SUMMARY OF CHANGES

This revision updates the applicable directives and the organizational structure of the Office of Small Business Programs of the Department of the Air Force by removing the subordinate office. It also deletes paragraph 3.4 for the Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) program, since the basis for this program, 10 U.S.C. 2323, was declared unconstitutional by the U.S. Court of Appeals for the Federal Circuit on November 4, 2008. It adds the responsibility to develop policy for Air Force Small Business Programs.

1. Mission. The Secretary of the Air Force (SECAF), pursuant to 10 USC §§ 8013-8016, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his or her responsibilities. As documented by Paragraph 4.1 of AFMD 1, Headquarters Air Force, and this Headquarters Air Force (HAF) Mission Directive, the Director Small Business Programs (SAF/SB), is established as part of the Secretariat. The SAF/SB Director has overall responsibility for directing, managing, measuring and overseeing the execution of the Small Business Programs for the Department of the Air Force. The Secretary of the Air Force retains ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, the Director of SAF/SB prepares policies for SECAF approval and issues official guidance/procedures to ensure implementation of those policies.
2. **Organizational Relationships.** The Secretary of the Air Force is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the Chief of Staff of the Air Force, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the Secretary of the Air Force.

2.1. The SAF/SB reports to the Under Secretary of the Air Force, serves as an agent of the Secretary of the Air Force 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 areas 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 Secretary of the Air Force in carrying out his or her responsibilities. The SAF/SB Director and the Office of the SAF/SB work in cooperation with the SAF/AQ and their respective offices, as well as other HAF organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 USC §§ 8013-8023 and §§ 8031-8038), for assisting the Secretary of the Air Force in carrying out his or her responsibilities.

2.2.1. Pursuant to Headquarters Operating Instruction (HOI) 90-1, *Headquarters Air Force Mission Directive – Delegations of Authority and Assignment of Responsibilities*, two or more HAF two-letter/digit organizations with responsibilities in the same functional area are encouraged to develop “standard operating procedures (SOPs)” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. There were no SoPs developed as a result of this Directive.

2.3. There are no Field Operating Agencies that report to SAF/SB.

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

3.1. Reporting Air Force goals, accomplishments, plans and progress for achieving the goals to the DoD Small Business Office for inclusion in the Small Business Administration’s Small Business Procurement Scorecard.

3.2. Developing the Secretary of the Air Force’s response to Small Business Administration’s Secretarial Appeals.

3.3. Consulting with the Small Business Administration (SBA) to carry out the duties and responsibilities described by this directive.
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 SAF/SB may re-delegate authorities to other Department of Air Force officials, he or she will ultimately be responsible to the Secretary of the Air Force for all matters affecting the Air Force Small Business Programs. Any re-delegation of authority/assigned 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. Revocation of Secretary of the Air Force Order: No additional Secretary of the Air Force Orders have been revoked.

Michael B. Donley
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 Office of Small Business Programs, delegated to the Secretary of the Air Force pursuant to DoD Directive 4205.01, Department of Defense Small Business Programs, and may be further re-delegated.

A.1.2. Authority relating to the small business awards program, delegated to the Secretary of the Air Force pursuant to DoD Instruction 1432.3, Small Business Awards Program, and may be further redelegated.

A.1.3. Authority relating to the Director of Small and Disadvantaged Business Utilization, delegated to the Secretary of the Air Force pursuant to DoD Instruction 5134.04, Director of Small and Disadvantaged Business Utilization, and may be further re-delegated.
A2.1. The Director, Small Business Programs (SAF/SB), shall advise, coordinate, and assist other principal military civilian officials of the Department of the Air Force in matters relating to the Small Business Program; and implement and execute the functions and duties under the authorities mentioned above.