

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



AIR FORCE INSTRUCTION 90-501

15 OCTOBER 2013

Incorporating Change 1, 14 August 2014

Special Management

**COMMUNITY ACTION INFORMATION
BOARD (CAIB) AND INTEGRATED
DELIVERY SYSTEM (IDS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1SA

Certified by: AF/A1S
(Col Patrick J. Doherty)

Supersedes: AFI90-501, 31 August 2006

Pages: 20

This instruction implements Air Force (AF) Policy Directive (AFPD) 90-5, *Community Action Information Board*. It provides the authority and criteria for establishing Air Force (AF), Major Command (MAJCOM), and installation Community Action Information Boards (CAIBs) to promote cross-organizational collaboration in addressing individual, family, and community concerns. It outlines the requirement for consolidating these concerns into a Community Action Plan (CAP) and addressing issues at the appropriate level through tools such as the Community Assessment and the Caring for People process. It outlines requirements for the Integrated Delivery System (IDS) at each level of the organization. For the purposes of this instruction, **community** is defined as the military and civilian personnel assigned to an AF installation or organization, their families, attached Reserve and Guard units, and retirees who utilize base services. This instruction also applies to Air Reserve Component (Guard and Reserve) to the extent they are capable of providing the required services. Active duty commanders will provide support to Air Reserve Component (ARC) commanders as necessary to fully comply with all requirements. CAIB and IDS activities are required at all active duty AF installations, including AF-led Joint Bases. In the case of AF-led Joint Bases, local procedures will ensure all community issues are addressed jointly, with supported Services invited to participate in CAIB and IDS meetings and activities, or a Joint Base equivalent. All other locations with AF communities (including Geographically Separated Units) will work with their higher headquarters and nearest AF installations to establish local solutions to meet the intent of this instruction. At Joint base locations where AF is the Supported Component, memoranda of understanding will be sought to allow CAIB and IDS activities or to participate with the

supporting Service's activities to meet the intent of this instruction and to vet AF community requirements.

Waivers to this instruction require Air Force Vice Chief of Staff (AF/CVA) approval. This Air Force Instruction (AFI) may be supplemented at any level, but all supplements must be routed to AF/AISA for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and/or maintain the records prescribed in this publication are Title 10 United States Code (USC) Section 136 and Title 10 USC § 8013, Secretary of the Air Force; Title 10 USC § 5013. In addition to those disclosures generally permitted under Title 5 USC § 552a (b) of the Privacy Act of 1974, these records, or information contained therein, may specifically be disclosed outside the Department of Defense (DoD) as a routine use pursuant to Title 5 USC § 552a (b) (3) as follows: Statistical summary data with no personally identifiable information may be provided to federal, state, and local governments for health surveillance and research.

SUMMARY OF CHANGES

This interim change identified Tier waiver authorities for unit level compliance items. It deletes "Review and track to closure all recommendations from local SRPs" from Table A2-1, Rule 5; "FSS Marketing Specialist", Rule 6. A margin bar (|) indicates newly revised material.

This instruction implements Air Force (AF) Policy Directive (AFPD) 90-5, *Community Action Information Board*. It provides the authority and criteria for establishing AF, Major Command (MAJCOM), and installation Community Action Information Boards (CAIBs) to promote cross-organizational collaboration in addressing individual, family, and community concerns. It outlines the requirement for consolidating these concerns into a Community Action Plan (CAP) and addressing issues at the appropriate level through tools such as the Community Assessment and the Caring for People process. It outlines requirements for the Integrated Delivery System (IDS) at each level of the organization. For the purposes of this instruction, **community** is defined as the military and civilian personnel assigned to an AF installation or organization, their families, attached Reserve and Guard units, and retirees who utilize base services. This instruction applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) to the extent they are capable of providing the required services. Active duty commanders will provide support to Air Reserve Component (ARC) commanders as necessary to fully comply with all requirements. CAIB and IDS activities are required at all active duty AF installations, including AF-led Joint Bases. In the case of AF-led Joint Bases, local procedures will ensure all community issues are addressed jointly, with supported Services invited to participate in CAIB and IDS meetings and activities, or a Joint Base equivalent. All other

