

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

**DEPARTMENT OF THE 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 Department of the Air Force Policy Directive (DAFPD) 36-31, *Personal Affairs*, 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 Space Operations for Human Capital (SF/S1), and 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 Department of the Air Force (DAF) employees and members of the RegAF, United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG), as well as their retirees and those retirees' family members and surviving spouses, and civilian and volunteer personnel who support DAF retiree activities that is subject to the availability of funding. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located 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 DAF Form 847, *Recommendation for Change of Publication*; route DAF 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/DPPF) 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/delta/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 DAFMAN 90-161, *Publishing Processes and Procedures*, 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, United States Code (USC), Chapter 803, Section 9013, *Secretary of the Air Force*. 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://dpcl.d.defense.gov/Privacy/SORNs/>.

SUMMARY OF CHANGES

This instruction has been substantially revised and requires a complete review. Major changes include the addition of the United States Space Force.

1. Overview. This instruction explains the mission and defines the components of the Department of the Air Force (DAF) Retiree Activities Program and provides guidance for Airmen/Guardians and volunteers who participate in any aspect of the management and operation of the same. The DAF Retiree Activities Program is an official DAF program funded by appropriated funds that provides a conduit through which members of the DAF retiree community can receive guidance on accessing their benefits, stay current on DAF affairs, keep informed on the status of changes to their benefits, maintain contact with other retirees, and individually provide suggestions for improvements to the same. The DAF Retiree Activities Program keeps senior DAF leaders aware of program activities and potential shortfalls 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 (CMSAF) or Chief Master Sergeant of the Space Force (CMSSF). Although this rank structure (i.e., a general officer and former CMSAF/CMSSF) is not a requirement, it has proven effective since implementation. Meets with the co-chairs and the retiree services representative (HQ AFPC/DPFF) as required to review and discuss the conference minutes. The authority to approve and appoint a co-chair is not delegable.

2.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Oversees the DAF Retiree Activities Program, sets guidelines, and establishes the DAF Retiree Activities 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.

2.3.2. Funds travel in accordance with *Joint Travel Regulations (JTR)*, section 030501, *Invitation Travel Allowances* for the co-chairs to attend official headquarters level DAF functions designated by the CSAF as necessary and appropriate for the co-chairs to attend.

2.3.3. Provides financial support to publish and mail the *Afterburner, News for Department of the Air Force Retired Personnel* two times a year.

2.4. Chief, Airman and Family Sustainment Branch and Retiree Services (AFPC/DPFF). Serves as the OPR for, and oversees the day-to-day management of, the DAF Retiree Council.

2.4.1. Provides executive and administrative support to the DAF Retiree Council co-chairs through advice and consultation, as needed, with the co-chairs, council members, retiree activities office (RAO) or satellite RAO directors and installation military program coordinators as needed.

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.

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 DAF functions.

2.4.4. Submits a projected budget to the AFPC Commander in order to support the council.

2.4.5. Liaises between the council and Air Staff and Space 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, USSF, and RegAF when establishing retiree activities offices or satellite retiree activities offices at installations.

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.

2.4.7. Disseminates information on matters affecting retirees to the DAF Retiree Council co-chairs, council members and retiree activities offices/satellite retiree activities offices via printed and/or electronic correspondence which includes the *Afterburner*, *News for DAF Retired Personnel*, and the quarterly program letter. Maintains the DAF website <http://www.retirees.af.mil>, which provides another means of disseminating information to retirees.

2.4.8. Notifies the directors of the RAO/satellite RAO 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).

2.4.9. Maintains and distributes to military program coordinators the RAO/satellite RAO directory that lists the representatives, official mailing addresses, and office telephone numbers.

2.4.10. Coordinates with Defense Manpower Data Center, as needed, to establish an agreement to receive quarterly data downloads of uniformed service's retired address information for mailings.

2.4.11. Manages process to fill council vacancies.

2.4.11.1. Notifies installation commanders of future council vacancies and processes nomination packages for determination by the co-chairs for a council position.

