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**GENERAL COUNSEL AND
THE JUDGE ADVOCATE GENERAL**

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1. Mission.

1.1. The General Counsel of the Department of the Air Force (SAF/GC) is established within the Office of the Secretary of the Air Force (SECAF) by *Title 10 United States Code* Sections (U.S.C. §§) 8014 and 8019. SAF/GC, subject to the direction and control of SECAF, serves as the chief legal officer and Designated Agency Ethics Official (DAEO) of the Department of the Air Force. SAF/GC also serves as the civil administrator of Wake Island and performs such other duties as assigned to assist the SECAF in carrying out his/her responsibilities under 10 U.S.C. § 8013. SAF/GC assists the SECAF, the Assistant Secretaries, the Chief of Staff (CSAF), Secretariat and Air Staff offices, and other Air Force offices in carrying out their responsibilities to provide legal services for the Department of the Air Force. Within his/her areas of responsibility, SAF/GC prepares policies for approval and issues official guidance/procedures, via official Air Force (AF) publications, to ensure implementation of these policies.

1.2. The Judge Advocate General (TJAG), pursuant to 10 U.S.C. §§ 8031-8038, and as documented by Paragraph 4.3.5. of AFMD-1, is established as part of the Air Staff. Under 10 U.S.C. § 8037, TJAG is the legal advisor of the SECAF and of all officers and agencies of the Department of the Air Force. TJAG assists the SECAF, the Assistant Secretaries, the CSAF, Secretariat and Air Staff offices, and other Air Force offices in carrying out their responsibilities to provide legal services for the Department of the Air Force. Within his/her areas of responsibility, TJAG prepares policies for approval and issues official guidance/procedures, via official AF publications, to ensure implementation of those policies. TJAG also assists the CSAF in his/her role, pursuant to 10 U.S.C. § 151, as a member of the Joint Chiefs of Staff (JCS).

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

2.1. The SAF/GC reports directly to the SECAF and serves as agent of the SECAF within assigned policy and program domains, but also provides support to the Secretariat, the CSAF and other Air Staff offices, 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/GC is accountable to the SECAF for results achieved within the policy and program domains assigned by this Directive or otherwise delegated by SECAF to SAF/GC.

2.1.1. The SAF/GC and the Office of the SAF/GC work in cooperation with TJAG, the Office of The Judge Advocate General, and Air Force Legal Operations Agency (AFLOA) offices (collectively referred to as AF/JA), that share functional areas with SAF/GC, as well as other Air Force organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 U.S.C. §§ 8013-8023 and §§ 8031-8038), for assisting the SECAF in carrying out his/her responsibilities.

2.2. TJAG reports directly to the CSAF, but also provides support to the SECAF, the Secretariat, and other Air Staff offices, 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 SECAF may re-delegate authority/assign responsibility to TJAG, but the SECAF, through the CSAF and, as appropriate, Assistant Secretaries of the Air Force, retains ultimate responsibility.

2.2.1. TJAG is part of the Air Staff and as such works closely with other HAF offices to assist the SECAF and the CSAF in carrying out their responsibilities. TJAG and AF/JA offices work in cooperation with SAF/GC, as well as other HAF organizations, which are responsible, pursuant to Chapters 803 and 805 of Title 10 (10 U.S.C. §§ 8013-8023 and §§ 8031-8038), for assisting the SECAF and the CSAF in carrying out their responsibilities.

2.3. Pursuant to Headquarters Operating Instruction (HOI) 90-1, *Headquarters Air Force Mission Directive – Delegations of Authority and Assignment of Responsibilities*, two or more HAF 2-letter organizations with responsibilities in the same functional area are encouraged to develop “standard operating procedures (SOP)” that set forth procedures enabling covered organizations to fulfill and carry out their respective missions, roles, and responsibilities. The SOP entered into between the GC and TJAG is included at Attachment 4 (Functions List) of this HAF Mission Directive. In the event of conflict between the SOP and other provisions of this mission directive GC and TJAG will personally resolve the conflict.

2.4. Reporting to the TJAG is a field operating agency, the Air Force Legal Operations Agency (AFLOA).

3. Responsibilities. Both SAF/GC and TJAG are responsible for providing legal services consistent with the authorities and limitations of this Mission Directive. The areas of legal practice and the specific, respective responsibilities of both offices are described below and in the SOP at Attachment 4.

3.1. The relationship between SAF/GC and TJAG is based on the complementary roles that Congress intended for these offices when it established SAF/GC as part of the Office of the Secretary of the Air Force and TJAG as part of the Air Staff. Both are legal advisors to SECAF and CSAF, with right of direct access and the ability to provide independent legal advice to those officials. SAF/GC and TJAG are independent of each other for the purposes of rating, reporting, and the accomplishment of their responsibilities. They perform their missions in an environment of collaboration and information sharing. In the event that an office of SAF/GC or AF/JA is aware of a significant legal issue, including a matter of first impression, or an issue that can foreseeably be a matter of significant interest to senior Air Force leadership, the White House, Congress, the Department of Defense, other federal agencies, the public, or the media, that office will ensure that the corresponding office in SAF/GC or AF/JA is made aware of the matter and provided an opportunity to comment.

3.1.1. AF/JA leads most civil litigation efforts on behalf of the Air Force. SAF/GC and AF/JA closely collaborate on civil litigation involving contract fraud remedies, special access programs, major weapon-system acquisition programs, and significant policy implications to determine who is best suited to lead a specific litigation effort in one of these areas. SAF/GC and AF/JA will keep one another informed of substantive case developments and provide an opportunity to offer input on key decisions.

3.1.2. AF/JA and SAF/GC will provide one another with timely notice of the initiation or pendency of significant or potentially significant litigation and will provide updates and an opportunity to comment quarterly and whenever a major event in that civil litigation matter occurs (e.g., a dispositive ruling by a judge).

3.1.3. Both within and outside the Air Force, for matters other than civil litigation, the office having a “Focal Point” (FP) designation described in the SOP at Attachment 4, determines and conveys Air Force legal positions. In doing so, collaboration and information sharing is encouraged. When a function is designated as a “Shared Function” (SF), or when, in the opinion of SAF/GC or TJAG, circumstances otherwise warrant, SAF/GC and TJAG, through their staffs, will seek to agree on the legal positions to be taken, on which office will convey the position, and how the legal position will be communicated. This process may include consultation with the Department of Defense Office of the General Counsel. In the rare situation when agreement is not reached, SAF/GC and TJAG may both offer independent advice to the Secretary.

3.2. The SAF/GC is specifically responsible, and has all necessary authority, for duties including:

3.2.1. Assisting the SECAF in his or her capacity as a member of the President’s Administration.

3.2.2. Serving as the DAEO of the Department of the Air Force.

3.2.3. Appointing an Alternate DAEO (the Deputy General Counsel for Fiscal, Ethics and Administrative Law).

3.2.4. Appointing Deputy DAEOs.

3.2.5. Approving and accepting (as the Air Force gift acceptance authority on behalf of the SECAF and IAW 10 U.S.C. § 2601 and § 2608) any gift, devise, or bequest of personal property or service proffered as a gift to the Air Force.

3.2.6. Providing legal advice to the SECAF and HAF offices on the administration and organization of the Air Force, including but not limited to Mission Directives, the Federal Vacancies Reform Act, and delegations of authority.

3.2.7. Providing and supervising an Air Force Suspension and Debarment Official for contractor responsibility, gratuities clause, and fraud remedies matters (the Deputy General Counsel for Contractor Responsibility & Conflict Resolution).

3.2.8. Acting for the SECAF as the Air Force’s Senior Management Official for all Office of Special Counsel matters, unless the SECAF requests to personally act in any given matter.

3.2.9. Serving as the Civil Administrator of Wake Island with authority to promulgate, amend, or repeal, as necessary, the Wake Island Code, or any part thereof, and to establish appropriate judicial bodies as needed

to enforce the Wake Island Code. The General Counsel may also delegate authority to implement, enforce, and apply the Wake Island Code and such other civil administration authority as is deemed necessary.

3.2.10. Reviewing and approving in writing, as appropriate, the Department of the Air Force's Communications Security (COMSEC) monitoring and Information Assurance (IA) readiness testing procedures, training processes, and user notification procedures, biennially.

3.2.11. Approving the content of Senior Officer Unfavorable Information Files (SOUIFs) and determining whether they will be provided to officer promotion boards.

3.2.12. Performing personnel-related functions for SAF/GC, including:

3.2.12.1. Recruiting and accessing qualified personnel.

3.2.12.2. Supervising and managing education and training, continuing legal education, professional responsibility, professional development, developmental education selection, and other programs for SAF/GC personnel.

3.2.12.3. In concert with AF/JA, overseeing the professional and career development of civilian employees in the Department of the Air Force who serve in the legal career field.

3.2.13. Serving as the Agency Dispute Resolution Specialist pursuant to Public Law No. 104-320 § 3, and implementing the Air Force Alternative Dispute Resolution, Negotiation, and Conflict Management Program.

3.3. TJAG is specifically responsible, and has all necessary authority, for duties including:

3.3.1. Fulfilling the responsibilities of TJAG under 10 U.S.C. § 8037, to include directing officers of the Air Force designated as judge advocates.

3.3.2. Providing for and supervising the administration of military justice under 10 U.S.C. § 806(a), including, in appropriate cases, advising the SECAF.

3.3.3. Identifying personnel for appointment by the DAEO as Deputy DAEOs.

3.3.4. Recruiting, accessing, assigning, and deploying judge advocates (10 U.S.C. § 806(a)); deploying paralegals (AFI 51-108, paragraph 4.2.); designating judge advocates (10 U.S.C. § 8067(g)); certifying judge advocates as military judges (10 U.S.C. § 826(b)); certifying judge advocates as trial and defense counsel (10 U.S.C. § 827(b)(2)); and certifying judge advocates as special victims' counsel (10 U.S.C. § 1044e(d)(2)).

3.3.5. Supervising and managing education and training, continuing legal education, professional responsibility, professional development, developmental education selection, and other programs for all personnel in the Air Force Judge Advocate General's Corps (AFJAGC) (to include judge advocates, enlisted paralegals, civilian attorneys, and other civilians in the legal career field).

3.3.6. In concert with the SAF/GC, overseeing the professional and career development of civilian employees in the Department of the Air Force who serve in the legal career field.

4. Delegations of Authority/Assignments of Responsibility: The authorities delegated/responsibilities assigned to the SAF/GC and TJAG by this Mission Directive may generally be re-delegated to other

Department of the Air Force officials, unless re-delegation is expressly prohibited by this Mission Directive or superseding law, regulation, DoD issuance, or SECAF direction. Any re-delegation of authority/assignment of responsibility shall not be effective unless it is in writing. Any person re-delegating authority in accordance with this Mission Directive may further restrict or condition the authority/responsibility being re-delegated/re-assigned.

4.1. While the SAF/GC may re-delegate authorities to other Department of the Air Force officials, he/she will ultimately be responsible to the SECAF for all matters listed in Paragraph 1.1. of this publication.

4.2. While the authorities are delegated and responsibilities are assigned to TJAG by this Mission Directive, the exercise of those authorities/responsibilities remains subject to the oversight and control of the SECAF, any Assistant Secretary of the Air Force having oversight, and the CSAF.

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

6. Continuation of Prior Re-Delegations of Authority/Assignments of Responsibility: Re-delegations of authority/assignments of responsibility made prior to the date of issuance of this Mission Directive remain effective insofar as such re-delegations are not inconsistent with the terms of this Mission Directive, unless superseded by a new re-delegation or assignment of responsibility, new issuances, or superseding law, regulation, DoD issuance, or SECAF direction.

