

**BY ORDER OF THE COMMANDER
JOINT BASE ELMENDORF-
RICHARDSON**

**JOINT BASE ELMENDORF-RICHARDSON
INSTRUCTION 34-102**

12 MARCH 2015

Services



**JBER MANAGEMENT OF INSTALLATION
MEETINGS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, and it establishes the 673d Air Base Wing's (673ABW) list of installation meetings as a Joint Base Elmendorf-Richardson (JBER) best practice, and provides an overview of these meetings, designates roles and responsibilities, desired outcomes and information accessibility. This publication applies to all JBER community members and mission partners. It also applies to the Air National Guard and Air Force Reserve units and members. This instruction does not apply to the Civil Air Patrol. Submit requests for waivers through the chain of command to the publication OPR for non-tiered compliance items and this instruction cannot be supplemented or further extended. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for Glossary, References and Supporting Information.

- 1. Purpose.** Provide key mission partners across the installation an opportunity to provide and receive base-wide information impacting our Service Members, civilians, and family members.
- 2. Outcome.** The dissemination of information regarding installation support, programs, initiatives and community activities to senior leadership, key spouse organizations, Family Readiness Groups and the military community at large as appropriate per meeting outcome.

3. Occurrence. Meeting occurrence is dependent upon each OPR and is listed in the 673 ABW Battle Rhythm Matrix located at: <https://jber.eim.elmendorf.af.mil/673ABW/Joint%20Basing/Forms/AllItems.aspx>.

4. Installation Meetings:

4.1. JBER Community Action Council:

4.1.1. **Occurrence.** Second Thursday of each month from 0930 – 1100.

4.1.2. **Attendees.** The 673 ABW Commander (673 ABW/CC), Vice Commander (673 ABW/CV), Command Master Sergeant (673 ABW/CCC), Command Sergeant Major (673 ABW/CSM), Executive Director (673 ABW/CD), United States Army Alaska (USARAK) Commanding General (USARAK CG), USARAK Command Sergeant Major (CSM), USARAK Chief of Staff (CofS), 3d Wing Command Chief (3 WG/CCC), 176th Wing Commander (176 WG/CC), 477th Fighter Group Commander (477 FG/CC), 4-25 Infantry Brigade Combat Team Commander (4-25 IBCT CDR), 4-25 Infantry Brigade Combat Team Command Sergeant Major (4-25 CSM), Mission Partner Leadership, and 673 ABW, 3 WG, 176 WG and 477 FG Group Leadership, JBER Wing/Brigade level leadership Spouse representation, Wing Staff Agency leadership and additional attendees as designated by leadership.

4.1.3. **Agenda.** Agenda to be validated by 673 ABW/CC and/or 673 ABW/CV in conjunction with the USARAK CG.

4.1.4. **Purpose/Outcome.** Provide key mission partners across the installation an opportunity to provide and receive base wide information impacting our Soldiers, Airmen, Civilians and Family Members.

4.1.5. **Office of Primary Responsibility.** The 673 ABW Community Support Coordinator on behalf of the Installation Commander.

4.2. Joint Wellness Action Council (JWAC):

4.2.1. **Occurrence.** Last Tuesday of the month following the completion of the quarter from 0900 – 1030.

4.2.2. **Attendees.** The 673 ABW/CC, 673 ABW/CCC, 673 ABW/CSM, 3 WG/CC, 3 WG/CCC, 477 FG/CC, USARAK CofS, USARAK Deputy Chief of Staff (USARAK DCoS), 673 ABW Civil Engineer Group Commander (673 CEG/CC), 673 ABW Logistics Readiness Group Commander (673 LRG/CC), 673 ABW Medical Group Commander (673 MDG/CC), 673 ABW Mission Support Group Commander (673 MSG/CC), 673A BW Security Forces Squadron Commander (673 SFS/CC), 673 ABW Comptroller Squadron Commander (673 CPTS/CC), 673 Force Support Squadron Commander (673 FSS/CC), 3rd Maintenance Group Commander (3 MXG/CC), 3rd Operations Group Commander (3 OG/CC), US Army Medical Department Alaska (MEDDAC), US Army Dental Command Alaska (DENTAC), USARAK Surgeon or Deputy Surgeon, Warrior Transition Unit (WTU), 381st Intel Squadron Commander (381 IS/CC), 4-25 Infantry Brigade Combat Team Deputy Commander (4-25 IBCT DCO), 59th Signal Battalion Deputy Commander, 2nd Engineer Brigade representation, Troop Health Clinic representation, JWAC committee members and advisors, JBER

Wing/Brigade level Leadership Spouse representation, Wing Staff Agency leadership and additional attendees as designated by leadership.

