

12 FEBRUARY 2003



Operations

**FORMAT AND CONTENT OF MISSION
DIRECTIVES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: AF/XOXS (Lt Col Kirk L. Fansher)
Supersedes AFI 10-101, 17 June 2002

Certified by: AF/XOX (Maj Gen Jeffrey B. Kohler)
Pages: 13
Distribution: F

This instruction implements AFPD 10-1, Mission Directives. It provides guidelines to ensure that all directly assigned units at and above the squadron level receive timely, effective mission directives from HAF, MAJCOMs, direct reporting units (DRU), and field operating agencies (FOA). This instruction also describes how to prepare Air Force Mission Directives (AFMD).

SUMMARY OF REVISIONS

This revision incorporates Interim Change 2003-1 and aligns the AFMD numbering in this governing document with the numbers assigned by AF publishing. The entire text of the IC is at the last attachment.

1. General Guidelines.

Mission directives provide general guidance about an organization's mission, directives communicate the unit's mission and responsibilities to the commander and unit personnel, and describe what an organization does, not how it does it. Mission directives will be written at the executive level. A checklist of specific tasks is not appropriate for the general guidance commanders provide in mission directives.

1.1. **Length.** Be brief; limit text to two pages, if possible.

1.2. **Language and Tone.** The mission directive is an order from a superior commander to a subordinate commander. The mission directive directs action. Use simple, clear, and direct language to make mission directives easy to understand.

1.3. **Heading for HAF-Prepared AFMDs:**

1.3.1. **Major Paragraphs.** See paragraph **2.3.1.** for major paragraphs and **Attachment 3** for format.

1.3.2. **Subparagraphs.** The nature of the organization determines the headings for subparagraphs. For example, under the main paragraph "Mission," Air Combat Command might discuss

"Preparing Forces" and "Providing Forces" in subparagraphs. Other MAJCOMs might discuss "Test and Evaluation" or "Training." Keep the focus at the executive level rather than on specifics.

1.4. **Security Classification.** Do not classify mission directives. Classified supplements may be prepared, if necessary, to describe a unit's mission.

2. MAJCOM, DRU, and FOA AFMDs. HAF offices of primary responsibility (OPR) will use these guidelines for developing AFMDs for MAJCOM, DRU, and FOA. AF/CV approves AFMD AFMDs for MAJCOM and DRU. FOA mission directives are approved by the appropriate Secretariat or Air Staff two-letter.

2.1. The HAF Deputy Chief of Staff for Air & Space Operations (AF/XO):

2.1.1. Maintains a focal point and central repository for all matters pertaining to AFMDs (AF/XOXS, DSN 227-9701).

2.1.2. Assigns an OPR and Certifying Official for each HAF, MAJCOM, DRU, FOA, and selected offices' AFMDs (see [Attachment 2](#)).

2.1.3. Reviews all AFMDs for MAJCOM, DRU, and FOAs to ensure they include all applicable Air Force missions.

2.2. Each AFMD OPR will:

2.2.1. Prepare assigned AFMDs (see [Attachment 2](#)).

2.2.2. Revise the AFMD when the mission changes. Revisions shall include adding or deleting items that are essential to the overall Air Force mission, but are not necessarily essential to the command's primary mission. Revisions will not include expanding the organization's administrative or housekeeping duties, such as personnel, administration, or logistics.

2.2.3. Coordinate new and proposed revisions of AFMDs at the Secretariat and Air Staff level IAW AFI 33-360 v1, table 3.1 and table 3.2.

2.3. **Preparing a Mission Directive.** Use these guidelines and sample format at [Attachment 3](#) to prepare an AFMD for a MAJCOM, DRU, FOA, or selected office.

2.3.1. Create a broad outline of the principal components of the organization's mission. Provide sufficient detail to clarify:

2.3.1.1. **Mission** . Include all necessary elements of the organization's mission and duties.

