority relating to the resource management of lodging programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1015.12, *Lodging Program Resource Management*, with the exception that SAF/FMC will approve Air Force lodging rates and advise and approve any fund source determination issues.

A1.19. Authority relating to the establishment, management, and control of Nonappropriated Fund Instrumentalities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1015.15, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources*, with the exception that SAF/FMC will advise and approve any fund source determination issues.

A1.20. Authority relating to the implementation and maintenance of the DoD student meal program (SMP) as delegated to the Secretary of the Air Force pursuant to the Department of Defense Directive 1015.5, *DoD Student Meal Program*.

A1.21. Authority relating to diversity and diversity management within the Air Force as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1020.02E, *Diversity Management and Equal Opportunity in the DoD*.

A1.22. Authority relating to prohibiting discrimination based on handicap in programs and activities receiving Federal financial assistance dispersed by the Department of Defense as delegated to the Secretary of the Air Force pursuant to the Department of Defense Directive 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conduct by the Department of Defense*.

A1.23. Authority relating to the National Security Education Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1025.02, *National Security Education Program (NSEP) and NSEP Service Agreement*.

A1.24. Authority relating to the STARBASE Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1025.7, *Department of Defense STARBASE Program*.

A1.25. Authority relating to developing, implementing and operating telework programs and related activities consistent with DoD policies as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1035.01, *Telework Policy*.

A1.26. Authority relating to the National Defense Executive Reserve (NDER) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1100.06, *National Defense Executive Reserve (NDER)*.

A1.27. Authority relating to ensuring compliance with DoD policies on employee surveys as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1100.13, *DoD Surveys*.

A1.28. Authority relating to off-base housing and fair housing enforcement as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1100.16, *Equal Opportunity in Off-Base Housing*.

A1.29. Authority relating to use of units and personnel in civil-military Innovative Readiness Training (IRT) as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1100.20, *Support and Services for Eligible Organizations and Activities Outside the Department of Defense*.

A1.30. Authority relating to the acceptance and use of voluntary services as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1100.21, *Voluntary Services in the Department of Defense*.

A1.31. Authority relating to appropriate workforce mix for military and civilians in new or expanded missions, to include acting as and performing the duties of the designated manpower authority as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1100.22, *Policy and Procedures for Determining Workforce Mix*.

A1.32. Authority relating to the preparation and administration of manpower programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1100.4, *Guidance for Manpower Management*.

A1.33. Authority relating to the consideration of use of National Language Service Corps members during exercise and operational planning as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1110.02, *National Language Service Corps (NLSC)*.

A1.34. Authority relating to ensuring Air Force compliance with DoD policies and procedures for programming and accounting for military manpower as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1120.11, *Programming and Accounting for Active Component (AC) Military Manpower*.

A1.35. Authority relating to the vending facility program for the blind as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1125.03, *Vending Facility Program for the Blind on DoD-Controlled Federal Property*.

A1.36. Authority relating to ensuring Air Force compliance with DoD policy on manpower accessions to the Regular and Air Reserve Component Forces as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1145.01, *Qualitative Distribution of Military Manpower*.

A1.37. Authority relating to the Military Entrance Processing Command as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1145.02E, *United States Military Entrance Processing Command (USMEPCOM)*.

A1.38. Authority relating to the notifications, transfers, and discharges of reserve members delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*, except for the authority to approve or disapprove an officer's application to transfer to the retired reserve while under a sentence of dismissal.

A1.39. Authority relating to the Contracted Civilian-Acquired Training for Reserve members per Federal Acquisition Regulation (FAR), and Defense FAR Supplement (DFARS) as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components*.

A1.40. Authority relating to the administration of the *United States Property and Fiscal Officer (USPFO) Program* and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*.

A1.41. Authority relating to the screening of reservists, management of the Individual Ready Reserve (IRR) and peacetime management and preparations for mobilization of the Standby Reserve as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1200.7, *Screening the Ready Reserve*.

A1.42. Authority relating to the transfer of Service members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.04, *Inter-service and Inter-component Transfers of Service Members*.

A1.43. Authority relating to civilian employment and reemployment rights, benefits, and obligations as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1205.12, *Civilian Employment and Reemployment Rights for Service Members, Former Service Members, and Applicants of the Uniformed Services*.

A1.44. Authority relating to the Junior Reserve Officers' Training Corps (JROTC) Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1205.13, *Junior Reserve Officers Training Corps (JROTC) Program*.

A1.45. Authority relating to Reserve Component Full-Time Support programs and policies and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1205.18, *Full-Time Support (FTS) to the Reserve Components*.

A1.46. Authority relating to the management of the Reserve Component Incentive Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction, 1205.21, *Reserve Component Incentive Programs Procedures*.

A1.47. Authority relating to the development of programs that promote employer and community support for the activities of the National Guard and Reserve as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1205.22, *Employer Support of the Guard and Reserve (ESGR)*.

A1.48. Authority relating to the designation and use of uniform Reserve Component categories, training, retired categories, the peacetime management and preparation for mobilization of the Standby Reserve, and management of the IRR programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, except for the authority delegated to the Secretary in paragraph 2a(3)(d) of Enclosure 3, to provide a waiver to a maximum of 96 additional IDT periods for an aircrew member in a fiscal year.

A1.49. Authority relating to the crediting of active and reserve service for non-regular retirement as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.07, *Service Credit for Non-Regular Retirement*.

A1.50. Authority relating to Senior ROTC programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*.

A1.51. Authority relating to reserve component member participation as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.13, *Ready Reserve Member Participation Policy*.

A1.52. Authority relating to the management of the Military Reserve Exchange Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.15, *Military Reserve Exchange Program (MREP)*.

A1.53. Authority relating to Reserve Component officer education requirements as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.17, *Educational Requirements for Appointment to a Grade Above First Lieutenant or Lieutenant (Junior Grade) in a Reserve Component*.

A1.54. Authority relating to development of policies, plans and procedures with respect to the Reserve Component use of electronic-based distributed learning tools as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.21, *Reserve Component (RC) Use of Electronic-based Distributed Learning Methods for Training*.

A1.55. Authority relating to Reserve Component representation with the NATO Reserve Forces Committee and NATO schools as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1215.22, *Reserve Component Representation, North Atlantic Treaty Organization (NATO) National Reserve Forces Committee (NRFC) and NATO Schools*.

A1.56. Authority relating to equipping the Reserve Forces as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1225.06, *Equipping the Reserve Forces*.

A1.57. Authority relating to providing billeting or lodging in kind for Reserve Component members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1225.9, *Billeting for Reserve Component Members*.

A1.58. Authority relating to the peacetime management and preparation for mobilization of the Standby Reserve as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1235.09, *Management of the Standby Reserve*.

A1.59. Authority relating to the management of the Individual Mobilization Augmentee (IMA) program and authorizing IMA positions as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*.

A1.60. Authority relating to the management and administration of the IRR and ING as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1235.13, *Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*.

A1.61. Authority relating to authorizing medical and dental care for reserve component members who incur or aggravate an injury, illness, or disease, in the line of duty, and providing pay and allowances to those members while being treated or recovering from a service-connected injury, illness, or disease as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*.

A1.62. Authority relating to the TRICARE Retired Reserve (TRR) Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1241.03, *TRICARE Retired Reserve (TRR) Program*.

A1.63. Authority relating to maintaining, tracking and determining eligibility for TRICARE Reserve Select (TRS) program as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1241.04, *TRICARE Reserve Select (TRS) Program*.

A1.64. Authority relating to administering and managing the Reserve Income Replacement Program (RIRP) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1241.05, *Reserve Income Replacement Program (RIRP)*.

A1.65. Authority relating to the DoD Reserve Forces Senior Enlisted Advisors Council as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1250.02, *DoD Reserve Forces Senior Enlisted Advisors Council*.

A1.66. Authority relating to the transfer of service members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.04, *Inter-Service and Inter-Component Transfers of Service Members*.

A1.67. Authority relating to conscientious objectors as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.06, *Conscientious Objectors*.

A1.68. Authority relating to military funeral honors support as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.15, *Military Funeral Support*.

A1.69. Authority relating to the accommodation of religious practices within the Department of the Air Force as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.17, *Accommodation of Religious Practices Within the Military Services*.

A1.70. Authority relating to DoD personnel casualty matters as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.18, *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*.

A1.71. Authority relating to implementing the DoD Joint Officer Management Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.19, *DoD Joint Officer Management (JOM) Program*.

A1.72. Authority relating to mortuary affairs policy implementation as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1300.22, *Mortuary Affairs Policy*.

A1.73. Authority relating to recovering service member care, management and transition as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.24, *Recovery Coordination Program (RCP)*.

A1.74. Authority relating to the Wounded Warrior, E2I and OWF programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.25, *Guidance for the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF)*.

A1.75. Authority relating to the use of service dogs by active duty service members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.27, *Guidance on the Use of Service Dogs by Service Members*.

A1.76. Authority relating to transgender policy and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1300.28, *In-Service Transition For Transgender Service Members* and DTM 16-005, *Military Service of Transgender Service Members*.

A1.77. Authority relating to use of accession processing data collection forms and human resource information as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.02, *Accession Processing Data Collection Forms*.

A1.78. Authority relating to accession testing programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.12E, *DoD Military Personnel Accession Testing Programs*.

A1.79. Authority relating to the appointment of chaplains as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1304.19, *Appointment of Chaplains for the Military Departments*.

A1.80. Authority relating to implementation of the Enlisted Personnel Management System, to include approving the administrative demotion of enlisted members as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1304.20, *Enlisted Personnel Management System (EPMS)*.

A1.81. Authority relating to policy on enlistment, selective reenlistment, critical skills accession, critical skills retention bonuses as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1304.21, *Policy on Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members*.

A1.82. Authority relating to the acquisition and use of criminal history record information as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.23, *Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes*.

A1.83. Authority relating to use of secondary school student directory information for military recruiting as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.24, *Use of Directory Information on Secondary School Students for Military Recruiting Purposes*.

A1.84. Authority relating to the fulfillment of military service obligations as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO)*.

A1.85. Authority relating to establishing qualification standards for and implementing DoD policies on enlistment, appointment, and induction as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*.

A1.86. Authority relating to the administration of special duty assignment pay for active enlisted members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.27, *Award and Administration of Special Duty Assignment Pay*.

A1.87. Authority relating to the appointment of chaplains and issuance of identified policies as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*.

A1.88. Authority relating to the administration of enlistment, selective reenlistment, critical skills accession, and critical skills retention bonuses as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.29, *Administration of Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members*.

A1.89. Authority relating to the implementation of the Enlisted Personnel Management System, including recruiting and retention as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.30, *Enlisted Personnel Management Plan (EPMP) Procedures*.

A1.90. Authority relating to the Enlisted Bonus Program (EBP) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.31, *Enlisted Bonus Program (EBP)*.

A1.91. Authority relating to tracking and reporting recruiting-related data as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.32, *Military Services Recruiting Related Reports*.

A1.92. Authority relating to procedures for the payment of a bonus as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1304.34, *General Bonus Authority For Officers*.

A1.93. Authority relating to the Air Force health awareness and physical fitness programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1308.1, *DoD Physical Fitness and Body Fat Program*.

A1.94. Authority relating to the DoD Fitness Committee as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1308.2, *Joint DoD Committee on Fitness*.

A1.95. Authority relating to the Air Force physical fitness and body fat programs and data depository as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*.

A1.96. Authority relating to the appointment of officers and implementing DoD policies relating to the rank and seniority of commissioned officers as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1310.01, *Rank and Seniority of Commissioned Officers*, except for the authority to adjust the date of rank of certain promotions delayed by reason of unusual circumstances as provided in paragraph 8 of Enclosure 3.

A1.97. Authority relating to all activities related to force development in the Air Force lifecycle as codified in *Title 10, United States Code Section 662, Promotion Policy Objectives for Joint Officers*.

A1.98. Authority relating to the original appointment of commissioned officers as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1310.02, *Original Appointment of Officers*.

