

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

**HEADQUARTERS AIR FORCE  
MISSION DIRECTIVE 1-30**

**30 JUNE 2021**



**DIRECTOR, SMALL BUSINESS  
PROGRAMS**

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**SUMMARY OF CHANGES**

This publication was revised to update the responsibilities and information in [Attachment 2](#).

**1. Mission.** The Secretary of the Air Force (SecAF), pursuant to Title 10 United States Code (USC) Sections §§ 9011-9024, *Department of the Air Force*, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his or her responsibilities. As documented by paragraph 4.1 of Air Force Mission Directive (AFMD) 1, *Headquarters Air Force*, and this Headquarters Air Force Mission Directive (HAFMD), the Department of the Air Force Office of Small Business Programs (SAF/SB) is established as part of the Secretariat in accordance with 10 USC § 9024; 15 USC § 644(k); the DoD Instruction (DoDI) 5134.04, *Director of Small Business Programs*; and the DoDI 4205.01, *DoD Small Business Programs*. The Director of Small Business Programs has overall responsibility for directing, managing, measuring and overseeing the execution of Small Business Programs for the Department of the Air Force, including for both the United States Air Force (USAF) and the United States Space Force (USSF). The SecAF retains ultimate responsibility for all policies related to the Department of the Air Force. Within his or her area of responsibility, the Director of Small Business Programs prepares policies for approval and issues official guidance via official Departmental publications to ensure implementation of those statutes and related regulations, guidance, and policies.

**2. Organizational Relationships.** The SecAF 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, the Chief of Space Operations, the Air Staff, and the Office of the Chief of Space Operations perform their Department of the Air Force functions subject to the authority, direction and control of the SecAF. The Office of the Chief of Space Operations is referred to as the Space Staff.

2.1. The Director of Small Business Programs reports to the Under SecAF, serves as an agent of the SecAF within assigned policy and program domains and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within his or her area of responsibility. The SAF/SB is accountable to the Under Secretary for results achieved within the policy and program domains assigned by this Directive.

2.2. The SAF/SB is part of the Secretariat and as such works closely with other HAF offices to assist the SecAF in carrying out his or her responsibilities. The SAF/SB Director and SAF/SB Office work in cooperation with the Office of Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics (SAF/AQ) and the Office of Assistant Secretary of the Air Force for Space Acquisition and Integration (SAF/SP), their respective offices, as well as, other HAF organizations, which are responsible, pursuant to chapters 901 through 908 of Title 10 (10 USC §§ 9011-9083), for assisting the SecAF in carrying out his or her responsibilities.

**3. Responsibilities.** The SAF/SB is specifically responsible for:

3.1. On behalf of the SecAF, establishing and negotiating the Department's goals, objectives, plans, policies, and practices for small business participation in Departmental acquisitions and assistance activities and agreements. This includes Research and Development (R&D) and technology transfer and transition, as provided in 15 USC § 631, *et. seq.*, *Small Business Act*, and other laws and regulations.

3.2. Prescribing related goals for Departmental organizations, and reporting accomplishments, plans, and progress on achieving the goals and objectives to the DoD, the Small Business Administration (SBA), Congress, industry, and the public on behalf of the SecAF.

3.3. On behalf of the SecAF, resolving the SBA's complaints and determining whether the SBA's appeals will be granted or denied.

3.4. Implementing policies, guidance, authorities, duties, and programs assigned under 10 USC § 9024, 15 USC § 644(k), and DoDI 4205.01, to include issuing policies and procedures, providing advice, conducting training and outreach, managing personnel, performing evaluations, and preparing and submitting reports.

3.5. Serving as functional leader and appointment authority for all USAF and USSF Small Business Professionals (SBPs) identified in DoDI 4205.01. This includes serving as statutory designation authority for Small Business Technical Advisors (SBTAs) and as statutory and functional supervisor over Departmental personnel to the extent that the functions and duties of such personnel relate to small business functions and duties identified in 15 USC § 644(k)(7) and DoDI 4205.01.