2.3.1.2. **Command.** Specify the relationships if applicable between:

2.3.1.2.1. HAF and commanders of MAJCOMs, DRUs, FOAs, or selected office.

2.3.1.2.2. The organization or command and the Joint Chiefs of Staff.

2.3.1.2.3. The Air Force components and the unified command of assignment.

2.3.1.2.4. The organization and other Air Force organizations, government agencies, US Military Services, and the Armed Forces and government agencies of other nations.

2.3.1.3. **Responsibilities.** Identify the mission elements assigned by unified commanders, specified commanders, or higher authorities. Define the commander's responsibility for executing those elements of the mission.

3. Unit-Level Mission Directives. These guidelines apply to mission directives issued by MAJCOMs, DRUs, or FOAs to subordinate organizations:

3.1. MAJCOM, DRU, or FOA commanders:

- 3.1.1. Issue and control mission directives for their subordinate units.
- 3.1.2. Appoint an OPR to prepare mission directives and to maintain a central repository for mission directives and matters pertaining to mission directives.
- 3.1.3. Review mission directives according to the requirements in paragraph [2.2](#).
- 3.1.4. For units below the Numbered Air Force (NAF) with a current Desired Operational Capability (DOC) Statement mission directives are issued at the discretion of the MAJCOM, DRU, or FOA commander.

3.2. OPRs. The OPR:

- 3.2.1. Prepares mission directives for all required subordinate units.
- 3.2.2. Prepares mission directives for units or other activities below the NAF level at the discretion of the MAJCOM, DRU, or FOA commander.
- 3.2.3. Coordinates mission directives and proposed revisions.
- 3.2.4. Revises the mission directives when the mission changes.

3.3. Preparing Unit-Level Mission Directives. The applicable MAJCOM, DRU, or FOA will prescribe the formats for mission directives below the MAJCOM, DRU, or FOA. At a minimum, unit-level mission directives should include:

- 3.3.1. A broad outline explaining the principal components of the unit's mission. Provide sufficient detail to ensure clarity.
- 3.3.2. All necessary elements of the unit's mission and assigned duties.
- 3.3.3. A definition of the commander's responsibility for executing the mission. *Note: When two or more subordinate units have the same missions, the MAJCOM, DRU, or FOA should issue a single mission directive. For example, a NAF that has several wings with the same mission need issue only one mission directive for those wings. Similarly, a wing with three flying squadrons need issue only one mission directive for all three squadrons--provided their missions are the same.*

4. Mission Directive Numbering:

4.1. MAJCOM, DRU, and FOA AFMDs. Use the numbers in [Attachment 2](#) (for example, the mission directive for Air Combat Command is AFMD 5). AF/XOXS will assign, delete, or change MAJCOM, DRU, FOA, and selected offices AFMD numbers as necessary.

4.2. Unit-Level Mission Directives. For units below the MAJCOM/DRU the missions directive will be a MAJCOM/DRU Mission Directive rather than an AFMD. Begin with the parent organization's abbreviation (from [Attachment 2](#)) followed by three digits, assigned at the organization's discretion (for example, Air Combat Command unit-level mission directives would be numbered ACCMD XXX). Each MAJCOM/DRU will publish a listing of all organization mission directives as directed by the Commander.

5. **Example of a HAF-Prepared AFMD.** A sample format of an AFMD is at [Attachment 3](#).

RONALD E. KEYS, Lt General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-1, Mission Directives

AFI 33-360, Volume 1, Publications Management Program

Abbreviations and Acronyms

AFMD—Air Force Mission Directive

DOC Statement—Desired Operational Capability Statement

DRU—Direct Reporting Unit

DSN—Defense Switched Network

FOA—Field Operating Agency

HAF—Headquarters, United States Air Force

HQ USAF—Headquarters, United States Air Force (Includes Secretariat and Air Staff)

MAJCOM—Major Command

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

SAF—Headquarters, United States Air Force (Secretariat only)

Secretary of the Air Force (SAF)—Includes the Secretary (SAF/OS or SECAF) and Under Secretary (SAF/US).