locations with AF communities (including Geographically Separated Units) will work with their higher headquarters and nearest AF installations to establish local solutions to meet the intent of this instruction. At Joint base locations where AF is the Supported Component, memoranda of understanding will be sought to allow CAIB and IDS activities or to participate with the supporting Service's activities to meet the intent of this instruction and to vet AF community requirements. Waivers to this instruction require Air Force Vice Chief of Staff (AF/CVA) approval. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Community Action Information Board and Integrated Delivery System program. This publication may be supplemented at any level; all MAJCOM-level supplements must be approved by the Human Resource Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1., for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and/or maintain the records prescribed in this publication are Title 10 United States Code (USC) Section 136 and Title 10 USC § 8013, Secretary of the Air Force; Title 10 USC § 5013. In addition to those disclosures generally permitted under Title 5 USC § 552a (b) of the Privacy Act of 1974, these records, or information contained therein, may specifically be disclosed outside the Department of Defense (DoD) as a routine use pursuant to Title 5 USC § 552a (b) (3) as follows: Statistical summary data with no personally identifiable information may be provided to federal, state, and local governments for health surveillance and research.

Section A—Overview

1. Concept of Operations. The CAIB is a Commander's tool which allows the Commander to assess the health of the community and to enact positive programs and services to foster resiliency. This forum is built on a holistic Comprehensive Airman Fitness (CAF) framework using mental, physical, social and spiritual pillars to focus the community action programs thus developing a resilient AF culture.

1.1. The focus of CAIBs is to identify and resolve issues that impact the readiness and resilience of AF members and their families, promote the AF as a positive way of life, and enhance members' ability to function as productive members of the AF community. The emphasis will be on positive actions and programs that strengthen force readiness through a sense of community and assist AF members and civilians, their families, and communities to thrive and successfully manage the demands of military life.

1.2. Effective functioning of the CAIB requires grassroots input on the issues affecting individuals, families, installations, and communities. CAIBs promote collaboration among helping agencies, reduce duplication of efforts, identify gaps in service, develop and implement local solutions, and elevate issues to higher headquarters. When resolution is not within local CAIB scope or capabilities or requires changes in higher headquarters, AF or DoD policy and/or Legislative action, the issue will be forwarded to the next CAIB level using the template in **Attachment 4**. The CAIB Chair approves all submissions forwarded to Higher Headquarters. HAF/MAJCOM CAIBs work and track issues forwarded from lower level CAIBs and keep them informed of progress. If resolution/implementation is not feasible, an appropriately staffed reply will be provided to originating CAIB.

1.3. To streamline and expedite the flow of information, CAIB Chairs may authorize CAIB Executive Directors and IDS Chairs to communicate directly with Higher Headquarters counterparts. This authority does not eliminate the responsibility to ensure senior leadership is fully informed on CAIB/IDS issues and proposed actions.

1.4. **CAIB Membership, Roles, and Responsibilities.** The CAIB approach to community problem solving takes a broad perspective to integrate and synergize efforts to address community concerns. See **Attachment 2** for a synopsis of CAIB responsibilities, meeting frequency, and membership. CAIB Chair responsibilities cannot be delegated.

1.5. **Inspections.**

1.5.1. CAIB activities will be inspected as determined by AF/MAJCOM Inspector General (IG). MAJCOMs establish inspection programs consistent with Mission Directive responsibilities and in accordance with AF inspection guidelines outlined in AFI 90-201, Air Force Inspection System. MAJCOMs utilize HAF and MAJCOM Functional Area Manager (FAM) checklists for conducting inspections. Inspection of a unit CAIB and IDS must be performed by a MAJCOM CAIB or IDS member. **(T-2)**.

1.5.2. HAF checklists standardize assessment criteria and facilitate AF, MAJCOM, and Numbered Air Force (NAF) inspection, evaluation, and unit self-assessment programs. The OPR for AFI 90-501 is responsible for ensuring a CAIB/IDS checklist is available on the Management Internal Control Toolset (MICT) which can be found at: <https://www.my.af.mil/reservenetprod2/mic/mict/mymictview.aspx>

All checklists will be reviewed annually by the HAF/MAJCOM functional staffs; HAF checklist review/update conducted NLT 31 January with MAJCOM supplement review/update NLT 31 March.

