

**BY ORDER OF THE COMMANDER  
19TH AIRLIFT WING (AMC)**

**LITTLE ROCK AIR FORCE BASE  
INSTRUCTION 35-104**

**18 SEPTEMBER 2012**

**Public Affairs**

**LITTLE ROCK AFB HONORARY  
COMMANDERS PROGRAM**



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To establish guidance for maintaining an active community relations program designed to enhance morale, public trust, and support and to demonstrate that the Air Force is a good, trusted community partner. Ensure that 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 with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: This change in policy reflects current policy found in Air Force Instruction 35-105, *Community Relations*, 26 January 2010, Change 1, 31 August 2011, paragraphs 45.1 – 45.3.8.

**1. POLICY.** The Honorary Commanders (H/CC) Program is a public relations tool whereby local civic and community leaders gain insight and experience about Air Force and Little Rock Air Force Base (LRAFB) operations and programs by working with Air Force commanders and personnel. Air Force commanders and personnel likewise benefit through increased association

with the community and its key leaders. Public Affairs will provide the wing commander all appropriate guidance and background work and will assist participating commanders and civic leaders as necessary and appropriate to ensure the program's overall success.

**2. CONCEPT OF OPERATIONS.** The H/CC Program objectives are to increase public awareness and understanding of the Air Force mission, policies and programs and to maintain a reputation as a good neighbor.

**2.1. Participation.** The H/CC Program involves LRAFB commanders, the staff agency chiefs, Director of Staff, Wing Chaplain, Comptroller Squadron Commander, Wing Staff Judge Advocate, tenant unit commanders, command chiefs, participating civilian H/CCs, Public Affairs, Security Forces and Protocol. The success of the H/CC Program relies on each participant's involvement in the program.

**2.2. Just Cause.** The 19th Airlift Wing Commander has authority to remove an H/CC if their conduct or actions bring discredit to themselves, their community, or the US Air Force.

**2.3. Honorary Commanders DV Status.** For newly appointed H/CC, their Distinguished Visitor (DV) status allowing their unescorted base entry authorization and use of base facilities is valid for the duration of their active status as an H/CC between the hours of 0600 to 2200. They are still required to have an authorized escort between the hours of 2200 and 0600. The 19th Security Forces Squadron will issue the newly appointed H/CCs and all current H/CC Emeritus' a Defense Biometrics Identification System (DBIDS) card in accordance with 19th Security Forces Squadron guidance and operating instructions. Once an H/CC has served his/her term, then their status becomes H/CC Emeritus. The status on the DBIDS card must be modified to reflect this change. Both active and emeritus H/CC are required to comply with the annual background check as explained in this operating instruction's paragraphs 3.3.2. and 3.4. respectively.

2.3.1. The 19th Airlift Wing commander has the authority and right to revoke any active or emeritus H/CC's DV status should circumstances warrant it.

**2.4. Nomination Process.** The intent of an H/CC program is to educate those with limited knowledge about the Air Force and the installation. Civilian nominees will be selected among elected officials, mayors, chamber of commerce members, principals of local schools, Military Affairs Committee members and others who, because of their position or influence in the community, have a positive impact on the public support for the base. Recommendations for H/CCs from military commanders and individuals outside the wing will be collected and maintained by public affairs, and nominees will be selected by wing leadership. The final approval authority is the Wing Commander. (See Attachment 2 of 3 to this LRAFB Instruction.)

2.4.1. Nominees should not be an immediate relative (spouse, child, parent, sibling) of a current or former H/CC.

2.4.2. Nominees should not be military retirees, current Reserve or Guard personnel because the program aims at orienting community members with limited knowledge of today's military.

2.4.3. No more than one nominee from any individual organization should serve as an H/CC in any given year with the exception of the various Chambers of Commerce or

Military Affairs Committees. Examples of organizations that should only have one representative to the program include individual schools or businesses.

2.4.4. Nominees can work in a media-related field, but cannot be a print, TV, or radio reporter due to conflict of interest allowing reporters unescorted access to the base and base leadership.

