

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



**HEADQUARTERS AIR FORCE
MISSION DIRECTIVE 1-24_
ADDENDUM-B**

6 NOVEMBER 2019

**RE-DELEGATION OF AUTHORITY
FOR INDIVIDUAL PERSONNEL
ACTIONS HAFMD 1-24, ASSISTANT
SECRETARY OF THE AIR FORCE
(MANPOWER AND RESERVE
AFFAIRS)**

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This Addendum is an extension of, and is incomplete without HAFMD 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs) Mission Directive*. It provides specific re-delegations of authority/re-assignments of responsibility from SAF/MR to AFRBA, USAFA/CC, MAJCOM/CCs, GCMCA and Others. SAF/MR retains oversight of authority/responsibility as defined in these re-delegations/re-assignments. This Addendum provides for re-delegation of these authorities within specified limits. These matters are enumerated in paragraphs 7 through 13 of this document. It also identifies authority in other matters, enumerated in paragraphs 5 that are reserved for the Secretary and Under Secretary, and paragraph 6 that are retained by the Assistant Secretary of the Air Force (Manpower and Reserve Affairs). It supersedes all previous direction and re-delegations affecting these matters. Changes included in this revision (1) delegate all authorities otherwise delegated to the Director, Air Force Review Boards Agency, to the Deputy Director, Air Force Review Boards Agency, when the Director is unavailable or the position is unfilled; (2) resolve an inconsistency between two provisions delegating authority to the Director and Deputy Director, Secretary of The Air Force Personnel Council; (3) change the authority of the Secretary of The Air Force Personnel Council in regard to enlisted administrative separations where the member has been found unfit due to disability (dual action cases); and (4) renumber **paragraph 13.1** to 14 and other renumbering required to accommodate the revisions above. The SECAF provided the specific direction and authority contained in this Addendum;

therefore, any ambiguities regarding delegated authority arising from HAF Mission Directive 1-24, HAF Mission Directive 1-32, and this document will be resolved with deference to the more specific direction found in this Addendum.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through Major Command (MAJCOM) functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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1. Purpose and Applicability. This Addendum re-delegates authority/re-assigns responsibility conveyed by the Secretary of the Air Force to the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) in HAF Mission Directive 1-24. The authorities enumerated in paragraphs 7 through 13 are hereby re-delegated with any limitations on re-delegation specified. The authorities enumerated in [paragraph 5](#) reserve authority in specific matters that will be exercised by the Secretary and Under Secretary. The redelegations of authority/re-assignments of responsibility conveyed in this document supersede all previous direction, delegations and re-delegation affecting these matters. Except as expressly stated herein, the direction in this Addendum does not apply to any action affecting the sentence of a courts-martial.

2. Re-Delegation and High Interest Notification. Unless expressly allowed by this Addendum, authority to further re-delegate authority delegated by this Addendum is prohibited. Further delegation of authority delegated by this Addendum will specify the official(s) to whom, and the intermediate officials (if any) through whom, the re-delegation is made. When a subordinate official further re-delegates authority addressed in this Addendum, it will be done in the form of a memorandum and a copy will be promptly provided to SAF/MR. The Secretary of the Air Force, the Under Secretary, SAF/MR and any other official through whom delegation has been made, may withdraw authority from any subordinate official to whom delegation or re-delegation has been made, to any higher level in the chain of delegation and re-delegation, on a case by case basis, or by categories of cases, or otherwise. To ensure that this authority to withdraw may be exercised in appropriate cases, all officials exercising delegated or re-delegated authority under this Directive will notify the Secretary of the Air Force and SAF/MR, in writing through the procedures specified by SAF/MR and any re-delegation instruments, before taking action in any matter identified as being of high sensitivity or having the potential for significant Congressional, media, or public interest. Any such notification will be coordinated through SAF/GC with an information copy to the Chief of Staff.

3. General Officers. Except as expressly set out in [paragraph 10](#), all re-delegations of authority conveyed in this Addendum exclude the authority to take any action in which the subject of such action is a general officer.