1.5.3. Self-assessment provides commanders with a tool for internal assessment of unit health and complements external assessments. MAJCOMs will ensure self-assessment programs are established for subordinate organizations. Direct reporting units and field operating agencies will develop and implement self-assessment programs that align with HAF intent and function in similar fashion as wing programs described in AFI 90-201, The Air Force Inspection System. Annually, installations will use the CAIB/IDS checklist loaded on the MICT site to conduct self-assessments. **(T-2)**.

1.6. **IDS.** The IDS functions as the action arm of the CAIB and develops a comprehensive, coordinated plan for integrating and implementing community outreach and prevention programs (e.g., financial, relationship, family maltreatment, sexual assault, equal opportunity, suicide prevention, substance abuse, health promotion, tobacco cessation, etc.), with the goal of enhancing resilience in military communities. The IDS improves the delivery of human service programs by establishing a seamless system of services through collaborative partnerships and coordinated activities. See [Attachment 2](#) for a synopsis of IDS responsibilities, meeting frequency, and membership. (T-2).

1.6.1. Each member develops, collects, analyzes for trends and implications, and regularly presents metrics reflecting the status of the part of the community they represent. Additionally, the IDS reviews the AF Community Assessment Survey results and other quality of life surveys and resilience-related data to determine implications and develop necessary actions for the appropriate level/forum.

1.6.2. The IDS uses a variety of approaches (focus groups, surveys, town meetings, interviews, Caring for People forums, member agency trend analyses or other collected data, etc.) to identify individual, family, and community concerns, and to develop and implement cross-organizational solutions to problems that cannot be resolved by individual IDS organizations.

1.6.2.1. The IDS promotes collaboration among helping agencies, identifies gaps in service, and reduces duplication of effort.

1.6.2.2. The IDS elevates to higher levels of leadership if resolution is not within the scope of that level of command.

1.6.3. CAIBs require evidence-based decision support to facilitate program oversight and to identify and mitigate negative trends. For example, monitoring key indicators (such as alcohol and drug abuse and counseling workload, to include deployment/re-deployment counseling with chaplain services) helps identify potential emerging issues that could contribute to suicides among total force members.

1.6.4. IDS teams routinely collect and evaluate indicators for risk behaviors, such as those related to substance abuse, family maltreatment, completed and attempted suicides, sexual assaults, fitness test-pass/fail rates, and tobacco use.

1.6.5. IDS teams also track helping agency counseling workload and topics of client concerns, such as those related to Financial Management, Military OneSource, Military Family Life Consultant, School Liaison, Exceptional Family Member Program, Family Practice, Mental Health, Spiritual/Chaplain, and Equal Employment Opportunity/Climate Assessments. A tool the IDS has mandated its teams use to help their analysis of these issues is a structured approach to problem solving and standard template. The approach is a six step methodology for defining the problem and achieving the goal. The first three steps, define the problem through a problem statement, a goal, and supporting assumptions. The next three steps achieve the goal by establishing SMART objectives, tasks to achieve the objectives, and measures to indicate when the tasks are complete.

1.6.6. HAF IDS officials establish a standardized list of key indicator metrics to monitor, evaluate, and report measurable information on risk behaviors and helping-

agency counseling workload data. It is the responsibility of all IDS teams to note any negative trends in the data they are tracking, assess Institutional risk and to bring to the CAIB solutions for addressing those concerns.

Section B—Funding

2. Funding for CAIB/IDS Activities. The CAIB and IDS are cross-functional forums and as such do not have assigned budgets. Funding for cross-functional initiatives will be provided by the participating agencies, and supplemented when needed by CAIB Chair resources. (Tier 2).