7. Revocation of Secretary of the Air Force Order: Secretary of the Air Force Order (SAFO) 111.5, *Functions and Duties of the General Counsel and The Judge Advocate General*, July 14, 2005, is hereby superseded. Re-delegations of authority/assignments of responsibility made pursuant to that SAFO prior to the date of issuance of this Mission Directive, however, remain effective insofar as such re-delegations are not inconsistent with the terms of this Mission Directive, or unless superseded by a new re-delegation, superseding law, regulation, DoD issuance, or SECAF direction.

Deborah Lee James
Secretary of the Air Force

Attachments:

1. Combined Delegations of Authority/Assignments of Responsibility for the SAF/GC and TJAG
2. Organizational Chart – SAF/GC Three-Letter Responsibilities
3. Organizational Chart – AF/JA Three-Letter Responsibilities
4. Standard Operating Procedures

ATTACHMENT 1

**DELEGATIONS OF SECRETARY OF THE AIR FORCE AUTHORITIES
TO THE
GENERAL COUNSEL OF THE DEPARTMENT OF THE AIR FORCE
AND
THE JUDGE ADVOCATE GENERAL**

A1.1. Authority to act for the Secretary of the Air Force regarding investigations directed by the Office of Special Counsel pursuant to *Title 5 United States Code* Section 1213 and DoD Directive 5500.19, *Cooperation with the United States Office of Special Counsel (OSC)*. [GC]

A1.2. Authority relating to political activities of civilian employees under the Hatch Act (*Title 5 United States Code* Section 7324). [GC]

A1.3. Authority relating to the publishing of regulations as given to the Secretary of the Air Force under *Title 10 United States Code* Section 982, *Members: Service on State and Local Juries*, and documented in DoD Instruction 5525.08, *Service by Members of the Armed Forces on State and Local Juries*. [JA]

A1.4. Authority relating to the recovery of costs of hospital and medical care and treatment as given to the Secretary of the Air Force under *Title 42 United States Code* Sections 2651-53 and *Title 10 United States Code* Section 1095, and pursuant to *28 Code of Federal Regulations* Part 43. [JA]

A1.5. Authority to grant approval to furnish nuclear test monitoring equipment to foreign governments pursuant to *Title 10 United States Code* Section 2565 and the Secretary of Defense Memorandum "Nuclear Test Monitoring Equipment," dated May 8, 2002. This authority may not be further re-delegated. [GC]

A1.6. Authority to accept gifts of personal property and services tendered to the Department of the Air Force in accordance with *Title 10 United States Code* Section 2601 and *Title 10 United States Code* Section 2608. [GC]

A1.7. Authority relating to settling claims up to \$100,000 and publishing regulations as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2733, *Military Claims Act*, and documented in DoD Directive 5515.3, *Settlement of Claims Under Sections 2733, 2734, 2734a, and 2734b of Title 10 United States Code*, and DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.8. Authority relating to processing and settling claims up to \$100,000 and publishing regulations as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2734, *Foreign Claims Act*, and documented in DoD Directive 5515.3, *Settlement of Claims Under Sections 2733, 2734, 2734a, and 2734b of Title 10 United States Code*, and DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.9. Authority relating to settling and paying claims as given to the Secretary of the Air Force under *Title 10 United States Code* Sections 2734a and 2734b, *International Agreements Claims Act*, and documented in DoD Directive 5515.3, *Settlement of Claims Under Sections 2733, 2734, 2734a, and 2734b of Title 10 United States Code*, and DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.10. Authority relating to making payments in advance of the submission or final settlement of a claim as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2736, *Property Loss, Personal Injury, or Death: Advance Payment*, and documented in DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.11. Authority relating to settling claims and publishing regulations as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2737, *Property Loss, Personal Injury, or Death Incident to Use of Property of the United States*, and documented in DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.12. Authority relating to the reimbursement of armed forces members as given to the Secretary of the Air Force under *Title 10 United States Code* Section 2738, *Property Loss, Reimbursement of Members for Certain Losses of Household Effects caused by Hostile Action*, and documented in DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.13. Authority relating to the settlement or compromise of claims as given to the Secretary of the Air Force under *Title 10 United States Code* Sections 9801-9804, 9806, *Air Force Admiralty Claims Act*, and *Title 46 United States Code* Appendix 740, *The Extension of Admiralty Jurisdiction Act*. [JA]

A1.14. Authority relating to settling claims and publishing regulations as given to the Secretary of Defense under *Title 28 United States Code* Section 2672, *Federal Tort Claims Act*, and pursuant to 28 *Code of Federal Regulations* Section 14.11, Appendix to Part 14, as delegated to the Secretary of the Air Force by Office of the Secretary of Defense Memorandum, *Delegation of Settlement Authority Under the Federal Tort Claims Act*. [JA]

A1.15. Authority relating to the settlement of claims and publishing regulations as given to the Secretary of the Air Force under *Title 31 United States Code* Sections 3711-3720E, *Federal Claims Collection Act* and documented in DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.16. Authority relating to settling and paying claims as given to the Secretary of the Air Force under *Title 31 United States Code* Section 3721, *Military Personnel and Civilian Employees' Claims Act of 1964*, and documented in DoD Directive 5515.10, *Settlement and Payment of Claims Under Title 31 United States Code* Sections 3701 and 3721, "*The Military Personnel and Civilian Employees' Claims Act of 1964*." [JA]

A1.17. Authority relating to settling claims up to \$100,000 and publishing regulations as given to the Secretary of the Air Force under *Title 32 United States Code* Section 715, *National Guard Claims Act*, and documented in DoD Instruction 5515.08, *Assignment of Claims Responsibility*. [JA]

A1.18. Authority to act as the legal advisor for defense industry mergers and acquisition and reviews of the Committee on Foreign Investment in the United States, as related to Section 721 of the Defense Production Act of 1950, as amended by the Foreign Investment and National Security Act of 2007 (FINSIA) (Sec. 721) and as amended by Executive Order 11858 and DoD Instruction 2000.25, *DoD Procedures for Reviewing and Monitoring Transactions Filed with the Committee on Foreign Investment in the United States (CFIUS)*. [GC]

A1.19. Authority to serve as the Agency Dispute Resolution Specialist and to implement the Air Force Alternative Dispute Resolution, Negotiation, and Conflict Management Program pursuant to Public Law 104-320 Section 3, and DoD Instruction 5145.05, *Alternative Dispute Resolution (ADR) and Conflict Management*. [GC]

A1.20. Authority to suspend and debar parties in procurement transactions pursuant to *Defense Acquisition Regulation Supplement* Subpart 209.4, *Debarment, Suspension and Ineligibility*, and authority to suspend and debar parties in nonprocurement transactions pursuant to *Title 2 Code of Federal Regulations* Part 1125, *Nonprocurement Debarment and Suspension*. [GC]

A1.21. Authority relating to victim and witness assistance, as delegated to the Secretary of the Air Force pursuant to DoD Directive 1030.01, *Victim and Witness Assistance*, and DoD Instruction 1030.2, *Victim and Witness Assistance Procedures*, consistent with responsibilities of commanders. [JA]

A1.22. Authority relating to protecting against inappropriate relations during recruiting and entry level training as delegated for the Secretary of the Air Force pursuant to DoD Instruction 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*. [JA]

A1.23. Authority under DoD Instruction 1320.14, *Commissioned Officer Promotion Program Procedures*, to determine whether adverse information, as defined in DoD Instruction 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*, will be presented to promotion selection, federal recognition, and promotion review boards that consider officers for general officer grades. [GC]

A1.24. Authority relating to the detailing of commissioned officers as law students as delegated to the Secretary of the Air Force pursuant to DoD Directive 1322.12, *Funded Legal Education*, consistent with non-delegable authorities of the Secretary of the Air Force. [JA]

A1.25. Authority relating to the handling of dissident activities as delegated to the Secretary of the Air Force pursuant to DoD Instruction 1325.06, *Handling Dissident and Protest Activities Among Members of the Armed Forces*, consistent with responsibilities of commanders. [JA]

A1.26. Authority relating to settling personnel and general claims, establishing procedures, and processing advance decision requests as delegated to the Secretary of the Air Force pursuant to DoD Directive 1340.20, *Settling Personnel and General Claims and Processing Advance Decision Requests*, consistent with the authority delegated to the General Counsel regarding senior civilians, including members of the Senior Executive Service. [JA]

A1.27. Authority relating to settling certain personnel and general claims, establishing procedures, and processing advance decision requests as delegated to the Secretary of the Air Force pursuant to DoD Directive 1340.20, *Settling Personnel and General Claims and Processing Advance Decision Requests*, consistent with the authority delegated to TJAG. [GC]

A1.28. Authority relating to settling personnel and general claims and processing advance decision requests as delegated to the Secretary of the Air Force pursuant to DoD Instruction 1340.21, *Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests*, consistent with the authority delegated to the General Counsel regarding senior civilians, including members of the Senior Executive Service. [JA]

A1.29. Authority relating to settling certain personnel and general claims and processing advance decision requests as delegated to the Secretary of the Air Force pursuant to DoD Instruction 1340.21, *Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests*, consistent with the authority delegated to TJAG. [GC]

A1.30. Authority relating to political activities of members as delegated to the Secretary of the Air Force pursuant to DoD Directive 1344.10, *Political Activities by Members of the Armed Forces*, consistent with

authority delegated to the General Counsel. Pursuant to DoD Directive 1344.10 paragraphs 4.1.1.4., 4.2.2.1. and 4.5.3.2., only the Secretary of the Air Force may exercise the authority contained in paragraphs 4.1.1.4., 4.2.2.1. and 4.5.3.2. [JA]

A1.31. Authority relating to political activities of members as delegated to the Secretary of the Air Force pursuant to DoD Directive 1344.10, *Political Activities by Members of the Armed Forces*, consistent with authority delegated to TJAG. Pursuant to DoD Directive 1344.10 paragraphs 4.1.1.4., 4.2.2.1. and 4.5.3.2., only the Secretary of the Air Force may exercise the authority contained in paragraphs 4.1.1.4., 4.2.2.1. and 4.5.3.2. [GC]

A1.32. Authority relating to legal assistance matters, as delegated to the Secretary of the Air Force pursuant to DoD Directive 1350.4, *Legal Assistance Matters*, and DoD Directive 1030.01, *Victim and Witness Assistance*. [JA]

A1.33. Authority relating to regulating and prohibiting Air Force uniformed service members from participating in collective bargaining organizations as delegated to the Secretary of the Air Force pursuant to DoD Instruction 1354.01, *DoD Policy on Organizations That Seek to Represent or Organize Members of the Armed Forces in Negotiation or Collective Bargaining*. [JA]

A1.34. Authority relating to the employment, transfer, development, and promotion of civilian attorneys as delegated to the Secretary of the Air Force pursuant to DoD Instruction 1442.02, *Personnel Actions Involving Civilian Attorneys*, consistent with authority delegated to the General Counsel. [JA]

A1.35. Authority relating to the employment, transfer, development, and promotion of civilian attorneys as delegated to the Secretary of the Air Force pursuant to DoD Instruction 1442.02, *Personnel Actions Involving Civilian Attorneys*, consistent with authority delegated to TJAG. [GC]

A1.36. Authority to act as the designated qualifying authority to evaluate the qualifications of persons recommended for appointment, transfer, reassignment, or promotion as civilian attorneys within the Department of the Air Force, and to approve or disapprove such actions as delegated by the Secretary of the Air Force pursuant to DoD Instruction 1442.02, *Personnel Actions Involving Civilian Attorneys*, Enclosure 2(3)(b), consistent with the authority delegated to the General Counsel. [JA]