4.2.3. **Agenda.** To be determined by Co-Chairs based on Executive Officer recommendations.

4.2.4. **Purpose/Outcome.** Directed by Memorandum of Understanding (MOU) between 673 ABW and USARAK. The JWAC ensures health promotion programs promote and sustain healthy lifestyles, strengthen community actions and encourage proactive public health policies. The JWAC will address issues brought forward by the Joint Installation Prevention Team (JIPT), an expansive group of teams that serve as a working group to plan and implement coordinated efforts addressing prevention, community outreach and wellness. Attendees vary dependent upon subject, but are considered subject matter experts and action officers in their respective fields. The JIPT is held monthly and will report quarterly its progress and accomplishments to the JWAC. The JWAC will identify issues to the MAJCOM CAIB and/or USARAK Mission Sustainment Readiness Review as needed.

4.2.5. **Office of Primary Responsibility.** The 673 ABW Community Support Coordinator and USARAK Deputy Chief of Staff.

4.3. **JBER Joint Base Partnership Board (JBPB):**

4.3.1. **Occurrence.** Quarterly, as needed, or when set by the 673 ABW/CC.

4.3.2. **Attendees.** The 673 ABW/CC, 673 ABW/CV, 673 ABW/CCC, 673 ABW/CSM, 673 ABW/CD, Alaskan Command Chief of Staff (ALCOM CofS), 11th Air Force Vice Commander (11 AF/CV), USARAK CofS, USARAK CSM, 3WG/CC or 3rd Wing Vice Commander (3 WG/CV), 3 WG/CCC, 176th Wing Vice Commander (176 WG/CV), 477th Fighter Group Commander (477 FG/CC), 4/25 IBCT/CDR, 4-25 IBCT CSM, 4-25 IBCT DCO, Mission Partner Leadership, 673 ABW, 3 WG, 176 WG and 477 FG Group Leadership, 611th Air Operations Commander (611 AOC/CC) and Command Master Sergeant (611 AOC/CCC), 715 Air Mobility Command Commander (715 AMOG/CC) and Command Master Sergeant (715 AMOG/CCC), Alaska Air National Guard Chief of Staff (AKAFNG CofS), Alaska Army National Guard Chief of Staff (AKARNG CofS), United States Marine Corp Reserves Company Commander, Joint Base Lewis-McChord Army Materiel Command Representative, Wing Staff Agency leadership and additional attendees as designated by leadership.

4.3.3. **Agenda.** Agenda will be set by the 673 ABW/CC with input from the JBPB membership.

4.3.4. **Purpose/Outcome.** To review progress on delivery of Joint Base services, review and complete staff coordination on matters affecting JBER, provide senior leadership a recurring "State of the Base" update on strategic level topics of interest not covered in other forums.

4.3.5. **Office of Primary Responsibility.** The 673 ABW Executive Director.

4.4. **Joint Base Partnership Council (JBPC):**

4.4.1. **Occurrence.** Quarterly as needed or when set by the 673 ABW/CC.

4.4.2. **Attendees.** The 11th Air Force Commander (11 AF/CC), USARAK CG, USARAK CofS, 3 WG/CC, 176 WG/CC, Alaska Army National Guard Commander (AKARNG CDR), 673 ABW/CC, 673 ABW/CV, 673 ABW/CCC, 673 ABW/CSM, 673 ABW/CD, and 673 ABW Group Leadership, and additional attendees as designated by leadership.

4.4.3. **Agenda.** Agenda will be set by the 673 ABW/CC with input from the attendees.