Section C—Training

3. Training. Training of CAIB and IDS facilitates success of each forum's specific missions and collaborative efforts.

3.1. The CAIB Executive Director and IDS Chair facilitate and document initial training for newly assigned CAIB and IDS members. At a minimum, training will include a thorough orientation briefing covering the role and purpose of the CAIB/IDS, member responsibilities, and information flow. The AF IDS makes available computer based core training for new CAIB and IDS members, which augments local face-to-face orientation sessions with CAIB Executive Directors and IDS Chairs.

3.2. CAIB/IDS overview will be included in all newly assigned commander's courses.

Section D—AF Community Assessment (CA)

4. CA. The AF IDS ensures execution of a biennial community assessment, and disseminates results to all MAJCOMs and installations. The CA is designed to help CAIBs identify community strengths/needs, assess the effectiveness of community services and identify service gaps. Specifically, the CA must assess and trend key indicators of community health and well-being and effectiveness of programs offered by the organizations represented on the IDS. Wherever possible, the assessment is conducted with a random representative sample of community members.

Section E—Caring for People (CfP) forums and Community Action Plans

5. CfP forums and Community Action Plans: Biennially, each installation will conduct a CfP forum, consistent with guidance provided by the AF CAIB, to identify and address significant community issues requiring resolution. CfP forums will consist of representatives from the installation CAIB/IDS team and a cross section of select AF community members to include Airmen, family members, and AF civilians. Installation functional experts will brief participants on identified community issues and provide results of various available surveys to include results from the most recent AF Community Assessment Survey. CAIBs will also consider results from additional community needs and command consultation assessment tools, such as Unit and Human Relations Climate Assessments, Airmen and Family Readiness Center Support and Resilience Inventory, Air Force Culture Assessment Safety Tool, and the NORTHSTAR Initiative research tool. For issues within the scope of the installation to resolve, the CfP forum will incorporate their efforts into their Community Action Plan (CAP) using the format outlined at [Attachment 3](#). The CAIB/IDS will elevate issues requiring higher headquarters resolution to

the MAJCOM CAIB, using the template at [Attachment 4](#). The MAJCOM CAIB/IDS will determine whether to address the issue at the MAJCOM level or elevate it to the AF CfP forum which will also be held biannually. All CAPs must be approved within six months of the official release of the AF Community Assessment Survey results. The IDS will report CAP progress at all respective CAIB meetings. (T-2).

Section F—Best Practices

6. Best Practices. The CAIB directs new initiatives in response to emerging trends from data, research, lessons learned, and best practices. Working through their respective IDS, the CAIB ensures new initiatives are integrated into community programs.

6.1. The CAIB evaluates the effectiveness of IDS programs through reported metrics to understand current climate, values, and beliefs and make informed decisions that lead to future initiatives.

6.2. Sharing best practices is an optimal way to achieve a stated goal/objective. Additionally, it provides alternate methods to manage resources, align initiatives to strategic goals, improve tracking/reporting, and reduce time/money spent on unsuccessful processes. Formalizing best practices emphasizes communication and continuous improvement.

6.2.1. Each CAIB/IDS will look for opportunities to up-channel to higher headquarters potential best practices using the template in [Attachment 5](#), or other procedure established by HAF CAIB/IDS. MAJCOM and HAF CAIB/IDSs will consider sharing with other CAIB/IDSs within their sphere of influence all potential best practices submitted to them for consideration.

6.2.2. Identification, recommendation, and sharing of potential best practices will be documented in CAIB/IDS meeting minutes.

6.2.3. Submit lessons learned observations of issues and best practices via the Joint Lessons Learned Information System database; unclassified inputs via NIPRNet at <https://www.jllis.mil> and classified inputs via SIPRNet.

Section G—Administrative Support

7. Administrative Support. Leadership at all levels will ensure adequate administrative and logistical support for CAIB and IDS functions and initiatives. If a CSC is on staff they will be designated as office of record for all CAIB and IDS documentation; if not, CAIB Chairs will designate another appropriate office. (T-2).

Section H—CSC

8. CSC. Developed to operationalize CAF domains to help Airmen and their families withstand, recover and/or grow in the face of stressors and changing demands, CSC positions were created to serve as the focal point for installation resilience programs. Reporting directly to the Wing or Vice Wing Commander, CSCs. (T-2).