A1.37. Authority to act as the designated qualifying authority to evaluate the qualifications of persons recommended for appointment, transfer, reassignment, or promotion as civilian attorneys within the Department of the Air Force, and to approve or disapprove such actions as delegated by the Secretary of the Air Force pursuant to DoD Instruction 1442.02, *Personnel Actions Involving Civilian Attorneys*, Enclosure 2(3)(b), consistent with the authority delegated to TJAG. [GC]

A1.38. Responsibility for exercising staff supervision of the policies and procedures set forth in DoD Instruction 2000.11, *Procedures for Handling Requests for Asylum and Temporary Refuge*. [JA]

A1.39. Authority relating to implementing the DoD Law of War Program as delegated to the Secretary of the Air Force pursuant to DoD Directive 2311.01E, *DoD Law of War Program*. Serve as the HQ USAF office of primary responsibility (OPR) to ensure effective implementation of DoD Law of Armed Conflict (LOAC) programs within the Air Force. [JA]

A1.40. 22Authority relating to order of succession pursuant to DoD Directive 3020.04, *Order of Succession Pursuant to Executive Order 13533 and the Federal Vacancies Reform Act of 1998* and Executive Order 12909, “*Order of Succession of Officers To Act as Secretary of the Air Force*,” April 22, 1994. [GC]

A1.41. Authority and responsibility to coordinate with DoD and DoJ pursuant to DoD Instruction 5030.7, *Coordination of Significant Litigation and Other Matters Involving the Department Of Justice* [JA]

A1.42. Authority and responsibility to coordinate with DoD and DoJ pursuant to DoD Instruction 5030.7, *Coordination of Significant Litigation and Other Matters Involving the Department Of Justice* [GC]

A1.43. Authority, as the cognizant office for foreign tax matters, to supervise and monitor the Air Force's program for foreign tax relief, and authority delegated to the Secretary of the Air Force concerning foreign tax relief pursuant to DoD Instruction 5100.64, *DoD Foreign Tax Relief Program*. [JA]

A1.44 Responsibility to liaise with the General Counsel of the Department of Defense pursuant to DoD Directive 5145.01, *General Counsel of the Department of Defense (GC DoD)*. [GC]

A1.45. Authority relating to operating and administering the Federal Legal Information Through Electronics (FLITE) and Defense Emergency Authorities Retrieval and Analysis System (DEARAS) systems as delegated to the Secretary of the Air Force pursuant to DoD Directive 5160.64E, *Legal Information Technology*. [JA]

A1.46. Authority to adjudicate administrative appeals under the Freedom of Information and Privacy Acts pursuant to DoD 5400.7-R_AFMAN33-302, *Freedom of Information Act Program*. [GC]

A1.47. Authority related to release of information and testimony in litigation pursuant to DoD Directive 5405.2, *Release of Official Information in Litigation and Testimony by DoD Personnel as Witnesses*. [JA]

A1.48. Authority related to release of information and testimony in litigation pursuant to DoD Directive 5405.2, *Release of Official Information in Litigation and Testimony by DoD Personnel as Witnesses*. [GC]

A1.49. Authority of the Designated Agency Ethics Official (DAEO) under DoD 5500.7-R, the Joint Ethics Regulation and DoD Directive 5500.07, *Standards of Conduct*, with responsibility for the Air Force Ethics Program. [GC]

A1.50. Authority relating to publishing regulations for the administrative processing of claims as delegated to the Secretary of the Air Force pursuant to DoD Directive 5515.6, *Processing Claims Arising Out of Operations of Nonappropriated Fund Activities*. [JA]

A1.51. Authority relating to the assignment and functions of Air Force personnel at trial by foreign courts and processing reports of treatment in foreign prisons as delegated to the Secretary of the Air Force pursuant to DoD Directive 5525.1, *Status of Forces Policy and Information*. [JA]

A1.52. Authority as Air Force designated agent to assist friendly foreign forces and the forces of a sending state in exercising criminal jurisdiction over their personnel under the provisions of the Act or applicable international agreements as delegated to the Secretary of the Air Force pursuant to DoD Instruction 5525.03, *Criminal Jurisdiction of Service Courts of Friendly Forces and Sending States in the United States*. [JA]

A1.53. Authority relating to ensuring compliance with court orders as delegated to the Secretary of the Air Force pursuant to DoD Instruction 5525.09, *Compliance of DoD Members, Employees, and Family Members Outside the United States with Court Orders*. [JA]

A1.54. Authority relating to legal responsibilities under DoD Instruction 5525.11, *Criminal Jurisdiction Over Civilians Employed by or Accompanying the Armed Forces Outside the United States, Certain Service Members, and Former Service Members*. [JA]

A1.55. Authority relating to legal responsibilities under DoD Instruction 5525.11, *Criminal Jurisdiction Over Civilians Employed by or Accompanying the Armed Forces Outside the United States, Certain Service Members, and Former Service Members*. [GC]

A1.56. Authority relating to malpractice personal tort liability relief to healthcare providers of DoD as delegated to the Secretary of the Air Force pursuant to DoD Directive 6000.6, *Defense of Certain Medical Malpractice Claims Against Department of Defense Healthcare Providers*. [JA]

A1.57. Authority to coordinate remedies in significant procurement fraud cases pursuant to DoD Directive 5505.5, *Implementation of the Program Fraud Civil Remedies Act* and DoD Instruction 7050.05, *Coordination of Remedies for Fraud and Corruption Related to Procurement Activities*, and authority to serve as Reviewing Official for procurement fraud cases arising under *Title 31 United States Code Section 3801 et seq.* [GC]

A1.58. Authority to advise on acquisition issues related to DoD Instruction 8500.01, *Cybersecurity*. [GC]

A1.59. Authority to review and provide written approval of the Department of the Air Force's COMSEC monitoring and IA readiness testing procedures, training processes, and user notification procedures, as delegated to the Secretary of the Air Force pursuant to DoD Instruction 8560.01, *Communications Security (COMSEC) Monitoring and Information Assurance (IA) Readiness Testing*, paragraph 5.7.3. [GC]

A1.60. Authority to advise on special access-required (SAR) programs pursuant to *Information Security Oversight Office, Classified National Security Information*, 32 CFR Part 2001 [Directive No. 1] DoD Directive 5205.07, *Special Access Program (SAP) Policy*; DoD Instruction 5205.11, *Management, Administration, and Oversight of DoD Special Access Programs (SAPs)*, DoD 5240.1-R, *Procedures for Governing the Activities of DoD Intelligence Components That Affect United States Persons*. [GC]

A1.61. Authority to advise on intellectual property issues, including patents, trademarks, data rights, software licensing, and copyrights pursuant to DoD Instruction 2000.3, *International Interchange of Patent Rights and Technical Information*; DoD Directive 5535.02, *Patent Security Review Process*; DoD Directive 5535.4, *Copyrighted Sound and Video Recordings*. [GC]

A1.62. Authority to act as legal advisor to the Air Force Scientific Advisory Board (AF/SB). [GC]

A1.63. Authority to act as the Civil Administrator of Wake Island in accordance with the Air Force/Department of Interior Agreement. This includes the authority to promulgate, amend or repeal, as necessary, the Wake Island Code, or any part thereof, but does not extend to military command or operational or support matters. The authority to amend or repeal the Wake Island Code may not be further re-delegated. [GC]

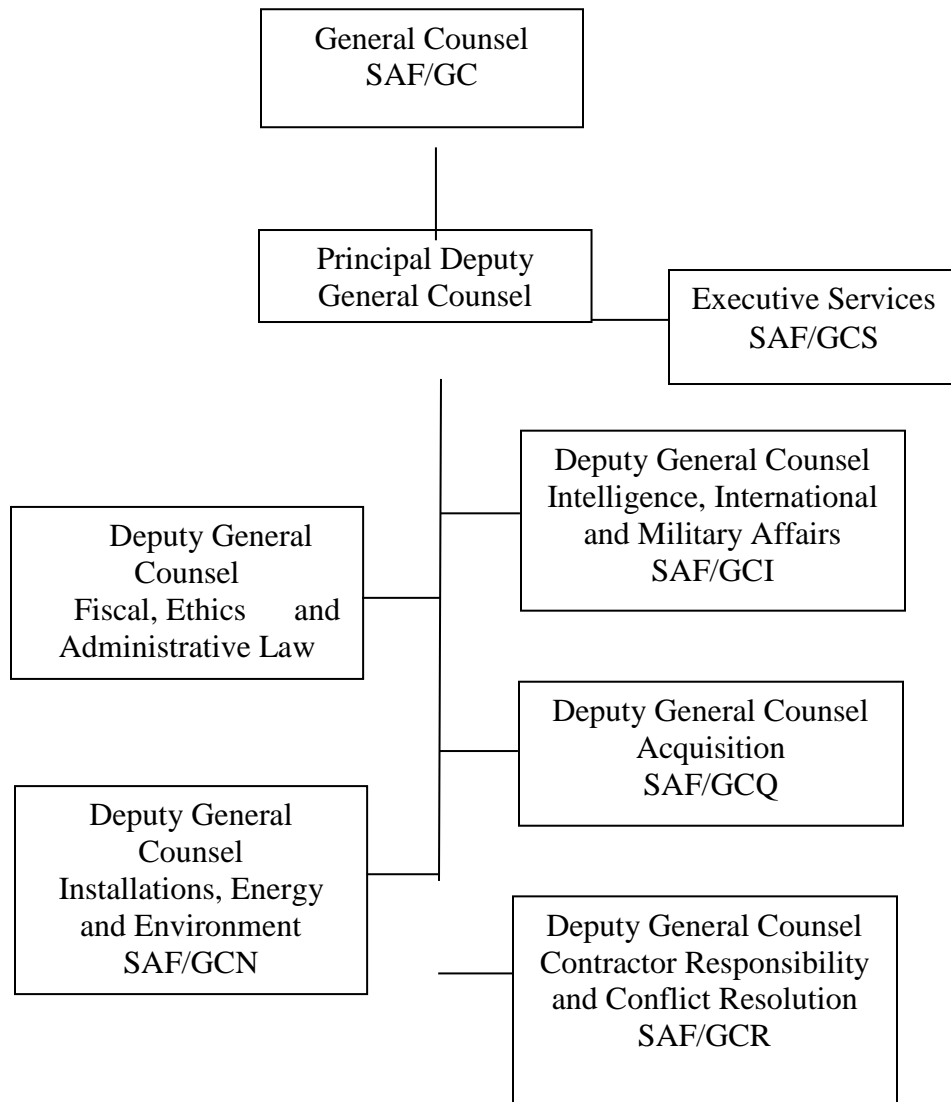
A1.64. Authority to approve the hiring of outside counsel for specific Air Force legal matters. [GC]

A1.65. Authority relating to determinations as delegated to the Secretary of the Air Force pursuant to Directive-type Memorandum (DTM) 14-004, *Interim Guidance on Personal Acceptance of Gifts from Outside Sources for Combat-Related and Similar Injuries or Illnesses*, and successor guidance. [JA]

ATTACHMENT 2

GENERAL COUNSEL OF THE DEPARTMENT OF THE AIR FORCE
(SAF/GC)

ORGANIZATIONAL CHART



A2.1. The General Counsel is responsible for providing legal services for the Department of the Air Force in conjunction with The Judge Advocate General, consistent with this mission directive and attachments. To further distinguish the responsibilities of the listed SAF/GC and AF/JA divisions, consult in particular Attachment 4, Table A4, Functions List.

A2.2. Three-letter/digit subordinate offices include:

A2.2.1. Deputy General Counsel Fiscal, Ethics, and Administrative Law (SAF/GCA). SAF/GCA is responsible for fiscal, ethics and administrative law matters, interaction with the Office of Special Counsel and civilian personnel policy consistent with the provisions of this mission directive and attachments.

