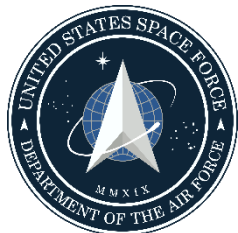


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Manpower and Organization

SPACE FORCE MISSION DIRECTIVES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 38-1, *Manpower and Organization*. This publication applies to civilian employees and uniformed members of the United States Space Force (USSF). This publication does not apply to members of the regular Air Force, the Air Force Reserves, or the Air National Guard. This instruction provides guidance and procedures pertaining to the management of Space Force Mission Directives and provides guidelines to ensure all directly assigned units at and above the squadron level receive timely and effective mission directives from Headquarters Air Force (HAF), field commands, (FLDCOM), component field commands (C-FLDCOM), direct reporting units (DRU) and field operating agencies (FOA). This instruction also describes how to prepare Space Force Mission Directives (SPFMD). The Deputy Chief of Space Operations for Personnel (SF/S1) develops policy for format and content of mission directives. This publication may be supplemented at any level; the Human Resources Management Strategic Board will approve all FLDCOM level supplements prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the proper chain of command. Authorities to waive delta/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual 90-161, *Publishing Processes and Procedures*, Table A10.1. for a description of the authorities associated with Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. All waivers of non-tiered compliance statements must be submitted to SF/S1M, the publication OPR. Commanders may not waive non-tiered compliance items in this instruction. Ensure all records

generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Note: This guidance is for unit-level mission directives. Users seeking guidance regarding Headquarters Air Force Mission Directives for HAF two-letter offices should instead consult Headquarters Operating Instruction 90-1, *Headquarters Air Force Mission Directives and Department of Defense Issuances Program*.

1. General Guidelines.

1.1. SPFMDs are a special publication type and provide the missions for the Space Force's major types of organizations reporting directly to HAF (e.g. FLDCOMs). Mission directives provide general guidance about an organization's mission and communicate the unit's mission and responsibilities to the commander and unit personnel. Mission directives describe what an organization does, not how it does it, and are at the executive level. A checklist of specific tasks is not appropriate for the general guidance commanders provide in mission directives.

1.2. Every constituted unit in the Space Force will have a mission directive. **(T-1)**

1.2.1. Detachments, as well as other activities below squadron level, do not require a mission directive unless directed by the FLDCOM, C-FLDCOM, DRU, or FOA commander.

1.2.2. When two or more subordinate units have the same mission, the FLDCOM, C-FLDCOM, DRU, or FOA may issue a single mission directive. For example, when several squadrons have the same mission, only one mission directive is necessary.

1.3. FLDCOMs, C-FLDCOMs, DRUs, and FOAs will issue mission directives for each directly assigned unit. **(T-1)**

1.4. FLDCOMs and C-FLDCOMs certify and approve mission directives of subordinate units. FLDCOMs and C-FLDCOMs may not delegate this authority to subordinate units.

1.5. The OPR, certifying authority, and approving authority for an organization's mission directive must be in a higher-level organization within its chain of command. **(T-1)**

1.6. Air Force Materiel Command (AFMC) is designated as the Servicing major command responsible for United States Air Force (USAF) units assigned to the USSF. In its servicing role, AFMC coordinates on USSF mission directives for Space Base Deltas and Space Launch Deltas since they have subordinate USAF units and embedded USAF personnel.

2. Roles and Responsibilities.

2.1. The Vice Chief of Space Operations (VCSO) approves SPFMDs for FLDCOMs, C-FLDCOMs and DRUs.

2.2. HAF offices of primary responsibility:

2.2.1. Will use the guidelines provided below to develop SPFMDs for FLDCOMs, C-FLDCOMs, FOAs and DRUs.

2.2.2. The appropriate HAF two-digit official (e.g., SF/S2) approves SPFMDs for associated FOAs. The approval level can be higher if specific responsibilities in the SPFMD dictate. **Table A2.1** specifies the appropriate two-digit official for each SPFMD.

2.2.3. Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) certifies and approves any SPFMDs concerning human resources related FOAs per SAF/MR's responsibilities related to human resource management publications across the Department of the Air Force.

2.3. Deputy Chief of Space Operations for Personnel (SF/S1):

2.3.1. Maintains a focal point for matters about SPFMDs (Directorate of Manpower and Organization (SF/S1M)).

2.3.2. Determines the certifying authority for each FLDCOM, C-FLDCOM, DRU and FOA SPFMD (See **Table A2.1**).

2.4. The certifying authority appoints an OPR (e.g., three or four-digit staff office).

2.5. Each SPFMD OPR:

2.5.1. Prepares assigned SPFMDs.

2.5.2. Revises the SPFMD when the mission changes.

2.5.3. Rescinds the SPFMD when an organization inactivates or is no longer a FLDCOM, C-FLDCOMs, FOA or DRU and notifies SF/S1M.