2.4.11.2. Processes applications from the installations and forwards all nominees to the co-chairs for selection.

- 2.4.11.3. Prepares appointment letters for selectees and courtesy letters for non-selects for signature by the appointing co-chairs. Sends the letters to the individuals as well as a courtesy copy to the nominating commander.
- 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.
- 2.4.13. Distributes volunteer recognition certificates to RAO/satellite RAO directors and area representatives, as requested.
- 2.4.14. Maintains the roster of retired DAF General Officers in accordance with SORN (F036-AF-PC-O). The roster is for Controlled Unclassified Information (CUI) use only. It includes name, retired rank, mailing/email addresses and the "Honor Roll," a listing of deceased individuals and the dates of their deaths.
- 2.4.15. Sponsors two formal awards, Volunteer of the Year Award (VOYA) and Volunteer Excellence Award (VEA), for which DAF retiree program volunteers may be eligible. Ensures nominee packages for formal recognition comply with the guidance outlined in DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, and DoDI1400.25V451_DAFI 36-1004, *Department of the Air Force Civilian Recognition Program*.
- 2.5. Installation Commander.** Directs activities to support the RAO/satellite RAO and oversees coordinated base services. USSF, AFR, and ANG installation commanders may establish a retiree activities office or satellite retiree activities office based on local retiree requirements.
- 2.5.1. Appoints the RAO or satellite RAO director in writing and forwards a copy of the appointment letter to AFPC/DPFF.
- 2.5.2. Appoints a military program coordinator for the retiree activities office/satellite retiree activities office.
- 2.5.3. Furnishes necessary support for the RAO or satellite RAO to include funding; administrative assistance; office space appropriate to allow discussion of sensitive issues with retirees/survivors; and computer equipment with NIPRNet access. Facilitates issuance of appropriate access credentials for retiree activities office volunteers.
- 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.).
- 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/DPFF, 550 C St West, Joint Base San Antonio – Randolph Air Force Base, TX 78150-4713, in compliance with the suspense set by AFPC/DPFF. Monetary awards are not authorized for volunteers. However, local letters of appreciation or recognition and certificates, as deemed appropriate, are acceptable forms of recognition when provided in accordance with DAFI 65-601V1, *Budget Guidance and Procedures*.

2.5.6. Ensures the council area representative receives adequate financial and administrative support to accomplish the council member's mission, if applicable. Funds the area representative's travel to visit retiree activities offices/satellite retiree activities offices in their assigned geographical areas. **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.

2.5.7. Hosts an annual retiree appreciation day that is planned and executed by an Airman/Guardian Project Officer-led working group.

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. Periodically forwards guidance to units and organizations encouraging personnel to show courtesy and respect to military retirees.

2.5.9. Ensures all DAF Retiree Activities Program volunteers on their installation comply with the requirements of DoDI 1100.21, *Voluntary Services in the Department of Defense*. This responsibility may be delegated, in writing, to the military program coordinator or another DAF member or federal employee.

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.

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.

2.7. Installation Project Officer. Plans and executes the installation's retiree appreciation day upon appointment by the installation commander.

2.7.1. Leads a working group that includes, but is not limited to, RAO/satellite RAO director, representatives of Public Affairs, Protocol, the Office of the Staff Judge Advocate, Financial Management, Medical, Force Support Squadron-Military Personnel, and Military & Family Readiness.

2.7.2. Promotes and organizes events for the retiree appreciation day; 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 programmed activities for retirees about retiree programs and services.

2.8. Installation Public Affairs. Advises and assists on all retiree-related public affairs matters.

2.8.1. Reviews retiree activities office or satellite retiree activities office newsletters and installation web page items before publication and posting to ensure content complies with DAF policies on the same.

2.8.2. Publicizes retiree activities.

2.8.3. Ensures RAO publications and web pages comply with DAF policies governing published materials.

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

2.9.1. The RAOs or satellite RAOs 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 affects the retiree community.

2.9.2. The director of the RAO or satellite RAO coordinates base agencies to ensure compliance with DAF 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.

3. Volunteers.

3.1. DAF Retiree Council.

3.1.1. Developed in accordance with 10 USC § 9013 and DoDI 1100.21. **(T-0)**

3.1.2. Organized by the DAF as a volunteer program under the CSAF with the primary functions supported by AFPC/DPPF, Retiree Services.

3.1.3. Concerns and/or needs of the retiree community are up channeled through the DAF Retiree 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.

3.1.4. The CSAF selects the co-chairs from a list of nominees compiled by Air Force General Officer Management (AF/A1LG). AFPC/DPPF initiates this selection and vetting process in collaboration with AF/A1LG. The co-chairs appoint the area representatives from DAF nominees whose nomination packages are endorsed by their respective installation commander and vetted by AFPC/DPPF. **(T-1)**

3.1.4.1. Area representatives are the primary liaison between the DAF 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)**

3.1.4.2. Members at large are volunteers who possess the requisite skills or background as a subject matter expert that serve the DAF Retiree Council.