A2.2.2. Deputy General Counsel Intelligence, International and Military Affairs (SAF/GCI). SAF/GCI is responsible for a wide variety of matters in the areas of intelligence and national security, international affairs, outer space and aviation, cyberspace and space operations, and military personnel law, consistent with the provisions of this mission directive and attachments.

A2.2.3. Deputy General Counsel, Installations, Energy and Environment (SAF/GCN). SAF/GCN is responsible for providing legal services in support of Air Force policy and activities worldwide involving energy, environment, housing, infrastructure, and real property matters, including related community partnership and privatization initiatives, consistent with the provisions of this mission directive and attachments.

A2.2.4. Deputy General Counsel, Acquisition (SAF/GCQ). SAF/GCQ is responsible for acquisition, intellectual property, defense-related mergers, and outsourcing and privatization matters, consistent with the provisions of this mission directive and attachments.

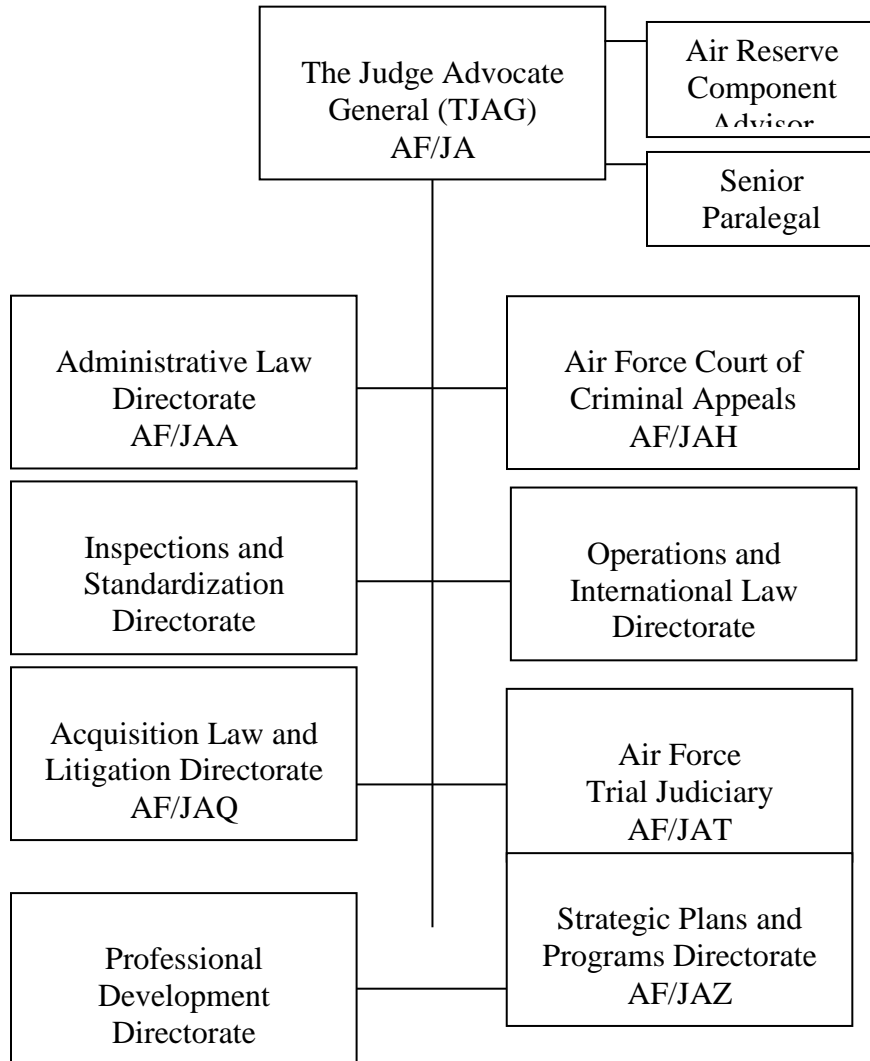
A2.2.5. Deputy General Counsel, Contractor Responsibility and Conflict Resolution (SAF/GCR). SAF/GCR is responsible for exercising the Air Force's Suspension and Debarment authority, leading the Air Force Procurement Fraud Remedies Program, and leading the Air Force Alternative Dispute Resolution, Negotiation and Conflict Management Program, consistent with the provisions of this mission directive and attachments.

A2.2.6. General Counsel Executive Services (SAF/GCS). SAF/GCS is responsible for providing comprehensive administrative and financial management to SAF/GC and executes federally mandated and regulatory programs, including Freedom of Information Act, Security Programs, Privacy Act, Records Management, Directives, and Information Collection.

ATTACHMENT 3

OFFICE OF THE JUDGE ADVOCATE GENERAL
(AF/JA)

ORGANIZATIONAL CHART



A3.1. The Judge Advocate General (AF/JA) is responsible for providing legal services for the Department of the Air Force in conjunction with the General Counsel (SAF/GC), consistent with this mission directive and attachments. To further distinguish the responsibilities of the listed SAF/GC and AF/JA divisions, consult in particular Attachment 4, Table A4, Functions List.

A3.2. Three-letter subordinate offices include:

A3.2.1. Administrative Law Directorate (AF/JAA). AF/JAA is responsible for administrative and personnel law, consistent with the provisions of this mission directive and attachments.

A3.2.2. Air Force Court of Criminal Appeals (AF/JAH). The Court is responsible for ruling upon appeals and other requests for relief involving trials by court-martial.

A3.2.3. Inspections and Standardization Directorate (AF/JAI). AF/JAI oversees inspection requirements for AFJAGC, consistent with the direction of TJAG (pursuant to 10 U.S.C § 806[a]) and the Chief of Staff of the Air Force, and conducts inspections of AFJAGC legal offices.

A3.2.4. Operations and International Law Directorate (AF/JAO). AF/JAO is responsible for operations and international law, consistent with the provisions of this mission directive and attachments.

A3.2.5. Acquisition Law and Litigation Directorate (AF/JAQ). AF/JAQ is responsible for acquisition, fiscal, and commercial law, consistent with the provisions of this mission directive and attachments.

A3.2.6. Air Force Trial Judiciary (AF/JAT). AF/JAT is responsible for the administrative supervision and management of military judges who preside over worldwide Air Force general and special courts-martial and other military justice and administrative proceedings.

A3.2.7. Professional Development Directorate (AF/JAX). AF/JAX is responsible for the human capital policies, standards, and processes involving AFJAGC force management of judge advocates, civilian attorneys, enlisted and civilian paralegals, and other civilian support staff personnel, consistent with the provisions of this mission directive and attachments.

A3.2.8. Strategic Plans and Programs Directorate (AF/JAZ). AF/JAZ is responsible for AFJAGC strategic planning and programming, budgeting, and execution activities for AF/JA and the Air Force Legal Operations Agency (AFLOA), and the AFJAGC Continuous Process Improvement function.

ATTACHMENT 4

STANDARD OPERATING PROCEDURES

FOR

GENERAL COUNSEL OF THE DEPARTMENT OF THE AIR FORCE (SAF/GC)

AND

THE JUDGE ADVOCATE GENERAL (AF/JA)

A4.1. General. These standard operating procedures (SOP) are entered into pursuant to paragraph 2.3. of Headquarters Air Force (HAF) Mission Directive (MD) 1-14. This SOP applies to the SAF/GC and the Office of the SAF/GC and to TJAG, the Office of The Judge Advocate General, and Air Force Legal Operations Agency (AFLOA) offices that share functional areas with SAF/GC (collectively referred to as AF/JA). It is intended to facilitate staff interactions, the performance of functions, and promote the fulfillment of client needs in an effective and efficient manner.

A4.1.1. Working Relationships. Members of SAF/GC and AF/JA will conduct their activities in a manner that maintains an environment of collegiality and mutual respect and support. Differences of view will be resolved at the lowest possible level and elevated within respective supervisory chains only as necessary.

A4.1.2. Duplication of Effort. Unnecessary duplication of effort will be avoided.

A4.2. Focal Points and Shared Functions. SAF/GC and TJAG have examined each field of practice within the HAF and have agreed upon an allocation of responsibilities using the terms Focal Point (FP) and Shared Function (SF). This allocation applies, except as may be otherwise provided by SECAF or MD 1-14 and its attachments.

A4.2.1. Focal Point. For each legal function within the HAF, there may be a single SAF/GC or AF/JA office established as the FP. Coordination or issuance of opinions by that office will constitute all legal coordination that is required (“one chop”), to include two-letter coordination. The term FP connotes one formal coordination office, but may involve SAF/GC and AF/JA collaboration and information sharing.

A4.2.2. Shared Function. Where neither office is designated as an FP, the function is designated as an SF. SF functions normally require the coordination, opinion, or other action of both offices (“two chops”). When a function is an SF, the respective offices will agree to provide clients with a single legal response on behalf of both offices whenever feasible.

A4.3. Functions List. Table A4, attached, describes each HAF field of practice function, the SAF/GC and AF/JA office ordinarily responsible for each function, and FP and SF designations in the “GC Role” and “JA Role” columns. The “Notes” column may include specific instructions concerning how the function will be carried out between SAF/GC and AF/JA. As to SF designations, if there is no note, action regarding that function requires the coordination or action of both offices.

A4.4. Revisions to Standard Operating Procedures. This SOP may be reviewed and revised as deemed necessary by SECAF. SAF/GC or TJAG may also initiate a revision in consultation with the other office. Offices of primary responsibility (OPRs) must follow revision procedures as mandated in HOI 90-1, *Headquarters Air Force Mission Directives – Delegations of Statutory Authority and Assignment of Responsibilities*.

//signed 28 Nov 2016//
GORDON O. TANNER
General Counsel

//signed 2 Dec 2016//
CHRISTOPHER F. BURNE
Lieutenant General, USAF
The Judge Advocate General

Attachment
Table A4, GC-JA Functions List

ATTACHMENT 5

SAF/GC and AF/JA FUNCTIONS LIST

This Table describes the allocation of roles between SAF/GC and AF/JA offices that share functional areas concerning specific Headquarters Air Force legal functions. See the Standard Operating Procedures (Attachment 4) for an explanation of terms.

