

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

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 90-1**



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Special Management

***POLICY, PUBLICATIONS, AND DOD
ISSUANCE MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of Defense Instruction (DoDI) 5025.01, DoD Issuances Program, DoDI 7750.07, *DoD Forms Management Program* and Department of Defense Manual (DoDM) 7750.08, *DoD Forms Management Program Procedures*. It applies to the United States Air Force (USAF), United States Space Force (USSF), Air Force Reserve, Air National Guard, Civil Air Patrol when conducting missions as the official Air Force Auxiliary, all Department of the Air Force (DAF), includes USAF and USSF, civilian employees, and those with a contractual obligation to abide by the terms of the DAF publications, except where noted otherwise. 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 from the field through the appropriate functional chain of command. This Department of the Air Force policy directive (DAFPD) may not be supplemented.

SUMMARY OF CHANGES

This publication is revised in its entirety and must be thoroughly reviewed. Changes to this publication reflect inclusion of USSF and updates to publications and forms references.

1. Overview. This publication establishes the overarching DAF policy and framework for the life-cycle management of publications and forms as well as the review and implementation of DoD issuances.

1.1. DAF policies are statements of important, high-level direction approved or issued by the Secretary of the Air Force (SecAF), that guide decisions and actions throughout the Department. DAF policies are used to implement requirements and directives in law, controlling executive branch regulations, and DoD policies. They are also used to translate the ideas, goals, or principles contained in the mission, vision, and strategic plan into actionable directives. Such information is captured in policy directives, policy memorandums, and supplements to DoD Directives, all approved by the SecAF.

1.2. The SecAF has full authority and responsibility for both the USAF and the USSF, which exist as two Military Services within the DAF. Existing policy and guidance are applicable to the DAF unless one Military Service is specifically excluded or until separate and distinct policies are published for each Military Service, as needed, so no gaps exist which might negatively impact mission accomplishment. Applicability of current publications to the Air Force Reserve, the Air National Guard, and the Civil Air Patrol when conducting missions as the official Air Force Auxiliary are not affected.

1.3. New and revised publications and forms will specifically identify the Military Service(s) to which the publication or form applies.

1.4. All delegations/designations, and assignments of roles and responsibility in existing publications to the former Air Force Space Command and its legacy units or organizations are transferred to equivalent personnel or organizations in the USSF and its subordinate units or organizations and their successor USSF organizations. With the exception of Headquarters of the Department of the Air Force (HAF) or field level mission directives and publications that have been updated in their entirety to explicitly include or exclude the USSF, references to USAF terminology and assignments of responsibility in existing publications (e.g., AFIs) apply to the equivalent terminology, organizations, or positions within the USSF (e.g., Airman is the equivalent to Guardian, Chief of Staff of the Air Force (CSAF) is the equivalent to the Chief of Space Operations (CSO); both Major Command and Numbered Air Force are the equivalent to Field Command; both wing and group are the equivalent to delta). If no equivalent is apparent, the CSO will designate the personnel or organization as the equivalent.

2. Policy. The DAF will:

2.1. Develop unique Military Service specific publications, where necessary. Departmental level publications applicable to both Military Services will be issued to prevent gaps in Military Service policy and guidance, to generate efficiency or effectiveness in mission execution, or when required by law.

2.2. Maintain a DAF program for the review, coordination, and implementation of DoD issuances.

2.3. Ensure units at all levels have the responsibility and authority to ensure policies and guidance are complete, accurate, current, concise, and accessible to all DAF personnel.

2.4. Provide prompt, accurate, and relevant comments in the coordination of DoD policy and guidance.

- 2.5. Ensure policies issued by the DAF implement DoD issuances within timeframes established in publications and forms management guidance.
- 2.6. Maintain an accurate policy framework within the functional area of responsibility, reflecting changes as they occur, to ensure the effective and efficient functioning of the DAF.
- 2.7. Focus policy on implementing Office of the Secretary of Defense policies and guidance, accomplishing assigned missions, and maintaining consistency with or otherwise guiding DAF strategic plans and goals.
- 2.8. Issue policy and implementing guidance that is clear, concise, without jargon, and identifies authorities at the lowest appropriate level.
- 2.9. Acknowledge the SecAF is the decision authority for publication conflict resolution between the CSAF and CSO.