A1.99. Authority relating to the collection and maintenance of occupational information as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1312.01, *Department of Defense Occupational Information Collection and Reporting*.

A1.100. Authority relating to implementing, administering and ensuring compliance with DoD policy on awarding service credit to commissioned officers as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1312.03, *Service Credit for Commissioned Officers*.

A1.101. Authority relating to utilization of enlisted personnel assigned to duty on the personal staffs of general and flag officers as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1315.09, *Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)*.

A1.102. Authority relating to separation policies for survivorship as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1315.15, *Special Separation Policies for Survivorship*.

A1.103. Authority relating to the assignment and reassignment of Air Force members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1315.18, *Procedures for Military Personnel Assignments*.

A1.104. Authority relating to processing military officer actions requiring approval of the Under Secretary of Defense or higher authority as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*, except for the actual forwarding of military officer personnel actions for review or approval of the President, SecDef, or USD(P&R) or confirmation by the Senate.

A1.105. Authority relating to the continuation of commissioned officers on the active duty list and reserve active-status list as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1320.08, *Continuation of Commissioned Officers On Active Duty And On The Reserve Active-Status List*, except for the authority to convene continuation selection boards, appoint board members, issue written instructions to board members, approve administrative briefings provided to board members, and approve the board results.

A1.106. Authority relating to discharge of commissioned officers not qualified for promotion to the grade of first lieutenant or lieutenant (junior grade) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1320.10, *Discharge of Commissioned Officers Not Qualified for Promotion to the Grade of First Lieutenant or Lieutenant (Junior Grade)*.

A1.107. Authority relating to special selection boards as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1320.11, *Special Selection Boards*, except for the authority to convene special selection boards and special boards, appoint board members, issue written instructions to board members, approve administrative briefings provided to board members, and forward the board results.

A1.108. Authority relating to reporting commissioned officer promotion information as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1320.13, *Commissioned Officer Promotion Reports (COPRs)*, except for the approval of the COPR to be submitted to the Deputy Assistant Secretary of Defense (Military Personnel Policy/Officer and Enlisted Personnel Management).

A1.109. Authority relating to administering the commissioned officer promotion and special selection programs and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1320.14, *Commissioned Officer Promotion Program Procedures*, except for the authority to convene promotion selection boards, appoint board members, issue written instructions to board members, approve administrative briefings provided to board members, forward the board results to the Department of Defense, make an individual date of rank adjustment, remove an individual from a promotion list, and terminate promotion delays as provided in Enclosure 2 and 3, and 10 U.S.C. §624(d)(2) and §14311(b). Further delegation of the responsibility/authority to interview board participants is prohibited.

A1.110. Authority relating to fellowships, scholarships, Training with Industry (TWI) opportunities, and grants as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.06, *Fellowships, Legislative Fellowships, Internships, Scholarships, Training-With-Industry (TWI), and Grants Provided to DoD or DoD Personnel for Education and Training*.

A1.111. Authority relating to voluntary education programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1322.08E, *Voluntary Education Programs for Military Personnel*.

A1.112. Authority relating to policies on graduate education for military officers as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.10, *Policy on Graduate Education for Military Officers*.

A1.113. Authority relating to the Montgomery GI Bill program as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1322.16, *Montgomery GI Bill (MGIB) Program*.

A1.114. Authority relating to the Montgomery GI Bill-Selected Reserve (MGIB-SR) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.17, *Montgomery GI Bill-Selected Reserve (MGIB-SR)*.

A1.115. Authority relating to military training as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1322.18, *Military Training*.

A1.116. Authority relating to voluntary education programs in overseas areas as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.19, *Voluntary Education Programs in Overseas Areas*.

A1.117. Authority relating to oversight and support of the U.S. Air Force Academy and U.S. Air Force Academy Prep School as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.22, *Service Academies*, except the authority to approve an application for excess leave or early release from active duty service commitment (ADSO) to participate in professional sports or pursue other activities with potential recruiting or public affairs benefit before completion of an active duty service obligation.

A1.118. Authority relating to annual nominations of Corporate Fellows and related duties as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.23, *Secretary of Defense Executive Fellows (SDEF)*.

A1.119. Authority relating to voluntary education programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.25, *Voluntary Education Programs*.

A1.120. Authority relating to the delivery of distributed learning as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.26, *Development, Management, and Delivery of Distributed Learning*.

A1.121. Authority relating to implementing JTEST-AI as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.29, *Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members*.

A1.122. Authority relating to implementation of the Reserve Educational Assistance Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.30, *Reserve Educational Assistance Program (REAP)*.

A1.123. Authority relating to Service common military training (CMT) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1322.31, *Common Military Training (CMT)*.

A1.124. Authority relating to desertion and unauthorized absence as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1325.02, *Desertion and Unauthorized Absence (UA)*.

A1.125. Authority relating to leave and liberty policies as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1327.06, *Leave and Liberty Policy and Procedures*, except for the authority to approve applications for excess leave for Airmen to pursue activities with potential recruiting or public affairs benefits to the Department of the Air Force.

A1.126. Authority relating to service member preparation for and competition in authorized national and international amateur sports competitions on a voluntary basis as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1330.04, *Armed Forces Participation in National and International Sports Activities*.

A1.127. Authority relating to Armed Services Exchange policy as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1330.09, *Armed Services Exchange Policy*, except for the authority relating to purchase limitations in the United States.

A1.128. Authority relating to coordinating entertainment within the DoD as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1330.13, *Armed Forces Entertainment Program*.

A1.129. Authority relating to DoD commissary operations as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1330.17, *DoD Commissary Program*, except for the authority to grant deviations as defined in paragraph 5p(1) of Enclosure 2; the authority to enter into negotiated agreements for recurring support described in paragraph 5d(3) of Enclosure 2; and the authority to extend commissary access to civilian employees at overseas installations described in paragraphs 5a,b, e, g and l of Enclosure 2.

A1.130. Authority relating to Armed Services Exchanges as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1330.21, *Armed Services Exchange Regulations*, except for the authority to grant deviations with regard to authorized patron privileges for individuals or class/groups of persons at specific installations.

A1.131. Authority relating to administrative separations for enlisted members, to include the authority to drop enlisted members from the rolls of the Air Force pursuant to 10 U.S.C. §12684, and as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.14, *Enlisted Administrative Separations*.

A1.132. Authority relating to disability evaluation system and related activities, to include separations or retirements for physical disability as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.18, *Disability Evaluation System (DES)*, except for the authority to retire or separate for physical disability a general officer, or a medical officer in any grade when that medical officer is also being processed for retirement for age or length of service.

A1.133. Authority relating to determining the minimum period of service in grade for non-disability (voluntary) military retirement as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.20, *Minimum Service in Grade for Non-Disability (Voluntary) Retirement in the Grades of W-3 through W-5 and E-7 through E-9* and SECDEF memorandum, dated 5 June 2003, *Delegation of Authority Pertaining to the Retirement of Officers Under Title 10 United States Code, Section 1370*, and as granted to the Secretary of the Air Force in 10 U.S.C. §1370, except for the authority to forward and act on approved waiver of the three-year minimum service requirement in a grade above major that require Presidential approval under 10 U.S.C. §1370(a)(2)(D), and to forward a request for reduction involving a general officer to the Under Secretary or Principal Deputy Under Secretary of Defense for Personnel and Readiness.

A1.134. Authority relating to survivor annuity programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1332.27, *Survivor Annuity Programs for the Uniformed Services*.

A1.135. Authority relating to the review of discharges and the provision for public access to DRB decisional documents as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.28, *Discharge Review Board (DRB) Procedures and Standards*.

A1.136. Authority relating to eligibility of personnel for separation pay as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.29, *Involuntary Separation Pay (Non-Disability)*, except for the Secretary of the Air Force's discretionary denial of separation pay, severance pay, or readjustment pay.

A1.137. Authority relating to separation of commissioned officers as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.30, *Separation of Regular and Reserve Commissioned Officers*, except for the authority to approve or disapprove a general officer's resignation, discharge, separation or release from active duty.

A1.138. Authority relating to selective early retirement of officers on the active duty list and selective early retirement or removal of officers from the reserve active status list as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.32, *Selective Early Retirement or Removal of Officers on the Active Duty List, the Warrant Officer Active Duty List, or the Reserve Active Status List*, except for the authority to convene selective early retirement or early removal selection boards, appoint board members, issue written instructions to board members, approve administrative briefings provided to board members, and approve the board results.

A1.139. Authority relating to transition assistance for military as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.35, *Transition Assistance Program (TAP) for Military Personnel*.

A1.140. Authority relating to programs encouraging public and community service employment as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.37, *Program to Encourage Public and Community Service Employment*.

A1.141. Authority relating to the administration of Discharge Review Boards and for correcting any military record of the Military Department as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1332.41, *Boards for Correction of Military Records (BCMRs) and Discharge Review Boards (DRBs)*, and as granted to the Secretary of the Air Force in 10 U.S.C 1552, subject to the sub-paragraphs that follow:

A1.141.1. The following authorities delegated to SAF/MR under DoDD 1332.41 and 10 U.S.C. §1552 may not be further re-delegated:

A1.141.1.1. The authority to grant an application submitted under DoDD 1332.41 and 10 U.S.C. §1552 asking the Secretary, acting through a board of civilians, for correction of a military record when denial has been recommended by a unanimous vote of a panel of the Board for Correction of Military Records; and

A1.141.1.2. The authority to deny an application for correction of military records when correction has been recommended by unanimous vote of a panel of the board for Correction of Military Records.

A1.141.2. The following authorities are not hereby delegated to SAF/MR:

A1.141.2.1. The authority to grant or deny any application submitted pursuant to DoDD 1332.41 and 10 U.S.C. §1552 asking the Secretary, acting through a board of civilians, to correct military records(s) relating to or affecting a security clearance or access to classified materials.

A1.141.2.2. The authority to grant or deny any application or group or category of applications submitted pursuant to DoDD 1332.41 and 10 U.S.C. §1552 asking the Secretary, acting through a board of civilians, for correction of military records(s) with respect to which the Secretary of the Air Force has reserved final decision authority.

A1.142. Authority relating to administering the Survivor Benefit Program and Reserve Component Survivor Benefit Plan, and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.42, *Survivor Annuity Program Administration*.

A1.143. Authority relating to the Voluntary Separation Pay (VSP) Program and requests for waiver of repayment of voluntary separation pay for members who receive Veterans Administration disability compensation as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.43, *Voluntary Separation Pay (VSP) Program for Service Members*, the Under Secretary of Defense for Personnel and Readiness memorandum, *Implementation of the Fiscal Year (FY) 2007 National Defense Authorization Act (NDAA) Expanded Voluntary Separation Payments (VSP) for Members of the Armed Forces*, January 8, 2007, and 10 U.S.C. §1175a.

A1.144. Authority relating to officer retirements as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1332.44, *Officer Voluntary Retirement Incentive (VRI) Program*.

A1.145. Authority relating to wearing of the uniform as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1334.01, *Wearing of the Uniform*.

A1.146. Authority relating to frocking of commissioned officers as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1334.02, *Frocking of Commissioned Officers*.

A1.147. Authority relating to certifying release from active duty as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1336.01, *Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)*.

A1.148. Authority relating to military personnel records as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1336.05, *Automated Extract of Active Duty Military Personnel Records*.

A1.149. Authority relating to Personnel Tempo (PERSTEMPO) events as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1336.07, *Reporting of Personnel Tempo (PERSTEMPO) Events*.

A1.150. Authority relating to military human resource information, data, and records as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1336.08, *Military Human Resource Records Life Cycle Management*.

A1.151. Authority relating to the clothing allowance as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1338.05, *Armed Forces Clothing Monetary Allowance Policy*.

A1.152. Authority relating to the DoD Food Service Program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1338.10, *Department of Defense Food Service Program (DFSP)*.

A1.153. Authority relating to clothing monetary allowances as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1338.18, *Armed Forces Clothing Monetary Allowance Procedures*.

A1.154. Authority relating to hostile fire pay and imminent danger pay as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1340.09, *Hostile Fire Pay and Imminent Danger Pay*.

