

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



**EDWARDS AIR FORCE BASE
INSTRUCTION 35-101**

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Public Affairs

**HONORARY
COMMANDERS PROGRAM**

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This Edwards Air Force Base Instruction (EDWARDSAFBI) implements AFI 35-101, *Public Affairs Operations*. It outlines informational guidance on the structure, procedures, policies and management of Edwards Air Force Base Honorary Commanders Program. It applies to all 412 Test Wing (TW) and associate units participating in the program. This instruction does not require tiers at/or below the Wing level. Waiver authority for this instruction is the 412th Test Wing Commander. This instruction requires the collection and or maintenance of information protected by the Title 10 United States Code (USC), § 9013, Secretary of the Air Force. The applicable System of Records Notices F035 AF AFNEWS A, Hometown News Release Background Data File and F035 AF SAFPA C, Official Biographies are available at <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. This publication may not be supplemented or further extended. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes described in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

Chapter 1

PROGRAM OVERVIEW

1.1. Introduction.

1.1.1. The primary objective of the Honorary Commanders Program is to provide the 412 TW, and associate unit's commanders with the capability to develop, promote and maintain a continuous working partnership with the surrounding communities. This program will allow an avenue for community partner leaders to learn about the Air Force mission, personnel, programs and operations. Likewise, base commanders as well as personnel will benefit from community leaders through continued cooperation with the community and its key leaders.

Chapter 2

HONORARY COMMANDERS PROGRAM.

- 2.1. The program aims to enhance.** Edwards Air Force Base's Community Relation Program and maintain a reputation as a good neighbor.
- 2.2. The 412 TW/Public Affairs (PA) manages the program.**
- 2.3. Community Partner Leaders.** Are selected among chambers of commerce members, business owners, school officials, hospital organizations, sheriff's departments, and others who, because of their position, can provide knowledge and positive impact on the public support for Edwards AFB.
- 2.4. Commanders and Community Partner Leaders.** Are matched according to common denominators, including leadership position, experience and profession.
- 2.5. Program participation is for two years.**
- 2.6. Honorary Commanders.** Can be removed from the program early if there is little or no activity between the Community Partner Leader and the Commander with the approval of the 412 TW Commander.

Chapter 3

RESPONSIBILITIES.

3.1. 412 TW/CC will:

- 3.1.1. Approve list of Community Partner Leaders for Honorary Commanders Program.
- 3.1.2. Sign letters of invitation to civilians selected to participate in program.
- 3.1.3. Host the biennial Honorary Commanders Induction Ceremony.
- 3.1.4. Consider an annual orientation flight for all new honorary commanders, as available.

3.2. 412 TW/PA will:

- 3.2.1. Have primary responsibility for the overall management of the program.
- 3.2.2. Ensure compliance with this Instruction.
- 3.2.3. Prepare a list of proposed civilian participants for the 412 TW/CC's consideration and approval.
- 3.2.4. Prepare letters of invitation to Community Partner Leaders for the 412 TW/CC's signature.
- 3.2.5. Schedule, plan and coordinate the biennial Honorary Commanders induction ceremony.
- 3.2.6. Coordinate with 412 TW/CC for an Honorary Commander's orientation.
- 3.2.7. Ensure all Honorary Commanders are invited to several Edwards AFB events, including Open House and Air Shows, dining out, Air Force ball, base-wide holiday parties and selected distinguished visitors program.
- 3.2.8. Keep Honorary Commander's information, such as address, telephone, e-mail and biographical information, current and that this information is shared with the protocol office.
- 3.2.9. Engage sponsoring unit commanders to determine the level of interaction with their honorary commanders.

3.3. Wing, Group, Squadron and associate units commanders and directors will:

- 3.3.1. Help their honorary commanders to become familiar with their unit's mission, personnel and programs by providing an orientation program.
- 3.3.2. Provide a day for honorary commanders to be the "Commander For The Day" to give their community partner leaders an opportunity to experience their leadership roles.
- 3.3.3. Include unit honorary commanders and spouses in unit events/activities such as tours of the units, quarterly awards presentations, commander's calls, unit physical training, holiday parties, change of command ceremonies, retirement ceremonies, deployment homecoming and other unit functions.
- 3.3.4. Attend honorary commanders' induction ceremony.
- 3.3.5. Comply with the Joint Ethics Regulation, Section 2-100, which addresses gifts from outside sources. They should also consult with 412 TW/Staff Judge Advocate if they are unsure about the appropriateness of a particular gift under the regulation.

- 3.3.6. Provide a report of Honorary Commanders involvement in respective unit's events.
- 3.3.7. Escort their Honorary Commanders whenever they are on base premises.

MATTHEW W. HIGER
Brigadier General, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 March 2020

AFI 35-101, *Public Affairs Operations*, 19 November 2020

DAFI 33-360, *Publications and Forms Management*, 30 November 2015

JER Section 2-100 5.C.F.R. 2635, *Subpart B*, 1 January 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System Records Disposition Schedule

PA—Public Affairs

RDS—Records Disposition Schedule

TW—Test Wing

Attachment 2**EDWARDS AIR FORCE BASE COMMANDERS POSITIONS LIST.****A2.1. Commanding Officer position listing in which this Instruction applies.****Figure A2.1. Commander Listing.**

Commanders Position Listing
412 TW/CC
412 OG/CC
412 MXG/CC
412 EWG/CC
412 TENG/CC
412 TMG/CC
412 ABW/CC
412 MSG/CC
412 MDG/CC
412 CG/CC
412 TW/CCC
All Squadron CC's

Attachment 3

HONORARY COMMANDER BIOGRAPHY

Figure A3.1. Honorary Commander Biography.



HONORARY
COMMANDER
BIOGRAPHY



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EDUCATION

PROFESSIONAL CIVIC CLUBS AND ORGANIZATIONS — PRESENT MEMBERSHIPS AND PREVIOUS POSITIONS HELD

PRESENT OR PAST MILITARY ASSOCIATION OR SERVICE. INCLUDE DATES, PROGRAMS OF A SIMILAR NATURE AND YOUR SPOUSE/CHILDREN/PARENTS MILITARY AFFILIATIONS

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