



HEADQUARTERS AIR FORCE (HAF)

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

OPR: SAF/AAX (Ms. Carolyn Lunsford)

Certified by: SAF/AA (Mr. William Davidson)

Pages: 5

Distribution: F

This directive states the mission, command structure, and responsibilities of the Department of the Air Force Headquarters.

1. Mission. Headquarters Air Force (HAF) assists the Secretary of the Air Force (SECAF) and the Chief of Staff of the Air Force (CSAF) in conducting the affairs of the Department of the Air Force to fulfill the Department's functions, duties, and responsibilities set forth in Title 10 of the United States Code (10 USC) and relevant Department of Defense (DoD) issuances. The HAF develops policies, plans, and programs, establishes requirements, and provides resources to support the Air Force's mission to defend the United States and protect its interests through the use of air and space power. The HAF is an integrated staff comprised of the offices of the Secretariat and the Air Staff. Generally, there will be no duplication of functions within HAF organizations, however the Secretariat will retain oversight and control of matters within their respective areas of responsibility. Those organizations having complementary responsibilities will avoid redundancy to the maximum extent possible.

2. Command. The SECAF is the head of the Department of the Air Force. The SECAF is responsible for, and has the authority necessary to conduct all affairs of the Department of the Air Force. The chain of command for purposes other than operational control of forces assigned to combatant commands runs from the Secretary of Defense (SECDEF) to the SECAF. All Air Force Major Commands (MAJCOMS) report to the CSAF.

2.1. The SECAF exercises authority primarily through civilian officials appointed by the President and confirmed by the Senate, specifically, the Under SECAF, four Assistant Secretaries of the Air Force, the General Counsel of the Air Force, as well as the CSAF. The SECAF utilizes the assistance of the Secretariat and Air Staff personnel in carrying out these responsibilities, but retains immediate supervision of activities that involve vital relationships with Congress, the Secretary of Defense, other governmental officials, and the public.

2.2. The CSAF performs his duties under the authority, direction, and control of the SECAF, presides over the Air Staff, and is the principal military advisor to the SECAF on Air Force activities. The CSAF also serves as a member of the Joint Chiefs of Staff (JCS) and the Armed Forces Policy Coun-

cil. In the JCS capacity, the CSAF is one of the military advisors to the President, the National Security Council, and the Secretary of Defense. The CSAF is not subject to the authority, direction and control of the SECAF when he is acting solely in his capacity as a member of the JCS; however, the CSAF shall keep the SECAF fully informed of significant military operations affecting the duties and responsibilities of the Department of the Air Force to the extent permitted by the authority, direction, and control of the SECDEF.

3. Responsibilities. The SECAF is responsible for all of the Department of the Air Force affairs and for fulfilling the Department of the Air Force's functions, duties and responsibilities set forth in Sub-Title D of 10 USC and the current version of Department of Defense Directive (DODD) 5100.1, *Functions of the Department of Defense and its Major Components*.

3.1. The Secretary of the Air Force. The SECAF is responsible for, and, unless limited by lawful authority, has the authority necessary to conduct all affairs of the Department of the Air Force, including the following:

- 3.1.1. Recruiting;
- 3.1.2. Organizing;
- 3.1.3. Supplying;
- 3.1.4. Equipping (including research and development);
- 3.1.5. Training;
- 3.1.6. Servicing;
- 3.1.7. Mobilizing;
- 3.1.8. Demobilizing;
- 3.1.9. Administering (including the morale and welfare of personnel);
- 3.1.10. Maintaining;
- 3.1.11. Construction, outfitting, and repairing of military equipment; and,
- 3.1.12. Construction, maintenance, and repair of buildings, structures, and utilities; the acquisition, management and disposal of real property or natural resources.

3.2. The SECAF is also responsible to the SECDEF for the following activities of the Department of the Air Force:

- 3.2.1. Operation and efficiency of the Department of the Air Force;
- 3.2.2. Formulation of policies and programs fully consistent with national security objectives and policies;
- 3.2.3. Effective and timely implementation of policy, program, and budget decisions and instructions of the President or Secretary of Defense;
- 3.2.4. Carrying out Air Force functions of the Department of the Air Force so as to fulfill to the maximum extent practicable the current and future operational requirements of the combatant commands;