Table A4. Functions List.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
1	GCA	JAA	Administrative Law				
2	GCA	JAA		Federal Advisory Committee Act / Open Meetings	FP		GCA consults with JAA, as appropriate.
3	GCA	JAA		Vacancies Reform Act	FP		GCA consults with JAA, as appropriate.
4	GCA	JAA		Scope and Delegation of Authority of AF Officials	SF	SF	GCA is primary OPR for HAF officials, particularly SAF. JAA provides advice on operationally-related matters.
5	GCA GCI	JAA		Goldwater-Nichols Act issues	SF	SF	GCA provides advice on matters involving civilian oversight. JAA provides advice on operationally-related matters, especially joint activities.
6	GCA GCI	JAA		Organizational Issues (OCR / PAD)	SF	SF	GCA and JAA ordinarily both work on such matters and consult on matters of mutual interest.
7	GCA	JAA		Publications – HAF Mission Directives	FP		GCA coordinates on all HAF Mission Directives IAW HOI 90-1 and consults with JAA, as appropriate, on a case-by-case basis.
8	GCA GCI	JAA		Publications – AFIs		FP	JAA coordinates on all departmental and headquarters publications IAW AFI 33-360 and consults with GCA, as appropriate, on a case-by-case basis.
9	GCA GCI	JAA		Publications – AFPDs	SF	SF	Since AFPDs represent Secretarial policy in many cases, GCA, GCI, and JAA will coordinate with each other on applicable AFPDs.
10	GCA	JAA		Federal Register Notices	FP		
11	GCA	JAA		Freedom of Information Act – Initial Releases		FP	JA receives and coordinates on FOIA requests from AF/IMII.
12	GCA	JACL		Freedom of Information Act – Appeals	FP		Appeal packages are prepped for GCA action by JACL (Information Litigation).
13	GCA	JAA		Privacy Act – Initial Advice		FP	
14	GCA	JAA JACL		Privacy Act – Appeals	FP		Appeal packages are prepped for GCA action by JACL (Information Litigation).
15	GCA	JAA		Other Document Retention / Release Issues	SF	SF	GCA and JAA will consult and may coordinate responses on an ad hoc basis, depending on the subject matter.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
16	GCA	JACC		Non-Foreign Claims – Policy / Special Issues		FP	JACC adjudicates claims and consults with GC as appropriate on a case-by-case basis.
17	GCA GCI	JAA		Special Pays and Allowances	SF	SF	GCA provides advice to AF/AI and SAF/FM on special pays, fiscal law interpretations, and legislative proposals. JAA provides advice to OPRs as they develop special pay and allowance requirements, in consultation with GCA.
18	GCA	JAA		Air Force Travel and Transportation – Policy	FP		GCA advises on policy development and promulgation in consultation with JAA when appropriate. GCA advises the AF member of the Per Diem Committee.
19	GCA	JAA		Air Force Travel and Transportation – Implementation	SF	SF	Both offices may render general advice in this area in a manner consistent with law, regulations, and policy. All requests for exceptions to policy will be coordinated with GCA for review and action.
20	GCA	JAA		Spouse Travel – Policy	FP		GCA advises on policy development and promulgation and consults with JAA when appropriate.
21	GCA	JAA		Spouse Travel – Implementation	SF	SF	Both offices may render general advice in this area in a manner consistent with law, regulations, and policy. All requests for exceptions to policy will be coordinated with GCA for its review and action.
22	GCA	JAA		MilAir Use – Policy	FP		GCA advises on policy development and promulgation and consults with JAA when appropriate.
23	GCA	JAA		MilAir Use – Implementation	SF	SF	Both offices may render general advice in this area in a manner consistent with law, regulations, and policy. All requests for exceptions to policy will be coordinated with GCA for its review and action.
24	GCA	JAA		GOV Use – Policy	FP		GCA advises on policy development and promulgation and consults with JAA when appropriate.
25	GCA	JAA		GOV Use – Implementation	SF	SF	Both offices may render general advice in this area in a manner consistent with law, regulations, and policy. All requests for exceptions to policy will be coordinated with GCA for its review and action.
26	GCA	JAA	Fiscal Law				

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
27	GCA	JAA JAQ		Fiscal Statutes – Appropriation Act	FP		JAA may respond to routine questions, whose answers are well settled in GAO, DoJ/OLC, DoD and/or AF guidance, or federal court decisions, but will coordinate with GCA on advice involving statutory interpretation, significant or novel issues of fiscal law, or issues which have policy implications. JAQ provides reach-back fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. JAQ may respond to acquisition-related fiscal law questions, but will coordinate advice on issues with policy implications or that involve SAF/FM with GCA.
28	GCA	JAA JAQ		Fiscal Statutes – Authorization Act	FP		JAA may respond to routine questions whose answers are well settled in GAO, DoJ/OLC, DoD and/or AF guidance, or federal court decisions, but will coordinate with GCA on advice involving statutory interpretation, significant or novel issues of fiscal law, or issues which have policy implications. JAQ provides reach-back fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. JAQ may respond to acquisition-related fiscal law questions, but will coordinate advice on issues with policy implications or that involve SAF/FM with GCA.
29	GCA	JAA JAQ		Fiscal Statutes – Continuing Resolutions	FP		JAA may respond to routine questions whose answers are well settled in GAO, DoJ/OLC, DoD and/or AF guidance, or federal court decisions, but will coordinate with GCA on advice involving statutory interpretation, significant or novel issues of fiscal law, or issues which have policy implications. JAQ provides reach-back fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. JAQ may respond to acquisition-related fiscal law questions, but will coordinate advice on issues with policy implications or that involve SAF/FM with GCA.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
30	GCA	JAA JAQ		Use of Appropriated Funds	FP		JAA may respond to routine questions whose answers are well settled in GAO, DoJ/OLC, DoD and/or AF guidance, or federal court decisions, but will coordinate with GCA on advice involving statutory interpretation, significant or novel issues of fiscal law, or issues which have policy implications. JAQ provides reach-back fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. JAQ may respond to acquisition-related fiscal law questions, but will coordinate advice on issues with policy implications or that involve SAF/FM with GCA.
31	GCA	JAA JAQ		Use of Non-Appropriated Funds	FP		JAA may respond to routine questions whose answers are well settled in GAO, DoJ/OLC, DoD and/or AF guidance, or federal court decisions, but will coordinate with GCA on advice involving statutory interpretation, significant or novel issues of fiscal law, or issues which have policy implications. JAQ provides reach-back fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. JAQ may respond to acquisition-related fiscal law questions, but will coordinate advice on issues with policy implications or that involve SAF/FM with GCA.
32	GCA	JAA JAQ		General Fiscal Issues	FP		JAA may respond to routine questions whose answers are well settled in GAO, DoJ/OLC, DoD and/or AF guidance, or federal court decisions, but will coordinate with GCA on advice involving statutory interpretation, significant or novel issues of fiscal law, or issues which have policy implications. JAQ provides reach-back fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. JAQ may respond to acquisition-related fiscal law questions, but will coordinate advice on issues with policy implications or that involve SAF/FM with GCA.
33	GCA	JAA		Anti-Deficiency Act Investigations	FP		

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
34	GCA	JAA		Official Representation Funds	FP		JAA may respond to routine questions whose answers are well settled in statute and DoD and AF publications, but will coordinate advice on novel issues, requests for exceptions to policy, or matters having policy implications with GCA. GCA provides formal legal review on ORF requests.
35	GCA	JAQ		Reach-back Fiscal Law Advice on Contracts	SF	SF	JAQ provides reachback fiscal law advice/assistance to the field or on contract matters involving specific contracts and litigation. High-profile settlements and all fiscal issues that involve policy questions, statutory interpretation, significant or novel issues of fiscal law, or SAF/FM require GCA action.
36	GCA	JAA	Legislative Matters				
37	GCA	JAA		Legislative Processes	FP		GCA oversees legal aspects of ULB and Omnibus Legislative Proposal processes. GCA advises on "heartburn appeals" and statements of administration policy and release of information to members of Congress. JAA may assist Air Staff offices in formulating proposals for the ULB process. GCA provides final legal coordination on legislative proposals and related matters.
38	GCA	JAA		OLC Requests for Comments	SF	SF	GC and JA directorates that receive OLC designator packages for review will crossfeed proposed comments with pertinent JA and GC offices, as appropriate, depending on subject matter and comments. Upon timely request, the receiving office will be provided an opportunity to coordinate on those comments.
39	GCA	JAA	Ethics				SECAF has appointed GCA as the Alternate DAEO. The DAEO has appointed the TJAG, DJAG, GCA, and the Director of the AF Ethics Office as Deputy DAEOs. Specific duties of TJAG and DJAG as Deputy DAEOs are spelled out in the DAEO delegation letter.
40	GCA	JAA		DOD Ethics Policy Implementation	FP		GCA has primary responsibility for interpretation and implementation of DoD ethics policy for the Air Force (Designated Agency Ethics Official – DAEO function).
41	GCA	JAA		Ethics Guidance	FP		As Alternate DAEO and on behalf of the DAEO, GCA is the primary source of ethics guidance for the Air Force. GCA will keep JAA informed of ethics policy and developments.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
42	GCA	JAA		Ethics Outreach	SF	SF	GCA is the primary on ethics training and outreach for the Air Force. JAA coordinates ethics training for field JA members and other outreach efforts with GCA.
43	GCA	JAA		Ethics Training	SF	SF	GCA conducts HAF-level ethics training. JAA coordinates training for JA members in the field. JA conducts field training for clients at the base, NAF, and MAJCOM levels. GCA and JAA will support the field with training materials and guidance, as appropriate.
44	GCA	JAA		Public Affairs Support (Ethics Matters)	FP		
45	GCA	JAA		Standards of Conduct Conflict of Interest Issues	FP		
46	GCA	JAA		Financial Disclosure – SF 278	FP		
47	GCA	JAA		Financial Disclosure – OGE 450	FP		
48	GCA	JAA		Nominations – PAS	FP		GCA works in coordination with DOD SOCO.
49	GCA	JAA		Nominations – GO (Ethics Aspects)	FP		
50	GCA	JAA		Post-Government Employment – Briefings	FP		GCA conducts all post-government employment briefings for HAF.
51	GCA	JAA		Post-Government Employment – Recusals / Letters	SF	SF	GCA provides pre-retirement advice for all HAF personnel and post-retirement advice to individuals who retire from the HAF, including "30 day letters." JA, at the base, NAF, and MAJCOM levels, provides pre-retirement advice in the field and post-retirement advice to individuals who retire from the field, including "30 day letters." GCA is available to support and advise on field efforts.
52	GCA	JAA		Travel Reimbursement	SF	SF	GCA provides overall policy guidance and advice on travel reimbursement for all HAF personnel. JA, at the base, NAF, and MAJCOM levels, provides travel reimbursement advice in the field. GCA is available to support and advise on field efforts. JAA may respond to routine questions whose answers are well settled in statute and DoD and AF publications, but will coordinate advice with policy implications or involving novel questions with GCA.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
53	GCA	JAA		Non-Federal Entities – Participation by AF Members	SF	SF	GCA provides overall policy guidance and advice on NFE participation for all HAF personnel. JA at the base, NAF, and MAJCOM levels provides NFE participation advice in the field. GCA is available to support and advise on field efforts. JAA may respond to routine questions whose answers are well settled in statute and DoD and AF publications, but will coordinate advice with policy implications, requests for exceptions to policy, or involving novel questions with GCA.
54	GCA	JAA		Non-Federal Entities – AF Support	FP		GCA provides overall policy guidance and advice on all NFE support advice for HAF personnel. JA at the base, NAF, and MAJCOM levels provides NFE support advice in the field. GCA is available to support and advise on field efforts. JAA may respond to routine questions whose answers are well settled in statute and DoD and AF publications, but will coordinate advice with policy implications, requests for exceptions to policy, or involving novel questions with GCA.
55	GCA	JAA		Interaction with OGE	FP		
56	GCA	JAA	Gifts to the AF – Gift Acceptance		SF	SF	GC is the gift acceptance official for gifts to the AF with a value over \$50,000, per SECAF delegation. GCA advises on these gifts and other gift policies, as applicable. JAA is OPR for AFI 51-601.
57	GCA	JAA	Gifts from Foreign Governments to Individuals		SF	SF	GCA advises HAF on gifts that must be accepted or disposed of at SAF level. JAA is the OPR for AFI 51-901.
58	GCA	JAA	Political Activities		SF	SF	
59	GCA	JAA JACL	Civilian Personnel				
60	GCA	JAA JACL		Employment Opportunity Policy / Procedures	FP		GCA focuses on policy. JACL/LLSFC handles EO litigation and consults with GCA when policy matters are implicated.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
61	GCA	JAA		Investigations of Senior Military Officials and SES / HQE / IPA (except OSC investigations)		FP	JAA advises SAF/IG on all SAF/IGS investigations involving senior military officials and SES/HQE/IPA. JAA prepares legal sufficiency reviews of all SAF/IGS reports of investigation involving senior military and civilian officials and provides copies of such reviews involving senior civilians to GCA. SAF/IGS and JAA consult with GCA on particular issues during the course of an investigation.
62	GCA	JAA		Adverse Actions Addressing Substantiated SAF/IGS Findings of Misconduct by Senior Officials	FP		GCA advises SECAF and all other senior officials charged with the responsibility/ authority to address SAF/IGS substantiated finding of misconduct by any civilian senior official (i.e., SES/ST/ SL, DISES/HQE/IPA). JAA advises SECAF and all other senior officials charged with the responsibility/authority to address SAF/IGS substantiated findings of misconduct by any senior Air Force military personnel.
63	GCA	JAA		SES/HQE/HQE-Senior Mentor/IPA —Appointments/ ERB	FP		
64	GCA	JAA		General Civilian Personnel Policy / Directives	FP		
65	GCA	JAA JACL		Office of Special Counsel	FP		JA attorneys may be involved in advising SAF/IG on disclosure investigations directed by OSC and working with GCA on administrative and disciplinary actions resulting from the investigation; JA attorneys may be involved as POCs or as the AF Coordinating Legal Office for OSC-conducted investigations. GCA is Air Force liaison to OSC.
66	GCA	JAA		Civilian Whistleblower and Prohibited Personnel Practice Complaints / Investigations	FP		
67	GCI	JAA		Military Whistleblower Complaints / Investigations		FP	
68	GCA GCI	JAA JACL		AF Diversity Policy / Diversity Committee	SF	SF	
69	GCA	JACL		Labor Relations	SF	SF	JACL is FP for labor union negotiations and related issues. GCA handles policy-related matters, as appropriate, and supports JACL as needed.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
70	GC Designee	JAX	Civilian Legal Personnel Council and Developmental Team	Manage all corporate-level civilian development initiatives in the legal community under the approval of the GC and TJAG	SF	SF	GC and JA each designate a co-civilian career field manager; the GC designee chairs the Policy Council.
71	GC Designee	JAX	AF Civilian Attorney Qualifying Committee				Note: For this major function area, the individuals performing the functions may be appointed by GC from any GC division.
72	GC Designee	JAX		Approve the hiring of new AF Civilian attorneys and proposed promotions	SF	SF	
73	GC Designee	JAX		Ensure selectees have required credentials, facially qualified, and regulatory selection procedures have been followed	SF	SF	
74	GC Designee	JAX	Member of AF Civilian Force Development Panel	Cross-functional body responsible for developing AFCDP	SF	SF	
75	GCI	JAO	Weapon Legal Reviews				For all functions: GCI and JAO will emphasize close collaboration whenever feasible and anticipate at least informal coordination on most non-routine issues.
76	GCI	JAO		SAP Weapons and Capabilities	FP		GCI and JA coordination will be IAW AFI 51-402, paragraph 1.2.
77	GCI	JAO		Other Weapons and Capabilities		FP	
78	GCI	JAO	Civil Aviation (e.g., ICAO, FAA)		FP		Given JAO's competencies, both offices will liberally share opinions and information.
79	GCI	JAO	Arms Control and Nonproliferation		FP		
80	GCI	JAO	Negotiation and Conclusion of International Agreements		FP		
81	GCI	JAO	Interpretation of International Agreements		SF	SF	
82	GCI	JAO	Outer Space Activities and Policy		FP		Given JAO's competencies, both offices will liberally share opinions and information.
83	GCI	JAO	State Aircraft		FP		Given JAO's competencies, both offices will liberally share opinions and information.
84	GCI	JAO	Status of Forces		SF	SF	
85	GCI	JAO	Rules of Engagement			FP	
86	GCI	JAO JAJM	Detainee Issues		SF	SF	
87	GCI	JAO	NATO and PfP Programs		FP		
88	GCI	JAO	Security Assistance (e.g., AECA, FAA)		FP		
89	GCI	JAO	International Cooperative RDT&E and Production		FP		
90	GCI	JAO	Foreign Operating, Basing, and Access Rights		FP		
91	GCI	JAO	Title 10 Cooperative Arrangements		FP		
92	GCI	JACC JAO	Foreign Claims			FP	
93	GCI	JAO JAA	International Telecommunications Law		SF	SF	