A1.155. Authority relating to the waiver of debts from erroneous payment of pay and allowances as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1340.22, *Waiver of Debts Resulting from Erroneous Payments of Pay and Allowances*.

A1.156. Authority relating to oversight of Family Separation Allowance (FSA) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1340.24, *Family Separation Allowance (FSA)*; except that SAF/FM will serve as an Office of Coordinating Responsibility (OCR) for and execute prescribed FSA policy.

A1.157. Authority relating to implementing DoD policy on designating areas in which service members are eligible for the Combat Zone Tax Exclusion (CZTE) as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1340.25, *Combat Zone Tax Exclusion (CZTE)*.

A1.158. Authority relating to assignment and incentive pay as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1340.26, *Assignment Incentive Pay (AIP)*.

A1.159. Authority relating to implementing and distributing Foreign Language Proficiency Bonus (FLPB) and Senior Reserve Officers' Training Corps (SROTC) Skill Proficiency Bonus (SPB) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1340.27, *Military Foreign Language Skill Proficiency Bonuses*.

A1.160. Authority relating to the Defense Enrollment Eligibility Reporting System (DEERS) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1341.02, *Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures*.

A1.161. Authority relating to the Veterans Employment Assistance Program (VEAP) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1341.06, *Veterans Employment Assistance Program (VEAP)*.

A1.162. Authority relating to adoption reimbursement policy as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1341.09, *DoD Adoption Reimbursement Policy*.

A1.163. Authority relating to the Family Subsistence Supplemental Allowance (FSSA) program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1341.11, *Family Subsistence Supplemental Allowance (FSSA) Program*.

A1.164. Authority relating to establishing procedures to inform catastrophically wounded, ill or injured service members (or their guardians) of their eligibility for special compensation and ensuring periodic recertification as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1341.12, *Special Compensation for Assistance with Activities of Daily Living (SCAADL) Program*.

A1.165. Authority relating to administering the Post-9/11 GI Bill and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1341.13, *Post-9/11 GI Bill*.

A1.166. Authority relating to Servicemember's Group Life Insurance (SGLI) On-Line Enrollment System (SOES) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1341.14, *Servicemembers' Group Life Insurance (SGLI) On-Line Enrollment System (SOES)*.

A1.167. Authority relating to establishing, supporting and responding to Installation Advisory Committees as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.15, *Educational Advisory Committees and Councils*.

A1.168. Authority relating to financial assistance to local educational agencies as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.18, *Financial Assistance to Local Educational Agencies (LEAs)*.

A1.169. Authority relating to family care plans as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.19, *Family Care Plans*.

A1.170. Authority relating to supporting DoD educational activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1342.20, *Department of Defense Education Activity (DoDEA)*.

A1.171. Authority relating to implementing DoD policy on military family readiness as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.22, *Military Family Readiness*.

A1.172. Authority relating to compensation for abused dependents as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.24, *Transitional Compensation for Abused Dependents*.

A1.173. Authority relating to elected school boards for DoD schools as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.25, *School Board for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)*.

A1.174. Authority relating to ensuring compliance with DoD policy and guidance on eligibility requirements for minor dependents to attend DoD DDESS as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1342.26, *Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)*.

A1.175. Authority relating to implementing the DoD Yellow Ribbon Reintegration Program and related activities as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1342.28, *DoD Yellow Ribbon Reintegration Program (YRRP)*.

A1.176. Authority relating to the Interstate Compact on Educational Opportunity for Military Children as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1342.29, *Interstate Compact on Educational Opportunity for Military Children*.

A1.177. Authority relating to commercial solicitations on DoD installations as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1344.07, *Personal Commercial Solicitation on DoD Installations*.

A1.178. Authority relating to the reimbursement of interment allowances, and review and reporting of the same as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1344.08, *Interment Allowance for Deceased Military Personnel*.

A1.179. Authority relating to indebtedness of military personnel as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1344.09, *Indebtedness of Military Personnel*.

A1.180. Authority relating to awarding medals, trophies, badges and similar honors in recognition of accomplishments as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1348.19, *Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments*.

A1.181. Authority relating to regulating military service awards within the Air Force consistent with applicable statutes, Executive orders, and DoD policies as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1348.33, *DoD Military Decorations and Awards Program*.

A1.182. Authority relating to presidential recognition upon retirement from military service as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1348.34, *Presidential Recognition on Retirement from Military Service*.

A1.183. Authority relating to the wear of the OSD Badge as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1348.35, *OSD Identification Badge Program*.

A1.184. Authority relating to the wear of the Gold Star Lapel Button, display of the Service Flag, and wear of the Service Lapel Button as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1348.36, *Gold Star Lapel Button, Service Flag, and Service Lapel Button*.

A1.185. Authority relating to the military equal opportunity program as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1350.2, *Department of Defense Military Equal Opportunity (MEO) Program*.

A1.186. Authority relating to affirmative action planning and processes as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1350.3, *Affirmative Action Planning and Assessment Process*.

A1.187. Authority relating to the management and mobilization of regular and reserve retired military members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1352.01, *Management of Regular and Reserve Retired Military Members*.

A1.188. Authority relating to implementing and otherwise ensuring compliance with the DoD policies pertaining to the stability of civilian employment as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1400.20, *DoD Program for Stability of Civilian Employment*.

A1.189. Authority relating to the civilian mobility program as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1400.24, *Civilian Mobility Program*.

A1.190. Authority relating to civilian personnel management as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1400.25, *DoD Civilian Personnel Management System* and Department of Defense Instruction 1400.25, *DoD Civilian Personnel Management System*, to include:

A1.190.1. DoDI 1400.25, Volume 100, *DoD Civilian Personnel Management System: General Provisions*.

A1.190.2. DoDI 1400.25, Volume 250, *DoD Civilian Personnel Management System: Civilian Strategic Human Capital Planning*.

A1.190.3. DoDI 1400.25, Volume 251, *DoD Civilian Personnel Management System: Relationships with Non-Labor Organizations Representing Federal Employees and Other Organizations*.

A1.190.4. DoDI 1400.25, Volume 300, *DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense*.

A1.190.5. DoDI 1400.25, Volume 315, *DoD Civilian Personnel Management System: Employment of Spouses of Active Duty Military*.

A1.190.6. DoDI 1400.25, Volume 330, *DoD Civilian Personnel Management System: Reemployment Priority List (RPL)*.

A1.190.7. DoDI 1400.25, Volume 331, *DoD Civilian Personnel Management System: Civilian Air Traffic Controller (ATCs)*.

A1.190.8. DoDI 1400.25, Volume 336, *DoD Civilian Personnel Management System: Civilian Firefighters and Law Enforcement Officers*, including the authority to grant exceptions to the maximum entry age.

A1.190.9. DoDI 1400.25, Volume 340, *DoD Civilian Personnel Management System: Other Than Full-Time Employment*.

A1.190.10. DoDI 1400.25, Volume 351, *DoD Civilian Personnel Management System: Coordination and Clearance Requirements for Personnel Reductions, Closure of Installations and Reduction of Contract Operations in the United States*.

A1.190.11. DoDI 1400.25, Volume 410, *DoD Civilian Personnel Management System: Training, Education and Professional Development*, except for the authority to approve training, education and professional development activities for Presidential appointees, which resides with the Secretary of Defense. This authority may not be redelegated.

A1.190.12. DoDI 1400.25, Volume 430, *DoD Civilian Personnel Management System: Performance Management*.

A1.190.13. DoDI 1400.25, Volume 431, *DoD Civilian Personnel Management System: Performance Management and Appraisal Program*.

A1.190.14. DoDI 1400.25, Volume 451, *DoD Civilian Personnel Management System: Awards*.

A1.190.15. DoDI 1400.25, Volume 511, *DoD Civilian Personnel Management System: Classification Program*.

A1.190.16. DoDI 1400.25, Volume 530, *DoD Civilian Personnel Management System: Pay Rates and Systems (General)*.

A1.190.17. DoDI 1400.25, Volume 531, *DoD Civilian Personnel Management System: Pay Under the General Schedule*.

A1.190.18. DoDI 1400.25, Volume 536, *DoD Civilian Personnel Management System: Grade and Pay Retention*.

A1.190.19. DoDI 1400, Volume 540, *DoD Civilian Personnel Management System: Pay Pursuant to Title 38 – Additional Pay For Certain Healthcare Professionals*.

A1.190.20. DoDI 1400.25, Volume 541, *DoD Civilian Personnel Management System: Pay Pursuant to Title 38—Special Rules For Nurses Under the Baylor Plan*.

A1.190.21. DoDI 1400.25, Volume 542, *DoD Civilian Personnel Management System: On-Call for Healthcare Personnel*.

A1.190.22. DoDI 1400.25, Volume 543, *DoD Civilian Personnel Management System: Pay Plan For DoD Civilian Physicians and Dentists Covered By The General Schedule*.

A1.190.23. DoDI 1400.25, Volume 550, *DoD Civilian Personnel Management System: Pay Administration (General)*.

- A1.190.24. DoDI 1400.25, Volume 575, *DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials* and Memorandum issued by Under Secretary of Defense (Personnel and Readiness) “Implementation of Recruitment, Relocation, and Retention Incentives,” dated Sep 21, 2006.
- A1.190.25. DoDI 1400.25, Volume 591, *DoD Civilian Personnel Management System: Uniform Allowance Rates For DoD Civilian Employees.*
- A1.190.26. DoDI 1400.25, Volume 610, *DoD Civilian Personnel Management System: Hours of Duty.*
- A1.190.27. DoDI 1400.25, Volume 630, *DoD Civilian Personnel Management System: Leave.*
- A1.190.28. DoDI 1400.25, Volume 631, *DoD Civilian Personnel Management System: Credit For Prior Non-Federal Work Experience And Certain Military Service For Determining Leave Accrual Date.*
- A1.190.29. DoDI 1400.25, Volume 711, *DoD Civilian Personnel Management System: Labor Management Relations.*
- A1.190.30. DoDI 1400.25, Volume 731, *DoD Civilian Personnel Management System: Suitability And Fitness Adjudication For Civilian Employees.*
- A1.190.31. DoDI 1400.25, Volume 771, *DoD Civilian Personnel Management System: Administrative Grievance System.*
- A1.190.32. DoDI 1400.25, Volume 805, *DoD Civilian Personnel Management System: Special Retirement And Survivor Benefits For Judges Of The United States Court Of Appeals For The Armed Forces.*
- A1.190.33. DoDI 1400.25, Volume 810, *DoD Civilian Personnel Management System: Injury Compensation.*
- A1.190.34. DoDI 1400.25, Volume 830, *DoD Civilian Personnel Management System: Civil Service Retirement System (CSRS).*
- A1.190.35. DoDI 1400.25, Volume 840, *DoD Civilian Personnel Management System: Federal Employees Retirement System (FERS).*
- A1.190.36. DoDI 1400.25, Volume 850, *DoD Civilian Personnel Management System: Unemployment Compensation (UC).*
- A1.190.37. DoDI 1400.25, Volume 870, *DoD Civilian Personnel Management System: Federal Employees Group Life Insurance (FEGLI).*
- A1.190.38. DoDI 1400.25, Volume 890, *DoD Civilian Personnel Management System: Federal Employees Health Benefits (FEHB).*
- A1.190.39. DoDI 1400.25, Volume 922, *DoD Civilian Personnel Management System: Employment of Highly Qualified Experts (HQES).*
- A1.190.40. DoDI 1400.25, Volume 1100, *DoD Civilian Personnel Management System: Civilian Human Resources Management Information Technology Portfolio.*