8.1. Provide commanders with a multi-discipline capability that coordinates and integrates efforts of individual prevention and response programs.

- 8.2. Serve as a lead for installation Leadership Pathways, and ensure resilience education and awareness is provided at the installation through use of master resilience trainers.
- 8.3. Serve as the Wingman program lead, providing guidance on Wingman Day activities.
- 8.4. Serve as the CFP Coordinator.
- 8.5. Serve permanently as both CAIB Executive Director and IDS Chair, at the discretion of the appointing authority. This applies to fulltime CSC positions at all levels of the AF (installations, MAJCOMs, and HAF).

Section I—Communication Process

9. Communication Process.

- 9.1. The goal of the CAIB/IDS is to work collectively to enhance and improve delivery of programs that support overall quality of life shared by all personnel in military communities.
- 9.2. Any recommendations that cannot be approved or disapproved at any level of review because of lack of sufficient authority or resources shall be referred to the next level of review.
- 9.3. Installation level IDS recommendations shall be communicated formally in writing and summarized as part of the minutes. If recommendations cannot be approved or disapproved at wing level, the IDS Chair will forward to the CAIB. CAIB Director or CSC shall respond to the recommendations in writing within 30 days of receipt. **(T-2)**.
- 9.4. IDS Chair/CAIB Chair Responsibilities:
 - 9.4.1. Prepare and distribute an agenda at least 2 weeks in advance of each meeting. **(T-2)**.
 - 9.4.2. Keep minutes of the proceedings and distribute them to all members within 2 weeks. The official minutes shall be approved by the committee members and maintained for three years. **(T-2)**.
- 9.5. MAJCOM CAIB Chair/Exec Director. Prepares an executive summary of year end analysis--issues addressed at Wing, MAJCOM level, are forwarded to CAIB.

DARRELL D. JONES
Lt Gen, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 90-5, *Community Action Information Board*, 15 October 2002

AFI 90-201, *The Air Force Inspection System*, 23 March 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A&FRC—Airman & Family Readiness Center

A&FRPM—Airmen & Family Readiness Program Manager (ANG)

AF—Air Force

AF/A1—DCS, Manpower, Personnel and Services

AF/A3/5—Operations, Plans & Requirements

AF/A4/7—Logistics, Installations, & Mission Support

AF/A8—DCS, Strategic Plans and Programs

AF/CCC—Chief Master Sergeant of the Air Force

AF/CV—Air Force Vice Chief of Staff

AF/HC—Air Force Chaplain Corps

AF/RE—Air Force Reserve

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ARC—Air Force Component

BIMAA—Base Individual Mobilization Augmentee Administrator

CfP—Caring for People

CAF—Comprehensive Airman Fitness

CAIB—Community Action Information Board

CAP—Community Action Plan

CE—Civil Engineer

CSC—Community Support Coordinator

DoD—Department of Defense

DoDSER—Department of Defense Suicide Event Report

FAM—Functional Area Manager

FSS—Force Support Squadron

HAF—Headquarters Air Force

IAW—In Accordance With

IDS—Integrated Delivery System

JA—Judge Advocate

MAJCOM—Major Command

MICT—Management Internal Control Toolset

NGB—National Guard Bureau

OPR—Office of Primary Responsibility

POC—Point of Contact

SAF/FMB—Deputy Assistant for Secretary for Budget

SAF/MRM—Deputy Assistant for Manpower and Reserve Affairs

SMART Objective—Specific, Measurable, Achievable, Relevant and Result-oriented, and Time-bound

Attachment 2

CAIB & IDS COMPOSITION AND MEETING SCHEDULE

Table A2.1. CAIB & IDS Composition and Meeting Schedule.