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
94	GCI	JAO	Law of Armed Conflict			FP	
95	GCI	JAO	Foreign Disclosure and Security		FP		
96	GCI	JAO	European Union Issues		FP		
97	GCI	JAO	International Personnel Exchange Programs		FP		
98	GCI	JAO	Export Licenses/ITAR Issues		FP		
99	GCI	JAO	Foreign Criminal Jurisdiction			FP	
100	GCI	JAO	Foreign Civil Litigation			FP	
101	GCI	JAO	Disposal of Foreign Excess Property		SF	SF	
102	GCI	JAO	Foreign Taxation		SF	SF	JAO is primarily responsible for foreign tax matters related to SOFAs and US presence in foreign countries. GCI is primarily responsible for foreign tax matters associated with Foreign Military Sales and Security Assistance.
103	GCI	JAO	Foreign Base Closures		FP		
104	GCI	JAO	International Nuclear Monitoring (AFTAC)		FP		
105	GCI	JAO	Foreign Labor			FP	
106	GCI	JAO	Cyber Law – International/ Operations Law		SF	SF	
107	GCI	JAO	Intelligence – International Intelligence Activities		FP		
108	GCI	JAO	Surveillance / Reconnaissance – International/ Operations Law		SF	SF	
109	GCI	JAO	Reviews of AF and Joint Doctrine		SF	SF	Divisions may agree to exceptions to the requirements for two chops in a separate Memorandum of Understanding.
110	GCI	JAO	Friendly Fire Investigations			FP	
111	GCI	JAO	Political Asylum and Temporary Refuge Issues		SF	SF	
112	GCI GCA	JAA	SECAF and Assistant Secretary Delegations and Re-Delegations		SF	SF	GCA is primary OPR for HAF officials, particularly SAF. JAA provides advice on operationally-related matters. GCI plays a role with respect to delegations within the scope of their authorities and interests.
113	GCI	JAA	General Military Personnel Advice and Assistance to SECAF		SF	SF	
114	GCI	JAA	Military Personnel Oversight and Authority Advice to SAF/MR and SAF/MR Deputies		FP		
115	GCI	JAA	Individual Military Personnel Actions Taken by SECAF and SAF/MR		SF	SF	.
116	GCI	JAA	Individual Military Personnel Actions Taken by AFPC or ARPC			FP	
117	GCI	JAA	Officer Appointments				
118	GCI	JAA JAX		Routine Original Appointment Scrolls		FP	
119	GCI	JAA		Accession Waivers, Rated Recalls, ComCat Transfers		FP	

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
120	GCI	JAA		Permanent Professors		FP	
121	GCI	JAA		General Officer Appointments to Grade	SF	SF	JA coordinates with emphasis on joint implications. GC coordinates with emphasis on other aspects.
122	GCI	JAA	Officer Promotions				
123	GCI	JAA JAX		Selection Boards and Special Boards	FP		
124	GCI	JAA		O-2 and O-3 Promotion Processes	FP		
125	GCI	JAA		Federal Recognition	FP		
126	GCI	JAA		Propriety Actions	SF	SF	
127	GCI	JAA		SOUIFs	SF	SF	
128	GCI GCA	JAA		General Officer Nominations	SF	SF	JA coordinates with emphasis on joint implications. GC coordinates with emphasis on other aspects. GCA provides ethics review for nominations.
129	GCI	JAA		Posthumous	FP		
130	GCI	JAA JAX	Officer Separation Policy		FP		Exception: JA participates in all major changes.
131	GCI	JAA JAX	Officer Retirement Policy		FP		Exception: JA participates in all major changes.
132	GCI	JAA JAX	Enlisted Promotions			FP	
133	GCI	JAA JAX	Enlisted Separation Policy			FP	
134	GCI	JAA JAX	Enlisted Retirement Policy			FP	
135	GCI	JAJ	Military Justice			FP	JA is the focal point on the administration of military justice. RILOs and recalls to active duty for trial are exceptions because they require action by the Secretary. JA also will inform GC on an issue that can foreseeably be a matter of significant congressional, DoD, interagency, public, or media interest, consistent with Mission Directive paragraph 3.1.
136	GCI	JAJ		RILOs	SF	SF	
137	GCI	JAJ		Recalls to Active Duty for Court-Martial	SF	SF	
138	GCI	JAA	Officer Adverse Actions				
139	GCI	JAA		Officer Grade Determinations	SF	SF	
140	GCI	JAA		General Officer Investigations/ Dispositions	SF	SF	JAA provides legal advisers to IG investigation officers and reviews IG investigations. GC and JA collaborate on disposition recommendations (GC and JA, two chops).
141	GCI	JAA JAJ	BCMR General Advice		FP		
142	GCI	JAA JAJ	BCMR Case Advisories			FP	
143	GCI	JAA	USAFA Oversight		SF	SF	
144	GCI	JAA	Military Diversity		SF	SF	

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
145	GCI	JAA	Total Force Integration			FP	GCI participates in TFI ExCom (or its successor) and in new issues and system changes. GCA works with GCI and JAA regarding authorities, funding, and proposed legislation.
146	GCI	JAA JAJ CLS	Sexual Assault Prevention and Response		SF	SF	GCI, JAA, JAJ, and CLS work closely and effectively together on SAPR issues.
147	GCI	JAA	AF Authorities Regarding NGB and ANG		FP		
148	GCI	JAA	Emergency Military Personnel Authorities		SF	SF	
149	GCI	JAA	Partial Mobilization, Stop Loss, and End Strength		SF	SF	
150	GCI	JAA	Recall to Active Duty IAW 10 U.S.C. §688 and §688a		SF	SF	
151	GCI	JAA	Military Personnel Management				
152	GCI	JAA JAX		Force Shaping Measures	SF	SF	JA is consulted on processes involving JAGs.
153	GCI	JAA JAX		Force Shaping Boards	SF	SF	JA is consulted on boards involving JAGs.
154	GCI	JAA		"1095" (Reserve Man-Days)	FP		
155	GCI	JAA		End Strength Waivers	FP		
156	GCI GCA	JAA		USERRA	SF	SF	GCA handles Air Force policies on USERRA affecting its civilian personnel and will work with OSC or DOL on any USERRA investigations concerning USAF civilian employees.
157	GCI	JAA		Women in Combat	SF	SF	
158	GCI	JAA		Rated Personnel Issues	SF	SF	
159	GCI	JAA		MEO	SF	SF	
160	GCI	JAA		Continuum of Service (Total Force)	SF	SF	
161	GCI	JAA		Wounded Warrior and Physical Disability Policy	SF	SF	
162	GCI	JAA		"Indispensability" Determinations and Retired Recalls (Colonels and Below)		FP	
163	GCI	JAA		"Indispensability" Determinations and Retired Recalls (General Officers)	FP		
164	GCI	JAA	ROTC and JROTC			FP	
165	GCI	JAA	Free Exercise/Non-Establishment of Religion		SF	SF	
166	GCI	JAA	Military Personnel Litigation			FP	See Mission Directive paragraph 3.1.1.
167	GCI	JAA	LGBT Policy		SF	SF	All HAF issues; two chops.
168	GCI	JAA	Personnel Security		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply.
169	GCI	JAA	Information Security		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply.