2.4.5. Nominees will not be members of Congress or their staff.

2.4.6. Nominees will not be major contractors, nor anyone else who may give the perception of conflict of interest.

2.4.7. Nominees will not include any federally elected or appointed officials. Nominees should not include anyone whose membership would cast a negative light on the U.S. Air Force.

2.4.8. Term limits should be no more than three years to enhance the program's reach and effectiveness, avoid program stagnation, and avoid the perception of cronyism. If requested, a current H/CC may terminate their term early. Should an H/CC not fulfill their responsibilities, the installation commander may terminate their term early.

2.5. **Selection Process.** Public Affairs will create a list of proposed H/CCs, based on guidelines listed in paragraphs 2.4.-2.4.8 and from military commanders recommendations submitted for review.

2.6. **Notification Process.** Upon 19th Airlift Wing Commander's approval, Public Affairs will draft and prepare appropriate letters (electronic) of invitation for selected individuals. The H/CC will be invited to attend an induction ceremony in their honor. A project officer will be assigned and, with assistance from Public Affairs and Protocol, will ensure the event is professional and upholds Air Force tradition.

2.7. **Annual Events.** During the calendar year, several events will take place on base to bring the H/CC together with their host military commanders.

2.7.1. **Change of Command/Induction Ceremony.** This event will be conducted in the normal Change of Command/Induction Ceremony sequence presenting each H/CC with an H/CC's Certificate. Each military commander is invited to make a unit presentation of the certificate. At the time of presentation, a photo will be taken with the unit commander and her/his H/CC. A reception will follow the ceremony and spouses and guests may be invited to attend. Visual Information will document the event and the photos will be made available on Flickr or another accessible site for H/CCs to print at their own expense. Also, military commanders should display their H/CC's photo in an appropriate site within the unit. As soon as possible after the ceremony, participating military commanders should take their H/CC for a short tour of their unit and introduce her/him to all available unit personnel. If the newly appointed H/CC can't attend this base event, the military commander should invite the H/CC to attend a unit event and present the certificate and oath at that time.

2.7.2. **Annual Orientation Flight.** Public Affairs will coordinate with various commanders and sections for an annual orientation flight through the proper approval authority. However, the 19th Airlift Wing Commander will serve as the final approval for the date of an H/CC Program orientation flight.

2.7.3. **LRAFB Tours.** All H/CCs should be invited to tour a portion of LRAFB on a rotational basis. The 19th Airlift Wing, 314th Airlift Wing, 189th Airlift Wing, 22nd Air Force, Detachment 1 should sponsor one H/CC tour of their wing per year. A project officer from each wing or detachment will be responsible for coordinating, with the assistance of public affairs community relations, the tour.

2.7.4. **Boot Camp.** All H/CCs should be invited to participate in a Team Little Rock Boot Camp. Public Affairs will assist base-appointed project officers in organizing a Air Force-type basic military training day for the H/CCs. This camp should include previous Training Instructors (TI), who have been authorized to wear the TI's "Smokey" hat, as the groups' drill sergeant for the day – with marching, facing movements, reporting statements and other military edicate. This event should provide the H/CCs with a realistic view of what it's like to be a fresh recruit in BMT at Lackland AFB.

**3. RESPONSIBILITY.** The Community Relations Office will help ensure compliance with this LRAFB instruction, reporting directly to the Chief of Public Affairs to advise the wing commander on program success or problems encountered in its implementation.

3.1. **Wing Commander Responsibilities.** Exercise overall oversight for the H/CC Program and officiate the H/CC Change of Command/Induction Ceremonies. Invite H/CC to wing functions (e.g. base open house, military ceremonies, etc.). Participate in H/CC quarterly events when available and sponsor a tour of their wing or detachment.

3.2. **Military Commanders Responsibilities.** Invite respective H/CC to all unit functions whenever possible to ensure the H/CC is a welcome and active partner in the unit. Ensure that members under your command are active and positive ambassadors for the Air Force, LRAFB, and your unit. Provide your H/CC a tour of your unit. Participate in quarterly H/CC events. Each military commander participating in the program will invite her/his H/CC to at least one event per quarter. Each military commander participating in the program must invite the current and H/CC Emeritus members to unit events when practical. Notify Public Affairs immediately of any problems with the program (e.g., lack of H/CC participation, conflicts, etc.). Provide quarterly feedback to Public Affairs on how the program is working and provide ideas on ways to improve the program. (See Attachment 2 of 2 to this LRAFB Instruction.)

3.3. **Honorary Commander Responsibilities.** Serve as a unit H/CC for no more than three years. Whenever possible, attend unit functions to which they are invited. Be a proactive supporter of the unit for which she/he is the H/CC and thus representing the base community. Interact with unit personnel to learn more about the missions of their unit, the base, and the Air Force. Invite their host squadron members to tour and participate in activities at their work center at least once quarterly.

3.3.1. At the end of their tenure, H/CCs will automatically transfer to H/CC Emeritus status.

3.3.2. In order to become an H/CC each civic leader must agree to an annual background check. They must provide the following information: Full legal name, EXACTLY as it appears on their state-issued drivers' license, date of birth (day/month/year); and the complete driver's license number including the issuing state. Public Affairs will gather this information and forward it to the 19th Security Forces Squadron to conduct a

background check. Refusal to offer this information will result in the member's removal from the program.

**3.4. Honorary Commander Emeritus Responsibilities.** The 19th Airlift Wing encourages those in emeritus status to continue to interact with the unit she/he served as an H/CC, act as an advisor to the incoming unit H/CC, and serve as a vital link between the military and community leaders. In order to maintain their status as an H/CC Emeritus, each must agree to an annual background check. They must provide the following information: Full legal name, EXACTLY as it appears on their state-issued drivers' license, date of birth (day/month/year); and the complete driver's license number including the issuing state. Public Affairs will request this information once (with a suspense). Once the information is gathered it will be forwarded to the 19th Security Forces Squadron to conduct a background check. Refusal to offer this information or to meet the suspense is grounds for the member's removal from the program.

**3.5. Protocol Office Responsibilities.** Protocol will ensure H/CCs are invited to key wing events (e.g., changes of command, retirements, open houses, holiday parties, etc.). Protocol, in conjunction with Public Affairs and the appointed project officers, is responsible for arranging the H/CC change-of-command and/or induction ceremonies.

**3.6. Public Affairs Office Responsibilities.** Public Affairs has overall responsibility for managing the H/CC Program. Public Affairs will review the program annually to recommend and execute changes to the program with the 19th Airlift Wing Commander's approval. Public Affairs will request the appointment of a wing project officer through the 19 AW/CCE or 19 AW/DS for each H/CC Program event (e.g. quarterly tours, annual orientation flights, bi-annual change-of-command/induction ceremonies, etc.).

3.6.1. The Community Relations staff will take recommendations from military commanders, the Base Community Council Executive Board and based on that input and their experience, they will make recommendations for new and replacement H/CCs to the 19th Airlift Wing Commander as necessary. The Community Relations staff will assist appointed project officers in arranging annual orientation flights and wing-specific tours for H/CC.

3.6.2. The Community Relations staff will monitor interaction between military commanders and the H/CCs. If no interaction is apparent, the Community Relations staff will contact both parties to encourage more cooperation. If necessary, the H/CC may be contacted to see if she/he would like to withdraw from the program.

3.6.3. Ensure incoming H/CC are briefed on the program, provided the contact information of their assigned military commander and arrange initial contact between them at the induction ceremony.

3.6.4. Provide each H/CC an information package containing fact sheets, and base economic impact analysis.

3.6.5. Produce appropriate internal coverage of the program and add H/CCs to the *Combat Airlifter* distribution list and encourage them to join the base on Facebook.

