

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

**HEADQUARTERS OPERATING  
INSTRUCTION 90-1**

**7 MAY 2024**

***Special Management***



**HEADQUARTERS AIR FORCE  
MISSION DIRECTIVES AND  
DEPARTMENT OF DEFENSE  
ISSUANCES PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Headquarters Air Force Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil>

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(Mr. Andrew Schaffer)

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This publication implements Department of the Air Force Policy Directive (DAFPD) 90-1, *Policy, Publications, and DoD Issuance Management*, and is consistent with Department of Defense Instruction (DoDI) 5025.01, *Department of Defense Issuances Program*; it also complies with guidance in Air Force Mission Directive (AFMD) 1, *Headquarters Air Force*. It describes how and when Headquarters of the Department of the Air Force organizations (HAF) develop, revise, and rescind Headquarters Air Force Mission Directives (HAFMD). These publications document the Secretary of the Air Force (SecAF) delegations of authorities, assignments of missions and areas of responsibility to respective organization and memorializes negotiated operating procedures between HAF organizations with intersecting areas of responsibility. This instruction is applicable to all personnel assigned to a HAF organization (Office of the Secretary of the Air Force (known as the Secretariat), the Air Staff, and the Office of the Chief of Space Operations (OCSO) (known as the Space Staff)) to include contractor personnel, Air Force Reserve, and the Air National Guard when processing Department of Defense (DoD) Issuances. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 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. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 to the Air Force Departmental

Publications Office (AFDPO), Policy Management Branch, (AAIPX) at [SAF.AA.AFDPO-PPX.Workflow@us.af.mil](mailto:SAF.AA.AFDPO-PPX.Workflow@us.af.mil).

## ***SUMMARY OF CHANGES***

This publication adds applicability to the Office of the Chief of Space Operations (Space Staff), updates HAFMD templates for HAF organizations (2-Letter, Level 2, and equivalent), provides a Standard Operating Procedures (SOP) template and updates references. Please review in its entirety.

**1. Overview.** HAFMDs establish SecAF's expectations for each respective HAF two-letter/level 2 (2-Ltr/L2) official. They are the official methods by which SecAF delegates authority and assigns major functions and responsibilities to HAF 2-Ltr/L2 officials and provides standing guidance in how each official, supported by his/her office, is to assist in fulfilling SecAF's statutory responsibilities. HAFMDs also prescribe the mission, organization, responsibilities, and relationships of HAF organizations. When applicable, they also state special limitations or provisions affecting re-delegation and/or re-assignment, that are not already specified in statute or other relevant documents. HAFMDs do not dictate procedures. Any policy or procedural guidance required to implement the authorities or responsibilities in HAFMDs will be issued in departmental level publications in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*. DoD Issuances establish DoD policies and procedures. The DoD Issuance program has two distinct and separate phases; drafting of the DoD policy and developing departmental level publications to implement approved DoD policy. (See paragraphs 7 and 8.)

## **2. Responsibilities.**

**2.1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA) administers the HAFMD process through the Information Management Directorate (SAF/AAI) and appoints Air Force Departmental Publications Office (AFDPO), Policy Management Branch (AAIPX) as the focal point for HAFMDs.**

2.1.1. Oversees DAF implementation of the DoD Issuance Program, serves as the Primary Issuance Focal Point for the DoD Issuance Program, and approves DAF implementing guidance.

**2.2. HAF Organizations (2-Ltr/L2).** Each HAF organization will develop and maintain their respective HAFMD. Each HAF organization:

2.2.1. Prepares their 2-Ltr/L2 HAFMD using the appropriate template located at the Air Force Information Management Publishing Tool (AFIMPT) website <https://wmsweb.afncr.af.mil/afimpt/>

2.2.1.1. Ensures that the HAFMD is numbered as referenced in **Attachment 2** of this Headquarters Operating Instruction (HOI).

2.2.1.2. Reviews and verifies that all DoD issuances assigned to their HAF organization are implemented in accordance with DAFFD 90-1, *Policy, Publications, and DoD Issuance Management*.