Rule	Level--CAIB or IDS	Chair and/or Executive Director	Meeting Frequency	Membership
1.	<p>AF CAIB: Serves as a forum for cross-organizational identification and review and resolution of individual, family, installation and AF community issues impacting readiness of the force, retention, resilience, and quality of life for AF members and their families. Approves AF CAP/CfP recommendations and metrics, tracks AF CAP/CfP progress, and reviews MAJCOM CAPs. Documents meeting activities, monitors forum participation, cross-flows best practices, and monitors training module participation by CAIB and IDS members.</p>	<p>AF/CVA: 1. Chairs the AF CAIB. 2. Appoints the AF CAIB Executive Director and IDS Chair. <i>(Notes 2, 5, 7 and 8)</i> 3. Invites MAJCOM/CVs and senior spouses to participate in AF CAIB meetings.</p>	At least semi-annually.	<p>AF CAIB Chair, AF CAIB Executive Director, AF IDS Chair, AF/A1, AF/A3/5, AF/A4/7, AF/A6, AF/A8, AF/A9 Air Force Chaplain Corps (AF/HC), AF/JA, AF/RE, AF/SE, AF/SG, NGB/CF, AF/CCC, SAF/FMB, SAF/MRM, and SAF/PA. <i>(Notes 3 and 8)</i></p>
2.	<p>AF IDS: Supports AF CAIB activities by assessing, identifying, and prioritizing AF community concerns. Develops and implements the AF CAP/CfP recommendations.</p>	<p>AF IDS Chair: 1. Appointed by AF CAIB Chair. 2. Rotates among the AF IDS member agencies or assigns a designated senior leader. <i>(Notes 2, 7, and 8).</i></p>	Ideally monthly, but no less than 10/year.	<p>AF CAIB Executive Director, AF IDS Chair, POCs from all AF functional communities represented on the AF CAIB, including: AF/A1, (A&FS, A&FRC, Child & Youth, SAPR,</p>

	<p>Proposes policy solutions or actions for CAIB review and approval.</p> <p>Develops and implements collaborative community initiatives using the IDS approved six-step methodology and template.</p> <p>Seeks to improve delivery of human service programs by establishing a seamless system of services through collaborative partnerships and coordinated human service activities.</p> <p>Establishes standardized key indicator metrics to monitor, evaluate, and report AF-wide Institutional risk factors and helping-agency counseling workload data.</p> <p>Documents meeting activities, monitors forum participation, cross-flows best practices, and monitors training module participation by CAIB and IDS members.</p> <p>Verifies installations use the AF Community Assessment Survey and monitors the use of additional community needs and command consultation assessment tools.</p>			<p>Diversity, Equal Opportunity, Comprehensive Airman Fitness, and Quality of Life representatives), AF/A3/5, AF/A4/7, AF/A6, AF/A8, AF/A9, AF/CCC, AF/HC (Plans/Programs), AF/JA, AF/RE, AF/SE, AF/SG, (Psychological Health, Family Advocacy, Health Promotion), NGB/CF, SAF/FMB, SAF/MRM, and SAF/PA (<i>Notes 3 and 8</i>).</p>
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3.	<p>MAJCOM CAIB: Serves as a forum for cross-organizational identification, review, and resolution of individual, family, installation, and MAJCOM community issues impacting readiness of the force, retention, resilience, and quality of life for MAJCOM members and their families. Elevates appropriate concerns to the AF CAIB that cannot be resolved at the MAJCOM level. Approves MAJCOM CAP/CfP issues and metrics, tracks MAJCOM CAP/CfP issues progress, provides a copy of approved MAJCOM CAP to AF CAIB and reviews installation CAPs. Documents and up-channels meeting activities, monitors forum participation, cross-flows best practices, and monitors training module participation by CAIB and IDS members.</p>	<p>MAJCOM/CV: 1. Chairs the MAJCOM CAIB. 2. Participates in the AF/CAIB as a non-voting member. 3. Designates an office to serve as the office of record. 4. Appoints the MAJCOM CAIB Executive Director and the IDS Chair. (<i>Notes 2, 4, 5, 7, and 8</i>). 5. Invites Installation CAIB Chairs and senior spouses to participate in MAJCOM CAIB meetings.</p>	At least semi-annually.	MAJCOM CAIB Chair, MAJCOM CAIB Executive Director, MAJCOM IDS Chair, A1, A3, A6, A7, FM, HC, JA, SE, SG, PA, CCC, Air Reserve Component (Guard & Reserve) (<i>Notes 3, 7, and 8</i>).
4.	<p>MAJCOM IDS: Supports MAJCOM CAIB activities by assessing, identifying and prioritizing MAJCOM community concerns. Develops and</p>	<p>MAJCOM IDS Chair: 1. Appointed by MAJCOM CAIB Chair. 2. Rotates among the MAJCOM IDS member agencies or assigns a designated senior leader. (<i>Notes 2, 7, and 8</i>).</p>	Ideally monthly, but no less than 10/year.	MAJCOM CAIB Executive Director, MAJCOM IDS Chair, counterparts of AF level IDS membership (<i>see Rule 2 and Notes 3 and 8</i>), a Command Junior Officer and