4. Collateral Determinations and Personnel Board Consideration.

4.1. Decisions in some matters covered by this Addendum may necessitate a collateral determination. Collateral determinations include, but are not limited to, determination of the highest grade satisfactorily held by the affected member, whether to waiver or reduce the member's active duty service commitment, establishing and adjusting effective dates of delegated actions, whether to reduce the number of years of commissioned service needed to retire as an officer, and whether to recoup from the member the unearned portion of special pays, bonuses, and/or the cost of advanced education or training. Except as otherwise required by law, DoD policy, or an express provision of the direction in this Addendum or a re-delegation under it, the delegation and / or re-delegation under the direction in this Addendum of authority to decide any matter includes the authority to make any such related collateral determinations. The exceptions to this general collateral determination authority include paragraphs 7.o., 7.p, and 9.c. The authority to make such collateral determinations may be separately withdrawn under [paragraph 2](#) of this Addendum.

4.2. Certain matters covered by this Addendum must, under governing law or policy, be considered by the Air Force Personnel Board (AFPB) (one of the boards comprising the Secretary of the Air Force's Personnel Council), which must make a recommendation to the decision authority. Withdrawal or reservation of authority to a higher level does not affect the requirement for AFPB consideration in matters where that requirement exists. Matters requiring AFPB consideration are identified in this Addendum. Deciding officials have the discretion to refer a matter for AFPB consideration when it is not otherwise required.

5. Matters Reserved to the Secretary and Under Secretary. The authority to act in the following matters is not re-delegated and will be reserved for and exercised by the Secretary or Under Secretary, as appropriate.

Figure 1. Matters Affecting Officers and all Members.

Matters Affecting Officers

- a. Removal of an officer from a list of officers selected for promotion IAW DoDI 1320.14, *Commissioned Officer Promotion Program Procedures*
- b. Termination of a promotion delay under the circumstances stated in 10 U.S.C. § 624(d)(2) and § 14311(B).
- c. Adjustment of an officer's date of rank upon termination of a delay of promotion (10 U.S.C. § 624), or when the Secretary determines that the officer's promotion to a grade below brigadier general was delayed by unusual circumstances as defined in 10 U.S.C. § 741(d)(4)(A) and § 14308(c)(2).
- d. An officer's application to retire or transfer to the retired reserve while under a sentence of dismissal. *AFPB consideration is required.* See paragraph 7.r. for authority to approve applications to retire or transfer to the retired reserve while under other court-martial sentences.
- e. Discretionary denial of separation pay, severance pay, or readjustment pay.
- f. Dropping an officer from the rolls of the Air Force. The Secretary may drop a reserve officer from the rolls of the Air Force IAW 10 U.S.C. § 12684 (implemented by AFI 36-3209). In the absence of a Presidential delegation, only the President may drop a regular officer from the rolls of the Air Force IAW 10 U.S.C. § 1161(b). *AFPB consideration is required.*
- g. Waiver of the three-year time in grade requirement for retirement in the grade above major, under 10 U.S.C. § 1370(a)(2)(D). Only the President may approve such waivers. A case will not be forwarded for consideration by the President unless the Secretary or Under Secretary determines that it meets statutory criteria for waiver and recommends approval. *AFPB consideration is required.* See paragraph 8.b., which permits re-delegation of the authority to deny, but not approve such waivers to the Director and Deputy Director, Secretary of the Air Force Personnel Council.

h. Retirement or separation for physical disability of a general officer, or a medical officer in any grade, who is also being processed for retirement for age or length of service. These cases must be reviewed by the Assistant Secretary of Defense (Health Affairs) and the Undersecretary of Defense (Personnel & Readiness) before retirement or separation for physical disability may be approved, IAW DoDI 1332.18, *Disability Evaluation System (DES)*. *AFPB consideration is required*. See also paragraph 3, General Officers, which reserves all General Officer actions to the Secretary or Under Secretary of the Air Force, including retirement or separation for physical disability of a general officer.

Matters Affecting All Members

i. Dropping a uniformed member from the rolls of the Air Force if he is deprived of retired pay based on a Hiss Act conviction. In the absence of a Presidential delegation, only the President may drop a member from the rolls of the Air Force IAW 5 U.S.C. § 8319. *AFPB consideration is required*. See paragraph 5.f., for additional authorities to drop officers from the rolls of the Air Force.

6. Matters Reserved by the Assistant Secretary (Manpower and Reserve Affairs). Authority to act in the following matters may not be further delegated.