3.6. Serving as the Department's liaison to the DoD, the SBA, and other Federal government entities, state and local governments, industry, academia, other mission partners, and the public on all Departmental small business matters, and consulting with the SBA in carrying out the duties and responsibilities described by this Directive.

3.7. As required by the DoDI 4205.01, providing oversight of the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs to ensure consistency with the SBA's *Combined SBIR/STTR Policy Directive* and program guidance.

3.8. Providing policy direction and information to industry concerning the Departmental Long Range Acquisition Forecast Program and other forecasting of business opportunities.

3.9. Facilitating alignment of Departmental Small Business Programs with the National Defense Strategy and the DoD Small Business Strategy. Reducing barriers to entry into Departmental acquisitions and assistance programs, to include R&D programs. Also serving as the Department's focal point and lead on regulatory compliance assistance to small businesses in accordance with 15 USC § 631, *et seq.*, *Small Business Act*; Public Law 107-198 (28 June 2002), *Small Business Paperwork Relief Act (SBPRA)*; Public Law 104-121 (29 March 1996) as amended by Public Law 110-28 (25 May 2007), *Small Business Regulatory Enforcement Fairness Act (SBREFA)*.

3.10. In collaboration with SAF/AQ and SAF/SP, establishing a climate throughout the Department and its acquisition workforce to provide maximum practicable opportunities for small business participation in USAF and USSF procurement and non-procurement transactions.

**4. Delegations of Authority/Assignment of Responsibility.** **Attachment 1** lists delegated authorities and assigned responsibilities to the SAF/SB. The authorities delegated/responsibilities assigned to the SAF/SB by this HAF Mission Directive may generally be re-delegated unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or DoD issuance. While the Director may re-delegate authorities to other Department of Air Force officials, he or she will ultimately be responsible to the SecAF for all matters affecting the Department of the Air Force Small Business Programs. Any re-delegation of authority/assignment of responsibilities made shall not be effective unless it is in writing. Any person re-delegating authority in accordance with this HAF Mission Directive may further restrict or condition the authority being re-delegated.

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

**6. Continuation of Prior Re-delegations of Authority/Assignments of Responsibility.** No additional SecAF Orders have been revoked.

John P. Roth  
Acting Secretary of the Air Force

Attachments:

1. Delegations of Authorities/Assignment of Responsibility for SAF/SB
2. Organizational Chart/Three-Letter/digit Responsibilities

**ATTACHMENT 1**  
**DELEGATIONS OF SECRETARY OF THE AIR FORCE**  
**AUTHORITIES/ASSIGNMENT OF RESPONSIBILITY**  
**TO THE**  
**DIRECTOR, SMALL BUSINESS PROGRAMS**

A1.1. Authority relating to the Director of Small Business Programs, delegated to the SecAF pursuant to DoDI 5134.04, *Director of Small Business Programs*, and may be further delegated.

A1.2. Authority relating to the Office of Small Business Programs, delegated to the SecAF pursuant to DoDI 4205.01, and may be further delegated.

A1.3. Authority relating to evaluating, recognizing, and creating incentives for performance with regards to small business goals and activities, delegated to the SecAF pursuant to the Small Business Act, 15 USC §638(y), Section 1633(b) of Public Law 112-239, National Defense Authorization Act for FY2013, 15 USC §631 note, and DoDI 4205.01, and may be further delegated.

**ATTACHMENT 2  
ORGANIZATION CHART**

A2.1. The DIRECTOR, SMALL BUSINESS PROGRAMS is responsible for the overall supervision of all small business matters pertaining to the Department of the Air Force (to include the USAF and the USSF), and shall advise, coordinate, and assist other principal military and civilian officials of the Department of the Air Force in matters relating to the Small Business Programs; shall provide oversight to the SBIR and STTR programs and activities across the Department; and shall implement and execute the functions and duties under the authorities mentioned above.

**Figure 2.1. Organization Chart.**