	<p>implements the MAJCOM CAP/CfP issues. Proposes policy solutions or actions for MAJCOM CAIB review and approval. Develops and implements collaborative community initiatives using same six-step methodology and template as the HQ IDS.</p>			<p>Enlisted personnel.</p>
<p>5.</p>	<p>Installation CAIB:</p> <p>Serves as a forum for cross-organizational identification and review and resolution of individual, family and installation community issues impacting readiness of the force, retention, resilience, and quality of life for installation members and their families. (T-2).</p> <p>Approves installation CAP and metrics, tracks installation CAP/CfP issues progress, and provides an approved copy of the installation CAP to MAJCOM CAIB. (T-2).</p> <p>Elevate issues to the MAJCOM CAIB that cannot be resolved at the installation level. (T-2).</p>	<p>Installation CC:</p> <ul style="list-style-type: none"> • Chairs the Installation CAIB. • Participates in MAJCOM CAIB as a non-voting member. • Meets on a regular basis with CSC. Where CSCs are not available appoints the Installation CAIB Executive Director and IDS Chair (<i>Notes 2, 5, 7, and 8</i>). 	<p>Installation CAIBs meet at least quarterly.</p> <p>ARC installation CAIBs meet at least semi-annually.</p>	<p>Installation CAIB Chair, Installation CAIB Executive Director, Installation IDS Chair, Installation Chaplain, Chief, Public Affairs, Base Staff Judge Advocate, all group commanders, CES/CC, FSS/CC, CPTS/CC, SFS/CC, CCC, Senior IMA, ARC (Guard & Reserve) Commanders, a First Sergeant, and a senior spouse representative.</p> <p>When appropriate, sister service CAIB liaison(s) are appointed in writing to participate in CAIB meetings/activities. (<i>Notes 1, 3, 6 and 8</i>).</p>

	<p>Documents and up-channels meeting activities, monitors forum participation, cross-flows best practices, and monitors training module participation by CAIB and IDS members. (T-2).</p> <p>Conduct annual self-assessment using the CAIB/IDS checklist on the AF Checklist site and deficiency codes listed in AFI 90-201, <i>The Air Force Inspection System.</i> (T-1).</p>			
<p>6.</p>	<p>Installation IDS: Each member of the IDS develops, collects and presents metrics reflecting the status of the part of the community they represent. (T-2).</p> <p>Supports installation CAIB activities by assessing, identifying and prioritizing installation community concerns. (T-2).</p> <p>Develops and implements the installation CAP. (T-2).</p> <p>Proposes policy solutions or actions for installation CAIB</p>	<p>Installation IDS Chair:</p> <ul style="list-style-type: none"> Appointed by the Installation/CC; rotates among the Installation IDS member agencies (Notes 2, 7, and 8). 	<p>RegAF installation IDSs meet ideally monthly, but no less than 10/year.</p> <p>ARC installation IDSs meet at least semi-annually.</p>	<p>Airman and Family Services Flight Chief, Airman and Family Readiness Section Chief, Airman and Family Readiness Program Manager (ANG), Sexual Assault Prevention & Response Coordinator, Equal Opportunity, Family Advocacy Representative (Outreach Manager / Intervention Specialist where assigned), Director of Psychological Health, Health Promotion Officer, Chaplain, the Senior IMA or the BIMAA as determined by the installation IDS chair, and applicable</p>