- A1.190.41. DoDI 1400.25, Volume 1230, *DoD Civilian Personnel Management System: Employment In Foreign Areas And Employee Return Rights.*
- A1.190.42. DoDI 1400.25, Volume 1231, *DoD Civilian Personnel Management System: Employment of Foreign Nationals.*
- A1.190.43. DoDI 1400.25, Volume 1232, *DoD Civilian Personnel Management System: Employment of Family Members In Foreign Areas.*
- A1.190.44. DoDI 1400.25, Volume 1250, *DoD Civilian Personnel Management System: Overseas Allowances And Differentials.*
- A1.190.45. DoDI 1400.25, Volume 1251, *DoD Civilian Personnel Management System: Compensation Of Foreign Nationals.*
- A1.190.46. DoDI 1400.25, Volume 1260, *DoD Civilian Personnel Management System: Home Leave.*
- A1.190.47. DoDI 1400.25, Volume 1261, *DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas.*
- A1.190.48. DoDI 1400.25, Volume 1401, *DoD Civilian Personnel Management System: General Information Concerning Nonappropriated Fund (NAF) Personnel Policy.*
- A1.190.49. DoDI 1400.25, Volume 1403, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Employment.*
- A1.190.50. DoDI 1400.25, Volume 1404, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Performance Management Program.*
- A1.190.51. DoDI 1400.25, Volume 1405, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Pay, Awards, And Allowances.*
- A1.190.52. DoDI 1400.25, Volume 1406, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Attendance And Leave.*
- A1.190.53. DoDI 1400.25, Volume 1407, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Classification.*
- A1.190.54. DoDI 1400.25, Volume 1408, *DoD Civilian Personnel Management System: Insurance And Annuities For Nonappropriated Fund (NAF) Employees.*
- A1.190.55. DoDI 1400.25, Volume 1412, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Overseas Allowances And Differentials, And Employment In Foreign Areas.*
- A1.190.56. DoDI 1400.25, Volume 1417, *DoD Civilian Personnel Management System: Civilian Transition Program (CTP) For Nonappropriated Fund (NAF) Employees Affected By Workforce Reductions.*
- A1.190.57. DoDI 1400.25, Volume 1471, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Labor-Management and Employee Relations.*
- A1.190.58. DoDI 1400.25, Volume 1614, *DoD Civilian Personnel Management System: Investigation Of Equal Employment Opportunity (EEO) Complaints.*

- A1.190.59. DoDI 1400.25, Volume 1700, *DoD Civilian Personnel Management System: Civilian Assistance And Reemployment (CARE) Program.*
- A1.190.60. DoDI 1400.25, Volume 1702, *DoD Civilian Personnel Management System: Voluntary Separation Programs.*
- A1.190.61. DoDI 1400.25, Volume 1703, *DoD Civilian Personnel Management System: Retraining And Outplacement Assistance.*
- A1.190.62. DoDI 1400.25, Volume 1704, *DoD Civilian Personnel Management System: Post Separation Entitlement And Benefit Authority.*
- A1.190.63. DoDI 1400.25, Volume 1705, *DoD Civilian Personnel Management System: Operational Continuity During Closure.*
- A1.190.64. DoDI 1400.25, Volume 1800, *DoD Civilian Personnel Management System: DoD Priority Placement Program (PPP).*
- A1.190.65. DoDI 1400.25, Volume 2001, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System: (DCIPS) – Introduction.*
- A1.190.66. DoDI 1400.25, Volume 2004, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Adjustment In Force.*
- A1.190.67. DoDI 1400.25, Volume 2005, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment And Placement.*
- A1.190.68. DoDI 1400.15, Volume 2006, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Compensation Administration.*
- A1.190.69. DoDI 1400.25, Volume 2007, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure.*
- A1.190.70. DoDI 1400.25, Volume 2008, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Awards And Recognition.*
- A1.190.71. DoDI 1400, Volume 2009, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse Action Procedures.*
- A1.190.72. DoDI 1400.25, Volume 2010, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Professional Development.*
- A1.190.73. DoDI 1400.25, Volume 2011, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management.*
- A1.190.74. DoDI 1400.25, Volume 2012, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Compensation.*
- A1.190.75. DoDI 1400.25, Volume 2013, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Program Evaluation.*
- A1.190.76. DoDI 1400.25, Volume 2014, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employee Grievance Procedures.*
- A1.190.77. DoDI 1400.25, Volume 2015, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Special Categories Of Personnel.*

A1.190.78. DoDI 1400.25, Volume 2016, *DoD Civilian Personnel Management System: Administration Of Foreign Language Pay For Defense Civilian Intelligence Personnel System (DCIPS) Employees*.

A1.191. Authority relating to civilian contingency and emergency planning and execution as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1400.31, *DoD Civilian Work Force Contingency and Emergency Planning and Execution*.

A1.192. Authority relating to civilian contingency and emergency planning as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1400.32, *DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures*.

A1.193. Authority relating to the defense civilian intelligence personnel system as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1400.35, *Defense Civilian Intelligence Personnel System (DCIPS)*, except for the authority relating to the termination of employment of any employee in a Defense Intelligence Position, which may not be re-delegated per 10 U.S.C. 1609(e).

A1.194. Authority relating to ensuring timely coordination and consultation on demonstration project initiatives and evaluation as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 1400.37, *Science and Technology Reinvention Laboratory (STRL) Personnel Demonstration Projects*.

A1.195. Authority relating to DoD policy for civilian personnel as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1400.5, *DoD Policy for Civilian Personnel*.

A1.196. Authority relating to administering whistleblower protection programs for non-appropriated fund instrumentality (NAFI) employees, former employees, or applicants as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1401.03, *DoD Nonappropriated Fund Instrumentality (NAFI) Employee Whistleblower Protection*.

A1.197. Authority relating to employment of retired members as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1402.01, *Employment of Retired Members of the Armed Forces*.

A1.198. Authority relating to background checks on individuals in childcare services as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1402.05, *Background Checks on Individuals in Child Care Services Programs*.

A1.199. Authority relating to compliance with DoD policy and procedures relating to civilian faculty positions in Air Force post-secondary educational institutions as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1402.06, *Civilian Faculty Positions in Department of Defense (DoD) Post-Secondary Educational Institutions*.

A1.200. Authority relating to the career lifecycle management of SES leaders as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1403.03, *The Career Lifecycle Management of the Senior Executive Service Leaders within the Department of Defense*.

A1.201. Authority relating to Senior Executive Services (SES) members and equivalents as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1403.1, *The Senior Executive Service and Equivalent-Level Positions and Personnel*.

A1.202. Authority relating to reducing the SES force as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1403.2, *Reduction in Force in the Senior Executive Service (SES)*.

A1.203. Authority relating to subsistence pay as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1418.05, *Basic Allowance for Subsistence (BAS) Policy*.

A1.204. Authority relating to civilian career management as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1430.02, *Civilian Career Management*.

A1.205. Authority relating to civilian leader development as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1430.16, *Growing Civilian Leaders*.

A1.206. Authority relating to workplace violence prevention and response as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1438.06, *DoD Workplace Violence Prevention and Response Policy*.

A1.207. Authority relating to civilian equal employment opportunity programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 1440.1, *The DoD Civilian Equal Employment Opportunity (EEO) Program*.

A1.208. Authority relating to automated civilian personnel records as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1444.02, *Data Submission Requirements for DoD Civilian Personnel, Volumes 1 Through 4*.

A1.209. Authority relating to the designation of the U.S. representative to the Committee on Women in the NATO Forces as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 2000.17, *United States Policy on the Committee on Women in the North Atlantic Treaty Organization (NATO) Forces*.

A1.210. Authority relating to the DoD SFOVP-related responsibilities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction O-2000.27, *DoD Senior Foreign Official Visit Program (SFOVP)(FOUO)*.

A1.211. Authority relating to United Nations (UN) mission support as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 2065.01E, *DoD Personnel Support to the United Nations Missions*.

A1.212. Authority relating to ensuring compliance with DoD policies and requirements on Combating Trafficking in Persons (CTIP), and serving as the CTIP OPR as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 2200.01, *Combating Trafficking In Persons (CTIP)*.

A1.213. Authority relating to missing persons as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 2310.05, *Accounting for Missing Persons – Boards of Inquiry*.

A1.214. Authority relating to losses due to hostile acts, including acting as the OPR for coordinating all personnel accounting matters as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 2310.07E, *Past Conflict Personnel Accounting Policy*.

A1.215. Authority relating to accounting for DoD-affiliated personnel following a disaster as delegated to the Secretary of the Air Force pursuant to the Department of Defense Instruction 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*.

A1.216. Authority relating to the evacuation of US citizens and designated aliens from threatened areas abroad as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 3025.14, *Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad*.

A1.217. Authority relating to the use of the National Guard for Defense Support of Civil Authorities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3025.22, *The Use of the National Guard for Defense Support of Civil Authorities*.

A1.218. Authority relating to public health and medical services in support of Civil Authorities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3025.24, *DoD Public Health And Medical Services In Support Of Civil Authorities*.

A1.219. Authority relating to the development and management of space professionals as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 3100.16, *DoD Management of Space Professional Development*, except those authorities that are assigned to the DoD Executive Agent for Space, or the Secretary of the Air Force acting in that capacity, which are not hereby delegated.

A1.220. Authority relating to National Defense Science and Engineering Graduate Fellowships as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3218.02, *National Defense Science and Engineering Graduate (NDSEG) Fellowships*.

A1.221. Authority relating to cultivation of the Defense Intelligence foreign language and regional and culture capabilities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3300.07, *Defense Intelligence Foreign Language And Regional And Culture Capabilities*.

A1.222. Authority relating to the National Intelligence University (NIU) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3305.01, *National Intelligence University (NIU)*.

A1.223. Authority relating to SOF foreign language requirements and skills as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3305.06, *Special Operations Forces (SOF) Foreign Language Policy*.

A1.224. Authority relating to restrictions on the sale or rental of sexually explicit materials on DoD property and recommending representatives to the Resale Activities Board of Review as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 4105.70, *Prohibition of the Sale or Rental of Sexually Explicit Material on DoD Property*.

A1.225. Authority relating to National Guard and Reserve Equipment Account (NGREA) report as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 4140.58, *National Guard and Reserve Equipment Report (NGRER)*.

A1.226. Authority relating to Federal Executive Boards, to include assigning an Air Force National Capital Region representative for FEB activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5030.54, *Federal Executive Boards*.

A1.227. Authority relating to developing consumer affairs programs, addressing consumer concerns, and designating a consumer affairs representative as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5030.56, *DoD Consumer Affairs Program*.

A1.228. Authority relating to the Combined Federal Campaign (CFC) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5035.01, *Combined Federal Campaign (CFC) Fund-Raising Within the DoD*.

A1.229. Authority relating to the Combined Federal Campaign - Overseas (CFC-O) as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5035.05, *DoD Combined Federal Campaign - Overseas (CFC-O)*.

A1.230. Authority relating to major DoD headquarters and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5100.73, *Major DoD Headquarters Activities*.

A1.231. Authority relating to the assignment of military personnel to the DoD Human Resources Activity (DoDHRA) as delegated to the Secretary of the Air Force pursuant to the Department of Defense Directive 5100.87, *Department of Defense Human Resources Activity (DoDHRA)*.

A1.232. Authority relating to the Defense Commissary Agency (DeCA) and the DeCA Board of Directors as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5105.55, *Defense Commissary Agency (DeCA)*.

A1.233. Authority relating to exercising authority, direction and control over the NGB on matters pertaining to the SECAF's responsibilities in law and DoD policy and ensuring consideration of NGB and National Guard requirements during the DoD PPBE process deliberations and budget execution as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5105.77, *National Guard Bureau (NGB)*.

A1.234. Authority relating to Air Force responsibilities for the National Guard Joint Force Headquarters – State (NG JFHQ-State), to include serving as the approval authority for ANG manpower adjustments in the joint staff elements of the NG JFHQs-State as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5105.83, *National Guard Joint Force Headquarters-State (NG JFHQs-State)*.

A1.235. Authority relating to supporting and coordinating with the DPMO as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5110.10, *Defense POW/MIA Accounting Agency (DPAA)*.

A1.236. Authority relating to state partnerships as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5111.20, *State Partnership Program (SPP)*.

A1.237. Authority and responsibilities related to the Armed Forces Chaplains Board as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5120.08, *Armed Forces Chaplains Board*.