Figure 2. Matters Affecting Officers and Enlisted Members.**Matters Affecting Officers**

- a. Approval of requests for reduction, under 10 U.S.C. § 1370(a)(2)(A) or § 1370(d)(5), of the three-year time in grade requirement to not less than two years for voluntary retirement or transfer to the retired reserve in a grade above major. Authority to disapprove, but not approve, such requests is re-delegated through the Director, Air Force Review Boards Agency, to the Director and Deputy Director, Secretary of the Air Force Personnel Council, under paragraph 8.a. *AFPB consideration is required.* This paragraph and paragraph 8.a. may not apply or their effects may be modified when, under Air Force policy at the time, this reduction authority is being employed as a force shaping tool. Specific fiscal year force shaping directions and authorities will be approved by the Secretary of the Air Force and separately announced when applicable. Such force shaping guidance will take precedence over this direction.

Matters Affecting Enlisted Members

- b. Involuntary administrative discharge of an enlisted member under the Secretary of the Air Force's plenary authority IAW DoDI 1332.14, *Enlisted Administrative Separations*. *AFPB consideration is required.*
- c. Dropping an enlisted member from the rolls of the Air Force, IAW DoDI 1332.14, *Enlisted Administrative Separations*. *AFPB consideration is required.*

7. Director, Air Force Review Boards Agency. Authority to act in the following matters is re-delegated to the Director, Air Force Review Boards Agency, and may not be further delegated. In the event the Director, Air Force Review Boards Agency, is unavailable or the position is unfilled, the Deputy Director, Air Force Review Boards Agency is delegated all authorities otherwise delegated to the Director until such time as an appropriately appointed Director is present and available to resume such duties.

Figure 3. Matters Affecting Officers/Enlisted Members/Cadets/All Members.**Matters Affecting Officers**

- a. Discharge or removal of an officer from active duty or active reserve status for cause, to include reasons based upon substandard performance, misconduct, in the interest of national security, or any analogous reason, and an officer's resignation in lieu of such action. *AFPB consideration is required.* See paragraph 13, which delegates the authority to deny, but not approve, such resignations.
- b. An officer's application to retire or transfer to the retired reserve in lieu of discharge or removal action described in paragraph 7.a, IAW 10 U.S.C. § 1186, 10 U.S.C. § 14905, and DoDI 1332.30, *Separation of Regular and Reserve Commissioned Officers*. See paragraph 13, which delegates the authority to deny, but not approve, such applications to retire or transfer to the retired reserve.
- c. An officer's resignation or application to retire or transfer to the retired reserve for the good of the service. *AFPB consideration is required.* If the recommendations of the MAJCOM or equivalent, AF/JA and SAF/GC are not unanimous with respect to acceptance of the resignation or application, the characterization of discharge, or withdrawal of the application, the decision authority must notify the Secretary of the Air Force before taking action. If the recommendations of the MAJCOM or equivalent, AF/JA and SAF/GC are unanimous with respect to acceptance of the resignation or application and characterization of discharge, but the proposed action of the decision authority is not consistent with those recommendations, the decision authority must notify SAF/MR before taking action. If the determination of SAF/MR results in a decision consistent with the recommendations of the MAJCOM or equivalent, AF/JA and SAF/GC, notification to the Secretary of the Air Force is not required; otherwise SAF/MR must notify the Secretary of the Air Force before action is taken. See paragraph 12, which delegates to courts-martial convening authorities the authority to deny, not approve, such resignations and applications prior to referral of charges; resignations may be re-submitted after referral of charges.
- d. Discharge of an officer with less than five years commissioned service or a Reserve officer who is also a Regular enlisted member ("dual status airman") and who is recommended for discharge for cause from the Regular Air Force, and an officer's resignation or application to retire or transfer to the retired reserve in lieu of such action. *AFPB consideration is required.* See paragraph 13, which delegates the authority to deny, but not approve, such resignation and applications to retire or transfer to the retired reserve to the commanders and vice commanders of major commands (MAJCOMs) and equivalents. This paragraph, 7.d., does not apply to the discharge or transfer to reserve status of officers under 10 U.S.C. § 647, or analogous force shaping authority.
- e. Determination that a second lieutenant is not qualified for promotion, and discharge of the officer because of such determination. *AFPB consideration is required.*

- f. Extension of delay of an officer's promotion beyond the initial six-month delay. Restrictions within 10 U.S.C. § 624(d) apply.
- g. Determination of the highest grade satisfactorily held by an officer, when such determination is required in conjunction with the member's retirement or transfer to the retired reserve. *AFPB consideration is required.*

