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Public Affairs

HONORARY COMMANDERS PROGRAM

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This instruction implements and extends the guidance of Air Force Instruction (AFI) 35-105, Section K-Community Participation, paragraphs 45.2.5 and 45.2.6. This instruction describes the procedures to be followed for the Robins AFB Honorary Commander's Program. This RAFBI applies to all base participants in the Team Robins Honorary Commanders Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF IMT 847, **Recommendation for Change Publication**; route AF IMT 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, **Management of Records**, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

1. Overview: Team Robins is committed to developing, promoting and maintaining its long-standing positive and productive relations with key community leaders in the Middle Georgia area. This program's objective is to provide these leaders greater exposure to the Robins AFB mission, and to the roles the installation and its people play in supporting our nation's defense.

2. Program Goals

- 2.1. Increase public awareness and understanding of the Robins AFB mission.
- 2.2. Build stronger relationships with members of the local community and encourage them to share the Robins AFB story.

3. Nominees

- 3.1. The intent of an Honorary Commanders Program is to educate those with limited knowledge about DoD and the installation.
- 3.2. Civilian participants will be selected among non-federal appointed or 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 public support for the base.
- 3.3. Nominees should not be an immediate relative (spouse, child, parent, sibling) of a current or former Honorary Commander unless they are bona fide civic leaders in their own right. However, relatives should not serve concurrently as honorary commanders.
- 3.4. Nominees should not be a military or civilian retiree because the program aims at orienting community members with limited knowledge of today's military.
- 3.5. No more than one nominee from any individual 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.
- 3.6. Nominees can work in a media-related field, but cannot be a newspaper, TV or radio reporter due to the conflict of interest allowing reporters unescorted access to the base and base leadership.

4. Selection Process

- 4.1. Recommendations for Honorary Commanders will be solicited from local chambers of commerce, outgoing Honorary Commanders and base participants.
- 4.2. Nominations will be collected and maintained by the Public Affairs Office's Community Relations Division.
- 4.3. The Public Affairs Office will provide the Installation Commander with recommended pairings. Where possible, 78 ABW/PA will align nominees with a base organization which parallels the Honorary Commander's trade background or interest.
- 4.4. The Installation Commander will have final selection and pairing authority.
- 4.5. Honorary Commanders will serve for a period of two years. Should new Honorary Commanders be selected during an off year, those Honorary Commanders will serve a one-year term so as not to disrupt the two-year rotation. Upon completion of the two-year term, Honorary Commanders will enter into an alumni status – only immediate past Honorary Commanders serve as alumni.
- 4.6. The Honorary Commander will be provided an application for membership in the Robins AFB Club, which will enable him or her to use the facility for personal and family dining, and entertainment. Membership is \$18 a month. The 78 ABW/PA will issue the honorary commander a base pass and coordinate club membership applications. Honorary Commanders can also join the Pine Oaks Golf Course.
- 4.7. Honorary Commanders can be removed from the program early if there is little or no activity between the Honorary Commander and his or her counterpart. Removal is at the discretion of the Installation Commander.

5. Program Management

- 5.1. The 78 ABW/PA has primary responsibility for the overall management of the program.
- 5.2. An Honorary Commanders' Induction Ceremony will be conducted every two years. When warranted, an induction ceremony will be held during the off year.
- 5.3. When possible, a Team Robins-wide event, such as a golf tournament or luau, will be conducted to strengthen camaraderie and build esprit de corps among Honorary Commanders and their installation counterparts.
- 5.4. The 78 ABW/PA will work with 78 ABW Protocol to ensure all Honorary Commanders are invited to those base events which warrant a vast number of community attendees such as holiday parties and key unit changes of command.
- 5.5. The 78 ABW/PA will maintain the current and immediate past Honorary Commanders list and ensure it is kept current with addresses, telephone numbers and email addresses. All personal data will be labeled and stored in accordance with the requirements of the Privacy Act of 1974 and related Air Force management procedures.

6. Commander Responsibilities

- 6.1. Wing and wing equivalent commanders, group and group equivalent commanders, and command chiefs will be assigned an honorary commander.
- 6.2. Commanders will maintain regular contact with their honorary commander via an orientation and invitations to events within their units.
- 6.3. If a change of command occurs during the Honorary Commander's tenure, ensure incoming commander is briefed on the program and that a meet and greet session with the honorary commander is scheduled.
- 6.4. Notify 78 ABW/PA of any problems with the Honorary Commander.
- 6.5. Commanders shall strictly comply with the Joint Ethics Regulation, Section 2, Ethical Conduct for Employees of the Department of the Defense, which addresses gifts from outside sources. Commanders should also consult with 78 ABW/JA if unsure about the appropriateness of a particular gift under the JER.
- 6.6. Provide a semi-annual report to 78 ABW/PA of Honorary Commander's involvement in respective unit's events. (See Attachment 2)

MITCHEL H BUTIKOFER, Colonel, USAF
Commander

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

AFI 35-101, *Public Affairs Responsibilities and Management*, 8 September 2010

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFB—Air Base Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

DoD—Department of Defense

IMT—Information Management Tool

JA—Judge Advocate

JER—Joint Ethics Regulation

OPR—Office of Primary Responsibility

PA—Public Affairs

RDS—Records Disposition Schedule

TV—Television

Terms

Alumni:—A past participant in the Honorary Commanders Program.

Appointed Official:—An individual who resides in a position by, through, or as a result of an appointment.

Camaraderie:—Mutual trust and friendship among participants of the Honorary Commanders Program.

Chamber of Commerce:— An association comprised of people in business to promote the commercial interests of an area.

Community Relations Division:—The division of the Office of Public Affairs that provides oversight, policy and guidance to the Honorary Commanders Program.

Elected Official:—An individual who is chosen for a position by vote.

Esprit de corps:—A feeling of pride, fellowship and loyalty shared by members of the Honorary Commanders Program.

Honorary Commander:—A community civilian member from within the Middle Georgia area who has limited knowledge about the Department of Defense and Robins AFB.

Middle Georgia:—The central part of the state extending approximately 20 miles north, south, east and west of Robins AFB.

Military Affairs Committee:—A sub organization of a chamber of commerce responsible for maintaining a strong relationship with local military representatives and working to ensure the military receives the support it needs from the local business community.

Nominee:—The name of community member provided by the chamber of commerce or the sitting honorary commander to fill the position of an honorary commander.

Team Robins—: Encompasses the 78 ABW and the major associate units on Robins AFB.

Attachment 2

FORMAT FOR HONORARY COMMANDERS PROGRAM SEMI-ANNUAL REPORT

Figure A2.1. Format for Honorary Commanders Program Semi-Annual Report

UNIT NAME:
DATE OF REPORT:
A. <u>DATE</u> <u>EVENT DESCRIPTION</u> <u>HONORARY COMMANDER ROLE</u>
1.
2.
3.
B. List events honorary commander invited to, but was unable to attend. Include the date of the event.
C. POC and telephone number for this report.