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NATIONAL AIR AND SPACE
INTELLIGENCE CENTER**

NASIC INSTRUCTION 35-105

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Public Affairs

HONORARY COMMANDER PROGRAM

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This publication implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*, and AFI 35-105, *Community Relations*. This publication establishes policy, responsibilities and procedures for conducting the Honorary Commander Program (HCP) within the National Air and Space Intelligence Center (NASIC), which is a major program in continuing to develop the positive relationship between NASIC and key members of the surrounding community. This publication applies to all NASIC civilian and military personnel. Air Force Reserve Command (AFRC) units and Air National Guard (ANG) units operationally attached to NASIC may participate on a voluntary basis with approval of their higher headquarters. This NASIC publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field to NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Managers. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. If information is collected by one or more organizational components and transmitted to other organizational components for management purposes, the Information Collection and Reports (ICR) Manager must review for accuracy and compliance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. PURPOSE.

1.1. **As a good neighbor, NASIC is committed to** promoting and maintaining positive relations with our local civilian, civic, and business leaders. The NASIC Commander, Vice Commander, Chief Scientist, Command Chief (CC, CV, CA & CCM) and Commanders/Directors at the group and squadron level will be included in this program. The Honorary Commander Program (HCP) promotes NASIC to the general public through the “eyes” of area business people, educators, clergy, manufacturing officials, and city and county leadership. Participants will spend time with their “partner” NASIC military or civilian “Commander/Director” to observe their duties and the missions/operations (where applicable) of the Center. Participant nominations for this program will be accepted from members of the Center and/or leadership and presented to the NASIC Commander for consideration.

1.1.1. Though not directly administered by the 88 ABW, the NASIC HCP will work in concert with already established base-wide Commander Programs (see 88 ABW PA OPERATING INSTRUCTION 35-05) in an effort to de-conflict as well as expand perspective nominees. This close coordination and collaboration will ensure NASIC’s HCP compliments the 88 ABW Commander’s Program and like-outreach efforts as established and participated in by the greater Wright-Patterson Air Force Base tenant organizations.

1.2. **The main objectives of the program are:**

1.2.1. Continue to build and maintain a strong bond between NASIC and surrounding communities.

1.2.2. Acquire a support structure/network with key community leaders to foster a better understanding of the Center and its mission, as well as promote NASIC as a community partner for those who are less familiar with NASIC and its mission/workforce.

2. RESPONSIBILITIES.

2.1. **The NASIC Public Affairs Office (NASIC/PA) shall:**

2.1.1. Administer the program within NASIC to support community understanding of the missions and responsibilities of the commanders and employees of NASIC. Once established the program may reach beyond the community members who deal with the Center on a daily basis, i.e., chamber of commerce officers, local mayors and city managers, county commissioners, etc.

2.1.2. Eligible participants include; community leaders, business owners, local government employees at the city, county, township and state level; private and public school teachers, counselors, superintendents; private and state college or university technical school officials; local utility managers and supervisors; manufacturing management; local church and civic organization leaders, and others are eligible to participate in the program.

2.1.2.1. Nominations for participation will be accepted from members of the Command Staff or other NASIC leadership. The NASIC Commander or his/her designee will evaluate and approve/disapprove nominations.

2.1.3. The program will match NASIC Command Section Top Four (CC, CV, CA, & CCM), and Group, and Squadron Commanders/Directors with equivalent members from neighboring communities, if possible. (Example: Mayor of Dayton would be matched with the NASIC Commander or Group Commander, etc.)

2.1.4. To effectively implement the Honorary Commander Program and preclude security incidents from occurring, security will be a top priority when or if any shadowing occurs inside the SCIF. In addition, personnel must be aware of U//FOUO data since such information is not releasable to the public. There are many opportunities to leak and/or inadvertently disclose information (classified and sensitive Unclassified) to Honorary Commanders if information is not carefully vetted prior to scheduled events, meetings, shadowing, etc.

3. GUIDANCE AND PROCEDURES.

3.1. **The NASIC/PA Office**, in conjunction with the Commander's Action Group (CAG) will administer the program, receive nominations, and present nominations to the Commander or his/her designee.

3.2. **Honorary Commanders** are selected by the NASIC Commander and placed on the Center's VIP list. Honorary Commanders are invited to participate in quarterly activities and base special events, such as change of command ceremonies, golf tournaments and holiday parties.

3.2.1. NASIC Commanders/directors are encouraged to include their honorary commander counterparts in their group/squadron activities, such as BBQs, change of command ceremonies, holiday parties, etc. In turn, it is encouraged that Honorary Commanders would reciprocate by inviting their respective NASIC counterparts to their organization's activities.

3.3. After their terms as Honorary Commanders expire, a follow-up survey will be mailed to the participants. Comments, remarks, and suggestions will be provided to the commander for evaluation on improvement of the program.

4. PROGRAM MANAGEMENT.

4.1. **Program is managed by** the NASIC/PA Office with assistance from the CAG.

4.1.1. NASIC/PA and CAG will review the program every two years, making recommendations for additions/deletions for the NASIC Commander's final approval.

4.2. **Honorary Commanders can** be removed from the program early if there is no activity between the Honorary Commander and NASIC counterpart. Honorary Commanders are only removed with approval of the NASIC Commander or his/her designee.

4.3. **The normal term** for an Honorary Commander is two years. At the expiration of the term, NASIC/PA and CAG will solicit new nominations from members of the Center staff or other NASIC leadership. The NASIC Commander will have the flexibility to assign Honorary Commanders in conjunction with Group or Squadron Command two year assignments, or may off-set Honorary Commander pairing in an effort to prevent Group or Squadron Change of Commands at the same time of inducting new Honorary Commanders.

4.4. **Former Honorary Commanders** are placed indefinitely on a “Former Honorary Commanders List” and may be invited selectively to other functions not necessarily related to the Honorary Commander Program.

4.5. **The NASIC Commander will** have the option to expand the program beyond the scope of the parameters outlined in para 2.1.3 if he/she feels such expansion is warranted.

4.6. **Each Honorary Commander will** receive an annual DV pass for the extent of the participation in the primary program.

4.6.1. Annual DV passes will be requested by the NASIC/PA and/or CAG offices and will be sent to the 88 MSG for coordination/approval. DV passes will grant base access to HCP participants who do not otherwise have base access. These passes will be approved on an annual basis and will be the responsibility of NASIC to notify the 88 MSG when participants need to be added and/or removed.

AARON M. PRUPAS, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

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

AFPD 35-1, *Public Affairs*, 28 September 2012

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms (Examples of acronyms, edit as necessary)

AF—Air Force

AFISRA—Air Force Intelligence, Surveillance & Reconnaissance Agency

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

CAG—Commander Action Group

DoD—Department of Defense

HCP—Honorary Commander Program

IAW—In Accordance With

ICR—Information Collection and Reports

NASIC—National Air and Space Intelligence Center

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule