

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

AIR FORCE POLICY DIRECTIVE 90-5

14 JULY 2015



Special Management

**COMMUNITY ACTION INFORMATION
BOARD (CAIB)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1SA

Certified by: SAF/MR
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Supersedes: AFPD90-5, 15 October 2002

Pages: 4

This Air Force Policy Directive (AFPD) implements policy and assigns responsibilities for the Community Action Information Board (CAIB) and Integrated Delivery System (IDS). This policy directive interfaces with AFPD 36-60, *Sexual Assault Prevention and Response (SAPR) Program*; AFPD 40-1, *Health Promotion*; AFPD 40-3, *Family Advocacy Program*; AFPD 44-1, *Medical Operations*; and AFPD 52-1, *Chaplain Corps*. This AFPD applies to all military and civilian Air Force personnel; it also applies to all Air Force Reserve units and the Air National Guard to the extent they are capable of providing services. 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 program. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. 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.

SUMMARY OF CHANGES

This document has been substantially rewritten and must be completely reviewed. The rewrite updates CAIB and IDS requirements, identifies the Community Support Coordinator (CSC) position, and clarifies terms.

1.1. Overview. The Air Force is committed to maintaining an enhanced readiness posture through the cross-organizational collaboration that addresses individual, family, and community concerns. This directive establishes policy for the creation of Air Force, Major Command (MAJCOM), and installation CAIB and IDS functions.

1.1.1. CAIB and IDS activities will utilize a holistic approach, Comprehensive Airman Fitness (CAF), to develop over-arching Airman fitness and resilience.

1.1.2. CAF includes fitness in mental, physical, social, and spiritual domains and is not a stand-alone program or specified training class; instead, CAF is a cultural shift in how fitness is viewed in a more comprehensive manner.

1.1.3. CAF provides an integrated framework that encompasses many cross-functional education and training efforts, activities, programs, and other equities that play a contributory role in sustaining a fit, resilient, and ready force. Leaders and individuals throughout the force must understand, promote, and support CAF.

1.1.4. CAIBs are cross-functional forums created to identify and resolve or elevate to the next appropriate level those installation and community issues that impact readiness or affect the quality of life of Air Force members and their families.

1.1.5. The IDS is a working group at all Air Force levels comprised of members from respective two-letter organizations. The Air Force IDS consists of representatives from all Air Force functional communities represented on the Air Force CAIB. The IDS is designed to identify, discuss, and elevate issues to the appropriate level CAIB that relate to readiness and the general health and well-being of installation communities.

1.1.6. The functions of a CAIB and IDS are managed and organized by an Executive Director and Chairperson, respectively.

1.1.7. For locations that have an assigned CSC, this individual will assume the role of CAIB Executive Director and IDS Chairperson simultaneously. For locations that do not have a CSC position, the Vice Commander will appoint a member to serve in each role from the assigned population; these functions will not be assigned to individuals from the same organization.

2.1. Policy. Effective CAIB and IDS functions require streamlined communication channels to ensure community concerns or issues can be submitted through appropriate processes, sufficiently researched, and tendered to the most immediate level CAIB or IDS function for resolution and/or submission to higher headquarters.

2.1.1. Sources for discovering community issues are varied and may include Secretary of the Air Force/Chief of Staff of the Air Force priorities, biennial community assessments, metric requirements issued by higher headquarter-levels, Caring for People Forums, inspections, audits, lessons learned activities, formally published policy changes, and/or existing Air Force social media outlets for obtaining information from Airmen and their families.

2.1.2. CAIB and IDS functions will be structured to support the elements/echelons immediately below to ensure open solicitation of concerns and/or issues that enables grass-root efforts by every Airman. The CAIB and IDS functions are not a substitute for addressing normal programmatic concerns without functional community coordination.

2.1.3. A Community Action Plan (CAP) must be submitted at least every two years by the IDS to its respective CAIB at all levels of the Air Force. This written document summarizes and consolidates the community issues identified as concerns by Air Force members, their families, commanders, or other individuals. Proposed solutions should be prepared at each level for consideration to the next level CAIB.

2.1.4. The CAIB and IDS capability also provides a dedicated forum for Air Force leadership at each level to remain informed and abreast of Air Force-wide significant issues and/or challenges. Examples of these are suicide, sexual assault, resilience education, rapid force re-structuring due to budgetary reductions, and/or civilian employee sequestration/furloughs, all of which greatly impact Airmen and their families.

2.1.5. The Air Force establishes the guidelines for CAIBs and IDSs in Air Force Instruction (AFI) 90-501, *Community Action Information Board (CAIB) and Integrated Delivery System (IDS)*, at each level of the organization as well as the requirement for a CAP.

3.1. Roles and Responsibilities.

3.1.1. The Air Force Assistant Vice Chief of Staff (AF/CVA) establishes an Air Force CAIB, CAIB membership policy for all levels, and resource requirements. AF/CVA chairs the AF CAIB.

3.1.2. Major command vice commanders (MAJCOM/CV) establish MAJCOM CAIBs and act as chairs. Each MAJCOM/CV is responsible for implementing guidelines and directives from the AF CAIB within their command.

3.1.3. Installation commanders establish and chair the installation CAIB. Each installation commander is responsible for implementing guidelines and directives from their MAJCOM/CV.

4.1. Implementation. AFI 90-501, Community Action Information Board and Integrated Delivery System; AFI 90-505, Suicide Prevention Program; AFI 90-506, Comprehensive Airman Fitness (CAF); AFI 90-507, Military Drug Demand Reduction Program; and AFI 90-508, Air Force Civilian Drug Demand Reduction Program implement this Directive.

Eric K. Fanning
Under Secretary of the Air Force

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

AFPD 90-60, *Sexual Assault Prevention and Response (SAPR) Program*, 28 Mar 2008

AFPD 40-1, *Health Promotion*, 17 Dec 2009

AFPD 40-3, *Family Advocacy Program*, 6 Dec 2011

AFPD 44-1, *Medical Operations*, 1 Sep 1999

AFPD 51-2, *Chaplain Corps*, 19 Dec 2013

AFI 90-501, *Community Action Information Board and Integrated Delivery System*, 15 Oct 2013

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

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF/AISA—Air Force Airman and Family Care Division

AF/CVA—Air Force Assistant Vice Chief of Staff

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ANG—Air National Guard

CAF—Comprehensive Airman Fitness

CAIB—Community Action Information Board

CAP—Community Action Plan

CSC—Community Support Coordinator

IAW—In accordance with

IDS—Integrated Delivery System

MAJCOM—Major Command

MAJCOM/CV—Major Command Vice Commander

OPR—Office of Responsibility