Attachment 2

**MAJCOM, DRU, FOA, SELECTED USAF OFFICES, AND AIR NATIONAL GUARD AFMD
NUMBER ASSIGNMENT AND HAF OPR**

AFMD Number	Name (and Acronym) of MAJCOM, DRU, FOA, Selected USAF and ANG Offices	Approval Authority (Signed)	Certifying Authority	HAF OPR
1	Headquarters USAF (AF)	SAF/US	AF/CV	SAF/OSX
2	Air Combat Command (ACC)	AF/CV	AF/XO	AF/XORC
3	Air Education and Training Command (AETC)	AF/CV	AF/XO	AF/XOOT
4	Air Force Materiel Command (AFMC)	AF/CV	AF/IL	AF/ILX
5	Air Force Space Command (AFSPC)	AF/CV	AF/XO	AF/XOSI
6	Air Force Special Operations Command (AFSOC)	AF/CV	AF/XO	AF/XOOS
7	Air Mobility Command (AMC)	AF/CV	AF/XO	AF/XORM
8	Pacific Air Forces (PACAF)	AF/CV	AF/XO	AF/XOXX
9	United States Air Forces in Europe (USAFE)	AF/CV	AF/XO	AF/XOXX
10	Air National Guard (ANG)	AF/CV	NGB/CF	NGB/CF
11	Air Force Reserve Command (AFRC)	AF/CV	AF/RE	AF/REO
12	United States Air Force Academy (USAFA)	AF/CV	AF/DP	AF/DPF
13	11th Wing (11 WG)	AF/CV	AF/CVA	AF/CCX
14	Air Force Operational Test and Evaluation Center (AFOTEC)	AF/CV	AF/TE	AF/TEP
15	No AFMD currently assigned			
16	No AFMD currently assigned			
17	Air Force Audit Agency (AFAA)	SAF/AG	SAF/AG	SAF/AG
18	Air Force Base Conversion Agency (AFBCA)	SAF/IE	SAF/IEI	SAF/IEI
19	Air Force Center for Environmental Excellence (AFCEE)	AF/IL	AF/ILE	AF/ILEE
20	Air Force Civil Engineer Support Agency (AFCESA)	AF/IL	AF/ILE	AF/ILEE
21	Air Force Intelligence Analysis Agency (AFIAA)	AF/XO	AF/XOI	AF/XOII
22	Air Force Senior Leader Matters Office (AFSLMO)	AF/DP	AF/DPF	AF/DPFX
23	Air Force Operations Group (AFOG)	AF/XO	AF/XOO	AF/XOOO
24	No AFMD currently assigned			

