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**DIRECTOR, OFFICE OF SMALL BUSINESS  
PROGRAMS OF THE DEPARTMENT  
OF THE AIR FORCE**

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**1. Mission.** The Secretary of the Air Force, pursuant to 10 USC §§ 8013-8016, may establish offices and officials within the Secretariat to assist the Secretary in carrying out his or her responsibilities. As documented by Paragraph 4.1 of AFMD 1, *Headquarters Air Force*, and this Headquarters Air Force (HAF) Mission Directive, the Director, Office of Small Business Programs of the Department of the Air Force (SAF/SB), is established as part of the Secretariat. The SAF/SB has overall responsibility for directing, managing, measuring and overseeing the execution of the Small Business Programs for the Department of the Air Force. As Secretary of the Air Force, I retain ultimate responsibility for all policies related to the Department of the Air Force. Within his/her areas of responsibility, SAF/SB prepares policies for my approval and issues official guidance/procedures to ensure implementation of those policies.

**2. Organizational Relationships.** The Secretary of the Air Force is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the Chief of Staff of the Air Force, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the Secretary of the Air Force.

2.1. The SAF/SB reports to the Secretary of the Air Force, through the Under Secretary Of the Air Force, serves as an agent of the Secretary within assigned policy and program domains, and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within his/her area of responsibility. The SAF/SB is accountable to the Secretary for results achieved within the policy and program domains assigned by this Directive.

2.2. The SAF/SB is part of the Secretariat and as such works closely with other HAF offices to assist the Secretary of the Air Force in carrying out his or her responsibilities. The SAF/SB and the Office of the SAF/SB work in cooperation with the SAF/AQ and the office of the SAF/AQ, as well as other HAF organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 USC §§

8013-8023 and §§ 8031-8038), for assisting the Secretary of the Air Force in carrying out his or her responsibilities.

2.2.1. Pursuant to Headquarters Operating Instruction (HOI) 90-1, two or more HAF two-letter/digit organizations, Field Operating Agencies, or Direct Reporting Units with responsibilities in the same functional area, are encouraged to develop “standard operating procedures (SoPs)” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities.

2.3. There are no Field Operating Agencies that report to SAF/SB.

### 3. Responsibilities.

The SAF/SB is specifically responsible for:

3.1. Conducting mid-year and annual assessments of each program’s performance and develop strategic goals and objectives for improvement.

3.2. Developing the Secretary of the Air Force’s response to Small Business Administration Secretarial Appeals.

3.3. Consulting with the Small Business Administration (SBA) to carry out the duties and responsibilities described by this directive.

3.4. Serving as the Secretary of the Air Force’s advocate for the Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) Program.

3.5. Publishing an annual forecast of expected contract or subcontract opportunities for small businesses.

**4. Delegations of Authority:** **Attachment 1** lists my delegated authorities to the SAF/SB. The authorities delegated to the SAF/SB by this HAF Mission Directive may generally be re-delegated unless re-delegation is expressly prohibited by the attached delegation or superseding law, regulation, or DoD issuance. While the SAF/SB may re-delegate authorities to other Department of Air Force officials, he or she will ultimately be responsible to the Secretary of the Air Force for all matters affecting the Air Force Small Business Programs. Any re-delegation of authority made shall not be effective unless it is in writing. Any person re-delegating authority in accordance with this HAF Mission Directive may further restrict or condition the authority being re-delegated.

**5. Notifications to Congress:** No re-delegation of authority under this HAF Mission Directive below the level of a Deputy Assistant Secretary or three-letter/digit office shall include authority to provide notifications or reports to Congress.

**6. Revocation of Secretary of the Air Force Order:** Secretary of the Air Force Order (SAFO) 119.1, *Responsibilities of the Director of Small and Disadvantaged Business Utilization*, October 29, 1997, is hereby superseded. Re-delegations of authorities made pursuant to that SAFO prior to the date of issuance of this HAF Mission Directive, however, remain effective insofar as such re-delegations are not inconsistent with the terms of this HAF Mission Directive, or unless superseded by a new re-delegation.

MICHAEL W. WYNNE  
Secretary of the Air Force

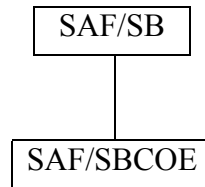
**Attachment 1****DELEGATIONS OF SECRETARY OF THE AIR FORCE AUTHORITY  
TO THE  
DIRECTOR,  
OFFICE OF SMALL BUSINESS PROGRAMS  
OF THE  
DEPARTMENT OF THE AIR FORCE**

**A1.1.** Authority relating to the Office of Small Business Programs, as delegated to the Secretary of the Air Force pursuant to Department of Defense Directive 4205.1, *Department of Defense Small Business and Small Disadvantaged Business Utilization Programs*.

**A1.2.** Authority relating to the subcontracting reporting systems, as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 4205.3, *DoD Small and Disadvantaged Business Subcontracting Reporting System*.

**A1.3.** Authority relating to the Director of Small Business Programs, as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 5134.04 *Director of Small and Disadvantaged Business Utilization*.

**A1.4.** Authority relating to Small Business Awards Program, as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 1432.3 *Small Business Awards Program*.

**Attachment 2****DIRECTOR,  
OFFICE OF SMALL BUSINESS PROGRAMS  
OF THE  
DEPARTMENT OF THE AIR FORCE  
(SAF/SB)**

**A2.1. The Director, Office of Small Business Programs of the Department of the Air Force (SAF/SB),** shall (1) report directly to the Under Secretary of the Force; (2) advise, coordinate, and assist other principal military and civilian officials of the Department of the Air Force in matters relating to the Small Business Program; and (3) implement and execute the functions and duties under the authorities mentioned above.

**A2.2.** Subordinate offices include:

**A2.2.1. Air Force Small Business Center of Excellence (SAF/SBCOE).** The SAF/SBCOE provides (1) education and training to assist acquisition personnel, prime contractors and local community in the fundamentals of the Small Business Program; (2) proactive outreach by serving as a resource for Air Force commands, field bases and the Small business community; and (3) communication and marketing resources by promoting all aspects of the Small Business Program nationally to commands, installations and the small business community.