

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

**AIR FORCE INSTRUCTION 36-3106**

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**Personnel**

**RETIREE ACTIVITIES PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*, 30 July 2018, by establishing and prescribing guidance to support the Air Force Retiree Activities Program. 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 the retiree activity programs. This publication applies to all Air Force employees and members of the RegAF, AFR, and ANG, as well as their retirees and those retirees' family members and surviving spouses, and paid and volunteer personnel who support Air Force retiree activities that is subject to the availability of funding. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the AF Records Disposition Schedule in the Air Force Records Information Management System. Recommended changes and questions about this publication are referred to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication are routed through the Air Force Personnel Center, Airman Family and Sustainment Branch (AFPC/DPFFF) for coordination, and all Major Command-level supplements are approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing-/unit-level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of

command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C., Chapter 803, Section 8013. The applicable System of Record Notices (SORNs) are F036-AF-PC-C, *Military Personnel Records System*; F036-AF-DP-C, *Family Services and Field Personnel Records Group*; and F036-AF-PC-O, *General Officer Personal Data System* available at: <https://dpclld.defense.gov/Privacy/SORNs/>.

## ***SUMMARY OF CHANGES***

This instruction has been substantially revised and requires a complete review. Major changes include updating member at large eligibility and appointment and renaming the Active Duty Coordinator to Military Program Coordinator.

**1. Overview.** This instruction explains the mission and defines the components of the Air Force Retiree Activities Program and provides guidance for Airmen and volunteers who participate in any aspect of the management and operation of the same. The Air Force Retiree Activities Program is an official Air Force program funded by appropriated funds that provides a conduit through which members of the Air Force retiree community can receive guidance on accessing their benefits, stay current on Air Force affairs, keep informed on the status of changes to their benefits, maintain contact with other retirees, and provide suggestions for improvements to the same. The Air Force Retiree Activities Program keeps senior Air Force leaders aware of program activities and potential short falls or disconnects that may benefit from modification or change.

## **2. Roles and Responsibilities.**

**2.1. Chief of Staff of the Air Force (CSAF).** Appoints the council co-chairs, typically a retired general officer and retired Chief Master Sergeant of the Air Force. Although this rank structure (i.e. a general officer and former CMSAF) is not a requirement, it has proven effective since implementation. Meets with the Co-chairs and the Retiree Services representative (HQ AFPC/DPFFF) as required to review/discuss the conference minutes. The authority to approve/appoint a Co-chair is not delegable.

**2.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1).** Oversees the Air Force Retiree Activities Program, sets guidelines, and establishes the Retiree Activities Program Council (hereafter referred to as the council).

**2.3. Commander, Air Force Personnel Center (AFPC/CC).** Funds and approves the council and program activities for the Co-chairs.

2.3.1. Provides logistical support to include a meeting location, audio visual equipment, and copy services as needed for the annual council meeting. **(T-1)**

2.3.2. Funds travel IAW *Joint Travel Regulation (JTR)* Chapter 3, *TDY Travel*, paragraph 030501, *Invitation Travel Allowances* for the Co-chairs to attend official AF functions designated by the CSAF as necessary and appropriate for the Co-chairs to attend. **(T-1)**

2.3.3. Provides financial support to publish and mail the *Afterburner, News for United States Air Force Retired Personnel* two times a year. **(T-1)**

**2.4. Chief, Airman and Family Sustainment Branch / Retiree Services (AFPC/DPFFF).** Serves as the OPR for, and oversees the day-to-day management of, the Air Force Retiree Activities Program.

2.4.1. Provides executive and administrative support to the Retiree Activities Program Council Co-chairs through advice and consultation, as needed, with the Co-chairs, council members, retiree activities office/satellite retiree activities office directors and installation military program coordinators as needed. **(T-1)**

2.4.2. Supports the annual council meeting by coordinating with the Co-chairs on building the agenda, inviting guests and speakers, as well as compiling the final list of issues to be considered by the Council. **(T-1)**

2.4.3. Issues invitational travel orders for and funds travel of the Co-chairs and council members to attend the annual meeting and facilitates the Co-chairs' attendance at CSAF-designated official Air Force functions. **(T-1)**

2.4.4. Submits a projected budget to the AFPC Commander in order to support the council. **(T-1)**

2.4.5. Liaises between the Council and Air Staff and other DoD agencies in response to issues and concerns submitted for consideration or action as a result of the annual council meeting. Interfaces between AFR, ANG and RegAF when establishing retiree activities offices/satellite retiree activities offices at installations. **(T-1)**

2.4.6. Records the minutes from the annual council meeting and submits a copy of the minutes to the Co-chairs for review and approval prior to submitting the minutes to CSAF. **(T-3)**