AFMD Number	Name (and Acronym) of MAJCOM, DRU, FOA, Selected USAF and ANG Offices	Approval Authority (Signed)	Certifying Authority	HAF OPR
25	Air Force Cost Analysis Agency (AFCAA)	SAF/FM	SAF/FMC	SAF/FMC
26	Air Force Doctrine Center (AFDC)	AF/CV	AF/XO	AF/XOXS
27	Air Force Flight Standards Agency (AFFSA)	AF/XO	AF/XOO	AF/XOOA
28	No AFMD currently assigned			
29	No AFMD currently assigned			
30	Air Force Historical Research Agency (AFHRA)	AF/HO	AF/HO Deputy	AF/HO Deputy
31	Air Force Inspection Agency (AFIA)	SAF/IG	SAF/IGI	SAF/IGI
32	Air Force Legal Services Agency (AFLSA)	AF/JA	AF/JAG	AF/JAG
33	Air Force Logistics Management Agency (AFLMA)	AF/IL	AF/ILX	AF/ILXS
34	Air Force Management Innovation Agency (AFMIA)	AF/XP	AF/XP	AF/XPM
35	Air Force Medical Operations Agency (AFMOA)	AF/SG	AF/SGM	AF/SGMM
36	Air Force Medical Support Agency (AFMSA)	AF/SG	AF/SGM	AF/SGMM
37	Air Force Personnel Center (AFPC)	AF/DP	AF/DPF	AF/DPFX
38	Air Force News Agency (AFNEWS)	SAF/PA	SAF/PAI	SAF/PAI
39	Air Force Office of Special Investigations (AFOSI)	SAF/IG	SAF/IGX	SAF/IGX
40	Air Force Personnel Operations Agency (AFPOA)	AF/DP	AF/DPR	AF/DPR
41	Air Force Program Executive Office (AFPEO)	SAF/AQ	SAF/AQX	SAF/AQXA
42	No AFMD currently assigned			
43	Air Force Review Boards Agency (AFRBA)	SAF/MR	SAF/MR	SAF/MR
44	Air Force Safety Center (AFSC)	AF/SE	AF/SEP	AF/SEPP
45	Air Force Security Forces Center (AFSFC)	AF/XO	AF/XOF	AF/XOFX
46	No AFMD currently assigned			
47	Air Force Services Agency (AFSVA)	AF/IL	AF/ILV	AF/ILVQ
48	Air Force Studies and Analysis Agency (AFSAA)	AF/CV	AF/CVA	AF/CCX
49	Air Force Technical Applications Center	AF/XO	AF/XO	AF/XOI
50	Air National Guard Readiness Center (ANGRC)	NGB/CF	ANG/COO	ANG/DO

AFMD Number	Name (and Acronym) of MAJCOM, DRU, FOA, Selected USAF and ANG Offices	Approval Authority (Signed)	Certifying Authority	HAF OPR
51	No AFMD currently assigned			
52	Air Force Weather Agency (AFWA)	AF/XO	AF/XOW	AF/XOWX
53	Air Force History Support Office (AFHSO)	AF/HO	AF/HO Deputy	AF/HO Deputy
54	No AFMD currently assigned			
55	No AFMD currently assigned			
56	Air Force Agency for Modeling and Simulation (AFAMS)	AF/XI	AF/XIW	AF/XIW
57	Air Force National Security Emergency Preparedness Office (AFNSEP)	AF/XO	AF/XOO	AF/XOOO
58	Air Force Nuclear Weapons and Counter Proliferation Agency	AF/XO	AF/XON	AF/XONO
59	Air Force Communication Agency (AFCA)	AF/XI	AF/XIC	AF/XIC
60	Air Force Frequency Management Agency (AFFMA)	AF/XI	AF/XIC	AF/XIC
61	Air Force Pentagon Communications Agency (AFPCA)	AF/XI	AF/XIC	AF/XIC

Attachment 3

SAMPLE MISSION DIRECTIVE FORMAT

Figure A3.1. Sample AFMD --

Use times new roman 12 font

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

AIR FORCE MISSION DIRECTIVE 6

xx MONTH 2001



AIR MOBILITY COMMAND (AMC)

NOTICE: This publication is available digitally on the AFDPO WWW site at: AFDPO WWW site at <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: AF/XORM (Col McCarthy)
Supersedes AFR 23-17, 1 April 1985.

Certified by: AF/XO
(Lt Gen Charles T Robertson Jr.)