- 2.2.1.3. Ensures that DoD Issuances assigned to organization in IDAR database (<https://usaf.dps.mil/teams/12957/idar/sitepages/home.aspx>) are included in **Attachment 1** of the respective HAFMD.
- 2.2.1.2.1. Assigned OPR reviews quarterly DoD Issuance report from SAF/AAIPX; advises respective HAF 2-Ltr/L2 Principal Official on status and issues implementing policy for assigned DoD Issuances. Informs SAF/AAIPX of any changes that require updates to the database via [saf.aa.afdpo-ppx.workflow@us.af.mil](mailto:saf.aa.afdpo-ppx.workflow@us.af.mil).
- 2.2.1.2.2. Develops or revises narratives to effectively describe the organization's mission and HAF 2-Ltr/L2 Principal Official's delegated authority and assigned responsibility including re-delegation limitations.
- 2.2.1.2.3. Validates that the authorities/responsibilities listed in their HAFMD accurately reflect information in the most current version of cited DoD issuances, statute, public law, executive order, or other source documentation.
- 2.2.2. Obtains necessary mandatory and subject matter expert formal coordination specific to HAFMD (see **paragraph 4.1**) using Department of the Air Force (DAF) Form 673, *Air Force Publication/Form Action Request*.
- 2.2.3. Staffs the final draft for certification and SecAF approval in accordance with HOI 33-3, *Correspondence Preparation, Control, and Tracking*.
- 2.2.4. Maintains the official record set of the HAFMD in accordance with instructions in DAFMAN 90-161, *Publishing Processes and Procedures* and records management guidance in AFI 33-322, *Records Management and information Governance Program*.
- 2.2.5. Ensures SOPs are developed as appropriate/necessary. HAF organizations that share responsibilities in the same functional area or regularly work together are required to develop SOPs describing the processes and procedures that both organizations will follow to fulfill and carry out the missions and roles that are set forth in their respective HAFMD. Comprehensive SOPs are particularly important for Secretariat, Air Staff, and Space Staff that share responsibility for consistent implementation of DoD policies across the DAF.
- 2.2.5.1. A template for SOPs is provided on AFIMPT; it should be signed by HAF 2-Ltr/L2 Principal Officials entering agreement. **Note:** Organizations may adapt SOP formatting. Approved SOPs will be attached to the respective HAFMDs. SOPs should be amended and reissued as needed or when revising HAFMD.
- 2.2.5.2. Amended SOPs do not require prior notification or coordination with SAF/GCA (Air Force General Counsel, Fiscal, Ethics and Administrative Law Directorate), The Office of The Judge Advocate General (AF/JA), or SAF/AAIPX. However, recommend SAF/GCA and AF/JA review to ensure compliance with fiscal or administrative laws, statutory designations, or responsibilities.
- 2.2.5.3. Forward amended SOP to AAIPX workflow for assistance with posting to the e-Publishing website.
- 2.2.6. Reviews the HAFMD periodically in accordance with DAFMAN 90-161 and revises as required.

### 2.3. Deputy General Counsel, Fiscal, Ethics and Administrative Law (SAF/GCA):

- 2.3.1. Is the focal point for HAFMD reviews for Secretary of the Air Force General Counsel (SAF/GC).
- 2.3.2. Reviews and provides advice/assistance on fiscal and administrative law issues, identifies conflicts and contradictions with other HAFMDs.
- 2.3.3. Routes internally within SAF/GC as needed for further reviews.
- 2.3.4. Provides final legal review and a consolidated set of comments back to OPR as needed.

### 2.4. Office of the Judge Advocate General:

- 2.4.1. Must be included as a mandatory coordinator during formal coordination process of HAFMDs.
- 2.4.2. Reviews and provides advice/assistance on legal issues and operationally related matters.
- 2.4.3. Works in conjunction with SAF/GCA to identify conflicts and contradictions with other HAFMDs.

**3. HAF Mission Directive Development.** HAFMD OPRs will utilize the appropriate HAFMD template. There are three templates for HAFMDs (one for Secretariat offices, one for Air Staff offices and one for Space Staff offices). Word ® versions are maintained in AFIMPT under templates. The appropriate template must be applied when developing a draft HAFMD.

#### 3.1. Publication Body. The body will contain the following paragraphs/subparagraphs:

- 3.1.1. “Mission.” A brief description of the organization’s mission.
- 3.1.2. “Organizational relationships.” States to whom the head of the organization reports and describes any relationships with other organizations, i.e., relationships with organizations under their purview and/or organizations that may have an interest in or oversight of their functions. Field Operating Agencies and/or Direct Reporting Units that fall under an organization will be referenced in this section. However, their missions will be documented in an AFMD or Space Force Mission Directive (SPFMD). See HAF Mission Directive template(s) for language to use when referencing Field Operating Agencies and/or Direct Reporting Units. AFMDs/SPFMDs are managed IAW AFPD 38-1, *Manpower and Organization* and AFI 38-101, *Manpower and Organization*.
- 3.1.3. “Responsibilities.” A broad description of the organization’s responsibilities.
- 3.1.4. “Delegations of Authority/Assignments of Responsibility.” A **single paragraph** that will have the legal effect of incorporating the delegations of authority and assignments of responsibility to the HAF 2-Ltr/L2 Principal Official as set forth in [Attachment 1](#) of each HAFMD. This paragraph should also state the general rules for subsequent re-delegations of those authorities. **Note:** Do not reference lower-level publications in HAFMDs. HAFMDs may be referenced in Departmental level publications.
- 3.1.5. “Notifications to Congress.” When appropriate, a paragraph stating general limitations on the authority to provide notifications or reports to Congress on re-delegated authorities.

3.1.6. “Continuation of Prior Re-Delegations of Authority/Assignments of Responsibility.” Use verbiage provided in applicable template.

### 3.2. Publication Attachments.

3.2.1. **Attachment 1** will be titled “Delegations of Secretary of the Air Force Authority and Assignments of Responsibility.” **Attachment 1** will set forth specific authorities delegated and/or responsibilities assigned by SecAF to the HAF 2-Ltr/L2 Principal Official along with the specific source of the authority/responsibility (typically DoD Issuances, although occasionally United States Code Sections, Public Laws, or Executive Orders, if not cited in a DoD Issuance).

3.2.1.1. Individual entries in **Attachment 1** should differentiate between specific authority delegated and overall responsibility for compliance with a responsibility assigned. See HAF Mission Directive templates for examples.

3.2.1.2. Individual entries in **Attachment 1** must clearly state whether the HAF 2-Ltr or L2 organization executes a specific delegated authority or assigned responsibility on a DAF-wide basis or for their respective Military Service. If two or more HAF 2-Ltr/L2 Principal Officials are delegated authority or assigned responsibility for the same function, and if a consolidated DAF position or response is necessary, one HAF 2-Ltr or L2 organization should be designated in an SOP as the DAF lead. Unresolved assignments of delegations of authority/responsibility will be elevated to SecAF for resolution.

3.2.1.3. Special limitations or provisions affecting the specific re-delegation or re-assignment of any authority will be identified. Delegations/assignments may specify the lowest organizational level to which re-delegation/re-assignment is allowed by the Secretary of the Air Force and any other relevant limitations or conditions on the re-delegated/re-assigned authority. Where delegation or re-delegation is not restricted, the authority may be delegated / re-delegated, with or without limitations or conditions.

3.2.1.4. Unless otherwise restricted by controlling law or policy, HAF 2-Ltr/L2 Principal Officials may re-delegate or reassign an authority/responsibility assigned to them to a subordinate Principal Official. Reassignments or redelegations must be in writing, reviewed by SAF/GC (Coord with AF/JA also recommended), and signed by the HAF 2-Ltr/L2 Principal Officials. Regardless of any reassignment or redelegation, HAF 2-Ltr/L2 Principal Officials remain responsible to SecAF for responsibilities assigned to them.

3.2.2. **Attachment 2** will describe the organizational structure of the HAF organization. It includes an organizational chart, down to the 3-Ltr/L3 level, and should include brief descriptions of each office’s functions.

3.2.3. **Attachment 3** will include all approved standard operating procedures, as applicable. See **paragraph 2.2.5**.

3.2.4. Word version templates for Secretariat, Air Staff, Space Staff and SOP’s are located on AFIMPT

**4. Coordination, Certification and Approval.** Coordination is the process by which the OPR obtains endorsements of the proposed publication from offices with subject matter expertise or

functional interest, oversight responsibilities, or statutory/regulatory review requirements. These endorsements must be obtained prior to seeking certifying and approving official's signatures on the DAF Form 673. Assistance in determining appropriate offices/organizations from which coordination should be obtained is found in DAFMAN 90-161 Table A3.1. This table is not all-inclusive but provides recommended coordinating offices for certain subject areas/conditions. **Note:** All HAFMDs must also receive coordination from Administrative Assistant Resource Directorate (SAF/AAR), AF/JA, SAF/GCA and SAF/AAIPX.