- 3.2.5. Effective cooperation and coordination between the Department of the Air Force and other DoD components to provide for more effective, efficient, and economical administration and to eliminate duplication;
 - 3.2.6. Presentation and justification of the Department of the Air Force positions on plans, programs, and policies of DoD; and,
 - 3.2.7. Effective supervision and control of Air Force intelligence activities.
- 3.3. The SECAF is also responsible for any other activities prescribed by law or by the President or by the SECDEF.
- 3.4. **The Chief of Staff of the Air Force.** The CSAF, subject to the authority, direction, and control of the SECAF, is responsible for the following:
- 3.4.1. Presiding over the Air Staff;
 - 3.4.2. Transmitting Air Staff plans and recommendations to the SECAF and advising the SECAF with regard to such plans and recommendations;
 - 3.4.3. Acting as the SECAF's agent in carrying out the plans or recommendations of the Air Staff;
 - 3.4.4. Exercising supervision, consistent with the authority assigned to the combatant commanders, over such members of the Air Force as the SECAF determines;
 - 3.4.5. Performing the duties prescribed for the CSAF under 10 USC Section 171 as a member of the Armed Forces Policy Council, as well as other duties prescribed by law; and,
 - 3.4.6. Performing other military duties as assigned to the CSAF by the President, the SECDEF, or the SECAF.
- 3.5. The CSAF also performs duties as a member of the JCS.
- 3.5.1. The CSAF shall inform the SECAF regarding military advice rendered by members of the JCS on matters affecting the Department of the Air Force, to the extent that such action does not impair the independence of the CSAF in his role as a member of the JCS.
 - 3.5.2. Subject to the authority, direction, and control of the SECDEF, the CSAF shall keep the SECAF fully informed of significant military operations affecting the duties and responsibilities of the department of the Air Force.

4. Organization. The HAF consists of two major entities, created by 10 USC -- the Secretariat and the Air Staff. In addition to the Secretariat and the Air Staff, the SECAF may establish other organizational entities which report to the HAF (e.g., Field Operating Agencies (FOAs), Direct Reporting Units (DRUs)).

- 4.1. The Secretariat, pursuant to 10 USC Section 8014, is composed of the following officials and offices:
- 4.1.1. The Secretary of the Air Force;
 - 4.1.2. The Under Secretary of the Air Force;
 - 4.1.3. Four Assistant Secretaries of the Air Force;
 - 4.1.4. The General Counsel of the Air Force;

- 4.1.5. The Inspector General of the Air Force;
 - 4.1.6. The Air Reserve Forces Policy Committee; and,
 - 4.1.7. Such other offices as the SECAF may establish or designate.
- 4.2. The Secretariat, pursuant to 10 USC Section 8014, Subsections (c) and (d), has sole responsibility for supporting the Department in the following functions:
- 4.2.1. Acquisition;
 - 4.2.2. Auditing;
 - 4.2.3. Comptroller (including financial management);
 - 4.2.4. Information management;
 - 4.2.5. Inspector General;
 - 4.2.6. Legislative affairs;
 - 4.2.7. Public affairs; and,
 - 4.2.8. Research and development.
- 4.3. The Air Staff is responsible for providing professional assistance to the SECAF, the Secretariat, and the CSAF. The Air Staff, pursuant to 10 USC Section 8031, is composed of the following officials and offices:
- 4.3.1. The Chief of Staff of the Air Force;
 - 4.3.2. The Vice Chief of Staff of the Air Force;
 - 4.3.3. Five Deputy Chiefs of Staff of the Air Force, as prescribed by the SECAF, subject to the limitations set forth in Section 8035 of Title 10;
 - 4.3.4. The Surgeon General of the Air Force;
 - 4.3.5. The Judge Advocate General of the Air Force;
 - 4.3.6. The Chief of the Air Force Reserve; and,
 - 4.3.7. Such other Air Staff offices as the SECAF may establish or designate.
- 4.4. Under the authority, direction, and control of the SECAF and the CSAF, as well as the limitations set forth in paragraph 4.2., the Air Staff is responsible for:
- 4.4.1. Preparing for the employment of the Air Force and such recruiting, organizing, supplying, equipping, training, servicing, mobilizing, demobilizing, administering, and maintaining of the Air Force that will assist in the execution of any power, duty, or function of the SECAF or CSAF;
 - 4.4.2. Investigating and reporting on the efficiency of the Air Force and its preparation to support military operations by combatant commands;
 - 4.4.3. Preparing detailed instructions for the execution of approved plans and supervising the execution of those plans;
 - 4.4.4. Coordinating the actions of organizations of the Air Force as directed by the SECAF or the CSAF; and,

4.4.5. Performing other duties, not otherwise assigned by law, as may be prescribed by the SECAF or the CSAF.

5. Delegation of Authorities. The organizational mission directives under this AFMD will delegate or re-delegate authority from the SECAF to two-letter offices and officials named within that organizational mission directive. The HAF officials to whom authorities are delegated or re-delegated, unless otherwise restricted by law or directive, may re-delegate authority to other offices or officials. Any official re-delegating authority may further restrict/limit the authority. Any re-delegation of authority shall not be effective unless it is in writing.

6. Succession Order for the Office of the Secretary. The succession order for the Office of the SECAF is established by Executive Order 12909. The authority provides that if the SECAF dies, resigns, is removed from office, is absent, or is disabled, then the Under Secretary of the Air Force will serve as Acting SECAF. If the Under Secretary is unable to assume the duties of the SECAF, then either the Assistant Secretaries or the General Counsel of the Air Force, in the order fixed by their length of service as permanent appointees in such positions, will serve as Acting SECAF. If the Under Secretary and none of the Assistant Secretaries or the General Counsel of the Air Force are able to serve as Acting SECAF, then the CSAF shall perform such duties. The SECAF may determine those circumstances, if any, when his or her absence requires the assumption of duties as Acting SECAF in accordance with Executive Order 12909.

JAMES G. ROCHE
Secretary of the Air Force