Matters Affecting Enlisted Members

- h. Approval, denial or revocation of enlisted lengthy service probation. *AFPB consideration is required.*
- i. Execution of an enlisted member's approved administrative discharge for civil court conviction when an appeal of the conviction is pending or the time for appeal has not passed, and the member has not requested discharge. *AFPB consideration is required.*
- j. Appeal, by an enlisted member with 16 or more, but less than 20, years of service, of denial of reenlistment under the Selective Reenlistment Program. *AFPB consideration is required.*
- k. An enlisted member's application to retire or transfer to the retired reserve in lieu of administrative demotion. *AFPB consideration is required.*
- l. Approval of an under other than honorable conditions discharge when the sole basis for discharge is a serious offense that resulted in conviction by a court-martial that did not adjudge a punitive discharge, or the administrative discharge of a member from the Air Force Reserve or the Air National Guard of the United States and Reserve of the Air Force when the discharge authority recommends service characterization under other than honorable conditions. *AFPB consideration is required.*

Matters Affecting Cadets

- m. An Air Force Academy cadet's resignation for the good of the service. *AFPB consideration is required.* If the recommendations of the Superintendent, AF/JA and SAF/GC are not unanimous with respect to acceptance of the resignation or application, or characterization of discharge, the decision authority must notify the Secretary of the Air Force before taking action. If the recommendations of the Superintendent, AF/JA and SAF/GC are unanimous with respect to acceptance of the resignation or application and characterization of discharge, but the proposed action of the decision authority is not consistent with those recommendations, the decision authority must notify SAF/MR before taking action. If the determination of SAF/MR results in a decision consistent with the recommendations of the Superintendent, AF/JA and SAF/GC, notification to the Secretary of the Air Force is not required; otherwise SAF/MR must notify the Secretary of the Air Force before action is taken. See paragraph 11.a. which delegates to the Superintendent the authority to deny, but not approve, such resignations prior to referral of charges.
- n. The disenrollment or resignation of an Air Force Academy cadet in any case in which

decision authority is not delegated to the Superintendent. See paragraph 11.b. for cases that are delegated to the Superintendent. *AFPB consideration is required.*

o. The collateral consequences (e.g., election of active duty service or recoupment of educational costs; educational delay) of a cadet's resignation or disenrollment approved under paragraph 11.b. *AFPB consideration, with senior non-commissioned officer representation, is required.*

p. The collateral consequences (e.g., involuntary excess leave; temporary duty assignment) following the Superintendent's decision to indefinitely suspend a cadet from all cadet duties and activities. *AFPB consideration, with senior non-commissioned officer representation, is required.*

Matters Affecting All Members

q. Classification, retention, or discharge based on a member's application as a conscientious objector, IAW DoDI 1300.06, *Conscientious Objectors*. *AFPB consideration is required.*

r. A member's application to retire or transfer to the retired reserve while under a court-martial sentence extending to dishonorable or bad conduct discharge or confinement for more than six months, or when a regulatory restriction on retirement, not otherwise provided for in this Addendum, requiring Secretary of the Air Force action applies, or when, because of a recommendation for denial of retirement, the application has not been approved at a lower level. See paragraph 9.f. *AFPB consideration is required.* See paragraph 5.d. for authority to approve an officer's application to retire while under a sentence to dismissal.

s. Involuntary administrative discharge of a member who is eligible for, and has applied for, retirement or transfer to the retired reserve. *AFPB consideration is required.*

t. Changes to a line of duty determination. *AFPB consideration is required.*

u. Final Agency Decisions on appeals of the findings on military equal opportunity complaints.

v. Release from active duty, under 10 U.S.C. § 12686, of any reserve member who is within two years of qualifying for retirement. *AFPB consideration is required.*

w. Termination of Active Guard/Reserve status of a guardsman who is within two years of qualifying for retirement under the provisions of 10 U.S.C. § 8911 or § 8914 (active duty retirement). *AFPB consideration is required.*

8. Director and Deputy Director, Secretary Of The Air Force Personnel Council. Authority to act in the following matters is re-delegated through the Director, Air Force Review Board Agency to the Director and Deputy Director, Secretary of the Air Force Personnel Council, and may not be further re-delegated

Figure 4. Matters Affecting Officers/Enlisted Members/All Members.**Matters Affecting Officers**