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170	GCI	JAA	Industrial Security		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply.
171	GCI	JAO	Special Access Program Management		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply. When the expertise of a specific judge advocate (e.g., at a MAJCOM legal office) is required by a program manager for a particular matter, GCI will facilitate access appropriate to that need.
172	GCI	JAO	Special Access Program Substance		FP		The usual progression for provision of legal advice is: acquisition, development, testing, and feasibility studies. This progression is traditionally a GC function, as programs are identified for actual transition to operational applications. As noted in the Functions List entry on SAP weapons and capabilities, GCI and JA coordination will be IAW AFI 51-402, paragraph 1.2.
173	GCI	JAA JAO	Civil Air Patrol			FP	GC involved in new issues and major changes.
174	GCI	JAA	Telecommunications Assessment and Monitoring Program		FP		GC advises JA of any significant issues.
175	GCI	JAO	Intelligence – Domestic Law		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply.
176	GCI	JAO	Surveillance/ Reconnaissance – Domestic Law		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply.
177	GCI	JAO JAA	Counterintelligence		FP		Generally, the portion of Mission Directive paragraph 3.1. pertaining to significant legal issues, does not apply.
178	GCI	JAO JAA	Intelligence Oversight		SF	SF	This area splits into three functions: PD/Regulations and Training policy - SF/two chops for all actions; IO reporting - GC FP; JA Training - JA FP.
179	GCI	JAA JAO	Nuclear Enterprise		SF	SF	
180	GCI	JAO JAA	Cyber Law – Domestic Law		SF	SF	
181	GCI	JAO JAA	National Security Release Determinations				Generally, the provisions of Mission Directive paragraph 3.1. do not apply.
182	GCI	JAO	Sensitive Support		FP		
183	GCI	JAA	DoD Issuance Reviews		SF	SF	All HAF issues; two chops.
184	GCI	JAA	Air Force Publication Reviews		SF	SF	All reviews of publications having legal implications: two chops. For publications being reviewed only for publication legal sufficiency, but not having substantive legal implications – JA FP.
185	GCI	JAA	Military Command and Organization and Structure		SF	SF	

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186	GCI	JAA	Domestic Communications Law (including Spectrum Management)		SF	SF	This excludes TMAP and matters having TMAP implications (see the Functions List entry on Telecommunications Assessment and Monitoring Program).
187	GCI	JAA JAO	Defense Support to Civil Authorities		SF	SF	
188	GCI	JAO	Reviews of ARC Mobilizations and Activators		FP		
189	GCN	JACE	All Installation and Environmental Programs				
190	GCN	JAQ	Military Construction		FP		This major function and the sub-functions being FP for GCN is exclusive of contract issues. Also, fiscal law questions from bases and MAJCOMs may be addressed by JAQ consistent with fiscal law sections above.
191	GCN	JAQ		Major Construction	FP		
192	GCN	JAQ		Minor Construction	FP		
193	GCN	JAQ		Repairs	FP		
194	GCN	JAQ		Non-Appropriated Fund (NAF) Construction	FP		
195	GCN	JAQ		Legislation	FP		
196	GCN	JAQ		Family Housing Construction and Repair	FP		
197	GCN	JAQ		Reporting requirements	FP		
198	GCN	JAQ	Programming Industrial Facilities				
199	GCN	JAQ		Construction	FP		JAQ has a shared function as it relates to facility contracts.
200	GCN	JAQ		Leasing		FP	Per AFI 63-609, leasing of real property at industrial facilities falls under the program authority of SAF/AQ and AFLCMC, with legal support from AFMC/JA. GCN is available to provide assistance on preparing real property documents, if drafting assistance is needed.
201	GCN	JAA	BRAC: Commission Recommendations				
202	GCN	JAA		10 U.S.C. §2687	FP		GC advises on day-to-day matters and consults with JAA, as appropriate, on a case-by-case basis.
203	GCN	JAA		Implementation of P.L. 101-510, BRAC Closure and Realignment Recommendations	FP		GC advises on day-to-day matters and consults with JAA, as appropriate, on a case-by-case basis.

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204	GCN	JACE		Support DoD/GC in Litigation-Related to Closure and Realignment Recommendations or Implementation	SF	SF	JA is the focal point for conducting BRAC-related litigation in which the Air Force is a named party, or in which DoD designates the Air Force to act on its behalf. In such instances, JACE (and any other responsible JA office) will collaborate with GCN personnel. GCN is the focal point on legal policy matters related to BRAC property disposal and reuse. In cases where the Air Force is not a named party and in which DoD has not designated the Air Force to act on its behalf, GCN would be expected to provide information to the non-Air Force litigation attorneys handling the case and to collaborate with any JA office, as appropriate.
205	GCN	JAZ JACE		Joint Basing	SF	SF	GC addresses compliance with the BRAC statute and the BRAC Commission's joint basing recommendation. JA addresses legal issues arising as a result of implementing OSD joint basing guidance and the inter-service joint basing MOAs, as well as issues pertaining to legal support at joint bases.
206	GCN	JACE	BRAC: Property Disposal		FP		
207	GCN	JACE		Environmental Issues	SF	SF	
208	GCN	JACE		Property Transfer	FP		
209	GCN	JACE		Community Planning	FP		
210	GCN	JACE	NEPA				
211	GCN	JACE		NEPA Documents	SF	SF	GCN advises the SAF and the Air Staff on the Air Force NEPA process. JACE advises the SAF and the Air Staff on litigation risks and provides litigation-preventative legal advice on Air Force NEPA documentation and processes.
212	GCN	JACE		Support NEPA Litigation Needs		FP	
213	GCN	JACE		Report NEPA Litigation Annually to CEQ		FP	
214	GCN	JACE	Litigation Oversight and Oversight of Environmental Conflict Resolution		SF	SF	See Mission Directive paragraph 3.1.1.
215	GCN	JACE	Noise Issues		SF	SF	GC and JA advise in coordination with each other.
216	GCN	JACE		Noise Modeling	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
217	GCN	JACE		AICUZ	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
218	GCN	JACE	Real Property				
219	GCN	JACE		Acquisition	FP		JACE supports on environmental issues related to real property acquisition.
220	GCN	JACE		Disposal	FP		JACE supports on environmental issues related to real property disposition.
221	GCN	JACE		Easements	FP		JACE supports on environmental issues related to easements.
222	GCN	JACE		Temporary Use	FP		JACE supports on environmental issues related to temporary use.
223	GCN	JACE		Leasing	FP		JACE supports on environmental issues related to leasing real property. GCQ and JAQ support on matters related to competition and competitive processes. GCA supports on fiscal law matters and issues.
224	GCN	JACE		Zoning	SF	SF	GCN review/advice to AFIMSC and SAF/IE (and delegates) on all zoning actions. JACE provides advice to SAF/IE (and delegates) on litigation-related issues. JACE conducts zoning litigation.
225	GCN	JACE		Annexation	SF	SF	GCN review/advice to AFIMSC and SAF/IE (and delegates) on all annexation actions. JACE provides advice to SAF/IE (and delegates) on litigation-related issues. JACE conducts annexation litigation.
226	GCN	JAA		Exclusive Legislative Jurisdiction	FP		GCN is FP for acquiring and retroceding legislative jurisdiction and consults with JAA, as appropriate, on a case-by-case basis.
227	GCN	JACE		Condemnation and Inverse Condemnation	SF	SF	JACE works with DoJ, Army COE, and SAF/IE in the preparation of documents and litigation for condemnations. GCN works directly with AFIMSC and SAF/IE (and delegates) on legal issues associated with the property acquisition and condemnation.
228	GCN	JACE		Joint Use of Military Airfields	FP		
229	GCN	JACE		Strategic Basing Process and Initiatives	SF	SF	
230	GCN	JAA		Gifts of Real Property	FP		
231	GCN	JAQ		Civilian Airport Joint Use Agreements	FP		

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
232	GCN	JAQ JACE		Litigation	SF	SF	JAQ leads all litigation, enforcement, or other judicial or administrative action related to or arising from agreements regarding interests or rights in real property. JACE leads all other types of litigation regarding interests in real property (e.g., easements, condemnation, trespassing, encroachment, etc.).
233	GCN	JACE		Policy and Legislation	FP		GCN reviews and drafts policies, instructions, and legislative proposals regarding real property issues.
234	GCN	JACE	Environmental Management				
235	GCN	JACE		Endangered Species and Marine Mammals	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
236	GCN	JACE		Cultural and Historic Preservation	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
237	GCN	JACE		Installation Natural Resource Plans	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
238	GCN	JACE		Coastal Zone	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
239	GCN	JACE		Airspace and Range Modification and Management	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.

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240	GCN	JACE		Clean Air Act	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
241	GCN	JACE		Clean Water Act	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
242	GCN	JACE		Safe Drinking Water Act	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
243	GCN	JACE	Environmental Compliance				
244	GCN	JACE		Policy Associated with Compliance with Major Environmental Laws (Air, Water, Hazardous Substances)	SF	SF	GCN is the principal legal adviser to the SAF and the Air Staff on policies associated with compliance with major environmental laws (NEPA, air, water, and hazardous substances), in coordination with JACE legal advice on litigation prevention and litigation risks.
245	GCN	JACE AFSC/ JA		Safety Policy	SF	SF	GCN is the principal legal adviser to the SAF and the Air Staff on policies associated with compliance with safety laws, in coordination with JACE legal advice on litigation prevention and litigation risks.
246	GCN	JACE		Cleanup (Restoration) Policy	SF	SF	GCN is the principal legal adviser to the SAF and the Air Staff on policies associated with environmental restoration (cleanup), in coordination with JACE legal advice on litigation prevention and litigation risk, provided that JACE generally is the principal legal advisor to the Air Staff concerning implementation of settled policy.
247	GCN	JACE		Advise Air Staff on Compliance with Major Environmental Laws	SF	SF	JACE is the principal legal adviser to the SAF and Air Staff regarding the implementation of established environmental policies and processes, in coordination with GCN legal advice on policy implications and impact.

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248	GCN	JACE		Safety Issues as They Arise	SF	SF	JACE advises on implementing settled environmental policy and consults with GCN on significant or non-routine matters, as required by AFIs. GCN advises on policy development matters and consults with JACE on significant or non-routine matters, as required by AFIs.
249	GCN	JACE		New Legislative and Regulatory Proposals and Coordination with LL	SF	SF	Both review regulatory and legislative proposals, as well as congressional reports.
250	GCN	JACE		Congressional Reporting	SF	SF	GCN is the FP for all formal Congressional reports. However, JACE will often prepare draft Congressional notifications for matters in litigation and responses to Congressional inquiries and staff questions. These notifications and responses will be routed, as appropriate, to clients, SAF/LL, and GCN for review, comment, or situational awareness.
251	GCN	JACE		Advise SAF and Air Staff on Emergency Planning and Community Right to Know Act (EPCRA) Compliance	SF	SF	JACE is the principal legal adviser to the SAF and Air Staff regarding the implementation of established EPCRA policies and processes, in coordination with GCN legal advice on policy implications and impact.
252	GCN	JACE		Natural Resource Damages (NRD) Policy	SF	SF	GCN is the principal legal adviser to the SAF and the Air Staff on policies associated with natural resource damages, in coordination with JACE legal advice on litigation prevention and litigation risks.
253	GCN	JACE		NRD Implementation Issues	SF	SF	
254	GCN	JACE		Military Munitions Response Policies	SF	SF	GCN is the principal legal adviser to the SAF and the HAF on policies associated with military munitions response policies, in coordination with JACE legal advice on prevention and litigation risks.
255	GCN	JACE		Military Munitions Response Implementation Issues		FP	
256	GCN	ULFSC	Energy				
257	GCN	ULFSC		Energy Policy and Energy Legislative Issues	FP		