A1.238. Authority relating to wage fixing for appropriated and non-appropriated fund employees as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5120.39 *DoD Wage Fixing Authority – Appropriated Fund and Nonappropriated Fund Compensation Programs*.

A1.239. Authority relating to commercial travel management as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5154.31, Volumes 5 & 6, *Commercial Travel Management*:

A1.239.1. DoDI 5154.31 Vol 5: *The Per Diem, Travel and Transportation Allowance Committee (PDTATAC)*.

A1.239.2. DoDI 5154.31 Vol 6, *Uniformed Services Housing and Station Allowances*.

A1.240. Authority relating to determining which personnel are covered by Social Security and what amounts of their remuneration are subject to the withholding of Social Security tax, as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5160.24, *Delegation of Powers to the Secretaries of the Military Departments to Make Determinations Under the Social Security Act and Federal Insurance Contributions Act*.

A1.241. Authority relating to serving as the DoD Executive Agent (EA) for the Defense Language Institute English Language Center (DLIELC), designating a qualified Air Force Senior Language Authority (SLA), developing a language program, and otherwise implementing DoD policy on language programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*.

A1.242. Authority relating to DoD language and regional proficiency capabilities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5160.70, *Management of the Defense Language, Regional Expertise, and Culture (LREC) Program*.

A1.243. Authority relating to DoD language testing activities as delegated to the Secretary of the Air Force, and responsibility for performing DLIELC-related activities as delegated to Secretary of the Air Force in his/her capacity as the DoD Executive Agent for the DLIELC pursuant to Department of Defense Instruction 5160.71, *DoD Language Testing Program*.

A1.244. Authority relating to addressing discrimination in federally assisted programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5500.11, *Nondiscrimination in Federally Assisted Programs*.

A1.245. Authority relating to naturalization of aliens serving in the armed forces and other identified persons as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5500.14, *Naturalization of Aliens Serving in the Armed Forces of the United States and of Alien Spouses and/or Alien Adopted Children of Military and Civilian Personnel Ordered Overseas*.

A1.246. Authority relating to the Unified Legislation and Budgeting Process as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 5500.20, *Unified Legislation and Budgeting (ULB) Process*.

A1.247. Authority relating to the reporting process for military educational institutions seeking to establish, modify, or redesignate degrees as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5545.04, *Policy on the Congressional Reporting*

Process for Military Educational Institutions Seeking to Establish, Modify, or Redesignate Degrees.

A1.248. Authority relating to policies and procedures for medical manpower and personnel programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*.

A1.249. Authority relating to developing Air Forces policies and guidance for the provision and coordination of complex care and related activities as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6010.24, *Interagency Complex Care Coordination*.

A1.250. Authority relating to the Physical Disability Board of Review as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6040.44, *Physical Disability Board of Review (PDBR)*. The authority delegated to the Secretary of the Air Force in Enclosure 3, paragraph 6, of DoDI 6040.44 to correct military records shall not be re-delegated below the Director, Air Force Review Boards Agency.

A1.251. Authority relating to the completion of the Separation History Physical Exam as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6040.46, *The Separation History and Physical Examination (SHPE) For The DoD Separation Health Assessment (SHA) Program*.

A1.252. Authority relating to the Joint Trauma System as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6040.47, *Joint Trauma System (JTS)*.

A1.253. Authority relating to child development programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6060.02, *Child Development Programs (CDPs)*.

A1.254. Authority relating to the operation of Youth Programs as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6060.4, *Department of Defense (DoD) Youth Programs (YPs)*.

A1.255. Authority relating to counseling services for DoD military, guard, reserve, their families, and other qualified personnel as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 6490.06, *Counseling Services for DoD Military, Guard and Reserve, Certain Affiliated Personnel, and Their Family Members*.

A1.256. Authority relating to commissary surcharge, nonappropriated fund (NAF) and privately financed construction projects as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 7700.20, *Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Policy*.

A1.257. Authority relating to recurring reporting as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 7730.18, *Recurring Reports of Civilian Employment and Payrolls*.

A1.258. Authority relating to the maintenance and reporting of reserve personnel data and the Reserve Components Common Personnel Data System as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 7730.54, *Reserve Components Common Personnel Data System (RCCPDS)*.

A1.259. Authority relating to manpower authorizations, programmed manpower structure, and unit data as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 7730.64, *Automated Extracts of Manpower and Unit Organizational Element Files*.

A1.260. Authority relating to aviator incentive pays and bonuses as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 7730.67, *Aviator Incentive Pays and Bonus Program*.

A1.261. Authority relating to protection of whistleblowers as delegated to the Secretary of the Air Force pursuant to DTM 13-008, *DoD Implementation of Presidential Policy Directive 19*.

A1.262. Authority relating to retention of service members through the use of career flexibility programs as delegated to the Secretary of the Air Force pursuant to DTM 15-005, *Pilot Programs on Career Flexibility to Enhance Retention of Service Members*.

A1.263. Authority relating to Phased Retirement as delegated to the Secretary of the Air Force pursuant to DTM 16-004, *Phased Retirement*.

A1.264. Authority relating to Exchange online shopping access policy by military veterans as delegated to the Secretary of the Air Force pursuant to DTM 17-003, *Veterans Military Exchange Online Shopping Access Policy*.

A1.265. Authority relating to the DoD Expeditionary Civilian Workforce as delegated to the Secretary of the Air Force pursuant to DTM 17-004, *Department of Defense Expeditionary Civilian Workforce*.

A1.266. Authority relating to changes to the DoD Joint Officer Management Program as delegated to the Secretary of the Air Force pursuant to DTM 17-005, *“Implementation of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2017 Changes to the DoD Joint Officer Management (JOM) Program”*.

A1.267. Authority relating to the DoD Integrated Lodging Pilot Program (ILPP) as delegated to the Secretary of the Air Force pursuant to DTM 17-006, *The DoD Integrated Lodging Pilot Program (ILPP)*.

A1.268. Authority relating to expedited hiring of health care professionals as delegated to the Secretary of the Air Force pursuant to USD (P&R) Memorandum dated 14 Dec 15, *Extension of Expedited Hiring Authority for Shortage Category and/or Critical Need Health Care Occupations*, implementing 10 U.S.C. 1599c.

A1.269. Authority relating to expedited hiring authority for defense acquisition workforce positions as delegated to the Secretary of the Air Force pursuant to USD (P&R) and USD (AT&L) Memorandum dated 18 Dec 15, *Extension of Expedited Hiring Authority for Select Defense Acquisition Workforce Positions*, implementing 10 U.S.C. 1705(g).

A1.270. Authority relating to expedited hiring authority for certain DoD positions within the cyber security workforce as delegated to the Secretary of the Air Force pursuant to DCPAS Memo dated 17 Dec 15, *Extension of Schedule A Authority for Cyber Security Positions*.

A1.271. Authority relating to any direct hire authority assigned to the Secretary of the Air Force by Congress or as delegated to the Secretary of the Air Force by the Secretary of Defense or his/her delegatee, subject to the terms and conditions specified in the initial assignment of

authority and subsequent delegations. These direct hiring authorities include, but are not limited to:

A1.271.1. Authority relating to direct hire authority of post-secondary students and recent graduates into competitive service (GS-11 and below) for certain professional and administrative occupations as delegated to the Secretary of the Air Force pursuant to USD (P&R) Memorandum dated 6 February 2017, *Direct-Hire Authority for the Department of Defense for Post-Secondary Students and Recent Graduates*;

A1.272.1.1. Authority relating to direct hire authorities for select technical acquisition positions as delegated to the Secretary of the Air Force pursuant to USD (P&R) Memorandum, dated 5 December 2016, *Direct Hire Authorities for Select Technical Acquisition Positions*;

A1.271.1.2. Authority relating to direct hire authorities for select technical acquisition positions as assigned to the Secretary of the Air Force pursuant to section 1113 of the Fiscal Year 2016 National Defense Authorization Act; and

A1.271.1.3. Authority relating to temporary direct hire authority for domestic defense industrial base facilities and major range and test facilities base, as delegated to the Secretary of the Air Force pursuant to USD(P&R) Memorandum, dated 1 Jun 17, *Temporary Direct Hire Authority for Domestic Defense Industrial Base Facilities and Major Range and Test Facilities Base*.

A1.272. Authority to act for the "Secretary concerned" in matters under the Joint Travel Regulations (JTR) which are re-delegated to the Deputy Assistant Secretary, Force Management Integration, who is designated the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) Principal for the Air Force.

A1.273. Authority as given to the Secretary of the Air Force concerning retirements for length of service under 10 U.S.C. Chapter 867 and 10 USC Chapter 1223, except for the authority to approve or disapprove a general officer's application to retire, and to approve or disapprove an officer's application to retire while under a sentence of dismissal.

A1.274. Authority as given to the Secretary of the Air Force concerning retired grade under 10 U.S.C. Chapter 869 and 1225, except for the authority to approve the retired grade of a general officer.

A1.275. Authority delegated to the Secretary of the Air Force pursuant to Secretary of Defense Memorandum, *Partial Mobilization (World Trade Center and Pentagon Attacks)*, dated February 13, 2003 to:

A1.275.1. Order to active duty units and members not assigned to a unit organized to serve as a unit, of the Ready Reserve of the Air Force. Exercise of this authority will be coordinated with the Chairman of the Joint Chiefs of Staff or his/her designee prior to their announcement. Prior to executing the order to active duty of a specific unit, the appropriate state Governors and Congressional delegations, and the defense oversight committees of Congress, will be notified;

A1.275.2. Exercise, subject to such instructions as may be issued by the Secretary of Defense or his designee, the specified Presidential authorities under 10 U.S.C. §§123, 123a, 527, 12006, 12011, 12012, and 12305. Exercise of authority under this paragraph will be coordinated with the Under Secretary of Defense for Personnel and Readiness, or his designee prior to their announcement;

A1.275.3. Exercise any subsequent delegation to the Secretary of the Air Force by the Secretary of Defense of all or any part of the authority conveyed by Executive Orders 13223 and 12728.

This re-delegated authority may only be exercised by a civilian appointed to office by the President, by and with the advice and consent of the Senate.

A1.276. Authority relating to providing information to the Secretary of Labor pertaining to Civil Air Patrol (CAP) claims as granted to the Secretary of the Air Force pursuant to 5 U.S.C. §8141.

A1.277. Authority relating to the CAP Board of Governors as granted to the Secretary of the Air Force pursuant to 10 U.S.C. §9447.

A1.278. Authority to make a special finding that a member's services in the Ready Reserve are indispensable as granted to the Secretary of the Air Force pursuant to 10 U.S.C. §10145(d). This authority may not be re-delegated (1) to a civilian officer or employee of the military department concerned below the level of Assistant Secretary; or (2) to a member of the armed forces below the grade of lieutenant general with responsibility for Air Force military personnel policy. Any re-delegation of this authority will be in writing and specify execution oversight responsibilities and procedures.

A1.279. Authority relating to recommending to the Secretary of the Air Force to drop a Reserve officer from the rolls pursuant to 10 U.S.C. §12684.

A1.280. Authority relating to recommending the President drop officers from the rolls pursuant to 5 U.S.C. §8319 and 10 U.S.C. §1161(b).

A1.281. Authority to specify the maximum number of reserve component general officers authorized to serve on active duty for a period of not more than 365 days without counting against the Air Force authorized strength for general officers serving on active duty pursuant to 10 U.S.C. §526(c)(2). Exercise of this delegated authority is contingent upon establishing a process to oversee and approve the allocation and assignment of such officers as proposed by the heads of the Reserve components. The delegation of authority to specify the number of reserve component general officers under the subsection may not be re-delegated.

A1.282. Authority related to establishing and facilitating the operations of a non-profit corporation to support the athletic programs of the U.S. Air Force Academy as delegated to the Secretary of the Air Force pursuant to 10 U.S.C. §9362, *Support of Athletic Programs*.

A1.283. Authority relating to the remission of debts as delegated to the Secretary of the Air Force pursuant to 10 U.S.C. §9837 and DoD Financial Management Regulation (DoDFMR), Vol 16, Chapter 4, Paragraph 0405, *Remission of Indebtedness*.