3. Roles and Responsibilities.

- 3.1. Authority to request or provide coordination on draft DoD issuances is delegated to the HAF staff principals or their principal or military deputies (2-Letter, Level 2, or equivalent) and may not be further redelegated.
- 3.2. The SAF/AA will:
 - 3.2.1. Serve as the primary issuance focal point to the DoD issuance program, and in that capacity:
 - 3.2.1.1. Will engage with DAF OPRs to facilitate the resolution of nonconcurs and other disagreements on DoD issuances and to ensure the timeliness of issuance process actions, including development and coordination.
 - 3.2.1.2. May provide, on behalf of the SecAF, documentation of DAF withdrawal of a nonconcur in accordance with paragraph 5.3.d.(3) of DoDI 5025.01.
 - 3.2.1.3. Will appoint an Alternate Issuance Focal Point.
 - 3.2.2. Act as the liaison between the Office of the Secretary of Defense and the DAF in managing the DoD issuances program.
 - 3.2.3. Establish the internal management processes necessary to implement the Office of the Secretary of Defense's policies and guidance provided in DoD issuances.
 - 3.2.4. Establish publications and forms guidance to implement this policy consistent with DoDI 7750.07 and DoDI 5025.01.
 - 3.2.5. Establish and implement a forms management program and designate a forms management officer consistent with DoDI 7750.07 and DoDM 7750.08.
 - 3.2.6. Serve as the Approval Authority for guidance pertaining to the DAF publications, forms, and publishing processes and procedures.
- 3.3. Legal Coordination/Review by the HAF.
 - 3.3.1. The General Counsel (SAF/GC) and The Judge Advocate General (AF/JA) will provide coordination on all DoD issuances on which the DAF coordinates.

3.3.2. SAF/GC will coordinate on SecAF approved and select other Departmental level publications, as appropriate, in accordance with publications and forms management guidance and is consistent with Headquarters Air Force Mission Directive 1-14, *General Counsel and The Judge Advocate General*.

3.3.3. AF/JA coordinates and conducts final legal review of all Departmental level publications and forms following formal coordination, in accordance with publications and forms management guidance and is consistent with Headquarters Air Force Mission Directive 1-14, *General Counsel and The Judge Advocate General*.

3.4. The HAF is 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). Each HAF organization is responsible for specific functions. However, Air Staff and Space Staff organizations that have a functional relationship with and/or are subject to oversight by a Secretariat organization will ensure that Secretariat organization coordinates on their USAF or USSF policy directives. HAF organizations (2-Letter, Level 2, or equivalent):

3.4.1. Author and certify policy directives, supplements to DoD issuances (e.g., Department of Defense Directives, DoDIs), and policy memorandums for SecAF approval.

3.4.2. Are responsible for ensuring implementing guidance and procedures (i.e., instructions, manuals) are kept accurate and current.

FRANK KENDALL
Secretary of the Air Force

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

DoDI 5025.01, *DoD Issuances Program*, 1 August 2016

DoDI 7750.07, *DoD Forms Management Program*, 19 April 2022

DoDM 7750.08, *DoD Forms Management Program Procedures*, 25 February 2020

Headquarters Air Force Mission Directive 1-14, *General Counsel and The Judge Advocate General*, 29 December 2016

Air Force Instruction 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AFPD—Air Force Policy Directive

ASAF—Assistant Secretary of the Air Force

CSO—Chief of Space Operations

CSAF—Chief of Staff of the Air Force

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

HAF—Headquarters of the Department of the Air Force

OPR—Office of Primary Responsibility

SecAF—Secretary of the Air Force

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

AF/JA—The Judge Advocate General of the Air Force

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

SAF/AAIP—Air Force Departmental Publishing Office

SAF/GC—General Counsel of the Department of the Air Force

Terms

Department of the Air Force (DAF)—One of three Military Departments in the DoD organized under the Secretary of the Air Force. It operates under the authority, direction, and control of the Secretary of Defense. The Department is composed of air, space, and cyberspace forces, both combat and support, not otherwise assigned. The Department's Military Services are the U.S. Air Force (USAF) and U.S. Space Force (USSF). With regard to publications and forms control numbers, "DAF" is used to reflect applicability to both the USAF and USSF at all levels, e.g., DAFI 90-160 or DAF Form 673.

DoD Issuance—One of the following five types of issuances published by the DoD Executive Services Directorate: DoDDs, DoDIs, DoDMs, DTMs and Administrative Instructions.