

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



**HEADQUARTERS MISSION
DIRECTIVE 1-5**

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Special Management

AIR FORCE CHIEF DATA OFFICER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms. Eileen Vidrine)

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1. Mission. The Secretary of the Air Force (SECAF) pursuant to Title 10 United States Code Sections (U.S.C. §§) 8013-8016, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his or her responsibilities. As documented in paragraph 4.1.7 of Air Force Mission Directive 1, Headquarters Air Force, and this Headquarters Air Force (HAF) Mission Directive, the Air Force Chief Data Officer (SAF/CO) is established as part of the Secretariat. The SAF/CO has responsibility for leading, carrying out, reviewing, and ensuring that data for the Department of Air Force is secure, visible, accessible, understandable, linked, and trusted. The SAF/CO will establish strategic direction and guidance for Air Force (AF) management of data throughout its lifecycle. The SECAF retains ultimate responsibility for all policies related to the Department of the Air Force. Within his or her areas of responsibility, the SAF/CO prepares policies for approval and issues official guidance via official AF publications to ensure implementation of those policies. The SAF/CO represents AF interests in Office of the Secretary of Defense (OSD) and Federal Chief Data Office forums, policy creation, and strategy discussions.

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 (CSAF), and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction, and control of the SECAF.

2.1. **The SAF/CO** reports to the Under Secretary of the Air Force (USECAF), 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/CO is accountable to the SECAF for results achieved within the policy and program domains assigned by this Directive.

2.2. **The SAF/CO** works in cooperation with assistant secretaries of the AF, deputy chiefs of staff and their respective offices, as well as other HAF organizations that are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 U.S.C. §§ 8014 - 8023 and 8031 - 8038), for assisting the SECAF in carrying out his or her responsibilities.

3. Responsibilities : The SAF/CO is specifically responsible for:

3.1. Issuing AF data policy, guidance, and procedures for the AF data at all classification levels.

3.1.1. Representing AF data needs in executive and senior-level boards, panels, steering groups, advisory bodies, and other venues concerning enterprise data management best practices.

3.1.2. Supporting, as directed, development of Joint, cross-Service, cross-Department of Defense (DoD), and multi-domain AF data planning and capabilities in areas of emerging significance.

3.2. Working collaboratively with the Director, Air Force Studies, Analyses and Assessments and the Deputy Chief Information Officer (SAF/CN) to ensure that authoritative, actionable (current and relevant), assured (accurate and secure), and available (accessible and secure) data is captured and made available to support AF studies, analyses, and assessments.

3.3. Working with the SAF/CN to identify infrastructure requirements as they coordinate with SAF/CO for data capability requirements.

3.4. Shaping a collaborative AF data environment, in conjunction with SAF/CN and the Deputy Under Secretary of the Air Force, Management (SAF/MG), that promotes and leverages data as a strategic asset, and shapes a data-driven Digital AF culture.

3.5. Establishing AF-wide data governance (policies, processes, practices, principles, and roles and responsibilities) and sponsoring AF data governance fora.

3.6. Advising the SECAF, USECAF, CSAF, and Vice Chief of Staff of the Air Force (VCSAF) on opportunities to improve the use of and encourage collaborative approaches on data use.

3.7. Partnering with appropriate organizations to develop standard AF data processes, practices, and tools that enable AF communities to operationalize and employ AF data in support of decisions.

3.8. Serving as a member of the AF Corporate Structure and the AF Council.

3.9. Coordinating the use, dissemination, and generation of data as well as participating in the approval process of Authoritative Data Sources (ADSs) in conjunction with portfolio managers and data stewards to provide management and oversight of AF data assets to provide its users with high quality and easily accessible data in a consistent manner.

3.10. Serving as a member of the Enterprise Information Technology Council (EIT-C), chartered by the SAF/CN to provide strategic level data stewardship at the General Officer/Senior Executive Service (GO/SES) as part of enterprise IT portfolio management processes within the Enterprise Information Mission Area.

3.11. Serving as a member of the Enterprise Senior Working Group (ESWG), sponsored by the USECAF and chaired by SAF/MG to provide strategic level (GO/SES) data stewardship as part of enterprise Information Technology (IT) portfolio management processes within the Business Mission Area.

3.12. Coordinate with data stewards when data sets are aggregated to address classification.

3.13. Managing AF data assets including standardization of formats, to comply with authoritative direction.

3.14. Providing data asset support to the Performance Improvement Office and Evaluation Officer to reduce barriers that inhibit data accessibility.

3.15. Ensuring all Authoritative Data Sources are registered in the Enterprise Information Model and ensuring all appropriate point of contacts (POCs) are identified to enable open data use and implementation.

3.16. Develop a comprehensive data inventory that accounts for all open and public data assets created by, collected by or under control or direction of, or maintained by the AF.

3.17. Serving as a liaison to other DoD and non-DoD agencies, as well as the Office of Management and Budget on the best way to use existing agency data for statistical purposes (as defined in authoritative guidance).

3.18. Work collaboratively with the SAF/CN and Air Force Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations (AF/A2/6) to ensure sensitive AF cyberspace and national security system data managed under Titles 40 and 50 are: 1) safeguarded as directed in HAF Mission Directive 1-26; 2) shared under Title 50 authorities in accordance with Intelligence Community Directive (ICD) 501; and 3) inventoried under the policies of the Assistant Director of National Intelligence for Information and Data (ADNI/ID) in their role as Intelligence Community Chief Data Office (IC CDO).