Pages: 2
Distribution: F

1. **Mission.** Air Mobility Command prepares assigned forces to provide worldwide air mobility support, to include airlift, air refueling, and air mobility support. Air Mobility Command prepares forces for independent, joint, or combined operations in the roles of force sustainment, power projection, and military operations other than war (MOOTW). This organization is a major command of the United States Air Force and the Air Force component of United States Transportation Command (USTRANSCOM).
2. **Command.** The Commander, Air Mobility Command:
 - 2.1 Exercises administrative and operational control over assigned forces and, when activated, Air Mobility Command-gained Air Force Reserve Command and Air National Guard forces.
 - 2.2 Commands worldwide Air Mobility Command forces in support of USTRANSCOM.
3. **Responsibilities.** The Commander, Air Mobility Command:
 - 3.1 Implements Secretary of the Air Force directives addressing administration and policies concerning assigned and augmentation forces operating in support of combatant commands.
 - 3.2 Employs air mobility forces worldwide under combatant command of USCINCTRANS.
 - 3.3 On order, provides air mobility forces to combatant commands.
 - 3.4 Ensures Air Mobility Command-gained US Air Force Reserve Command and Air National Guard units are interoperable and operationally ready.

Figure A3.1. Continued.

2

AFMD 6 XX MONTH 2001

3.5 Manages and coordinates with the other commands involved in air mobility operations for those processes that enable the interoperability of air mobility forces regardless of command.

JOHN W. HANDY, General, USAF
Vice Chief of Staff

Attachment 4**IC 2003-1 TO AFI 10-101, FORMAT AND CONTENT OF MISSION DIRECTIVES**

12 FEBRUARY 2003

SUMMARY OF REVISIONS

This change aligns the AFMD numbering in this governing document with the numbers assigned by AF publishing.

Attachment 2**MAJCOM, DRU, FOA, SELECTED USAF OFFICES, AND AIR NATIONAL GUARD AFMD NUMBER ASSIGNMENT AND HAF OPR**

AFMD Number	Name (and Acronym) of MAJCOM, DRU, FOA, Selected USAF and ANG Offices	Approval Authority (Signed)	Certifying Authority	HAF OPR
1	Headquarters USAF (AF)	SAF/US	AF/CV	SAF/OSX
2	Air Combat Command (ACC)	AF/CV	AF/XO	AF/XORC
3	Air Education and Training Command (AETC)	AF/CV	AF/XO	AF/XOOT
4	Air Force Materiel Command (AFMC)	AF/CV	AF/IL	AF/ILX
5	Air Force Space Command (AFSPC)	AF/CV	AF/XO	AF/XOSI
6	Air Force Special Operations Command (AFSOC)	AF/CV	AF/XO	AF/XOOS
7	Air Mobility Command (AMC)	AF/CV	AF/XO	AF/XORM
8	Pacific Air Forces (PACAF)	AF/CV	AF/XO	AF/XOXX
9	United States Air Forces in Europe (USAFE)	AF/CV	AF/XO	AF/XOXX
10	Air National Guard (ANG)	AF/CV	NGB/CF	NGB/CF
11	Air Force Reserve Command (AFRC)	AF/CV	AF/RE	AF/REO
12	United States Air Force Academy (USAFA)	AF/CV	AF/DP	AF/DPF
13	11th Wing (11 WG)	AF/CV	AF/CVA	AF/CCX
14	Air Force Operational Test and Evaluation Center (AFOTEC)	AF/CV	AF/TE	AF/TEP
15	No AFMD currently assigned			
16	No AFMD currently assigned			
17	Air Force Audit Agency (AFAA)	SAF/AG	SAF/AG	SAF/AG
18	Air Force Base Conversion Agency (AFBCA)	SAF/IE	SAF/IEI	SAF/IEI