2.4.7. Disseminates information on matters affecting retirees to the Retiree Activities Program Council Co-chairs, council members and retiree activities offices/satellite retiree activities offices via printed and/or electronic correspondence; the *Afterburner, News for United States Air Force Retired Personnel*, *Air Force Retiree News Service*; and the quarterly program letter. Maintains the AF website <http://www.retirees.af.mil>, which provides another means of disseminating information to retirees. **(T-1)**

2.4.8. Notifies the Directors of the Retiree Activities Offices/Satellite Retiree Activities Offices when the annual report is due and identifies metrics required to substantiate the report (i.e. number of customers, operational budget and execution, and rates of participation at installation retiree events). **(T-1)**

2.4.9. Maintains and distributes to military program coordinators the retiree activities office directory that lists the representatives, official mailing addresses and office telephone numbers of retiree activities offices and satellite retiree activities offices, and similar information. **(T-1)**

2.4.10. Coordinates with Defense Manpower Data Center, as needed, to ensure the correct procedures are available to establish a Retired Address Finder account amongst retiree activities office/satellite retiree activities office directors so retiree addresses can

be downloaded for uniformed services' retirees in their respective areas for mailings. (T-1)

2.4.11. Manages process to fill council vacancies. (T-1)

2.4.11.1. Notifies all installation commanders of future council vacancies and processes nomination packages for determination by the Co-chairs for a council position. (T-1)

2.4.11.2. Processes applications for the installations and forwards all nominees to the appointing authority for selection. (T-1)

2.4.11.3. Prepares appointment letters for selectees and courtesy letters for non-selects for signature by the appointing authority. Sends the letters to the individuals as well as a courtesy copy to the nominating commander. (T-1)

2.4.12. Coordinates with Pacific Air Forces, Directorate of Manpower, Personnel, & Services (PACAF/A1) and United States Air Forces in Europe, Directorate of Manpower, Personnel, & Services (USAFE/A1), as appropriate, when soliciting nominations for replacements overseas. (T-1)

2.4.13. Distributes volunteer recognition certificates to the area representatives. (T-1)

2.4.14. Maintains the roster of retired Air Force general officers IAW with SORN (F036-AF-PC-O). (T-0) The roster is for Official Use Only (FOUO). It includes mailing/email addresses and the "Honor Roll," a listing of recently deceased individuals and the dates of their deaths. (T-1)

2.4.15. Sponsors two formal awards, Volunteer of the Year Award (VOYA) and Volunteer Excellence Award (VEA), for which Air Force Retiree Program volunteers may be eligible. Ensures nominee packages for formal recognition comply with the guidance outlined in AFI 36-2805, *Special Trophies and Awards Programs*, June 21, 2018 and AFI 36-1004, *The Air Force Civilian Recognition Program*, August 29, 2016. (T-3)

2.5. **Installation Commander.** Directs activities to support the retiree activities office/satellite retiree activities operations and oversees coordinated base services. (T-3) AFR and ANG installation commanders may establish a retiree activities office/satellite and or retiree activities office based on local retiree requirements.

2.5.1. Appoints the retiree activities office/satellite retiree activities office director in writing and forwards a copy of the appointment letter to AFPC/DPFFF. (T-3)

2.5.2. Appoints a military program coordinator for the retiree activities office/satellite retiree activities office. (T-3)

2.5.3. Furnishes necessary support for the retiree activities office/satellite retiree activities office activities to include funding; administrative assistance; office space appropriate to allow discussion of sensitive issues with retirees/survivors; and computer equipment with access to the ".mil" system. (T-3) Facilitates issuance of volunteer logical access credentials or AF alternate token cards, to retiree activities office volunteers. (T-3)

2.5.4. Appoints retirees who volunteer and were pre-vetted by the director(s) of the local retiree activities office to base-level advisory councils (commissary, clubs, etc.). **(T-3)**

2.5.5. Ensures the retiree activities office director nominates deserving volunteers for recognition as appropriate (including the Volunteer of the Year or Volunteer Excellence Awards) for endorsement and submission of one candidate per installation to AFPC/DPFFF, 550 C St West, Joint Base San Antonio – Randolph Air Force Base, TX 78150-4713, in compliance with the suspense set by AFPC/DPFFF. **(T-3)** Monetary awards are not authorized for volunteers. **(T-0)** However, local letters of appreciation or recognition and certificates, as deemed appropriate, are acceptable forms of recognition when provided in accordance with AFI 65-601V1, *Financial Management*, para. 4.31.2.1.

