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Manpower and Organization

PACAF AIR POSTAL SQUADRON (AIRPS)

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This mission directive implements policy guidance in AFPD 38-1, *Organization*, AFI 38-101, *Air Force Organization*, AFPD 10-1, *Mission Directives*, and AFI 10-101, *Format and Content of Mission Directives*. It does not apply to the Air National Guard or the United States Air Force Reserve. Its purpose is to prescribe unit mission, organization, and processes.

1. Mission. Provides postal service for the Air Force by transmitting official and personal mail promptly, efficiently, and economically in support of the defense mission in time of peace, war, or national emergency. The AIRPS is operated in overseas areas as an extension of the United States Postal Service (USPS).

2. Command. The Commander, PACAF AIRPS:

2.1. As head of a major command (MAJCOM) field operating agency, is responsible to the Director of Communications and Information, HQ Pacific Air Forces (HQ PACAF/SC) for functional management, including management of special-duty identifiers.

2.2. Commands the PACAF AIRPS to include all geographically separated detachments and operating locations.

2.3. Exercises command, administrative, operational, functional, and technical control over assigned units and facilities, operating and maintenance budgets, and postal systems operated by PACAF.

2.4. Is authorized direct communication:

2.4.1. Between major and subordinate US Army, Navy, Marine Corps, and Air Force commands, Military Postal Service Agency (MPSA), and commanders of the appropriate subordinate detachments on operational and technical matters concerning AF postal functions.

2.4.2. With HQ PACAF/SC, Secretary of the Air Force, the USPS, and other government and civilian agencies on operational and technical matters pertaining to postal operations. Subordinate units may communicate directly with nondepartmental-level activities only as prescribed or directed by a departmental-level activity.

3. Assigned Forces. Not applicable to this mission directive (see [Attachment 1](#), “Definition of Terms”).

4. Responsibilities. The Commander, PACAF AIRPS:

4.1. Coordinates and maintains liaison directly with field activities of the USPS, HQ USAF, other military departments, government and civilian agencies on operational and technical matters pertaining to postal operations.

4.2. Refers postal matters of Department of Defense (DOD) interest to the MPSA.

4.3. Ensures that PACAF postal activities comply with US Postal laws, regulations, international postal agreements, DOD, and Air Force policies and directives, relevant decisions and rulings of transportation regulatory bodies. Implements and establishes procedures to prevent the entry and movement of contraband in military (personal and official) mail channels.

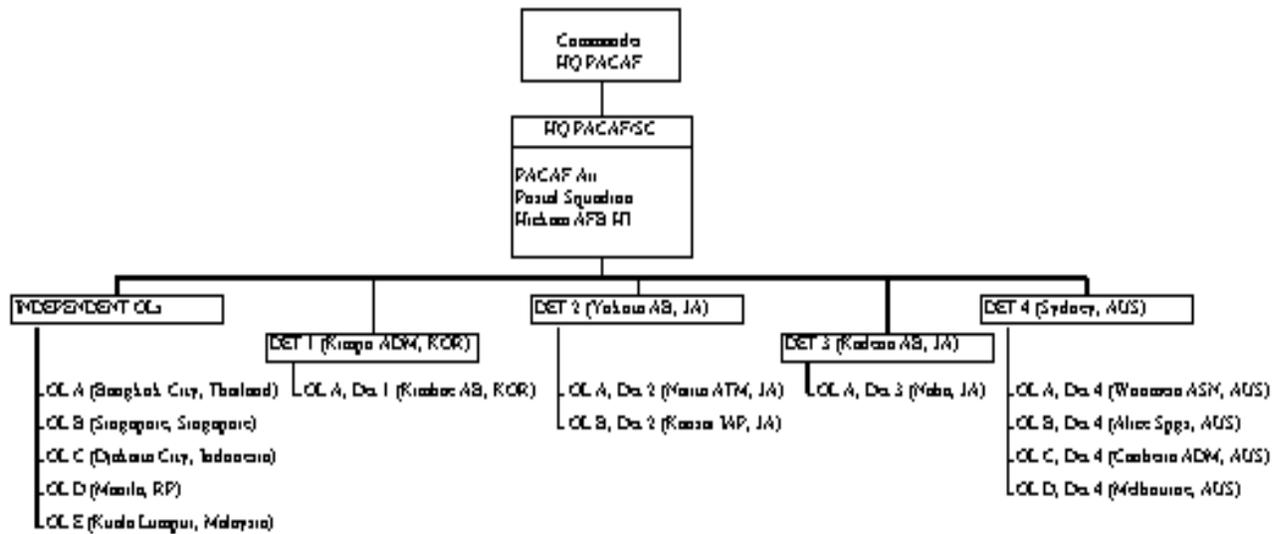
4.4. Operates or provides functional control over air post offices (APOs), aerial mail terminals, mail control activities, and postal service centers, including APOs at Department of State-operated locations.

4.4.1. Monitors movement of mail in PACAF areas of responsibility.

4.4.2. Implements DOD policy regarding APO privileges and processes allegations of misuse.

5. Area of Responsibility. Not applicable to this mission directive (see [Attachment 1](#), “Definition of Terms”).

6. Organization Chart.



7. Subordinate Units. Not applicable to this mission directive (see Attachment 1, “Definition of Terms”).

8. Supplemental Missions. Not applicable to this mission directive (see Attachment 1, “Definition of Terms”).

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Director of Plans

Attachment 1**GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS***Terms*

Mission--All necessary elements of the organization's mission and duties

Command--The relationships, if applicable, between:

- The Air Force components and the unified command that runs it
- The organization and other AF organizations, government agencies, US Military
- Services, and the armed forces and government agencies of other nations

Assigned Forces--Assigned weapons systems

Responsibilities--Mission elements assigned by unified commanders, specified commanders, or higher authorities. Defines the commander's responsibility for executing those elements of the mission

Area of Responsibility (AOR)--Geographical AOR applies at NAF level only

Organization Chart--Self-explanatory

Subordinate Units--Subordinate units with specific/unique functional missions supporting the principal unit

Supplemental Missions--Missions unique to specific units that do not normally fall under typical objective units

Abbreviations and Acronyms

AFI--Air Force Instruction

AFPD--Air Force Policy Directive

AIRPS--air postal squadron

APO--air post office

DOD--Department of Defense

MAJCOM--major command

MPSA--Military Postal Service Agency

USPS--US Postal Service