#### 4.1. Coordination.

4.1.1. The OPR will obtain SAF/AAR coordination. SAF/AAR verifies that the office titles, symbols, and descriptions used in the draft are official. SAF/AAR coordination can be obtained concurrently during initial formal coordination. All Office Symbol Code packages should be approved by SAF/AAR prior to submitting to SAF/GCA and SAF/AAIPX for coordination.

4.1.2. Through the Enterprise Task Management Software Solution (ETMS2) the OPR will obtain SAF/GCA coordination **AFTER** initial formal coordination. Review is conducted to ensure any potential legal issues injected during HAF review process are identified and addressed. SAF/GCA will provide final legal coordination recommendation to SAF/GC and **BEFORE** final coordination is requested from SAF/AA and SAF/AAIPX.

4.1.3. The OPR will obtain SAF/AAIPX coordination through ETMS2 assignment to SAF/AA. SAF/AAIPX will provide final coordination recommendation to SAF/AA. This is the final coordination required before certification and approval. OPR should submit relevant/approved Organization Change Request (OCR), Program Action Directive (PAD) etc., adjudicated Comment Resolution Matrix (CRM) and final draft.

4.2. **Certification and Approval.** After receiving HAFMD specific mandatory coordination from AF/JA, SAF/GCA and SAF/AAIPX, the OPR will:

4.2.1. Obtain Certifying Official's (owning 2-Ltr/L2) signature on the consolidated DAF Form 673.

4.2.2. Prepare a package that includes: the final draft for HAFMD, the consolidated coordinated DAF Form 673 and the adjudicated CRM (if applicable). Route this package through the HAF Executive Secretariat (SAF/DSE), for approval by the Approving Official (Secretary of the Air Force), in accordance with HOI 33-3.

4.2.3. If any substantive changes are made to the final draft of a HAFMD after SAF/GC coordination, the OPR must provide SAF/GCA with a copy of the changes. SAF/GCA will expedite a review of the senior leader changes to ensure they are legally permissible.

4.3. **After obtaining the Approving Official's (Secretary of the Air Force) signature on DAF Form 673, the OPR will submit the approved HAFMD and signed DAF Form 673 to AFPDO, via AFIMPT for publishing to the ePublishing website.** The OPR will file and maintain the approved package as part of the official record-set.

5. **Revisions.** HAFMDs are coordinated and processed in the same manner as original versions of the HAFMD. Interim changes and Guidance Memorandums are not applicable to HAFMDs.

5.1. **Administrative Changes.** Are non-substantive revisions to the subject matter content of the HAFMD or an attachment (e.g., office symbol change, office realignment, etc.) These



changes do not change the Secretary of the Air Force's delegated authority or assignment of responsibility. Only the OPR may make administrative changes to their publications. SAF/AAIPX and SAF/GCA coordination is required. SAF/GCA will route to AF/JA as deemed appropriate.

5.1.1. The OPR will provide a Word® document in accordance with the format referenced in DAFMAN 90-161 for administrative changes. Both the OPR and the 2-Ltr/L2 (certifying official) sign the appropriate area of DAF Form 673.

5.1.2. The OPR will submit the administrative change to AFPDO via AFIMPT for publishing to the ePublishing website. The administrative change will preface top of the HAFMD; information will be incorporated in the next revision if still relevant.

**5.2. Substantive Changes.** The delegation of a new authority, substantive or significant change(s) to a DoD Issuance, Public Law(s), or Executive Order(s), or a HAF reorganization/transfer of responsibilities between HAF organizations, are examples of circumstances that may necessitate revision of an existing HAFMD. Substantive changes to HAFMDs are coordinated and processed in the same manner as original versions of the HAFMD. HAFMD should be updated as soon as possible to reflect substantive changes.

**6. Rescissions.** Rescissions of HAFMDs are based on the decision of the SecAF to reorganize or restructure the HAF (e.g., the disestablishment or merger of two HAF organizations), or otherwise alter delegations of authority and/or assignments of responsibility. Because HAFMDs state and explain delegations and authorities of the SecAF, a HAFMD may only be rescinded by the SecAF. To ensure continuity of assigned responsibilities, prior to the formal rescission of a HAFMD, OPRs must ensure that any delegations of authority and/or continuing responsibilities that require re-assignment have been appropriately incorporated into other HAFMDs. HAFMDs must be submitted for rescission using DAF Form 673 and are coordinated and processed in the same manner as a newly written HAFMDs.