	<p>review and approval. (T-2).</p> <p>Develops and implements collaborative community initiatives using same six-step methodology and template as HQ IDS. (T-2).</p> <p>Seeks to improve delivery of human service programs by establishing a seamless system of services through collaborative partnerships and coordinated human service activities. (T-2).</p> <p>Documents and up-channels meeting activities, monitors forum participation, cross-flows best practices, and monitors training module participation by CAIB and IDS members. (T-2).</p>			<p>ARC (ANG & AFR) representatives. When appropriate, sister service IDS liaison(s) are appointed in writing to participate in IDS meetings/activities.</p> <p><i>(Notes 1, 3 and 8).</i></p>
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Notes:

1. Applies to AF installations and AF-led joint or community bases.
2. If CSC is not assigned, CAIB Executive Directors and IDS Chairs serve 2 years in the position. CAIB Executive Directors and IDS Chairs will not be from the same functional organization.
3. Additional members may be added as needed (e.g., Director of Staff, Command Chief).
4. If CSC is not assigned, the MAJCOM CAIB Executive Director will preferably be selected from the MAJCOM IDS population (Rule 4) but will not serve as the functional community's IDS representative.
5. A permanent position is recommended for the AF, MAJCOM, and Installation CAIB Executive Director; if permanent position is not available CAIB Executive Director will serve 2 years in the position.

6. Representatives to the Installation CAIB must be the senior representative for their functional area.
7. At all levels, fulltime CSCs may serve permanently as both CAIB Executive Director and IDS Chair.
8. Contractor employees may not serve in any of these positions.

Attachment 3

SAMPLE COMMUNITY ACTION PLAN FORMAT

A3.1. Purpose: Brief description of the Community Action Plan purpose.

A3.2. Base/MAJCOM/AF Mission: Brief description of base, MAJCOM, or AF mission.

A3.3. Organizational Profile: Summary of key community and personnel demographics, including (but not limited to) age distribution, rank distribution, average commute time for personnel and dependents who live or work off base, housing availability, numbers of single and married personnel, single parents, military-married-to-military couples, dependents, retirees, DoD civilians, contractors, active duty AF personnel, Reserve, Air National Guard, and other military service personnel assigned to the installation.

A3.4. Additional Factors: Identify factors unique to the local base or MAJCOM community that negatively or positively impact Airmen and their families.

A3.5. Description of Issue(s) and Impact on Community: Address at a minimum all areas in which the base or MAJCOM are performing worse than the AF average.

A3.6. Desired Outcomes: Describe the desired result and the community impact.

A3.7. Plan of Action: Clearly define target audience, milestones, measurements, timelines, estimated completion dates (ECDs), etc.

A3.8. Initiatives. List initiatives that will assist installation in achieving desired outcomes.

A3.9. Signatures: The CAP will be signed by the CAIB Chair, the CAIB Executive Director, and the IDS Chair

Attachment 4

REFERRAL OF INITIATIVES FOR CAIB REVIEW

The following format is to be used to identify issues that warrant further attention/actions. Issues identified for CAIB action can include individual, family, or community matters that cannot be resolved at current level (base or MAJCOM), require next level action (MAJCOM or AF), or require changes in Air Force and/or DoD policy or legislative changes. Criterion established in AFI 90-501, Community Action Information Board, Para 1.1.2 applies.

MAJCOM/Base Submitting Referral: _____ Date Submitted: _____
Point of Contact: _____ DSN of POC: _____
(Individual who will serve as POC for MAJCOM/Air Staff IDS in addressing this issue)

Mailing Address of POC: _____

E-mail Address of POC: _____

Issue of Concern: (Describe Briefly):

How was this issue identified?

Scope of issue?

Anticipated impact on affected population if this issue is not resolved?

What data have been reviewed that drove identification of the issue?

What steps have been taken by the installation to facilitate resolution of this matter?

What steps have been taken by the MAJCOM to facilitate resolution of this issue?

What are the MAJCOM CAIB's recommendations for resolution of this issue?

If the base/MAJCOM has other issues that have been identified to the MAJCOM/AF CAIB that are currently being worked, prioritize this issue in relation to the other issue(s):

(Signature block of CAIB Exec Director)

(Signature block of CAIB Chair)