A1.284. Authority relating to the repayment of the unearned portion of bonuses and other benefits delegated to the Secretary of the Air Force pursuant to 37 U.S.C. §303a, 37 U.S.C. §373(b) and DoDFMR, Volume 7A, Chapter 2, *Repayment of Unearned Portion of Bonuses and Other Benefits*.

A1.285. Authority relating to the determination of the highest grade satisfactorily held by an enlisted member as delegated to the Secretary of the Air Force pursuant to 10 U.S.C. §§1212, 1372, 8963, and 8964.

A1.286. Authority relating to the employment of reserve and retired members by foreign governments granted to the Secretary of the Air Force pursuant to 37 U.S.C. § 908 and DoD FMR, Volume 7B, Chapter 5, Section 0504, *Foreign Government Employment*.

A1.287. Authority to take final action on requests for waiver of repayment of voluntary separation pay for members who receive veteran's administration disability compensation as delegated to the Secretary of the Air Force pursuant to DoD FMR, Volume 7A, Chapter 35, Paragraph 350810, *Veterans Affairs Disability Compensation*.

A1.288. Authority relating to retention on the reserve active-status list of reserve officers in the grade of brigadier general, colonel, lieutenant colonel, or major who, as a condition of continued employment as a National Guard or Reserve technician is required by the Secretary of the Air Force to maintain membership in a Selected Reserve unit or organization and who would otherwise be removed from the Reserve Active Status List due to failure of selection for promotion for years of service, until the last day of the month in which the officer becomes 60 years of age as delegated to the Secretary of the Air Force pursuant to 10 U.S.C. §14702.

A1.289. Authority relating to Air National Guard (ANG) officers and Federal status as granted to the Secretary of the Air Force pursuant to 10 U.S.C. §10215.

A1.290. Authority relating to the Air Reserve Forces Policy Committee (ARFPC) as granted to the Secretary of the Air Force pursuant to 10 U.S.C. §10305.

A1.291. Authority relating to the Reserve Forces Policy Board as delegated to the Secretary of the Air Force pursuant to 10 U.S.C. §10301.

A1.292. Authority and responsibilities relating to Equal Employment Opportunity (EEO) program as assigned to the Air Force "agency" and including that assigned to the Secretary of the Air Force as the "head of the agency" and "agency head" pursuant to 29 CFR 1614.102.

A1.293. Authority relating to civilian employees' occupational health and medical services as delegated to the Secretary of the Air Force pursuant to the DoD Administrative Instruction 118, *Civilian Employees' Occupational Health and Medical Services Program*.

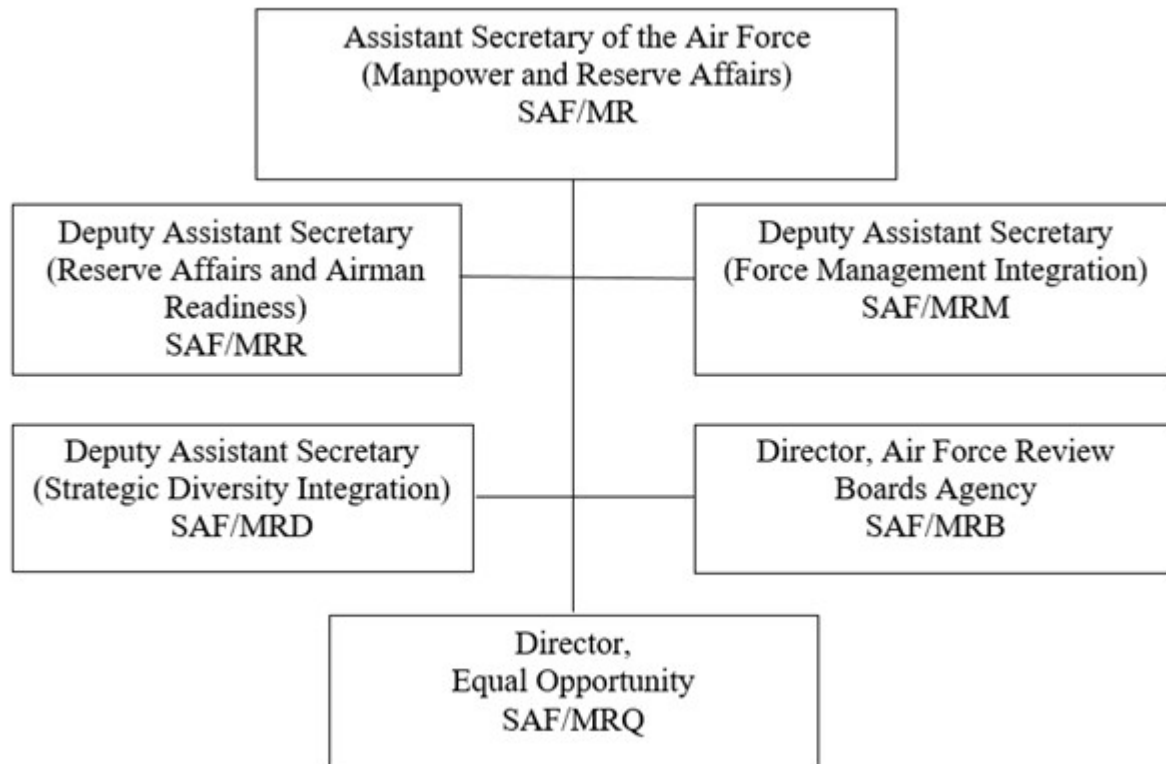
A1.294. Authorities and responsibilities relating to administration and implementation of the Blended Retirement System as delegated and assigned to the Secretary of the Air Force pursuant to Deputy Secretary of Defense Memorandum, *Implementation of the Blended Retirement System*, dated January 27, 2017, and its attachments.

A1.295. Authority relating to military bonuses, including all special and incentive pays, for active and reserve component members in accordance with title 37, U.S.C. Chapter 5. This includes, but is not limited to, any military bonuses or special and incentive pays specifically referenced in other Attachment 1 delegation paragraphs.

Attachment 2

ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS) (SAF/MR)

Figure A2.1. Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR).



A2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs is responsible for the overall supervision of all matters pertaining to Air Force manpower, military, and civilian personnel policy; reserve and auxiliary component affairs; Equal Opportunity; health program benefits and entitlements; medical readiness; United States Air Force Academy; family readiness; family advocacy; services; base exchanges and commissaries; morale, welfare, and recreation programs; line of duty determinations; strategic diversity integration for the Department of the Air Force; all matters pertaining to the formulation, review and execution of plans, policies, programs, and budgets relative to Reserve Affairs and Airman Readiness (MRR), Force Management Integration (MRM), Strategic Diversity Integration (MRD), Wounded Warrior and Yellow Ribbon Reintegration, and the Air Force Review Boards Agency.

A2.2. Three-letter subordinate offices include:

A2.2.1. Deputy Assistant Secretary for Reserve Affairs and Airman Readiness (SAF/MRR). SAF/MRR is responsible for matters pertaining to Air Reserve Component unique programs, Civil Air Patrol, Airman and Family Readiness, Force Support and Service Core functions,

Health Affairs, language and culture, Chaplain and veterans' programs and auxiliary programs, to include the National Science Foundation's Polar Programs.

A2.2.2. Deputy Assistant Secretary for Force Management Integration (SAF/MRM). SAF/MRM is responsible for matters pertaining to Air Force manpower, Military Personnel Appropriation and End Strength management, Military Force Management programs (accessions, education, training and development) and civilian personnel policy, compensation, and the United States Air Force Academy. In addition, SAF/MRM is responsible for the Human Resource Management Executive Secretariat.

A2.2.3. Deputy Assistant Secretary for Strategic Diversity Integration (SAF/MRD). SAF/MRD is responsible for matters pertaining to diversity and diversity management within the Air Force to include: strategic planning, program development and evaluation, resource planning and management, representation and liaison, and human resources management. Specific programs and policies include: Disability Program; Defense Advisory Committee on Women in the Service; Office of Diversity Management and Equal Opportunity; Military Leadership Diversity Commission; Air Force Diversity Committee and the Office of Diversity and Inclusion.

A2.2.4. Deputy Assistant Secretary for Equal Opportunity (SAF/MRQ). SAF/MRQ is responsible for matters pertaining to developing equal opportunity and human relations policy. Specific programs and policies include: military and civilian Equal Opportunity programs; Affirmative Employment and Special Emphasis Programs; policy only on Free Exercise of Religion in the Air Force, and Executive Agent for the Defense Equal Opportunity Management Institute.

A2.2.4. Director, Air Force Review Boards Agency (SAF/MRB). SAF/MRB is responsible for matters pertaining to providing various military and civilian appellate personnel processes on behalf of the Secretary of the Air Force. Decides individual cases and renders final decisions on behalf of the SecAF. Corrects errors or injustices in military and civilian records and ensures due process, equity and fair and impartial treatment for the total force. Serves as the highest administrative level of review of personnel actions taken by lower levels of the Air Force and operates 10 boards:

A2.2.4.1. Personnel Security Appeals Board

A2.2.4.2. Department of Defense Physical Disability Board of Review

A2.2.4.3. Air Force Board for Correction of Military Records

A2.2.4.4. Air Force Personnel Board

A2.2.4.5. Air Force Discharge Review Board

A2.2.4.6. Air Force Decorations Board

A2.2.4.7. Air Force Clemency and Parole Board

A2.2.4.8. Department of Defense Civilian/Military Service Review Board

A2.2.4.9. Air Force Civilian Appellate Review Office

A2.2.4.10. Air Force Remissions Board

Attachment 3**STANDARD OPERATING PROCEDURES FOR THE ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS) AND THE DEPUTY CHIEF OF STAFF, MANPOWER, PERSONNEL AND SERVICES****Figure A3.1. Standard Operating Procedures For The Assistant Secretary Of The Air Force (Manpower And Reserve Affairs) And The Deputy Chief Of Staff, Manpower, Personnel And Services.**

A3.1. These Standard Operating Procedures apply to individuals assigned to SAF/MR and AF/A1 who are responsible for developing policy, managing programs, and preparing guidance on approved policies and plans. These procedures are intended to facilitate staff actions and functions between SAF/MR and AF/A1 while increasing operating effectiveness and efficiency.

A3.1.1. Subject to the standard operating procedures that follow, a general description of the flow of work between SAF/MR and AF/A1 is:

A3.1.1.1. AF/A1 in collaboration with AF/RE and NGB/CF develops policies for Total Force Human Resource Management Domain and submits to SAF/MR for coordination and concurrence prior to Secretary of the Air Force approval and publication;

A3.1.2. AF/A1 in collaboration with AF/RE and NGB/CF, develops Air Force Instructions for Total Force Human Resource Management Domain and submits to SAF/MR for coordination and concurrence prior to A1 publication;

A3.1.3. AF/A1 develops strategic plans and submits them to SAF/MR for coordination and concurrence prior to A1 implementation;

A3.1.4. AF/A1 prepares formal responses and reports, and submits them to the SAF/MR for coordination prior to submittal to the Secretary of the Air Force, Office of the Secretary of Defense, Congress or organizations outside of the Air Force.

A3.1.5. AF/A1 executes approved policies and guidance, Air Force instructions, and strategic plans, providing additional guidance to the field as necessary; and,

A3.1.6. AF/A1 monitors the effectiveness of AF manpower, personnel, and services programs, and routinely updates SAF/MR.

Additionally, AF/A1 and SAF/MR will jointly establish performance measures or indicators that signal when conditions require the notification and involvement of SAF/MR to fulfill inherent policy oversight responsibilities.

3.2. AF/A1 Support of the Chief of Staff in his Role as a Member of the Joint Chiefs:

AF/A1 will act independently of SAF/MR when AF/A1 is providing support to the Air Force Chief of Staff or Vice Chief of Staff in their roles as members of the Joint Chiefs of Staff, including the Joint Requirements Oversight Council. To the extent not inconsistent with the direction of the Chief of Staff or the Vice Chief of Staff, AF/A1 will keep SAF/MR informed of significant matters in these areas.