4.4.4. **Purpose/Outcome.** To provide JBER senior leadership a recurring "State of the Base" update on strategic level topics of interest and to integrate outcomes from myriad base level venues, focusing discussion on open issues and future plans.

4.4.5. **Office of Primary Responsibility:** The 673 ABW Executive Director.

4.5. **Joint Family Action Plan (JFAP):**

4.5.1. **Occurrence.** Held annually in 1st quarter of each year.

4.5.2. **Attendees.** The USARAK CG, USARAK CSM, 3 WG/CCC, 673 ABW/CC, 673 ABW/ CV, 673 ABW/CCC, 673 ABW/CSM, 673 ABW/CD, 673 ABW Group Leadership, 4-25 IBCT CDR, 4-25 IBCT CSM, Mission Partner Leadership, JFAP Delegates including enlisted and officer active duty members, Retirees, Civilian personnel, Coast Guard, Reserve and Family Members, and additional attendees as designated by leadership.

4.5.3. **Agenda.** Agenda will be determined through a two day working group and will conclude with an out-brief on top JFAP issues throughout the JBER community.

4.5.4. **Purpose/Outcome.** The JFAP is a grass roots process to elevate quality of life issues up to the Department of Defense level, if necessary. Accomplished for composing issues and formulating solutions in work groups that focus on family, medical, benefits/entitlements and service member specific issues. Desired outcome is to provide a forum through which attendees have an opportunity to express concerns and raise questions concerning community issues.

4.5.5. **Office of Primary Responsibility:** 673 Mission Support Group.

4.6. **JBER Non Appropriated Fund (NAF) Council:**

4.6.1. **Occurrence.** Quarterly per the 673 ABW/CC.

4.6.2. **Attendees.** The 673 ABW/CC, 673 ABW/CCC, 673 ABW/CSM, 3 WG/CC, 3 WG/ CCC, USARAK CofS, USARAK CSM, 673 MDG/CC, 673 MSG/CC, 673 FSS/CC, 673 CPTS/CC, 4-25 IBCT CDR, 4-25 IBCT CSM, and additional attendees as designated by leadership.

4.6.3. **Agenda.** The agenda will be determined by the Force Support Squadron Commander in accordance with Air Force regulation. Briefings will always cover quarterly financial results, current and future budgets, and planned capital investments.

4.6.4. **Purpose/Outcome.** The NAF Council is responsible to the Commander for assisting in Non-Appropriated Fund Instrument (NAFI) oversight and administration in accordance with 673 ABW/CC directive and AFI 34-201.

4.6.5. **Office of Primary Responsibility.** The 673 Mission Support Group.

4.7. JBER Facilities Board:

4.7.1. **Occurrence.** Quarterly per the 673 ABW/CC.

4.7.2. **Attendees.** The 673 ABW/CC, 673 ABW/CV, USARAK CofS, 3 WG/CC, 11 AF/CV, Mission Partner Leadership, and 673 ABW Group Leadership, and additional attendees as designated by leadership.

4.7.3. **Agenda.** The agenda will be determined on a quarterly basis by the Facilities Board Charter and inputs from 673CEG, and may include prioritizing military construction (MILCON) and P-341 projects. It may also include Sustainment, Restoration, and Modernization (SRM) projects.

4.7.4. **Purpose/Outcome.** Develop Base Comprehensive Asset Management Plan (BCAMP) Integrated Priority List (IPL) to ensure that limited funds are targeted at the right requirement at the right time and are prioritized on the comprehensive needs of JBER.

4.7.5. **Office of Primary Responsibility.** The 673 Mission Support Group.

4.8. Snow and Ice Control Committee (SICC):

4.8.1. **Occurrence.** Held twice annually in October and May.

4.8.2. **Attendees.** The 673 ABW/CC, 673 ABW/CV, 673 ABW/CCC, 673 ABW/CSM, 673 ABW/CD, 673 ABW Group and Squadron Leadership, 3 WG/CC, 3 OG/CC, 3 MXG/CC, USARAK Representative, 176 WG Representative, 732 AMOG/CC, and additional attendees as designated by leadership.

4.8.3. **Agenda.** Pre-season SICC will introduce the key snow removal players, pre-season preparation, vehicle status, snow clearing priorities and provides a question and answer session for key mission partners. The post-season SICC will address lessons learned.