2.5.6. Ensures the area representative, if the commander supports one, receives adequate financial and administrative support to accomplish the council member's mission, if applicable. **(T-3)** Funds the area representative's travel to visit retiree activities offices/satellite retiree activities offices in their assigned areas. **(T-3)**

2.5.7. Hosts an annual retiree appreciation day that is planned and executed by an Airman Project Officer-led working group. **(T-3)**

2.5.8. Informs Department of Defense (DoD) personnel that retirees are to be addressed by their retired grade (except for those retirees currently serving as federal employees) in all official records and official correspondence, to afford retirees the respect and courtesy they are due. **(T-3)** Periodically forwards guidance to units and organizations encouraging personnel to show courtesy and respect to military retirees. **(T-3)**

2.5.9. Ensures all Air Force Activities Program volunteers on his/her installation comply with the requirements of DoDI 1100.21, *Voluntary Services in the Department of Defense*. **(T-0)** This responsibility may be delegated, in writing, to the military coordinator or another Air Force member or federal employee. **(T-1)**

2.5.10. Subject to the availability of funds, the installation commander of the support installation will fund the travel of the area representative for retiree activities office(s)/satellite retiree activities office(s) visits to the covered regional area in the affected area. **(T-1)** **NOTE:** Appropriated funds will not be used to travel, or to offset expenses incurred in connection with the travel, of members at large to visit retiree activities offices or satellite retiree activities offices. **(T-1)**

**2.6. Military Program Coordinator.** Promotes communications between the installation commander and other base agencies regarding retiree areas of interest.

2.6.1. Shall be appointed by the installation commander with the option to delegate this activity to the installation vice commander. **(T-3)**

2.6.2. Maintains regular contact with the retiree activities office director and facilitates communication to build partnerships between the military staff and the retiree activities office/satellite retiree activities office director. **(T-3)**

**2.7. Installation Project Officer.** Plans and executes the installation's retiree appreciation day upon appointment by the installation commander. **(T-3)**

2.7.1. Leads a working group that includes, but is not limited to, representatives of Public Affairs, Protocol, the Office of the Staff Judge Advocate, Financial Management, Medical, Force Support Squadron-Military Personnel, and Airman & Family Readiness. **(T-3)**

2.7.2. Promotes and organizes events for the retiree appreciation day **(T-3)**; these events may include a formal recognition ceremony to honor retiree volunteers and serves as a forum to provide information and support via information booths, displays, and programed activities to retirees about retiree programs and services .

2.8. **Installation Public Affairs.** Advises and assists on all retiree-related public affairs matters. **(T-3)**

2.8.1. Reviews retiree activities office/satellite retiree activities office newsletters and installation web page items before publication and posting to ensure content complies with Air Force policies on the same. **(T-3)**

2.8.2. Publicizes retiree activities. **(T-3)**

2.8.3. Ensures Retiree Activities Office publications and webpages comply with Air Force policies governing published materials. **(T-3)**

2.9. **Retiree Activities Office/Satellite Retiree Activities Director.** Serves in a volunteer capacity and is the primary point of contact for retirees whom want information or wish to voice a concern.

### 3. **Volunteers.**

#### 3.1. **Air Force Retiree Activities Program.**

3.1.1. While the Air Force designates uniformed Airmen and civilian employees to provide oversight and support to all aspects of the Air Force Retiree Activities Program, the Air Force's implementation of this program relies heavily on Air Force retirees who serve in a volunteer capacity, pursuant to DoDI 1100.21. Active engagement of retiree volunteers in the Air Force Retiree Activities Program ensures today's Air Force is effectively organized and equipped to facilitate retiree access to benefits.

3.1.2. The Air Force will accept services of a volunteer only if the individual signs a volunteer services agreement, as required by DoDI 1100.21 and agrees to abide by the guidance prescribed therein as a condition of serving as an Air Force Retiree Activities Program volunteer **(T-0)**

3.1.2.1. Air Force retirees who want to serve as a volunteer on the Retiree Activities Program Council or in one of the identified positions (Area Representatives, Members at Large, or Retiree Activities Office/Satellite Retiree Activities Office Directors), are encouraged to submit a request to the commander of the nearest Air Force installation.

