

**BY ORDER OF THE COMMANDER
TYNDALL AIR FORCE BASE**



AIR FORCE INSTRUCTION 90-501

**TYNDALL AIRFORCE BASE
Supplement**

11 OCTOBER 2011

Command Policy

**COMMUNITY ACTION INFORMATION
BOARD AND INTEGRATED DELIVERY
SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF CHANGES

The responsibilities of the Executive Director shall be as follows: coordinate meeting times, dates and locations with 325th Fighter Wing personnel, notify all Community Action Information Board (CAIB) participants of quarterly meetings at least 30 days in advance, pre-brief CAIB chairperson, if required, prepare agenda and minutes and ensure subcommittees will be properly represented at meetings. The Executive Director position will be filled by the current Integrated Delivery System (IDS) chairperson for a period of 2 years. This will ensure maintenance of continuity.

2.3. (Added) The Tyndall AFB CAIB will also include all squadron commanders and first sergeants of the 325th Fighter Wing and tenant units.

2.3.5.1. The following subcommittees will be established: The Family Advocacy Committee (FAC), and the Victim Witness Assistance Committee (VWAC). The Health Promotion Working Group (HPWG) will report to the CAIB through the IDS.

Drug Demand Reduction and Suicide Prevention metrics will be directly reported to the CAIB by the respective OPR.

2.3.5.1.1. Each of the established subcommittees will ensure the chairperson or a representative attends the CAIB.

2.3.5.2. All information to be presented to the CAIB will be forwarded to the Executive Director at least 7 days prior to the scheduled meeting. The information will then be pre-briefed to the chairperson, if requested.

4.3.1.1. Rotation schedule for the IDS chairperson position for the next 14 years:

July 10-12 325 AMDS/ SGGZ Health Promotion Manager
 July 12-14 325 FSS/FSFR Airman and Family Readiness Center Director
 July 14-16 325 FW/CVK Sexual Assault Prevention and Response Coordinator
 July 16-18 325 MDOS/SGOHSF Family Advocacy Outreach Manager
 July 18-20 325 FSS/FSF Family Member Programs Flight Chief
 July 20-22 325 FW/HC Wing Chaplain
 July 22-24 325 MDOS/SGOH Mental Health Officer

4.3.1.2. Rotation schedule for Executive Director of CAIB for the next 14 years:

July 10-12 325 MDOS/SGOH Mental Health Officer
 July 12-14 325 AMDS/SGGZ Health Promotion Manager
 July 14-16 325 FSS/FSFR Airman and Family Readiness Center Director
 July 16-18 325 FW/CVK Sexual Assault Prevention and Response Coordinator
 July 18-20 325 MDOS/SGOHSF Family Advocacy Outreach Manager
 July 20-22 325 FSS/FSR Family Member Programs Flight Chief
 July 22-24 325 FW/HC Wing Chaplain

JAMES S. BROWNE, Brig Gen, USAF
 Commander

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

- AFPD 51-2, *Administration of Military Justice*, 07 Sep 1993
- AFPD 90-5, *Community Action Information Board*, 15 October 2002
- AFI 10-248, *Fitness Program*, 07 July 2005
- AFI 34-248, *Child Development Centers*, 01 October 1999
- AFI 34-249, *Youth Programs*, 01 June 2000
- AFI 34-276, *Family Child Care Programs*, 01 November 1999
- AFI 51-201, *Administration of Military Justice*, 26 November 2003
- AFI 52-101, *Planning and Organization*, 18 October 2004
- AFI 36-3009, *Family Support Center Program*, 01 February 1997
- AFI 36-3011, *Air Force Relocation Assistance Program (RAP)*, 01 December 1997
- AFI 36-3022, *Transition Assistance Program*, 01 September 1997
- AFI 40-101, *Health Promotion Program*, 09 May 1998
- AFI 40-301, *Family Advocacy*, 19 January 2005
- AFI 44-154, *Suicide and Violence Prevention Education & Training*, 03 January 2003
- DoDI 1030.2, *Victim and Witness Assistance Procedures*, 04 June 2004
- DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*, 23 June 2006