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
258	GCN	ULFSC		Energy Agreements	FP		GCN is the primary office on policy and guidance to HAF decision makers on real property, military construction, and OMB scoring aspects of agreements, such as Enhanced Use Leases (EULs), Utilities Privatization, Power Purchase Agreement transactions based on AF real property, and on integration of transactions with multiple disparate components (see "Leasing" item). AFCEC/JA, in cooperation with the ULFSC, is the primary office on acquisition matters with respect to FAR-based energy acquisitions, including the FAR components of Power Purchase Agreements, utility acquisitions, and general contracting. GC retains policy and transaction integration responsibility.
259	GCN	ULFSC		Inter-Federal Government Coordination	FP		GC has primary responsibility for inter-Federal Governmental coordination. Subject to this primary responsibility and with the consent of the Secretary, GSA has delegated to the ULFSC the sole authority to intervene, litigate, and settle administrative rate cases before State regulatory bodies. The ULFSC coordinates with other Federal Executive Agency bodies impacted by such cases. In general, this utility rate responsibility is exercised by the ULFSC without consultation with other GC or JA offices; however, the ULFSC will consult when appropriate. The ULFSC is responsible for representing the Air Force and other Federal Executive Agency bodies before rulemaking bodies, as well as providing analysis of energy policy proposals, as requested.
260	GCN	ULFSC		Utilities Privatization	FP		GCN provides primary legal support for conveyance and post-conveyance of utility systems and coordinates with DLA-Energy (or other contracting authority) on long-term utility services agreements.
261	GCN GCI	JA JACE	International Environmental Matters		SF	SF	
262	GCN	JACE	Civil Administration of Wake Island		FP		

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
263	GCN	JAQ	Housing Privatization Program Objectives, Initiatives, and Metrics		FP		GCN prepares and guides source selection matters with the advice and counsel of GCQ and JAQ. JACE will advise GCN on the environmental provisions and matters associated with these transactions and may engage with state and local environmental regulatory bodies concerning these matters on behalf of the Air Force, in coordination with GCN. JAQ advises GCN in connection with all bid protests, declarations of default, lease terminations and any associated litigation and, in coordination with GCN as appropriate, serves as the principal liaison for the Air Force with the Department of Justice.
264	GCN	JAQ	Housing Privatization Portfolio Management		FP		GCN advises on all legal matters related to the management and administration of the Air Force privatized housing portfolio, including but not limited to all project restructures and re-financings, with the advice of GCQ and JAQ on acquisition-related matters, as appropriate. Installation staff judge advocates may advise installation commanders on installation-specific housing privatization management issues, including but not limited to the commander's authorities over privatized housing. However local judge advocates are strongly encouraged to engage with GCN to ensure consistency with the transaction documents and, to the extent possible, uniformity of application of policy throughout the Air Force.
265	GCN	JAQ	Strategic Real Property Asset Planning and Utilization		FP		GCN prepares and guides source selection matters with the advice and counsel of GCQ and JAQ. JACE will advise GCN on the environmental provisions and matters associated with these transactions and may engage with state and local environmental regulatory bodies concerning these matters on behalf of the Air Force, in coordination with GCN. JAQ advises GCN in connection with all bid protests, declarations of default, lease terminations and any associated litigation and, in coordination with GCN as appropriate, serves as the principal liaison for the Air Force with the Department of Justice.
266	GCN	JACE	Real Property Management				

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
267	GCN	JACE		Propose and Comment on Real Estate Legislation	FP		
268	GCN	JACE		Readiness and Environmental Protection Initiative (REPI)	SF	SF	
269	GCN	JAQ		801 Housing Terminations and Litigation	SF	SF	JAQ is the principal contact with the Department of Justice and leads the litigation effort on behalf of the Air Force; GCN only provides litigation support and subject matter expertise when litigation impacts major Air Force policies or has Air Force-wide impact.
270	GCQ	JAQ	Acquisition				
271	GCQ	JAQ		Acquisition Authority	FP		Acquisition advice, as it relates to the exercise of authorities as Service Acquisition Executive, Component Acquisition Executive, and Senior Procurement Executive.
272	GCQ	JAQ		Advise SAF/AQ	FP		
273	GCQ	JAQ		Advise PEOs	SF	SF	GCQ will assign a lead attorney for advising each PEO. JAQ may provide and assign qualified acquisition attorneys to work with the GCQ lead attorneys in providing legal advice to the PEOs. All advice to PEOs will be coordinated through the lead GCQ attorney for the respective PEO. All HAF actions remain a GCQ "single chop." To the extent consistent with this note, the role of the SJA for those PEOs who also have an assigned SJA and legal staff is not altered from traditional practice.
274	GCQ	JAQ		Major Source Selections	SF	SF	GCQ will assign a lead attorney for each major source selection, including major systems acquisitions and services acquisitions that fall within the PEO for Combat and Mission Support's portfolio. As resources permit, JAQ may provide and assign qualified acquisition attorneys to work with the GCQ lead attorneys in support of source selections (i.e., MIRT, litigation risk assessment, etc.). All advice will be coordinated through the lead GCQ attorney. All HAF actions remain a GCQ "single chop."

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
275	GCQ	JAQ		Acquisition Policy and Legislation Advice to AQ	FP		GCQ will obtain JAQ input when coordinating on significant acquisition policy matters (e.g., policies impacting AFJAGC personnel providing acquisition legal support). When appropriate, JAQ shall offer views from contract field support and litigation field support to inform acquisition policy.
276	GCQ	JAQ		General Acquisition Legal Advice to Government Members of Acquisition Teams		FP	Unless otherwise provided, JAQ advises Government members of Acquisition Teams.
277	GCQ	JAQ	Field Support			FP	JAQ will be the FP for reach-back acquisition law support to the field for procurements other than those managed by a PEO. For major defense acquisition programs and other procurements managed by a PEO, JAQ shall coordinate with GCQ before providing support or legal advice to the field. JAQ shall provide GCQ with periodic reports summarizing the types of field support provided, trends identified, and subject matter areas requiring policy changes or training requirements. When GCQ is not part of the immediate legal team, but the legal issue affects SAF/AQ, then GCQ should be notified.
278	GCQ	JAQ	Commercial Litigation	All Commercial Litigation – i.e., Bid Protests (GAO and COFC), ASBCA Claims, COFC Claims, IP-Related Litigation, and Bankruptcy Matters.		FP	JAQ will keep GC informed on the status of ongoing litigation. For protests of ACAT I programs and programs where GC is the legal advisor to the source selection team, claims greater than \$25M, and litigation of special interest, GC and JA share these functions. Special interest litigation (e.g. media, OSD, SAF interest) often requires high-level coordination on aggressive timelines. GCQ may designate a GCQ POC to ensure effective coordination and ability to meet litigation deadlines.
279	GCQ	JAQ	Mergers and Acquisitions (including CFIUS and FOCI)		FP		
280	GCQ	JAQ	Multi-Functional Independent Review Team		SF	SF	When SAF/AQ, local business clearance authorities, MAJCOMs, or any other relevant authority requests a Multi-Functional Independent Review Team (MIRT) with HAF-level legal membership, GCQ and JAQ shall consult and mutually determine the identity of the legal membership.

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
281	GCQ	JAQ	Extended Debriefing Pilot Program	In an effort to dissuade unsuccessful offerors from filing protests based on speculation, the Air Force is conducting a pilot program to utilize extended debriefings in appropriate cases.	SF	SF	GCQ and JAQ will work together to assess the success of the pilot program, to develop and finalize the Concept of Operations, and draft and implement policy and regulations concerning the process. JAQ will take the lead in reviewing the agency record to recommend to the Contracting Officer and Source Selection Authority whether a source selection is an appropriate candidate for the pilot program. JAQ will keep GC informed on the status of all potential candidates for the pilot program and the extended debriefings themselves, including the results of survey information received from both government and non-government participants.
282	GCQ	JAQ	Intellectual Property Issues (including Data Rights, Commercial Software, Licenses and Patents)		SF	SF	GCQ and JAQ will work together to support Air Force contracting and non-contracting clients in all areas of intellectual property law and will provide specialized expertise when required.
283	GCQ	JAQ	Acquisition Issues Related to Cybersecurity		FP		GCQ and JAQ will work together to support Air Force contracting and non-contracting clients on all cybersecurity acquisition matters.
284	GCQ	JAQ	Acquisition Issues Related to Special Access Programs		FP		GCQ will provide legal support to Special Access Programs (SAPs). GCQ facilitates JAQ access to SAPs for litigation purposes.
285	GCR	JAQ	Suspension and Debarment				
286	GCR	JAQ		Intake and Review of ROI/Information	FP		
287	GCR	JAQ		Coordinate Lead Agency	FP		
288	GCR	JAQ		Develop Record for Decision	FP		
289	GCR	JAQ		SDO Decision on Suspension or Debarment	FP		
290	GCR	JAQ		Review/Defend Decision as Needed	FP		
291	GCR	JAQ		Conduct World-Wide Training	FP		GCR consults with AFJAGS regarding training there.
292	GCR	JAQ	Fraud Remedies				[GCR directs the Air Force Procurement Fraud Remedies Program.]
293	GCR	JAQ		Review Incoming Investigative Materials	SF	SF	GCR is responsible for opening and closing significant procurement fraud matters.
294	GCR	JAQ		Coordinate with DOJ, AUSAs, Investigators, Auditors, DCMA, and Contracting Reps	SF	SF	
295	GCR GCQ	JAQ		Qui Tam Support	SF	SF	
296	GCR	JAQ	Administrative Agreements				

Item #	GC Dep	JA Office	Major Function	Sub-Function	GC Role	JA Role	NOTES
297	GCR	JAQ		Negotiate Agreements	FP		
298	GCR	JAQ		Monitor Compliance	FP		
299	GCR	JAQ	Oversight and Monitoring of Contractor Ethics and Compliance Programs		FP		
300	GCR	JAC JAQ	Alternative Dispute Resolution (ADR)				
301	GCR	JAC JAQ		ADR Annual SECAF Report -- Annually Submit Report to SECAF	FP		JA assists by maintaining data and making it available to GCR.
302	GCR	JAC JAQ		ADR Policy -- Develop Policy Guidance	FP		GCR consults with JAC and JAQ for litigation issues.
303	GCR	JAC JAQ		Policy Guidance on the Use of ADR	FP		GCR consults with JAC and JAQ for litigation issues.
304	GC Designee			SECAF Designated Dispute Resolution Specialist for AF	FP		
305	GCR	JAC JAQ		Execute AF ADR Policy	SF	SF	
306	GCR	JAC JAQ		ADR Budget -- Manage and Execute AF ADR Budget	FP		
307	GCR	JAC JAQ		Acquisition ADR -- Develop and Execute ADR Training	FP		GCR manages and funds this area. JA provides recommendation and teams with GCR for AFJAGS-based courses.
308	GCR	JAC JAQ		Promote Use of ADR	SF	SF	
309	GCR	JAC JAQ		Ensure AF Personnel have Access to ADR Resources	FP		JAQ and JAC assist in making resources available to the field.
310	GCR	JAC		Use of ADR in Other AF Transactions -- Develop and Execute ADR Training	FP		GCR manages and funds this area. JA provides recommendations and teams with GCR for AFJAGS-based courses.
311	GCR	AFJAGS		Support and Train AF ADR Stakeholders	FP		
312	GCR			Fund AF Collateral Duty Mediators	FP		
313	GCR	AFJAGS		Conflict Management, Negotiations and Dispute Resolution -- Design/Deliver Education, Training, Research and Related Products in Collaboration with the Air Force Negotiation Center (AFNC) to Promote Basic Competencies and Best Practices Across the Enterprise	FP		AFNC will collaborate research efforts with AFJAGS; GCR will manage and fund basic/advanced mediation training and NADRC; JA hosts NADRC at AFJAGS and provides administrative support.
314	GCR	JAC	Electronic Discovery				
315	GCR	JAC		Policy		FP	JAC will consult as necessary with the appropriate GC office.
316	GCR	JAC		Implementation		FP	JAC will consult as necessary with the appropriate GC office.