3.1.4.2.1. Appointed by the co-chairs as a local area representative. **(T-3)**

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

3.1.4.2.3. Serve in an advisory capacity but are not appointed council members. **(T-3)**

3.1.5. Retiree council appointees typically serve a term of 4-years, but no longer than 8-years unless approved by the co-chairs.

3.1.6. As vacancies occur, the co-chairs will determine if the new appointee serves the remainder of a term or starts a new term. **(T-1)**

3.1.7. 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 RAOs or satellite RAOs and approved for the agenda by the co-chairs. The council does not conduct an official vote per 10 USC § 1789 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.

3.2. DAF Retiree Activities Office.

3.2.1. The RAO(s) or satellite RAO(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)**

3.2.2. The director of the RAO or satellite RAO is supported by the installation commander and works through base agencies to ensure compliance with DAF 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)**

3.3. DAF Retiree Activities.

3.3.1. While the DAF designates uniformed Airmen or Guardians and civilian employees to provide oversight and support to all aspects of the DAF Retiree Activities Program, the enterprise's implementation of this program relies heavily on DAF retirees who serve in a volunteer capacity, pursuant to DoDI 1100.21.

3.3.1.1. Active engagement of retiree volunteers in the DAF Retiree Activities Program ensures today's DAF is effectively organized and equipped to facilitate retiree access to benefits.

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

3.3.2. The DAF 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 a DAF Retiree Activities Program volunteer. **(T-0)**

3.3.2.1. Requests to volunteer for the installation RAO director should include a resume that outlines prior service, skill sets, and activities since retirement. Applicants can submit this request at any time up to the installation commander; the packages become part of an applicant pool that is reviewed by installation commanders upon vacancy of retiree activities director positions. When filling vacancies, commanders endorse the preferred candidate and forward the appointment letter to AFPC/DPFF.

3.3.2.2. If a candidate's eligibility to serve is not clear, installation commanders must seek clarification from the installation staff judge advocate to avoid inadvertently establishing a federal advisory committee. **(T-0)**

3.3.3. DAF retirees who want to serve as a volunteer on the DAF Retiree Council or in one of the identified positions (Area Representative, Member at Large, or RAO or satellite RAO Director), are encouraged to submit a request to the commander of the nearest DAF installation.

3.3.3.1. Requests to volunteer for council vacancies should include a resume that outlines prior service, service within the retiree activities office, skill sets, and activities since retirement, and a personal statement addressing the applicant's desire to serve on the council.

3.3.3.2. When filling council vacancies, commanders endorse the preferred candidate in writing and submit selection to the co-chairs for consideration.

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

10 USC § 9013, Chapter 903, *Secretary of the Air Force*

DoDI 1100.21, *Voluntary Services in the Department of Defense*, 27 March 2019

DoDI 1400.25V451_DAFI 36-1004, *Department of the Air Force Civilian Recognition Program*, 18 December 2023

DAFPD 36-31, *Personal Affairs*, 19 December 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 65-601V1, *Budget Guidance and Procedures*, 22 June 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

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

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

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

CMSSF—Chief Master Sergeant of the Space Force

CSAF—Chief of Staff, United States Air Force

CUI—Controlled Unclassified Information

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Publication Directive

DoD—Department of Defense

DoDI—Department of Defense Instruction

JTR—Joint Travel Regulation

OPR—Office of Primary Responsibility

RAO—Reserve Activities Office

RegAF—Regular Air Force

TDY—Temporary Duty

SORN—System of Records Notice

USC—United States Code

USSF—United States Space Force

VEA—Volunteer Excellence Award

VOYA—Volunteer of the Year Award

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1P—Chief, Force Management Policy Directorate

AF/A1LG—Air Force General Office Management

AF/RE—Chief of Air Force Reserve

AFPC/CC—Commander, Air Force Personnel Center

AFPC/DPFF—Chief, Airman and Family Sustainment Branch/Retiree Services

NGB/CF—Director of the Air National Guard

PACAF/A1—Pacific Air Forces, Directorate of Manpower, Personnel, & Services

SAF/MR—Assistant Secretary of the Air Force for Manpower, Personnel, and Services

SF/S1—Deputy Chief of Space Operations for Human Capital

USAFE/A1—United States Air Forces in Europe, Directorate of Manpower, Personnel, & Services

Terms

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” This designation is used in all AD units authorized to be led by a commander except the USAF Academy and USSF Academy, which is commanded by a superintendent, and school/academic units, which may be commanded by commandants.

Judge Advocate—An officer of the Judge Advocate General’s Corps of the Army, Navy, or Air Force; an officer of the Marine Corps who is designated as a judge advocate; or an officer of the Coast Guard who is designated as a law specialist.