4.8.4. **Purpose/Outcome.** Familiarize key mission partners with plans and procedures for snow and ice removal prior to the “snow season” and a forum for members to address pre and post season concerns.

4.8.5. **Office of Primary Responsibility.** The 673 Civil Engineer Group.

4.9. Management Review Committee (MRC):

4.9.1. **Occurrence.** Second month of each quarter.

4.9.2. **Attendees.** The 673 ABW/CC, 673 ABW/CV, 673 ABW/CCC, 673 ABW/CSM, 673 ABW/CD, 673 ABW Group Leadership, 3 WG/CCC, USARAK Representative, Project Owner and Aurora Military Housing Key Staff, Aurora Housing Mayors, and additional attendees as designated by leadership.

4.9.3. **Agenda.** Includes introductions, mayor input, quality of life issues, project owner’s report, asset. manager report, performance incentive program, and any additional subjects in accordance with the Chair and Co-Chair.

4.9.4. **Purpose/Outcome.** Foster a cooperative partnership between the Air Force and the developer by resolving housing issues relating to tenant-landlord disputes, quality of

service, housekeeping, safety, security, and other administrative matters pertaining to operation and maintenance of the housing development.

4.9.5. **Office of Primary Responsibility.** The 673 Civil Engineer Group.

4.10. **Quarters Improvement Committee:**

4.10.1. **Occurrence.** First month of each quarter.

4.10.2. **Attendees.** The 673 ABW/CCC, 673 ABW/CSM, 3 WG/CCC, 673 CEG Leadership, 673 ABW First Sergeants and USARAK and 4-25 IBCT Sergeants Majors, and additional attendees as designated by leadership.

4.10.3. **Agenda.** As determined by the Chair and Co-Chair.

4.10.4. **Purpose.** Provide key mission personnel with information on upgrades and work orders in the dorms and barracks as well as updates on policy changes and impact.

4.10.5. **Office of Primary Responsibility.** The 673 Civil Engineer Group.

4.11. **JBER Integrated Defense Council:**

4.11.1. **Occurrence.** Annually in November or December.

4.11.2. **Attendees.** The 673 ABW/CC, 3 WG/CC, 176 WG/CC, 673 ABW/CD, 673 MSG/CC, 673 MDG/CC, 673 LRG/CC, 673 CEG/CC, 673 SFS/CC, 3 OG/CC, 3 MXG/CC, 477 FG/CC, 381 IS/CC, 611 AOC/CC, 673 ABW/XP, 673 ABW/JA, AFOSI, CID, and additional attendees as designated by leadership.

4.11.3. **Agenda.** The agenda will include the IDC purpose and its responsibilities, a threat assessment briefing, a risk assessment briefing, update to annual business and address any new business.

4.11.4. **Purpose/Outcome.** To act as a single governing body responsible to the Installation Commander for installation security and is vital to the installations Integrated Defense planning process. Additionally, it will designate new restricted and controlled areas, review current and new security deviations or waivers and monitor and approve installation security enhancement projects.

4.11.5. **Office of Primary Responsibility.** The 673 Mission Support Group.

4.12. **Armed Forces Disciplinary Control Board (AFDCB):**

4.12.1. **Occurrence.** The AFDCB will convene quarterly.

4.12.2. **Attendees.** The 673 ABW/CC, 673 ABW/CV, 673 ABW/CD, 673 ABW/CCC, 673 ABW/CSM, 3 WG/CC, 3 WG/CCC, 3 WG/OG, 176 WG/CC, 673 SFS/CC, 673 ABW/JA, 673 ABW/PA, 673 ABW/EO, 673 ABW/SE, USARAK CofS, USARAK CSM, AKARNG CoS, AKAENG CofS, USCG CDR, AFOSI, CID, and additional attendees as designated by leadership.

4.12.3. **Agenda.** The AFDCB will conduct quarterly business, new business and have guest speakers attend regularly based on good order and discipline across the installation.

4.12.4. **Purpose/Outcome.** The AFDCB will be established to advise and make recommendations to commanders on matters concerning eliminating conditions, which

adversely affect the health, safety, welfare, morale and discipline of the Armed Forces on or off the installation.

