

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

**AIR FORCE MISSION DIRECTIVE 13**

**21 MAY 2021**



**AIR FORCE DISTRICT OF  
WASHINGTON (AFDW)**

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OPR: HAF/CX

Certified by: HAF/DS  
(Lieutenant General Timothy G. Fay)

Supersedes: AFMD 13, 25 October 2016

Pages: 6

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This Air Force Mission Directive (AFMD) states the mission, defines the command structure, and establishes the responsibilities for the Air Force District of Washington (AFDW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change Publication*; route AF Forms 847 from field units through the appropriate functional 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 in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include adding support responsibilities for the recently established Space Force. The Space Force support represents a new mission for AFDW and the support will phase in as resources align to these new requirements.

**1. Mission.**

1.1. AFDW provides Air Force Service component support to Joint Forces Headquarters-National Capital Region (JFHQ-NCR) and Joint Task Force-National Capital Region (JTF-NCR) for contingency response, National Special Security Events (NSSE), and Special Event Assessment Ratings (SEAR); provides ceremonial honors and operational support to Air Force

personnel across the NCR and worldwide; and provides certain ceremonial honors and operational support functions to the Office of the Chief of Space Operations (referred to as the Space Staff).

## **2. Organizational Relationships.**

2.1. AFDW is a direct reporting unit to the Chief of Staff of the Air Force (CSAF) and is responsible for the administration, organization, training, and readiness of assigned forces.

2.2. AFDW responds to the CSAF and the Chief of Space Operations (CSO) for certain administrative and support functions, as applicable.

2.3. AFDW acts as the Air Force supporting command to the National Capital Region-Market (NCR-Market).

2.4. AFDW acts as the Air Force Service component to JTF-NCR and provides contingency support.

## **3. Responsibilities.**

### **3.1. The Commander, Air Force District of Washington:**

3.1.1. Provides combat ready forces in support of combatant commanders and Presidential directives.

3.1.2. Serves as the Air Force Service Component Commander to JFHQ-NCR as assigned by the CSAF by memorandum dated 25 April 2016.

3.1.3. Upon activation of the 320th Air Expeditionary Wing (320 AEW), serves as the Commander 320 AEW and Commander Air Force Forces Forward for Air Force Forces assigned to the 320 AEW or attached to the JTF-NCR.

3.1.4. Prepares and when directed, transitions elements of AFDW to the 320 AEW and provides contingency support.

3.1.5. Executes specified military department statutory responsibilities for Air Force personnel within the NCR.

3.1.6. Exercises general, special, and summary court-martial convening authority; authority for actions under Article 15, Unified Code of Military Justice; administrative actions; and other actions requiring command authority over assigned Air Force personnel and designated personnel in the NCR and worldwide in accordance with DAFI 51-201, *Administration of Military Justice*.

3.1.7. Serves as the convening authority for Air Force and Space Force members assigned to the Air Force Security Forces Center Division of Corrections (AFSFC/SFC) as inmates, parolees, and members on appellate leave.

### **3.2. Operations.**

3.2.1. Plans and coordinates Air Force support in the NCR for homeland defense, defense support to civil authorities, NSSEs, SEARs, and designated special or ceremonial events.

3.2.2. Provides Air Force Service component support for planning and coordination to JFHQ-NCR.

3.2.3. Plans and supports the execution of a single Headquarters Air Force (HAF) continuity of operations plan to support the Secretariat, Air Staff and Space Staff.

3.3. Communication, Information Management and Information Technology (IT) Services.

3.3.1. Provides comprehensive NCR IT services for Non-Secure Internet Protocol Router and Secure Internet Protocol Router and communications and information management services, based on mutual funding agreements, to supported Air Force and Space Force organizations and activities within a 300-mile radius of the Pentagon and supported tenants on Joint Base Andrews (JBA) and Joint Base Anacostia-Bolling (JBAB).

3.3.2. Provides Executive Travel Communications support to the Secretary of Defense, the Chairman, Joint Chiefs of Staff, the Secretary of the Air Force (SecAF), the CSAF, and the CSO.

3.4. Medical.

3.4.1. Provides medical support to Presidential, Congressional, Joint Staff, Air Staff and Space Staff special airlift missions as well as the NCR-Market and JTF-NCR as directed in higher headquarters orders.

3.5. Legal.

3.5.1. Provides advice, as appropriate, on military personnel actions including, but not limited to, officer grade determinations, officer discharges, and promotion propriety actions affecting Air Force personnel assigned to the HAF.

3.5.2. Provides general legal services for the Air Staff in the areas of civil law, military justice, and operational law when authorized.

3.5.3. Provides legal advice and reviews for HAF Employee Management Relations actions.

3.5.4. Provides legal advice on corrections-related matters for Air Force and Space Force service members (inmates, parolees, and members on appellate leave) assigned to the AFSFC/SFC, including drafting and processing final orders.

3.5.5. Provides legal advice and legal reviews to AFDW Contracting Directorate (AFDW/PK) as the Cognizant Contracting Office in support of HAF and SecAF contracting requirements including requirement reviews, source selection reviews, pre- and post- award advice, agency counsel actions for bid protests, and contract management legal advice.

3.5.6. Performs acquisition fraud counsel function in support of SecAF and HAF contracts executed by AFDW.

3.6. Personnel and Administrative Support.

3.6.1. Executes Air Force Service administrative responsibilities and support for assigned Air Force units, designated forward operating areas, Department of Defense (DoD) agencies, other federal agencies, and other assigned or attached Air Force personnel within the NCR and worldwide.

3.6.2. Provides Return to Service and Interim Member Transfer Program support for Air Force personnel assigned to HAF, the Joint Chiefs of Staff, the DoD, the Office of the

Secretary of Defense, and to those whose organization is not subordinate to an Air Force major command or Space Force field command and who are not administratively assigned to an installation with an Air Force or Space Force commander authorized to exercise general or special court-martial convening authority.

3.6.3. Provides protocol and dedicated General Jacob E. Smart Conference Center support to the SecAF, CSAF, and CSO.

3.6.4. Provides military unit training manager, ancillary training, career development center training, readiness training, and unit deployment manager, unit readiness, unit education and unit training support for the HAF.

3.6.5. Provides Air Force Services support (ex. Information Tickets and Tours and Morale Welfare and Recreation) and Air Force customer service support (ex. Military Personnel Flight Customer Service, common access card, Defense Enrollment Eligibility Reporting System updates) to the HAF.

3.6.6. With the exception of the Space Force, provides coordination and finalizes support agreements in support of the HAF to include support agreements required to process military interdepartmental purchase requests.

3.6.7. Provides intelligence community cyber assurance program management and oversight as well as sensitive compartmented information, physical, personnel, information and industrial program management and oversight to Department of the Air Force (DAF) organizations within the NCR.

3.6.8. Provides information protection policy and oversight support to the HAF.

3.6.9. Provides Equal Opportunity, Sexual Assault Prevention and Response, Community Support Coordinator, and Violence Prevention Integration support to the HAF.

3.6.10. With the exception of the CSO, the Space Staff, and the Senior Executive Service, provides support for HAF military senior leader management functions, manages HAF Personnel Accounting Symbol codes, and supports the HAF management level review processes.

3.6.11. Processes and forwards to the Air Force Personnel Center all nominations for Department of the Air Force Special Trophies and Awards and Direct to Sponsor Awards for Air Force personnel assigned to the HAF, DoD, joint activities, direct reporting units, or other federal agencies.

3.6.12. With the exception of the CSO and Space Staff, provides Air Force Personnel Accountability and Assessment System services to the HAF.

3.6.13. Provides Drug Demand testing for HAF military and civilian members.

### 3.7. Financial and Accounting Services.

3.7.1. Provides customer service representative support for the Automated Time Attendance and Production System for DAF civilian personnel assigned to the NCR, excluding those assigned to JBA or JBAB.

3.7.2. Provides accounting services to include management, oversight and execution of accounting systems including financial improvement and audit remediation, quality assurance and performance metrics to the HAF.

3.8. Contracting Support.

3.8.1. AFDW/PK acts as the designated Cognizant Contracting Office and will provide contracting services to the HAF and other assigned and attached Air Force units within the NCR.

3.9. Small Business Support.

3.9.1. Provides small business outreach, advice, reviews, assistance, and oversight for HAF procurement and non-procurement transactions planned or executed through AFDW/PK.

3.9.2. Provides small business review and coordination support on contract actions over \$10,000 for the HAF and on other transaction agreements for the HAF as provided in DoD guidance.

DAVID W. ALLVIN  
General, USAF  
Vice Chief of Staff

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
CSAF Memorandum, *Assignment of Commander Air Force District of Washington (AFDW) as Service Component Commander for Joint Force Headquarters-National Capital Region (JFHQ-NCR)*, 25 April 2016

DAFI 51-201, *Administration of Military Justice*, 18 January 2019

***Abbreviations and Acronyms***

**320 AEW**—320th Air Expeditionary Wing

**AFDW**—Air Force District of Washington

**AFMD**—Air Force Mission Directive

**AFSFC/SFC**—Air Force Security Forces Center Division of Corrections

**CSAF**—Chief of Staff of the Air Force

**CSO**—Chief of Space Operations

**DAF**—Department of the Air Force

**DoD**—Department of Defense

**HAF**—Headquarters Air Force

**JFHQ-NCR**—Joint Forces Headquarters-National Capital Region

**JTF-NCR**—Joint Task Force-National Capital Region

**NCR**—National Capital Region

**NSSE**—National Special Security Events

**SEAR**—Special Event Assessment Ratings

**SecAF**—Secretary of the Air Force