A3.3. SAF/MR Responsibility to the Secretary of the Air Force: SAF/MR retains Secretarial oversight responsibility for all aspects of the Regular Air Force, Civilian Personnel, Reserve and Auxiliary Component Affairs concerning Manpower, Personnel, and Services activities.

A3.4. Conditions for AF/A1 to Exercise SAF/MR Re-Delegated Secretarial Authorities/Re-Assigned Secretarial Responsibilities. AF/A1 is authorized to exercise such re-delegated authorities and thereby act on the Secretary of the Air Force's or SAF/MR's behalf when such action:

A3.4.1. Implements or supports the Program Objective Memorandum and President's Budget;

A3.4.2. Implements an order or revised policy direction from the Secretary of the Air Force;

A3.4.3. Provides a clear, unambiguous, quantitative link to the Manpower, Personnel, and Services Strategic Plan, and/or aligns program resources with its goals and objectives;

A3.4.4. Has been delegated to AF/A1 to deal with specific manpower and personnel matters (i.e. speaking, making decisions, and acting on behalf of the Air Force);

A3.4.5. Excluding formal reports, provides data, analyses, information papers, etc., to Office of the Secretary of Defense or congressional staff in support of established policies, programs, requests for status updates, or other initiatives that have been vetted through the Air Force Corporate Structure, or other appropriate decision process; e.g. senior leader forum or fully coordinated staff package. AF/A1 will provide SAF/MR a copy of all materials submitted to Office of the Secretary of Defense or congressional staffs.

A3.5. Conditions Requiring SAF/MR Involvement. SAF/MR review and coordination is required prior to implementing any policy, plan, and program when one or more of the following situations or conditions apply:

A3.5.1 Involves a disagreement among the components of the Air Force Total Force on a policy over which SAF/MR has authority;

A3.5.2. Drives un-programmed or budgeted resource demands to the federal government that require AF Corporate Structure consideration and/or an annual reprogramming action at the AF Group or above;

A3.5.3. Involves a controversial issue that will cause, or is likely to cause, significant reactions among senior Administration officials, Members of Congress or key staff, the public, or the press;

A3.5.4. Drives broad cultural changes crossing many Air Force functions that will take concerted, coordinated action over several years to achieve;

A3.5.5. Involves an assessment of a program, falling within the portfolio of SAF/MR, that suggests a significant problem, or an out of tolerance condition in performance measurements or indicators established in policy directives and/or Air Force Instructions requiring Secretary of the Air Force, Office of the Secretary of Defense, or Congressional attention;

A3.5.6. An official report being submitted to Secretary of the Air Force, Office of the Secretary of Defense or Congress;

A3.5.7. Involves a change or perceived erosion of Air Force support for a key Secretary of the Air Force or Administration agenda item about which the Principal speaks; likewise for a senior Member of Congress or a member of a congressional committee with significant focus on national defense-related issues (such as Armed Services, Appropriations, Ways and Means, or Veterans Affairs).

A3.6. Conditions Requiring SAF/MR Approval of AF/A1 Actions. SAF/MR approval is required prior to implementing any policy, plan, program, practice or activity when one or more of the following situations or conditions apply:

A3.6.1. Involves process changes affecting the oversight roles or abilities of the Air Force Secretariat, Office of the Secretary of Defense, other (non-Air Force) Administration officials, or the Congress;

A3.6.2. Involves a Statute, Executive Order, Air Force or Department of Defense policy that requires Secretary of the Air Force review, coordination, and/or implementation. Air Force policy requires all Secretary of Defense Forms 106 to be signed by the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) for Department of Defense Issuances falling within his purview;

A3.6.3. Involves new policies or initiatives proposed by Office of the Secretary of Defense officials, congressional staff, or Air Force that would result in significant changes to Air Force personnel management practices or programs and their outcomes;

A3.6.4. Involves decisions relating to Assistant Secretary of the Air Force (Manpower and Reserve Affairs) operations, to include personnel assignments, Temporary Duty and supply resource, and contract or research support.

A3.7. Revisions to Standard Operating Procedures. These operating procedures may be reviewed and revised as deemed necessary by the Secretary of the Air Force. SAF/MR or AF/A1 may also initiate a revision in consultation with each office, respectively. Offices of Primary Responsibility must follow revision procedures as mandated in Headquarters Operating Instruction 90-1 *Delegating Statutory Authority or Assigning Responsibilities*.

SHON J. MANASCO
Assistant Secretary
(Manpower and Reserve Affairs)

BRIAN T. KELLY
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment 4

STANDARD OPERATING PROCEDURES FOR THE ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS) AND THE AIR FORCE SURGEON GENERAL**Figure A4.1. Standard Operating Procedures For The Assistant Secretary Of The Air Force (Manpower And Reserve Affairs) And The Air Force Surgeon General.**

A4.1. These Standard Operating Procedures apply to individuals assigned to SAF/MR and AF/SG who are responsible for developing policy, managing programs, and preparing guidance on approved policies and plans. These procedures are intended to facilitate routine staff actions and functions between SAF/MR and AF/SG while increasing operating effectiveness and efficiency.

A4.1.1. Subject to the Standard Operating Procedures that follow, a general description of the flow of work between SAF/MR and AF/SG is:

A4.1.1.1. AF/SG submits policies requiring Secretary of the Air Force approval to SAF/MR for coordination and concurrence;

A4.1.2. AF/SG develops Air Force instructions and submits them to SAF/MR for coordination and concurrence prior to AF/SG publication;

A4.1.3. AF/SG develops strategic plans and submits them to SAF/MR for coordination and concurrence prior to Surgeon General implementation; and,

A4.1.4. AF/SG executes approved policies and guidance, Air Force instructions, and strategic plans, providing additional guidance to the field as necessary.

Additionally, AF/SG and SAF/MR will jointly establish performance measurements so that AF/SG will notify SAF/MR when conditions and measurement parameters signal an issue or initiative requires the involvement of SAF/MR to fulfill inherent policy oversight responsibility.

A4.2. AF/SG Support of the Chief of Staff in his Role as a Member of the Joint Chiefs:

AF/SG will act independently of SAF/MR when AF/SG is providing support to the Air Force Chief of Staff or Vice Chief of Staff in their roles as members of the Joint Chiefs of Staff, including the Joint Requirements Oversight Council. To the extent not inconsistent with the direction of the Chief of Staff or the Vice Chief of Staff, AF/SG will keep SAF/MR informed of significant matters in these areas.

A4.3. SAF/MR Responsibility to the Secretary of the Air Force: SAF/MR retains Secretarial oversight responsibility for all aspects of the Air Force Active Duty, Reserve and Auxiliary Component Affairs concerning health program benefits and entitlements, and medical readiness to include authorities delegated directly to AF/SG in Headquarters Air Force Mission Directive 1-48.

A4.4. Conditions for AF/SG to Exercise Delegated Secretarial Authorities. AF/SG is authorized to act on the Secretary of the Air Force or SAF/MR's behalf when such action:

A4.4.1. Implements and supports the Program Objective Memorandum, or President's Budget;

A4.4.2. Implements an order or revised policy direction from the Secretary of the Air Force;

A4.4.3. Provides a clear, unambiguous, quantitative link to and/or aligns program resources with goals and objectives;

A4.4.4. Excluding formal reports, provides data, analyses, information papers, etc., to the Office of the Secretary of Defense or congressional staff in support of established policies, programs, or other initiatives that have been vetted through the Air Force Corporate Structure or other appropriate decision process: e.g., senior leader form or fully coordinated staff package. SAF/SG will provide SAF/MR a copy of all material submitted to the Office of the Secretary of Defense or congressional staffs.

A4.5. Conditions Requiring SAF/MR Involvement. SAF/MR review and coordination is required prior to implementing any policy, plan, and program when one or more of the following situations or conditions apply:

A4.5.1 Involves a disagreement among the components of the Air Force Total Force on a policy over which SAF/MR has authority;

A4.5.2. Drives unprogrammed or budgeted resource demands (\$50M or more across the Future Years Defense Program) to the federal government, or that requires Air Force Corporate Structure consideration and/or an annual reprogramming action;

A4.5.3. Involves a controversial issue that will cause, or is likely to cause, significant reactions among senior Administration officials, Members of Congress or key staff, the public, or the press;

A4.5.4. Drives broad cultural changes crossing many Air Force functions that will take concerted coordinated action over several years to achieve;

A4.5.5. Involves an assessment of a program, falling with the portfolio of SAF/MR, that suggests a significant problem or failure in the program, or an out of tolerance condition in a performance measurement established in policy directives and/or Air Force instructions requiring Secretary of the Air Force, Office of the Secretary of Defense or Congressional attention;

A4.5.6. Is an official report being submitted to the Office of the Secretary of Defense or Congress;

A4.5.7. Involves a change or perceived erosion of Air Force support for a key Secretary of the Air Force or Administration agenda item about which the Principal speaks; likewise for a senior Member of Congress or a member of a congressional committee with significant focus on national defense-related issues (such as Armed Services, Appropriations, Ways and Means, or Veterans Affairs).

A4.6. Conditions Requiring SAF/MR Approval of AF/SG Actions. SAF/MR approval is required prior to implementing any policy, plan, program, practice or activity when one or more of the following situations or conditions apply:

A4.6.1. Involves process changes affecting the oversight roles or abilities of the Air Force Secretariat, Office of the Secretary of Defense, other (non-Air Force) Administration officials, or Congress;

A4.6.2. Involves a statute, Executive Order, or DoD policy that requires Secretary of the Air Force review, coordination, and/or implementation. Department of Defense policy requires all Secretary of Defense Forms 106 must be signed by SAF/MR (a Senate confirmed position);

A4.6.3. Involves new policies or initiatives proposed by Office of the Secretary of Defense officials, congressional staff, or Air Force that would result in significant changes to Air Force personnel management practices or programs and their outcomes;

A4.6.4. Involves decisions relating to SAF/MR operations, to include personnel assignments, Temporary Duty and supply resource, and contract or research support.

A4.7. Revisions to Standard Operating Procedures. These operating procedures may be reviewed and revised as deemed necessary by the Secretary of the Air Force. SAF/MR or AF/SG may also initiate a revision in consultation with AF/SG or SAF/MR, respectively. Offices of Primary Responsibility must follow revision procedures as mandated in Headquarters Operating Instruction 90-1, *Headquarters Air Force Mission Directives – Delegations of Statutory Authority and Assignment of Responsibilities*

SHON J. MANASCO
Assistant Secretary
(Manpower and Reserve Affairs)

DOROTHY A. HOGG
Lieutenant General, USAF
Surgeon General

Attachment 5**STANDARD OPERATING PROCEDURES FOR THE ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS) AND THE CHIEF OF THE AIR FORCE RESERVE****Figure A5.1. Standard Operating Procedures For The Assistant Secretary Of The Air Force (Manpower And Reserve Affairs) And The Chief Of The Air Force Reserve.**

A5.1. These Standard Operating Procedures apply to individuals assigned to SAF/MR and AF/RE who are responsible for developing policy, managing programs, and preparing guidance on approved policies and plans. These procedures are intended to facilitate staff actions and functions between SAF/MR and AF/RE while increasing operating effectiveness and efficiency.

A5.1.1. Subject to the Standard Operating Procedures that follow, a general description of the flow of work between SAF/MR and AF/RE is:

A5.1.1.1. AF/RE in collaboration with AF/A1 and NGB/CF develops policies for Total Force Human Resource Management Domain and submits them to SAF/MR for coordination and concurrence prior to Secretary of the Air Force approval;

A5.1.2. AF/RE in collaboration with AF/A1 and NGB/CF develops Air Force Instructions for Total Force Human Resource Management Domain and submits them to SAF/MR for coordination and concurrence prior to RE publication;

A5.1.3. AF/RE executes approved policies and guidance, Air Force instructions, and strategic plans, providing additional guidance to the field as necessary; and,

A5.1.4. AF/RE monitors the effectiveness of AF/RE programs, and routinely updates SAF/MR.