## **7. Process for DoD Issuance Drafts and/or Proposed Cancellations.**

**7.1. Focal Points.** SAF/AA serves as the Primary Issuance Focal Point for the DoD Issuance Program overseeing the DAF implementation of the DoD Issuance Program and approving DAF implementing guidance ([paragraph 8](#)). The HAF Executive Secretariat (SAF/DSE) is the alternate DAF Focal Point.

7.1.1. DoD Issuances Program processes the documents that establish and implement DoD policy, called "DoD issuances." Issuance types include DoD Directives, DoD Instructions, DoD Manuals, Directive Type Memorandums (DTM), and Administrative Instructions (AI).

**7.2. Initial Process.** The Office of the Secretary of Defense will formally coordinate drafts and cancellations of DoD Issuances with the DoD Components through the Executive Services Directorate (Department of Defense Directives Division) website, [www.esd.whs.mil/DD/DoD-Issuances/](http://www.esd.whs.mil/DD/DoD-Issuances/). This formal coordination process provides the DAF the opportunity to comment on and/or contest requirements that the DAF cannot meet. DoD Issuances are proposed for cancellation when the issuing Secretary of Defense Component OPR determines it has served its purpose, and is not appropriate for incorporation into a new, revised, or existing Issuance.

7.2.1. Upon receiving an issuance coordination request and instructions from DoD Directives Division via the DoD Issuance Portal, SAF/DSE tasks to owning HAF organization/OPR, who will then be responsible for reviewing and coordinating on behalf of the Secretary of the Air Force.

7.2.2. SAF/DSE sets suspense dates for the OPR and ensures Office of the Secretary of Defense suspense dates are met. **Note:** The coordination timeframe is dependent upon the type of issuance being coordinated. SAF/DSE sets suspense date to ensure the DAF meets the Office of the Secretary of Defense suspense.

7.2.3. SAF/AAIPX ensures written notification to the DoD Directives Division of those positions designated and authorized by the Secretary of the Air Force to coordinate on draft or proposed cancellation of a DoD Issuances on his/her behalf.

### **7.3. Draft and/or Proposed DoD Issuances Cancellation Taskings.**

7.3.1. If the HAF organization assigned by SAF/DSE to review and coordinate on a DoD Issuance as the DAF OPR determines a different HAF organization should perform that responsibility, they must promptly notify SAF/DSE for reassignment of task, IAW HOI 33-3, *Correspondence Preparation, Control, and Tracking*.

7.3.2. HAF organization assigned as the DAF OPR is tasked with the responsibility of completing a two-part coordination process consisting of an intra-DAF coordination phase for DoD Issuance drafts or cancellation proposals and an implementation phase for approved DoD Issuances.

7.3.3. Once the task is acknowledged by the HAF organization they have accepted “ownership” of the issuance as the DAF OPR. “Ownership” means the OPR bears official responsibility for ensuring DAF compliance with assigned DoD Issuances, to include implementation and oversight of the same, as appropriate. **Note:** If DoD Issuance is officially transferred to another HAF organization, they then accept ownership.

7.3.4. Upon receiving a DoD Issuance tasker, the HAF organization assigns the task to OPR within their respective organization to lead the review. All OPRs/AOs assigned to formulate formal DAF positions on DoD Issuances must be a military member or a DAF civilian employee. Contractor personnel may assist by providing administrative support, coordination of comments, and advice and counsel, but the final approval of the coordination response (concur, non-concur, etc.), acceptance and/or denial of coordination recommendations, and/or changes to publications/forms must be made by a DAF employee.

### **7.4. Developing the Proposed Department of the Air Force Position.** After review, the OPR coordinates the package with all applicable HAF organizations having any potential equity in the DoD Issuance.

7.4.1. After internally coordinating the tasked DoD Issuance, the OPR will develop the proposed DAF position. Their review must determine and clearly identify the issuance’s impact on the DAF.

7.4.2. The review must also make certain all authorities and responsibilities identified in the issuance for DAF action are delegated or assigned to the “Head of the Department of Defense Component”, and/or the “Head of the Military Component”, and/or the



“Secretaries of the Military Departments” and/or “the Secretary of the Air Force” and not to an organization or official below that level.

#### 7.5. Finalizing the Department of the Air Force Position.

7.5.1. The OPR consolidates the comments received during coordination with DAF Offices (as required) using the Department of Defense (DD) Form 818, *DoD Issuance Coordination Response*.