**3.7. Security Forces Squadron Responsibilities:** The 19th Security Forces Squadron will perform annual background checks on all active and emeritus H/CCs based on the information collected and provided by Public Affairs. 19th SFS will also ensure Security Forces gate guards are informed of the process of DV entry and each new H/CC is issued a DBIDS card.

MICHAEL A. MINIHAN, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

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

AFI 35-105, *Community Relations*, 26 January 2010

***Prescribed Forms***

No Forms or IMT's prescribed by this publication.

***Abbreviations and Acronyms***

**AF**— Air Force

**AFB**— Air Force Base

**AMC**— Air Mobility Command

**AMCI**— Air Mobility Command Instruction

**DBIDS**— Defense Biometrics Identification System

**H/CC**— Honorary Commanders

**IMT**— Information Management Tool (IMT has been converted to Form)

**OPR**— Office of Primary Responsibility

**RDS**— Records Disposition Schedule

Attachment 2

LRAFB HONORARY COMMANDER NOMINATION FORM

LRAFB HONORARY COMMANDER NOMINATION FORM

Nomination for \_\_\_\_\_ Honorary Commander (i.e., 19 AW/CC Honorary Commander)

Nominee's Name: \_\_\_\_\_

Nominated By: \_\_\_\_\_

The intent of an honorary commanders program is to educate those with limited knowledge about the Air Force and the installation. Civilian participants will be selected among local or state elected officials, chamber of commerce members, principals of local schools, Military Affairs Committee members and others who, because of their position or influence in the community, have a positive impact on the public support for Little Rock Air Force Base.

Civic leaders nominated to serve as an Honorary Commander or Honorary Command Chief must be nominated in accordance with AFI 35-105, Community Relations, 26 Jan 10, paragraphs 45.2.6.-45.2.6.1.8. guidelines:

Is the nominee an immediate relative (spouse, child, parent, sibling) of a current or former Little Rock Air Force Base Honorary Commander?

YES/NO – Is the nominee a military retiree or Reserve or Guard member? The program aims at orienting community members with limited knowledge of today's military.

YES/NO – Is the nominee the only person serving from his/her organization? Only one member of any organization should serve as an Honorary Commander in any given year with the exception of the various Chambers of Commerce or Military Affairs Committees. Examples of organizations that should only have one representative to the program include individual schools or businesses.

YES/NO – Is the nominee in a media-related field? The nominee cannot be a newspaper, TV, or radio reporter due to the conflict of interest allowing reporters unescorted access to the base and base leadership.

YES/NO – Is the nominee a member of Congress or their staff?

YES/NO – Is the nominee a major contractor or anyone else who may give the perception of conflict of interest?

YES/NO – Is the nominee a federally elected or appointed officials?

YES/NO – Is the nominee anyone whose membership would cast a negative light on the U.S. Air Force?

Term limits should be no more than three years to enhance the program's reach and effectiveness, avoid program stagnation, and avoid the perception of cronyism. If requested, a current Honorary Commander may terminate their service early. Should an Honorary Commander not fulfill their responsibilities, the installation commander may terminate their term early.

**Honorary Commander Nomination for** (i.e., 19 AW/CC) \_\_\_\_\_

**Nominee's Full (Legal) Name:** \_\_\_\_\_

**Nominee's Name as printed on Driver's License:** \_\_\_\_\_

**Nominee's Driver's License Number & State License Issued:** \_\_\_\_\_

**Nominee's Birthday w/Year:** (i.e. 01 January 1960) \_\_\_\_\_

**Nominee's Business Title:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Business Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Business Phone Number:** \_\_\_\_\_

**Cellular Phone Number:** \_\_\_\_\_

**Business Email Address:** \_\_\_\_\_

**Nominee's Spouse's Name:** \_\_\_\_\_

**Nominee's Hobbies: (i.e., golf, biking, hunting, etc.)** \_\_\_\_\_

**Nominee's Chambers of Commerce Membership/Involvement:**

|             |              |                      |          |                   |
|-------------|--------------|----------------------|----------|-------------------|
| Beebe       | Benton       | Bryant               | Cabot    | Conway            |
| Hot Springs | Jacksonville | Little Rock Regional | Lonoke   | North Little Rock |
| Maumelle    | Pine Bluff   | Searcy Regional      | Sherwood | Ward              |
| Other:      |              |                      |          |                   |