2.5.4. Coordinates new and revised SPFMDs or rescissions at the HAF level per DAFI 90-160, *Publications and Forms Management*. Include SF/S1M as a coordinating office for all SPFMD actions.

2.6. FLDCOM, C-FLDCOMs, DRU and FOA commanders:

2.6.1. Issue and control mission directives for their subordinate units. These are command publications.

2.6.2. Appoint an OPR to prepare individual mission directives.

2.6.3. Appoint a focal point and maintainer of a central repository of mission directives, predominantly aligned as a S1M role where applicable.

3. Preparing Mission Directives.

3.1. Offices of primary responsibility at every level will use these guidelines and the sample (**Attachment 3**) when preparing mission directives. **(T-1)**

3.2. Create a broad outline of the principal components of the organization's mission, but provide enough detail to clarify the following:

3.2.1. Mission. Include all necessary elements of the organization's mission and duties.

3.2.2. Command. Specify the level of command and relationships, if applicable, between:

3.2.2.1. HAF and the FLDCOM, C-FLDCOM, DRU and FOA commanders or selected offices.

3.2.2.2. The organization and the Joint Chiefs of Staff.

- 3.2.2.3. The organization and other Space Force organizations, government agencies, United States Military Services and the armed forces and government agencies of other nations.
- 3.2.3. Responsibilities. Identify the mission elements assigned by higher authorities.
- 3.2.3.1. Define the commander's responsibility for executing those elements of the mission.
- 3.2.3.2. Provide reference to documents or directives for combatant commander assigned responsibilities.
- 3.3. Legal or higher headquarters issuance, policy, guidance, or directive. Cite any laws or higher headquarter directives providing specific direction regarding the organization's mission, responsibilities, and command relationships.
- 3.4. Length. Be brief and concise; limit to no more than two pages, if possible.
- 3.5. Language and Tone. The mission directive is an order from a superior commander to a subordinate commander. The mission directive directs action. Use simple, clear, and direct language to make mission directives easy to understand.
- 3.6. Subparagraphs. The nature of the organization determines the headings for subparagraphs. Keep the focus at the executive level rather than on specifics.
- 3.7. Security Classification. Do not classify mission directives. Classified supplements may be prepared, if necessary, to describe classified portions of a unit's mission.
- 4. Mission Directive Numbering.**
- 4.1. FLDCOM, C-FLDCOM, DRU and FOA SPFMDs use the numbers in [Table A2.1](#). SF/S1M assigns, deletes, or changes SPFMD numbers, as necessary.
- 4.2. Unit-Level Mission Directives. Mission directive numbers for units below FLDCOM, C-FLDCOM, DRU and FOA level begin with the parent organization's abbreviation followed by the abbreviated unit or function designation for the unit or units impacted by the mission directive (e.g., Space Systems Command mission directives numbering scheme is SSCMD-XXXX, where XXXX is the unit or function designation. (e.g., SSCMD-SLD45; SSCMD-SOPS (for multiple range operations squadrons).

BRIAN SCARLETT
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFPD 38-1, *Manpower and Organization*, 20 February 2024

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

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

HOI 90-1, *Headquarters Air Force Mission Directives and Department of Defense Issuances Program*, 7 May 2024

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMC—Air Force Materiel Command

C-FLDCOM—Component Field Command

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

DRU—Direct Reporting Unit

FLDCOM—Field Command

FOA—Field Operating Agency

HAF—Headquarters Air Force

OPR—Office of Primary Responsibility

SPFI—Space Force Instruction

SPFMD—Space Force Mission Directives

USAF—United States Air Force

USSF—United States Space Force

VCSO—Vice Chief of Space Operations

Office Symbols

SF/S1—Deputy Chief of Space Operations for Personnel

SF/S1M—Space Force Directorate of Manpower and Organization

SF/S2—Deputy Chief of Space Operations for Intelligence

SF/S3/4/7—Deputy Chief of Space Operations for Operations

SF/S5/8—Deputy Chief of Space Operations for Strategy, Plans, Programs, Requirements, and Analysis

SAF/MR—Assistant Secretary of the Air Force (Manpower and Reserve Affairs)

SAF/SQ—Assistant Secretary of the Air Force for Space Acquisition and Integration

Terms

Headquarters Air Force Mission Directives—Headquarters Air Force Mission Directives prescribes the mission, organization, responsibilities, and relationships of HAF two-letter/level 2 officials and provides standing guidance in how each official, supported by his/her office, is to assist in fulfilling Secretary of the Air Force statutory responsibilities.

Mission Directives—Are a command publication to prescribe the mission, organization, responsibilities, and relationships for FLDCOM, C-FLDCOM, FOA and DRU subordinate units.