4. Delegations of Authority: Attachment 1 lists delegated authorities and assigned responsibilities to the SAF/CO. The authorities delegated/responsibilities assigned to the SAF/CO by this mission directive may generally be re-delegated to other Department of the Air Force officials, unless re-delegation is expressly prohibited by this Mission Directive or superseding law, regulation, or DoD issuance. While the authorities listed in Attachment 1 are delegated to the SAF/CO, and responsibilities listed there are assigned to the SAF/CO, the SAF/CO will ultimately be responsible to the SECAF for all matters listed in this publication. Any re-delegation of authority/responsibilities shall not be effective unless it is in writing. Any person re-delegating authorities/responsibilities assigned in accordance with this mission directive may further restrict or condition the authority being re-delegated.

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

6. Continuation of Prior Re-Delegations of Authority/Assignment of Responsibilities: SAF/CO is a new organization. Therefore, no documented continuation of previously established delegations of authority or assignment of responsibilities is required.

Heather Wilson
Secretary of the Air Force

ATTACHMENT 1**DELEGATIONS OF SECRETARY OF THE AIR FORCE
AUTHORITIES/ASSIGNMENTS OF RESPONSIBILITY TO THE AIR FORCE CHIEF
DATA OFFICER (SAF/CO)**

A1.1. Authority relating to promoting data security, visibility, accessibility, understandability, trustworthiness, interoperability, data, and services standards, and specifications compliance through planning, programming, and acquisition processes

A1.2. Directing and overseeing development and visibility of data and services, shared vocabularies and associated metadata, and registration in appropriate registries, catalogs, and repositories

A1.3. Ensure capabilities are transitioned to the operational environment and are compliant with data, information, and specifications

A1.4. Support the Department of Defense (DoD) Chief Information Officer (CIO)-designated enterprise governance processes for the sharing of data and information

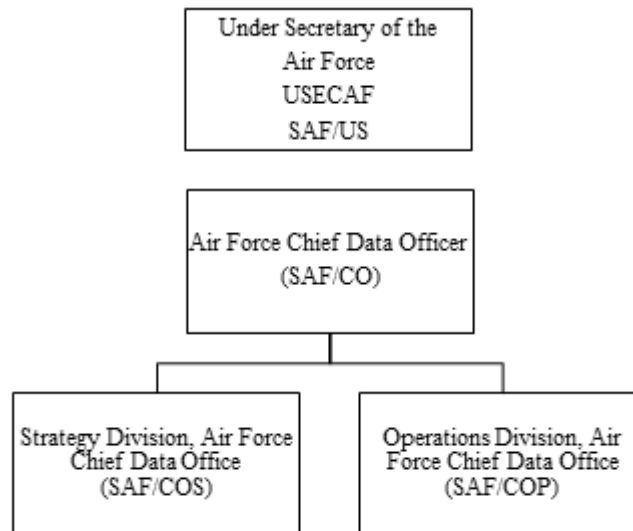
A1.5. Provide the Director, Defense Information Systems Agency (DISA), and the DoD CIO with DoD enterprise capabilities' project and planning information for the sharing of data and information

A1.6. Comply with the Director, DISA, policies to support organization-validated data and information capability requirements with enterprise services

A1.7. Plan, program, budget, and execute funding for capabilities that share data and information, and their supporting infrastructures to support data and information capabilities

A1.8. Manage data and information; in coordination with appropriate federal agencies, help the Office of the DoD CIO develop standards for agreements that address data and information capabilities

A1.9. Collaborate with the Under Secretary of Defense for Acquisition and Sustainment to modify education and training programs to advocate the secure sharing of data and information as delegated to the Secretary of the Air Force, pursuant to DoDI 8320.07, *Implementing the Sharing of Data, Information, and Information Technology (IT) Services in the Department of Defense*

ATTACHMENT 2**ORGANIZATION CHART AIR FORCE CHIEF DATA OFFICE (SAF/CO)**

A2.1. The Air Force Chief Data Officer's (SAF/CO) primary role is to ensure that timely, high-quality data is available to internal and external stakeholders in order to fulfill mission requirements. The SAF/CO is a data strategist and advisor, steward for improving data quality, advocate for data sharing, technologist, and developer of new data products. The SAF/CO will ensure data access across the Air Force (AF) enterprise to enable its use to empower business functions, mission performance, and analysis. The SAF/CO role will:

A2.1.1. Manage open government data effort including coordinating how the AF offers application programming interfaces and creates public data products.

A2.1.2. Decrease the cost of managing data and increase the value of the data the AF possesses.

A2.1.3. Improve how the AF collects, uses, manages, and publishes data.

A2.1.4. Lead the AF efforts to track data collections, data purchases, databases, physical data models, and linkages between data assets.

A2.1.5. Improve data quality and how the AF measures data quality.

A2.1.6. Ensure data is available, reliable, consistent, accessible, secure, and timely to support the mission and activities of the agency.

A2.1.7. Align and standardize data models.

A2.1.8. Sponsor AF-wide data working groups to enable collaboration to implement the responsibilities assigned therein.

A2.2. Three-letter/digit subordinate offices include:

A2.2.1. Strategy Division, Air Force Chief Data Office (SAF/COS): The SAF/COS is responsible for setting the vision and goals for change, and providing the enabling architecture, standards, governance, and inform AF-wide talent management plans that will

empower Airmen and the systems they operate to leverage and act upon quality data at speed and scale. As such, they maintain and update the strategic framework for ensuring the AF data is secure, visible, accessible, understandable, linked, and trusted with and across every function, mission area, and domain of operations (including multi-domain) to deliver decision advantage.

A2.2.2. Operations Division, Air Force Chief Data Office (SAF/COP): The SAF/COP is responsible for establishing and leveraging appropriate enterprise environment(s), and operating the resulting Air Force Data Lab to validate and mature processes to operationalize data. They work in collaboration with strategic partners to leverage data to support, enhance and execute the mission. They partner with appropriate analytic organizations to conduct unique use cases, peer review, programmatic development, and technological assessments to provide capabilities that inform the decision-making process.