- a. Denial of a request for reduction, under 10 U.S.C. § 1370(a)(2)(A) or § 1370(d)(5), of the three-year time in grade requirement for voluntary retirement or transfer to the retired reserve in a grade above major. *AFPB consideration is required.* Such requests may not be approved under this paragraph. See paragraph 6.a. for approval authority. This paragraph and paragraph 6.a. may not apply or their effects may be modified when, under Air Force policy at the time, this reduction authority is being employed as a force shaping tool. Specific fiscal year force shaping directions and authorities will be approved by the Secretary of the Air Force and separately announced when applicable. Such force shaping guidance will take precedence over this direction.
- b. Disapproval of a request for waiver, 10 U.S.C. § 1370(a)(2)(D), of the three-year time in grade requirement for voluntary retirement in a grade above major. *AFPB consideration is required.* An application may not be approved under this paragraph. See paragraph 5.g. for approval authority.
- c. Continuation of an officer subject to separation for failure of promotion on the reserve active status list pursuant to DoD Instruction 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List* or waiver of retention under 10 U.S.C. § 632(c).
- d. Retirement of a permanent professor of the Air Force Academy in the grade of brigadier general. *AFPB consideration is required.*

Matters Affecting Enlisted Members

- e. Involuntary administrative discharge of an enlisted member, with 16 or more years of service, who has been found unfit for service due to physical disability IAW DoDI 1332.18, Disability Evaluation System (DES) or in any other case, not otherwise covered by this Addendum, in which decision in the Office of the Secretary of the Air Force is required by the regulation, directive or instruction authorizing discharge. *AFPB consideration is required.* A discharge under the Secretary of the Air Force's plenary authority may not be acted upon under this paragraph. See paragraph 6.b. for the plenary authority.

Matters Affecting All Members

- f. A member's retirement or separation for physical disability when under the controlling regulation, directive or instruction, *AFPB consideration is required.* This paragraph does not apply to a general officer, or a medical officer in any grade, who is being processed for retirement for age or length of service. See paragraph 5.h. for those cases. See also paragraph 9.h. for cases in which *AFPB consideration is not required.*

9. Director and Deputy Director, Secretary of the Air Force Personnel Council (With Re-Delegation Authority). Authority to act in the following matters is re-delegated through the Director, Air Force Review Boards Agency to the Director and Deputy Director, Secretary of the Air Force Personnel Council. The Director, Secretary of the Air Force Personnel Council may further re-delegate authority for any of these matters by memorandum. Air Force Personnel Board consideration of these matters is not required.

Figure 5. Matters Affecting Officers/Enlisted Members/All Members.

Matters Affecting Officers

- a. An officer's resignation, discharge, separation or release from active duty in any case not otherwise provided for in this Direction. See paragraph 7.g. if the case involves a determination of highest grade satisfactorily held.
- b. Continuation of an officer on the active duty list beyond maximum age; on the reserve active status list, beyond maximum age or service; or when any action has been commenced against an officer with a view to trying the officer by court-martial, IAW DoDI 1320.08, *Continuation of Commissioned Officers on Active Duty and on the Reserve Active-Status List*.
- c. Waiver or reduction of an officer's active duty service commitment in connection with the officer's resignation or request for separation, in any case not otherwise provided for in this Addendum.
- d. Applications for voluntary retirement based on reduced minimum commissioned service.

Matters Affecting Enlisted Members

- e. A determination of the highest grade satisfactorily held by an enlisted member when such a determination by the Secretary of the Air Force is required or authorized by statute, regulation, directive, or instruction, and is not otherwise provided for in this Addendum.
- f. Involuntary administrative discharge of an enlisted member, with less than 16 years of service, who has been found unfit for service due to physical disability IAW DoDI 1332.18, Disability Evaluation System (DES). A discharge under the Secretary of the Air Force's plenary authority may not be acted upon under this paragraph. See paragraph 6.b. for the plenary authority.

Matters Affecting All Members

- g. A member's application for voluntary retirement or transfer to the retired reserve in any case not otherwise provided for in this Addendum. Unless a regulatory restriction on retirement applies, retirement may not be denied under this paragraph. See paragraph 7.r. for denial authority when a regulatory restriction on retirement applies.

- h. A member's retirement or separation for physical disability when under the controlling regulation, directive or instruction, *AFPB consideration is not required*. This paragraph does not apply to a general officer, or to a medical officer in any grade, who is also being processed for retirement for age or length of service. See paragraph 5.h. for those cases. See also paragraph 8.f. for cases in which Personnel Board consideration is required.
- i. A member's request to withdraw an approved retirement or change an approved retirement date.
- j. Waiver of spouse concurrence for non-participation in the Survivor Benefit Plan.