7.5.2. The OPR identifies the proposed DAF position. Some of the drop-down options on the DD Form 818 are: concur; concur without comment; concur with comment, nonconcur.

7.5.3. The OPR prepares response for approval by preparing electronic staff summary sheet (eSSS) and staff package in accordance with HOI 33-3, section 3.18, to include the draft DoD Issuance (or copy of the proposed cancellation) and completed DD Form 818 to ETMS2 tasking. OPR will then request approval from the functional Assistant Secretary or the appropriate authorized coordinating official e.g., AF/A1 request to SAF/MR for approval of DAF position.

7.5.4. In DAFFD 90-1, the SecAF delegates the authority to request or provide coordination on draft DoD issuances to the Assistant Secretaries of the Air Force, the General Counsel, the Administrative Assistant, and the Principal Deputies for each of these officials, coordination is provided on the DD Form 818.

7.5.5. Upon approval/signature on the DD Form 818, the OPR returns the completed DD Form 818 to SAF/DSE for uploading into the Directives Portal System.

### 8. Implementation Actions for Approved DoD Issuances (New, Revised and Cancellations)

8.1. **The Administrative Assistant to the Secretary of the Air Force (SAF/AA).** As the Primary Issuance Focal Point, oversees the DAFs implementation of the DoD Issuance Program and coordinates on DAF implementing policy. Day-to-day administration of this function is assigned to SAF/AAIPX.

8.2. **SAF/AAIPX.** Manages and administers DAF implementation of the DoD Issuances Program in accordance with DoDI 5025.01. **Note:** Only DAF/USAF/USSF policy (i.e., PDs) implements higher-level policy and guidance (i.e., DoD issuances). DAF/USAF/USSF guidance (i.e., instructions and manuals) implement DAF/USAF/USSF policy. Official publications are published in accordance with DAFI 90-160.

8.2.1. Provides clarification and interpretation of the DoD Issuance Program.

8.2.2. Develops guidance and procedures concerning DAF coordination on all DoD Issuances.

8.2.3. Notifies HAF organizations of newly issued, re-issued, or cancelled DoD Issuances.

8.2.4. Tracks official DAF implementation of DoD Issuances by maintaining the Issuances, Delegations of Authority, and Responsibilities database <https://usaf.dps.mil/teams/12957/idar/sitepages/home.aspx#>

8.2.5. Tasks the HAF OPR in ETMS2 with reviewing for impact of DAF implementing publication(s) following revisions to existing, rescissions of current, or publishing of new

DoD Issuances. The OPR will be provided a minimum of 15 business days for coordination.

8.2.6. Provides HAF organizations with quarterly DoD Issuance Report to review for accuracy and DoD Issuance implementation.

### 8.3. Formal Tasking.

8.3.1. As a result of a new, revised, or cancelled DoD Issuance the designated HAF organization will assign an OPR to review and determine action required for implementation.

8.3.2. In response to the assigned ETMS2 task the OPR will identify the course of action. The action to be taken must identify if a DAF publication needs to be created, updated, rescinded, or transferred (see [paragraph 9.](#)). The HAF organization should also accordingly respond if the DoD Issuance is a stand-alone publication, requiring no DAF implementation action. **Note:** Refer to DAFMAN 90-161, for the creation, revision, or rescission of DAF publications.

8.3.3. Once the HAF organization completes the task SAF/AAIPX will review the response and create a new task with a 180-day suspense for completion of the action identified.

8.3.4. The HAF organization will ensure that the identified DAF publication(s) properly implement the policy and guidance in the DoD Issuances. The OPR will develop or revise all publications within 180 days. **Note:** Guidance Memorandums (GM) and Policy Memorandums (PM) do not meet the implementation requirement as they expire in 12 months.

8.3.5. The HAF organization should submit all extension requests through ETMS2 task.

8.3.6. The HAF organization may close out the task once action for implementing publication is published.

8.3.7. SAF/AAIPX will review the DAF publication to ensure that it is implemented within stated policy and update IDAR accordingly.

## 9. Transferring of DoD Issuances.

**9.1. If a HAF organization determines “ownership” of DoD Issuances should be assigned to another OPR, they will suggest and coordinate directly with the proposed HAF 2-Ltr/L2 OPR to initiate the transfer.** Once concurrence is obtained:

9.1.1. Both offices will initiate actions to officially transfer/update the Secretary of the Air Force’s delegated authority/assignment of responsibility in their respective HAFMDs.