Additionally, AF/RE and SAF/MR will jointly establish performance measurements so that AF/RE will notify SAF/MR when conditions and measurement parameters signal an issue or initiative requiring the involvement of SAF/MR to fulfill inherent policy oversight responsibility.

A5.2. AF/RE Support of the Chief of Staff in his Role as a Member of the Joint Chiefs:

AF/RE will act independently of SAF/MR when AF/RE is providing support to the Air Force Chief of Staff or Vice Chief of Staff in their roles as members of the Joint Chiefs of Staff, including the Joint Requirements Oversight Council. To the extent not inconsistent with the direction of the Chief of Staff or the Vice Chief of Staff, AF/RE will keep SAF/MR informed of significant matters in these areas.

A5.3. SAF/MR Responsibility to the Secretary of the Air Force: SAF/MR retains Secretarial oversight responsibility for all aspects of Air Force Reserve Programs.

A5.4. Conditions for AF/RE to Exercise SAF/MR Re-Delegated Secretarial Authorities/Re-Assigned Secretarial Responsibilities. AF/RE is authorized to exercise such re-delegated authorities and thereby act on the Secretary of the Air Force's or SAF/MR's behalf when such action:

A5.4.1. Implements or supports the Program Objective Memorandum and President's Budget;

A5.4.2. Implements an order or revised policy direction from the Secretary of the Air Force;

A5.4.3. Provides a clear, unambiguous, quantitative link to the AF/RE Strategic Plan and/or aligns program resources with its goals and objectives;

A5.4.4. Have been delegated to RE to deal with specific Air Force Reserve matters (i.e., speaking, making decision, acting on behalf of the Air Force Reserve);

A5.4.5. Excluding formal reports, provides data, analyses, information papers, etc., to Office of the Secretary of Defense or congressional staff in support of established policies, programs, or other initiatives that have been vetted through the Air Force Corporate Structure, or other appropriate decision process; e.g. senior leader forum or fully coordinated staff package; AF/RE will provide SAF/MR a copy of all materials submitted to Office of the Secretary of Defense or Congress.

A5.5. Conditions Requiring SAF/MR Involvement. SAF/MR review and coordination is required prior to implementing any policy, plan, program or submittal of a report outside the Air Force when one or more of the following situations or conditions apply:

A5.5.1 Involves a disagreement among the components of the Air Force Total Force on a policy over which SAF/MR has authority;

A5.5.2. Drives un-programmed or budgeted resource demands to the federal government that requires Air Force Corporate Structure consideration and/or an annual reprogramming action;

A5.5.3. Involves a controversial issue that will cause, or is likely to cause, significant reactions among senior Administration officials, Members of Congress or key staff, the public, or the press;

A5.5.4. Drives broad cultural changes crossing many Air Force functions that will require concerted coordinated action over several years to achieve;

A5.5.5. Involves an assessment of a program, falling within the portfolio of SAF/MR, which suggests a significant problem or out of tolerance condition in a performance measurement established in policy directives and/or Air Force Instructions requiring Secretary of the Air Force, Office of the Secretary of Defense, or Congressional attention;

A5.5.6. An official report being submitted to the Secretary of the Air Force, Office of the Secretary of Defense or Congress;

A5.5.7. Involves a change or perceived erosion of Air Force support for a key Secretary of the Air Force or Administration agenda item about which the Principal speaks; likewise for a senior Member of Congress or a member of a congressional committee with significant focus on national defense-related issues (such as Armed Services, Appropriations, Ways and Means, or Veterans Affairs).

A5.6. Conditions Requiring SAF/MR Approval of AF/RE Actions. SAF/MR approval is required prior to implementing any policy, plan, program, practice or activity when one or more of the following situations or conditions apply:

A5.6.1. Involves process changes affecting the oversight roles or abilities of the Air Force Secretariat, Office of the Secretary of Defense, other (non-Air Force) Administration officials, or the Congress;

A5.6.2. Involves a Statute, Executive Order, or Department of Defense policy that requires Secretary of the Air Force review, coordination, and/or implementation. Department of Defense policy requires all Secretary of Defense Forms 106 must be signed by SAF/MR (a Senate confirmed position);

A5.6.3. Involves new policies or initiatives proposed by Office of the Secretary of Defense officials, congressional staff, or Air Force that would result in significant changes to Air Force Reserve related practices or programs and their outcomes;

A5.6.4. Involves decisions relating to SAF/MR operations, to include personnel assignments, and contract or research support.

A5.7. Revisions to Standard Operating Procedures. These operating procedures may be reviewed and revised as deemed necessary by the Secretary of the Air Force. SAF/MR or AF/RE may also initiate a revision in consultation with AF/RE or SAF/MR, respectively. Offices of Primary Responsibility must follow revision procedures as mandated in Headquarters Operating Instruction 90-1 *Delegating Statutory Authority or Assigning Responsibilities*.

SHON J. MANASCO
Assistant Secretary
(Manpower and Reserve Affairs)

MARYANNE MILLER
Lieutenant General, USAF
Chief of Air Force Reserve

Attachment 6

STANDARD OPERATING PROCEDURES FOR THE ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS) AND THE AIR FORCE CHIEF OF CHAPLAINS**Figure A6.1. Standard Operating Procedures For The Assistant Secretary Of The Air Force (Manpower And Reserve Affairs) And The Air Force Chief Of Chaplains.**

A6.1. Nothing in this document will infringe upon the traditional personal and confidential relationship between an individual Air Force Chaplain Corps member and an Air Force member.

A6.1.1. These Standard Operating Procedures apply to individuals assigned to SAF/MR or AF/HC who are responsible for developing policy, managing programs, and preparing guidance on approved policies and plans. These procedures are intended to facilitate staff actions and functions between SAF/MR and AF/HC while increasing operating effectiveness and efficiency.

Subject to the standard operating procedures that follow, a general description of the flow of work between SAF/MR and AF/HC is:

A6.1.1.1. AF/HC serves the religious needs of individual Air Force members based upon the tenets and beliefs of the members' individual religions without SAF/MR oversight of those tenets of beliefs;

A6.1.2. AF/HC develops policies and submits them to SAF/MR for coordination and concurrence prior to Secretary of the Air Force approval, if the policies relate to the human capital portfolio;

A6.1.3. AF/HC develops AF Instructions and submits them to SAF/MR for coordination prior to HC publication;

A6.1.4. AF/HC develops strategic plans and submits them to SAF/MR for coordination and concurrence prior to HC implementation;

A6.1.5. AF/HC prepares formal responses and reports, and submits them to the SAF/MR for coordination and concurrence prior to submittal to the Secretary of the Air Force, Office of the Secretary of Defense, Congress or organizations outside of the Air Force. Note: This policy is not intended for routine Congressional inquiries on behalf of constituents (SAF/LL);

A6.1.6. AF/HC executes approved policies and guidance, Air Force instructions, and strategic plans, providing additional guidance to the field as necessary; and,

A6.1.7. AF/HC monitors the effectiveness of AF/HC programs, and routinely updates SAF/MR.

Additionally, AF/HC and SAF/MR will jointly establish performance measurements so that AF/HC will notify SAF/MR when conditions and measurement parameters signal an issue or

initiative requiring the involvement of SAF/MR to fulfill inherent policy oversight responsibility.

A6.2. AF/HC Support of the Chief of Staff in his Role as a Member of the Joint Chiefs:

AF/HC will act independently of SAF/MR when AF/HC is providing support to the Air Force Chief of Staff or Vice Chief of Staff in their roles as members of the Joint Chiefs of Staff, including the Joint Requirements Oversight Council. To the extent not inconsistent with the direction of the Chief of Staff or the Vice Chief of Staff, AF/HC will keep SAF/MR informed of significant matters in these areas.

A6.3. SAF/MR Responsibility to the Secretary of the Air Force: SAF/MR retains Secretarial oversight responsibility for all aspects of the Air Force Active Duty, Reserve and Auxiliary Component Affairs affecting AF Chaplain policies and programs.

A6.4. Conditions for AF/HC to Exercise SAF/MR Re-Delegated Secretarial Authorities/Re-Assigned Secretarial Responsibilities. AF/HC is authorized to exercise such re-delegated authorities and thereby act on the SecAF's or SAF/MR's behalf when such action:

A6.4.1. Administers approved programs designed to meet the religious needs of the Air Force members;

A6.4.2. Implements or supports the Program Objective Memorandum and President's Budget;

A6.4.3. Implements an order or revised policy direction from the Secretary of the Air Force;

A6.4.4. Provides a clear, unambiguous, quantitative link to approved strategic plans, and/or aligns program resources with approved goals and objectives;

A6.4.5. Has been delegated to HC to deal with specific Chaplain-related matters (i.e. speaking, making decisions, and acting on behalf of the Air Force);

A6.4.6. Excluding formal reports, provides data, analyses, information papers, etc., to the Office of the Secretary of Defense or congressional staff in support of established policies, programs, requests for status updates, or other initiatives that have been vetted through the Air Force Corporate Structure, or other appropriate decision process; e.g. senior leader forum or fully coordinated staff package. AF/HC will provide SAF/MR a copy of all materials submitted to Office of the Secretary of Defense or congressional staffs.

A6.5. Conditions Requiring SAF/MR Involvement. SAF/MR review and coordination is required prior to implementing any policy, plan, and program when such implementation:

A6.5.1 Involves a disagreement among the components of the Air Force Total Force on a policy over which SAF/MR has authority;

A6.5.2. Drives un-programmed or budgeted resource demands to the federal government that require AF Corporate Structure consideration and/or an annual reprogramming action at the AF Group or above;

A6.5.3. Involves a controversial issue that will cause, or is likely to cause, significant reactions among senior Administration officials, Members of Congress or key staff, the public, or the press;

A6.5.4. Drives broad cultural changes crossing many Air Force functions that will take concerted, coordinated action over several years to achieve;

A6.5.5. Involves an assessment of a program, falling within the portfolio of SAF/MR, that suggests a significant problem, or an out of tolerance condition in performance measurements or indicators established in policy directives and/or Air Force Instructions requiring Secretary of the Air Force, Office of the Secretary of Defense, or Congressional attention;

A.6.5.6. Involves an official report being submitted to the Secretary of the Air Force, Office of the Secretary of Defense or Congress;

6.5.7. Involves a change or perceived erosion of Air Force support for a key Secretary of the Air Force or Administration agenda item about which the Principal speaks; likewise for a senior Member of Congress or a member of a congressional committee with significant focus on national defense-related issues (such as Armed Services, Appropriations, Ways and Means, or Veterans Affairs).

A6.6. Conditions Requiring SAF/MR Approval of AF/HC Actions. SAF/MR approval is required prior to implementing any policy, plan, program, practice or activity when such implementation:

A6.6.1. Involves process changes affecting the oversight roles or abilities of the Air Force Secretariat, Office of the Secretary of Defense, other (non-Air Force) Administration officials, or the Congress;

A6.6.2. Involves a Statute, Executive Order, Air Force or Department of Defense policy that requires Secretary of the Air Force review, coordination, and/or implementation. Air Force policy requires all Secretary of Defense Forms 106 to be signed by SAF/MR for Department of Defense Issuances falling within his purview;

A6.6.3. Involves new policies or initiatives proposed by Office of Secretary of Defense officials, congressional staff, or Air Force that would result in significant changes to Air Force personnel management practices or programs and their outcomes.

A6.7. Revisions to Standard Operating Procedures. These operating procedures may be reviewed and revised as deemed necessary by the Secretary of the Air Force. SAF/MR or AF/HC may also initiate a revision in consultation with AF/HC or SAF/MR, respectively. Offices of Primary Responsibility must follow revision procedures as mandated in Headquarters Operating Instruction 90-1 *Delegating Statutory Authority or Assigning Responsibilities*.

SHON J. MANASCO
Assistant Secretary
(Manpower and Reserve Affairs)

STEVEN A. SCHAICK
Chaplain, Major General, USAF
Chief of Chaplains