10. Director, Air Force General Officer Management; Director, Reserve Senior Leader Management; Director, National Guard Bureau General Officer Management; Commander, Air Force Personnel Center; Commander, Air Reserve Personnel Center. Authority to publish appointment or promotion orders manifesting and announcing the appointment of officers in grades to which the President (or an official acting for the President) has appointed them, is re-delegated to the Director, Air Force General Officer Matters, the Director, Reserve Senior Leader Management, and the Director, National Guard Bureau, General Officer Management with respect to officers being appointed or promoted to grades of brigadier general or above, and to the Commander, Air Force Personnel Center and the Commander, Air Reserve Personnel Center, with respect to all other officers.

11. Superintendent, United States Air Force Academy. Authority to act in the following matters is re-delegated through the Director, Air Force Review Boards Agency, to the Superintendent, United States Air Force Academy. Further re-delegation is not authorized.

11.1. Denial of a cadet's resignation for the good of the service when, at the time of denial, charges against the cadet have not been referred to trial by courts-martial. A resignation for the good of the service denied under this paragraph may be resubmitted by the cadet after charges have been referred to trial. See paragraph 7.m. for authority to deny a cadet's resignation for the good of the service after referral of charges, or to grant it at any time.

11.2. The resignation or disenrollment of a cadet for any reason except a resignation for the good of the service and a case in which the Superintendent recommends discharge under other than honorable conditions. See paragraph 7.m. and 7.n. for authority to act in the excepted matters.

11.3. Involuntary excess leave following an individual disenrollment that requires a collateral consequences decision. See paragraph 7.o.

11.4. Indefinite suspension of a cadet from all cadet duties and activities. See paragraph 7.p.

12. Convening Authorities. Authority to deny, but not approve, an officer's resignation or application to retire or transfer to the retired reserve for the good of the service, when at the time of denial, charges against the officer have not been referred to trial by courts-martial, is re-delegated through the Director, Air Force Review Boards Agency, commanders of major commands and major command equivalents, and intermediate commanders through whom such actions are processed, to commanders exercising general or special courts-martial convening authority. This re-delegation may be exercised only by a convening authority having jurisdiction over the officer concerned, or a superior convening authority. It may not be further re-delegated.

A resignation for the good of the service denied under this paragraph may be resubmitted by a convening authority having jurisdiction over the officer concerned, or a superior convening authority. It may not be further re-delegated. A resignation for the good of the service denied under this paragraph may be resubmitted by the officer after charges have been referred to trial. See paragraph 7.c. for authority to deny an officer's resignation or application to retire or transfer to the retired reserve for the good of the service after referral of charges, or to grant it at any time.

13. MAJCOM Commanders and Vice Commanders. Authority to deny, but not approve, an officer's resignation or application to retire or transfer to the retired reserve in lieu of any reason described in paragraphs 7.a, 7.b or 7.d is re-delegated through the Director, Air Force Review Boards Agency to the commanders and vice commanders of major commands and major command equivalents. Further re-delegation is not authorized. Authority to approve such resignations and applications to retire or transfer to the retired reserve is found in paragraphs 7.a, 7.b and 7.d.

13.1. DELETED

14. Revisions to addendum. This addendum may be reviewed and revised as deemed necessary by SAF/MR. Changes will be coordinated with SAF/GC and SAF/AA prior to publication.

SHON J. MANASCO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

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

HAFMD 1-24, *Headquarters Air Force Mission Directive, Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, 28 Jan 2019

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF/A1—Deputy Chief of Staff, Manpower, Personnel and Services

AF/HC—Air Force Chief of Chaplains

AF/RE—Chief of the Air Force Reserve

NGB/CF—Director, Air National Guard

SAF/AA—Administrative Assistant for the Secretary of the Air Force

SAF/GC—General Council of the Air Force

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

Terms

Convening Authority—Individual with certain legal powers granted under the Uniform Code of Military Justice.

Re-delegation of Authority—Organizational process wherein authority/responsibility is re-delegated/re-assigned to facilitate accomplishment of assigned responsibilities in developing policy, managing programs and preparing guidance on approved policies and plans. These re-delegations of authority/re-assignments of responsibility are intended to reduce duplication of effort while increasing operating effectiveness and efficiency.