3.1.2.2. Individuals are eligible to serve if they are a retired service member, married to or divorced from a retired Air Force member, the widow/widower of a deceased AF service member who is eligible for retirement benefits, or a retired service member who is currently a government employee. **(T-0)**

3.1.2.3. Requests to volunteer should include a resume that outlines prior service, skill sets, and activities since retirement, and a personal statement addressing the applicant's desire to serve on the Council. Applicants can submit this request at any time; the packages become part of an applicant pool that is reviewed by installation commanders upon vacancy of retiree activities positions. When filling vacancies, commanders endorse the preferred candidate and forward the package to the Air Force Personnel Center (AFPC) Airman and Family Sustainment Branch (AFPC/DPFFF) for processing and subsequent selection by the Co-chairs. If a candidate's eligibility to serve is not clear, installation commanders may seek clarification from the installation staff judge advocate to avoid inadvertently establishing a federal advisory committee. **(T-3)**

### 3.2. Retiree Activities Program Council.

3.2.1. Developed in accordance with Title 10 U.S.C. § 8013 and DoDI 1100.21. **(T-0)**

3.2.2. Organized by the Air Force as a volunteer program under the Chief of Staff of the Air Force and the primary functions are supported by AFPC/DPFFF, Retiree Services.

3.2.3. Concerns and/or needs in retiree programs are up-channeled through the Retiree Activities Program Council that is led by two Co-chairs and supported by Area Representatives from 15 different regions that cover the United States and overseas operations.

3.2.4. Council members consist of the Co-chairs and Area Representatives. The CSAF selects the Co-Chairs from a list of nominees compiled by AFPC/DPFFF. The Co-Chairs appoint the Area Representatives from nominees whose nomination packages are endorsed by their respective installation commander and vetted by AFPC. **(T-1)**

3.2.4.1. Area Representatives are the primary liaison between the retiree activities offices and satellite retiree activities offices in their geographic region. As funding is available from local installation Commanders, Area Representatives travel on invitational orders to retiree activities offices/satellite retiree activities offices to ascertain whether command support is adequate. **(T-3)**

3.2.4.2. Members at Large are volunteers who possess the requisite skills or background as a subject matter expert that serve the Retiree Activities Program Council.

3.2.4.2.1. Appointed by the Co-chair to serve the Retiree Activities Program Council or as a Local Area Representative. **(T-3)**

3.2.4.2.2. Provide insights on specific issues, alternatives, and potential outcomes. **(T-3)**

3.2.4.2.3. Serve in an advisory capacity, but are not appointed Council members. **(T-3)**

3.2.5. Retiree Program appointees typically serve a term of 4-year, but no longer than 8-years. As vacancies occur, the Co-chairs will determine if the new appointee will serve the remainder of a term or start a new term. **(T-1)**

3.2.6. Council members travel once a year to Joint Base San Antonio-Randolph AFB on invitational orders to discuss the matters of retiree concerns that were submitted by Retiree Activities Program Offices or Satellite Retiree Activities Program Offices and approved for the agenda by the Co-Chair. An Air Force or DoD employee from AFPC/DPFFF is appointed by the Director of the Airman and Family Sustainment Branch / Retiree Services to record the proceedings and the discussions and forward the minutes to the CSAF for review. **(T-1)**. The Council does not conduct an official vote or provide recommendations on any item discussed or in any other manner develop a consensus recommendation for transmission to the CSAF. **(T-1) However, the minutes can reflect the individual positions of the Council members on any given topic.**

### 3.3. Retiree Activities Program Office.

3.3.1. The Retiree Activities Program Office(s)/Satellite Retiree Activities Program Office(s) are manned by a volunteer director who captures the concerns voiced by the retiree community and provides information to the retiree community to keep retirees informed about programs and information that affect the retiree community. **(T-3)**

3.3.2. The director of the Retiree Activities Program office/Satellite Retiree Activities Program office is supported by the installation commander and works through base agencies to ensure compliance with Air Force policies prior to conducting events on base or releasing a local retiree newsletter and/or installation web page message(s) that are subject to availability of funds and technical support. **(T-3)**

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

Title 10, United States Code, Armed Forces, Chapter 803, Section 8013, Secretary of the Air Force, August 10, 1956

DoDI 1100.21, *Voluntary Services in the Department of Defense*, November 11, 2002

AFI 36-1004, *The Air Force Civilian Recognition Program*, August 29, 2016

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

AFI 33-360, *Publications and Forms Management*, December 01, 2015

AFI 36-2805, *Special Trophies and Awards Programs*, June 21, 2018

AFI 65-601V1, *Financial Management*, 16 Aug 2012, Incorporating Change 1, July 29, 2015

AFPD 36-31, *Personal Affairs*, July 30, 2018

*The Joint Travel Regulations (JTR), Uniformed Service Members and DoD Civilian Employees*, Chapter 3, *TDY Travel*, Paragraph 030501, *Invitation Travel Allowances*, August 1, 2018

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFR**—Air Force Reserve

**ANG**—Air National Guard

**CMSAF**—Chief Master Sergeant of the Air Force

**CSAF**—Chief of Staff, United States Air Force

**DoD**—Department of Defense

**OPR**—Office of Primary Responsibility

**RegAF**—Regular Air Force

**TDY**—Temporary Duty