9.1.2. The losing OPR must prepare an DAF Form 673 to transfer ownership as the OPR of any implementing publication(s) to the new (gaining) OPR and/or to revise/rescind publication(s), as appropriate, in accordance with DAFMAN 90-161. This action must be coordinated with SAF/AAIPX.

9.1.3. The gaining OPR must notify SAF/AAIPX if there are any additional DAF implementing publication(s).

EDWIN H. OSHIBA  
Administrative Assistant

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

DoDI 5025.01, *DoD Issuances Program*, 1 August 2016  
DAFPD 90-1, *Policy, Publications, and DoD Issuance Management*, 24 March 2023  
AFPD 38-1, *Manpower and Organization*, 2 July 2019  
DAFI 90-160, *Publications and Forms Management*, 14 April 2022  
AFI 38-101, *Manpower and Organization*, 29 August 2019  
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 Oct 2023  
AFMD 1, *Headquarters Air Force (HAF)*, 5 August 2016  
HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 23 August 2022

***Adopted Forms***

DAF Form 673, *Department of the Air Force Publication/Form Action Request*  
DAF Form 847, *Recommendation for Change of Publication*  
DD Form 818, *DoD Issuance Coordination Response*

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFDPO**—Air Force Departmental Publishing Office  
**AFIMPT**—Air Force Information Management Publishing Tool  
**AFMD**—Air Force mission directive  
**AFPD**—Air Force policy directive  
**ANG**—Air National Guard  
**AO**—Action officer  
**CRM**—Comment Resolution Matrix  
**CSAF**—Chief of Staff of the Air Force  
**CSO**—Chief of Space Operations  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DAFPD**—Department of the Air Force Policy Directive

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DoDM**—Department of Defense Manual

**DTM**—Directive-type Memorandum

**eSSS**—Electronic Staff summary sheet

**GM**—Guidance memorandum

**HAF**—Headquarters of the Department of the Air Force (includes the Secretariat, Air Staff and Space Staff)

**HAFMD**—Headquarters Air Force Mission Directive

**HOI**—Headquarters Operating Instruction

**IDAR**—Issuances, Delegations of Authority, and Responsibilities Database

**L2**—Level 2 (Space Staff)

**L3**—Level 3 (Space Staff)

**OCSO**—Office of the Chief of Space Operations

**OPR**—Office of primary responsibility

**PM**—Policy memorandum

**SAF**—Trigraph for the Office of the Secretary of the Air Force (Secretariat)

**SecAF**—Secretary of the Air Force

**SF**—Space Force

**SME**—Subject Matter Expert

**SPFMD**—Space Force Mission Directive

**2—Ltr**—Two-letter organization (Secretariat/Air Staff)

**3—Ltr**—Three letter organization (Secretariat/Air Staff)

### *Terms*

**Air Force Mission Directives**—Prescribe the mission, area of responsibility, organization, and relationships of Major Commands, Field Operating Agencies and Direct Reporting Units with their respective units.

**Department of the Air Force Publications**—Officially produced, published, and distributed publications issued for compliance, implementation, and/or information.

**Directive Publications**—Publications to which adherence is mandatory. These publications implement mandatory guidance for publication users and deviation is not permitted without a waiver. All directive publications must contain the following statement: “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.”

**DoD Component**—Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Joint Staff, the Combatant Commands, the Office of

the Inspector General of the Department of Defense, the Defense Agencies, the Department of Defense Field Activities, and all other organizational entities in the DoD.

**DoDD**—A DoD issuance that exclusively establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs will not contain procedures.

**DoDI**—An issuance that establishes policy and assigns responsibilities within a functional area assigned in an OSD Component head's chartering DoDD, including defining the authorities and responsibilities of a subordinate official or element when these don't meet the criteria for a chartering DoDD. DoDIs may also provide general procedures for implementing that policy.

**DoD issuance**—Implements DoD policy, designates authority, assigns responsibilities, or provides procedures. The term refers and applies to Issuances apply to more than one DoD Component and include DoDDs, DoDIs, DoDMs, DTMs, and AIs.

**DoDM**—A Department of Defense Issuance providing procedures for implementing policy established in Department of Defense Directives and Department of Defense Instructions.

**DoD policy**—A set of principles and associated guidelines to direct and limit Department of Defense actions in pursuit of objectives, operations, and plans.

**DTM**—A DoD issuance that establishes DoD policy or implements policy established in existing DoDDs and DoDIs; assigns responsibilities; and may provide procedures. DTMs will be issued only for time-sensitive actions and only when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance. DTMs must not be used to permanently change or supplement existing issuances. They will be effective for no more than 12 months from the date signed, unless extended IAW DoDI 5025.01

**Headquarters of the Department of the Air Force**—The executive part of the Department of the Air Force, consisting of the Office of the Secretary of the Air Force (known as the Secretariat), the Air Staff, and the Office of the Chief of Space Operations (known as the Space Staff)

**Policy**—A statement of important, high-level direction that guides decisions and actions throughout the DAF. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into actionable directives. Policies are typically driven by higher headquarters (Office of the Secretary of Defense) in the form of DoD Issuances (DoDDs, DoDIs etc.) and occasionally come directly from the United States Code, Public Laws, or Executive Orders.

**Principal Official**—The head of the office or other entity (2-Ltr/L2, or equivalent) established by law or as established or designated by the Secretary of the Air Force responsible for advising or assisting the Secretary of the Air Force in carrying out his/her responsibilities and performing such functions as delegated or assigned.

**Space Force Mission Directives**—Prescribe the mission, area of responsibility, organization, and relationships of Field Commands, Field Operating Agencies and Direct Reporting Units with their respective units.



## Attachment 2

## HEADQUARTERS AIR FORCE MISSION DIRECTIVE NUMBERING

Table A2.1. Headquarters Air Force Mission Directive Numbering.

Number	Name (and Acronym) of Headquarters Air Force Office
	Under Secretary of the Air Force (SAF/US)
1-3	Office of the Secretary of the Air Force Director of Staff (SAF/DS)
1-4	Chief of Staff of the Air Force (AF/CC)
1-6	The Administrative Assistant to the Secretary of the Air Force (SAF/AA)
1-8	The Auditor General (SAF/AG)
1-10	Assistant Secretary of the Air Force, Acquisition, Technology, and Logistics (SAF/AQ)
1-12	Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM)
1-14	General Counsel (SAF/GC) and The Judge Advocate General (AF/JA)
1-16	Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)
1-17	Assistant Secretary of the Air Force for Space Acquisition and Integration (SAF/SQ)
1-18	Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE)
1-19	Deputy Under Secretary of the Air Force, Management (SAF/MG)
1-20	The Inspector General (SAF/IG)
1-22	Director, Legislative Liaison (SAF/LL)
1-24	Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR)
1-26	Department of the Air Force Chief Information Officer (SAF/CN)
1-28	Director of Public Affairs (SAF/PA)
1-30	Director, Small Business Programs (SAF/SB)
1-32	Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1)
1-33	Deputy Chief of Staff of the Air Force, Intelligence, Surveillance and Reconnaissance (AF/A2/6)
1-34	Chief of Chaplains (AF/HC)
1-36	Director, Air Force History and Museums Policy and Programs (AF/HO)
1-38	Deputy Chief of Staff of the Air Force, Logistics, Engineering and Force Protection (AF/A4)
1-42	Chief of Air Force Reserve (AF/RE)
1-46	Chief of Safety (AF/SE)
1-48	The Air Force Surgeon General (AF/SG)
1-50	The Air Force Chief Scientist (AF/ST)
1-52	Director of Test and Evaluation (AF/TE)
1-54	Deputy Chief of Staff of the Air Force, Operations (AF/A3)
1-56	Deputy Chief of Staff of the Air Force, Strategic Plans and Programs (AF/A8)
1-57	Deputy Chief of Staff of the Air Force, Air Force Futures (AF/A5/7)
1-58	Director, Department of the Air Force Studies, Analyses and Assessments (SAF/SA)
1-60	Deputy Chief of Staff of the Air Force Strategic Deterrence and Nuclear Integration (AF/A10)
1-62	Headquarters Air Force Director of Staff (HAF/DS)
2-1	Chief of Space Operations (SF/CSO)
2-2	Chief of Space Operations Director of Staff (SF/DS)
2-4	Deputy Chief of Space Operations for Intelligence (SF/S2)
2-5	Deputy Chief of Space Operations for Operations, Cyber, and Nuclear (SF/COO)
2-6	Deputy Chief of Space Operations for Strategy, Plans, Programs, and Requirements (SF/S5/8)

Number	Name (and Acronym) of Headquarters Air Force Office
2-7	Deputy Chief of Space Operations for Technology and Innovation (SF/CTIO)