AFMD Number	Name (and Acronym) of MAJCOM, DRU, FOA, Selected USAF and ANG Offices	Approval Authority (Signed)	Certifying Authority	HAF OPR
19	Air Force Center for Environmental Excellence (AFCEE)	AF/IL	AF/ILE	AF/ILEE
20	Air Force Civil Engineer Support Agency (AFCESA)	AF/IL	AF/ILE	AF/ILEE
21	Air Force Intelligence Analysis Agency (AFIAA) --	AF/XO	AF/XOI	AF/XOII
22	Air Force Senior Leader Matters Office (AFSLMO)	AF/DP	AF/DPF	AF/DPFX
23	Air Force Operations Group (AFOG)	AF/XO	AF/XOO	AF/XOOO
24	No AFMD currently assigned			
25	Air Force Cost Analysis Agency (AFCAA)	SAF/FM	SAF/FMC	SAF/FMC
26	Air Force Doctrine Center (AFDC)	AF/CV	AF/XO	AF/XOXS
27	Air Force Flight Standards Agency (AFFSA)	AF/XO	AF/XOO	AF/XOOA
28	No AFMD currently assigned			
29	No AFMD currently assigned			
30	Air Force Historical Research Agency (AFHRA)	AF/HO	AF/HO Deputy	AF/HO Deputy
31	Air Force Inspection Agency (AFIA)	SAF/IG	SAF/IGI	SAF/IGI
32	Air Force Legal Services Agency (AFLSA)	AF/JA	AF/JAG	AF/JAG
33	Air Force Logistics Management Agency (AFLMA)	AF/IL	AF/ILX	AF/ILXS
34	Air Force Management Innovation Agency (AFMIA)	AF/XP	AF/XP	AF/XPM
35	Air Force Medical Operations Agency (AFMOA)	AF/SG	AF/SGM	AF/SGMM
36	Air Force Medical Support Agency (AFMSA)	AF/SG	AF/SGM	AF/SGMM
37	Air Force Personnel Center (AFPC)	AF/DP	AF/DPF	AF/DPFX
38	Air Force News Agency (AFNEWS)	SAF/PA	SAF/PAI	SAF/PAI
39	Air Force Office of Special Investigations (AFOSI)	SAF/IG	SAF/IGX	SAF/IGX
40	Air Force Personnel Operations Agency (AFPOA)	AF/DP	AF/DPR	AF/DPR
41	Air Force Program Executive Office (AFPEO)	SAF/AQ	SAF/AQX	SAF/AQXA
42	No AFMD currently assigned			

AFMD Number	Name (and Acronym) of MAJCOM, DRU, FOA, Selected USAF and ANG Offices	Approval Authority (Signed)	Certifying Authority	HAF OPR
43	Air Force Review Boards Agency (AFRBA)	SAF/MR	SAF/MR	SAF/MR
44	Air Force Safety Center (AFSC)	AF/SE	AF/SEP	AF/SEPP
45	Air Force Security Forces Center (AFSFC)	AF/XO	AF/XOF	AF/XOFX
46	No AFMD currently assigned			
47	Air Force Services Agency (AFSVA)	AF/IL	AF/ILV	AF/ILVQ
48	Air Force Studies and Analysis Agency (AFSAA)	AF/CV	AF/CVA	AF/CCX
49	Air Force Technical Applications Center	AF/XO	AF/XO	AF/XOI
50	Air National Guard Readiness Center (ANGRC)	NGB/CF	ANG/COO	ANG/DO
51	No AFMD currently assigned			
52	Air Force Weather Agency (AFWA)	AF/XO	AF/XOW	AF/XOWX
53	Air Force History Support Office (AFHSO)	AF/HO	AF/HO Deputy	AF/HO Deputy
54	No AFMD currently assigned			
55	No AFMD currently assigned			
56	Air Force Agency for Modeling and Simulation (AFAMS)	AF/XI	AF/XIW	AF/XIW
57	Air Force National Security Emergency Preparedness Office (AFNSEP)	AF/XO	AF/XOO	AF/XOOO
58	Air Force Nuclear Weapons and Counter Proliferation Agency	AF/XO	AF/XON	AF/XONO
59	Air Force Communication Agency (AFCA)	AF/XI	AF/XIC	AF/XIC
60	Air Force Frequency Management Agency (AFFMA)	AF/XI	AF/XIC	AF/XIC
61	Air Force Pentagon Communications Agency (AFPCA)	AF/XI	AF/XIC	AF/XIC