Space Force Mission Directives—Space Force Mission Directives provide general guidance about a FLDCOM, C-FLDCOM, FOA or DRUs mission and communicates their mission and responsibilities to the commander, unit personnel and others.

Attachment 2

SPFMD NUMBER ASSIGNMENT, CERTIFYING AND APPROVAL AUTHORITY

Table A2.1. SPFMD Number Assignment, Certifying and Approval Authority.

SPFMD Number	Organization	Certifying Authority	Approval Authority
1	No SPFMD currently assigned		
2	United States Space Force Combat Forces Command	SF/S3/4/7	SF/VCSO
3	Space Systems Command	SF/S3/4/7	SF/VCSO
4	Space Training and Readiness Command	SF/S3/4/7	SF/VCSO
5	Space Rapid Capabilities Office*	SAF/SQ	SF/VCSO
6	Space Development Agency*	SAF/SQ	SF/VCSO
7	National Space Intelligence Center*	SF/S2P	SF/S2
8	United States Space Forces Indo-Pacific*	SF/S3/4/7	SF/VCSO
9	United States Space Forces Central*	SF/S3/4/7	SF/VCSO
10	United States Space Forces Europe-Africa*	SF/S3/4/7	SF/VCSO
11	United States Space Forces Cyber*	SF/S3/4/7	SF/VCSO
12	United States Space Forces Southern*	SF/S3/4/7	SF/VCSO
13	United States Space Forces Special Operations*	SF/S3/4/7	SF/VCSO
14	United States Space Forces Space*	SF/S3/4/7	SF/VCSO
15	United States Space Forces Northern*	SF/S3/4/7	SF/VCSO
16	United States Space Forces Strategic*	SF/S3/4/7	SF/VCSO
17	United States Space Forces Mobility*	SF/S3/4/7	SF/VCSO
18	No SPFMD currently assigned		
19	No SPFMD currently assigned		
20	No SPFMD currently assigned		
*Reserved for			
<p>Note: Table A2.1. reflects assigned/reserved SPFMD numbers at the time of publication of this instruction. Check the DAF e-Publishing website product index for subsequent changes. Contact SF/S1M to request additions or other changes to this table.</p>			

Attachment 3

SAMPLE MISSION DIRECTIVE

Figure A3.1. Sample SPFMD.

[As displayed in draft format]

SPFMD8

BY ORDER OF THE SECRETARY OF THE AIR FORCE
SPACE FORCE MISSION DIRECTIVE 8

[Placeholder for Publishing Date]

UNITED STATES SPACE FORCES – INDO-PACIFIC
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

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PURPOSE

This directive states the mission, defines the command structure, and establishes the responsibilities of United States Space Forces – Indo-Pacific (USSPACEFOR-INDOPAC) as the Service component to United States Indo-Pacific Command (USINDOPACOM). Refer to Space Force Instruction (SPFI) 13-105, *Space Forces Staff Operations, Readiness, and Structures*, for general mission functions of component field commands. Refer recommended changes and questions about this publication to the office of primary responsibility using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from field units through the appropriate chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

1. Mission. USSPACEFOR-INDOPAC is the United States Space Force (USSF) Service component to USINDOPACOM. USSPACEFOR-INDOPAC provides the Commander, USINDOPACOM (CDRUSINDOPACOM) with capabilities-focused space forces to conduct the full range of military operations. USSPACEFOR-INDOPAC enhances security, promotes regional stability, and advances U.S. interests in the USINDOPACOM area of responsibility.

2. Command.

2.1. The Commander, USSPACEFOR-INDOPAC (COMSPACEFOR-INDOPAC) reports and is responsible to the Chief of Space Operations for the execution of the Secretary of the Air Force's responsibilities to provide Service-specific administration and support functions for USSF forces assigned or attached to USINDOPACOM, to include specified administrative control of combat formations allocated from other field commands, as directed.

2.2. The COMSPACEFOR-INDOPAC exercises operational and tactical control of USSF forces as delegated by CDRUSINDOPACOM.

2.3. The COMSPACEFOR-INDOPAC, if designated as the Theater/Joint Forces Space Component Commander, provides command and control to all space forces made available by CDRUSINDOPACOM or Presidential directives.

3. Responsibilities. The COMSPACEFOR-INDOPAC will:

3.1. Plan, integrate, synchronize, and execute space operations and the delivery of space effects in support of USINDOPACOM as directed by CDRUSINDOPACOM.

3.2. Maintain situational awareness of all USSF personnel in theater.

3.3. Establish subordinate echelons as required and inform CDRUSINDOPACOM.

3.4. Oversee and execute training and readiness for USSF forces assigned or attached to USINDOPACOM.

3.5. Execute any additional responsibilities specific to the USINDOPACOM mission or assigned by the CDRUSINDOPACOM.

SHAWN N. BRATTON
General, USSF
Vice Chief of Space Operations