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**Nominee's Non-Profit/Civic Organizations Membership/Involvement:**

|                      |                 |             |                  |           |
|----------------------|-----------------|-------------|------------------|-----------|
| Big Brothers/Sisters | Boy/Girl Scouts | Campfire    | Civitan          | DAR       |
| Jaycee               | Kiwanis         | Lion's Club | Masons           | Optimist  |
| Rotary               | Sertoma         | Shriners    | Special Olympics | YMCA/YWCA |
| Other:               |                 |             |                  |           |

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**Nominee's Military/Veteran Organizations Membership/Involvement:**

|  |   |                                      |
|--|---|--------------------------------------|
| Little Rock AFB Community Council                                    | Disabled American Veterans                  | Veterans of Foreign Wars of the U.S. |
| Camp Robinson/Camp Pike Comm Council                                 | Fleet Reserve Association                   | Vietnam Veterans of America          |
| Air Force Sergeants Association                                      | Gold Star Wives of America, Inc.            | Women's Army Corps Veterans Assoc    |
| American Ex-Prisoners of War   | Korean War Veterans Association, Inc.       | Wounded Warrior Project              |
| American Gold Star Mothers, Inc.                                     | Legion of Valor of the USA, Inc.            | Other: _____                         |
| American Legion  | Military Officers Association of America    | _____                                |
| American Red Cross   | Military Order of the World Wars            | _____                                |
| American War Mothers   | Navy Club of the United States of America   | _____                                |
| AMVETS   | Non Commissioned Officers Association       | _____                                |
| Armed Forces Services Corporation                                    | Paralyzed Veterans of America               | _____                                |
| Blue Star Mothers of America, Inc.                                   | Pearl Harbor Survivors Association, Inc.    | _____                                |
| Congressional Medal of Honor Society of the United States of America | Reserve Officers Assoc of the United States | _____                                |
|  | The Retired Enlisted Association            | _____                                |

Attachment 3

LRAFB HONORARY COMMANDERS PROGRAM FEEDBACK FORM

LRAFB HONORARY COMMANDERS PROGRAM FEEDBACK FORM

HONORARY COMMANDER'S NAME:

(Last) (First) (MI)

HONORARY COMMANDER (HC) STATUS: (circle one) CURRENT HC HC EMERITUS

UNIT ASSIGNED:

QUARTERLY REPORT (Circle appropriate quarter) for (year)

JAN-MAR APR-JUN JUL-SEP OCT-DEC

TITLE AND DATE OF EVENTS HC INVITED TO ATTEND ON LITTLE ROCK AFB:

DID HC ATTEND? (circle one)

YES NO YES NO YES NO

OFF-BASE HONORARY COMMANDER-SPONSORED EVENTS TITLE AND DATE OF EVENTS YOU WERE INVITED TO ATTEND:

DID YOU ATTEND? (circle one)

YES NO YES NO YES NO

FEEDBACK ON THE HONORARY COMMANDER PROGRAM:

(e.g., we've developed great partnership, constantly invited to their off-base events, introduced our families to each other, toured her/his work site--amazed by dynamics of their business, etc.) or (e.g., evident personality clash, HC doesn't respond to invitations, no interaction-recommend Public Affairs contact HC, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
OTHER PERTINENT INFORMATION: (i.e., do you recommend removal or continuation)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WOULD YOU LIKE PUBLIC AFFAIRS TO CONTACT YOU TO DISCUSS THE HONORARY  
COMMANDERS PROGRAM? \_\_\_\_\_  
(yes/no)

Reason for desired contact? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commander's Signature: \_\_\_\_\_