4.12.5. **Office of Primary Responsibility.** The 673 Mission Support Group.

4.13. JBER Combined Environmental, Safety and Occupational Health Promotion Council (ESOHC):

4.13.1. **Occurrence.** The ESOHC is held semi-annually.

4.13.2. **Attendees.** The 673 ABW/CC, 673 ABW/CV, 673 ABW/CD, USARAK CofS, 3 WG/CC, 3 WG/CV, 3 OG/CC, 3 MXG/CC, 176 WG/CC, 715 AMOG/CC, PACAF Regional Support Center Commander (PRSC), 673 MSG/CC, 673 CEG/CC, 673 MDG/CC, 673 LRG/CC, Army Material Command, and additional attendees as designated by leadership.

4.13.3. **Agenda.** The ESOHC will review policy, resource requirements, training and manpower requirements as well as provide guidance and oversight for the implementation of the goals of the ESOH Management Systems.

4.13.4. **Purpose/Outcome.** The ESOHC is the cornerstone of the ESOH program and provides senior leadership involvement and direction at all levels of command; annually establishes goals, measures and objectives, and targets; and provides additional ESOH guidance to subordinate organizations as required.

4.13.5. **Office of Primary Responsibility.** The 673 ABW Safety Office.

5. Information Collections. No information collections are required by this publication.

BRIAN R. BRUCKBAUER, Colonel, USAF
Commander

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

AFI 34-201, *Use of Non-Appropriated Funds*, 17 June 2002.

AFPD 33-3, *Information Management*, 8 September 2011.

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

Memorandum of Agreement between the United States Air Force and the United States Army, signed October 2009, located at:

<https://jber.eim.elmendorf.af.mil/673ABW/Joint%20Basing/Forms/AllItems.aspx>, and all subsequent changes.

Joint Base Implementation Guidance signed January 2008 located at:

<https://jber.eim.elmendorf.af.mil/673ABW/Joint%20Basing/Forms/AllItems.aspx>

Prescribed Forms

No forms were prescribed by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

AFMAN— Air Force Manual.

AFPD— Air Force Policy Directive.

BCAMP— Develop Base Comprehensive Asset Management Plan.

CAC—Community Action Council.

CAIB—Community Action and Information Board.

ESOHC—Environmental, Safety and Occupational Health Promotion Council.

IPL— Integrated Priority List.

JBER—Joint Base Elmendorf-Richardson.

JBPB— JBER Joint Base Partnership Board.

JWAC— Joint Wellness Action Council.

JFAP— Joint Family Action Plan

JIPT—Joint Installation Prevention Team.

AFDCB—Armed Forces Disciplinary Control Board.

MAJCOM—Major Command.

MRC— Management Review Committee.

MOU—Memorandum of Understanding.

NAF— Non Appropriated Fund.

NAFI— Non-Appropriated Fund Instrument.

OPR— Office Of Primary Responsibility.

RDS— Records Disposition Schedule.

SICC—Snow and Ice Control Committee.

USARAK—United States Army Alaska.

673 ABW/CC—Commander, 673 ABW.

673ABW/CV—Vice Commander, 673 ABW.

673 ABW/CCC—Command Chief Master Sergeant, 673 ABW.

673 ABW/CSM—Command Sergeant Major, 673 ABW.

673 ABW/CD—Executive Director, 673 ABW.

673 MSG/CC—Mission Support Group Commander, 673 ABW.

673 MDG/CC—Medical Group Commander, 673 ABW.

673 CEG/CC—Civil Engineer Group Commander, 673 ABW.

673 LRG/CC—Logistics Readiness Group Commander, 673 ABW.

673 SFS/CC—Security Forces Squadron Commander, 673 ABW.

673 CPTS/CC—Comptroller Squadron Commander, 673 ABW.

673 FSS/CC—Force Support Squadron Commander, 673 ABW.

673 ABW/XP—Plans and Programs, 673 ABW.

673 ABW/PA—Public Affairs, 673 ABW.

673 ABW/EO—Equal Opportunity, 673 ABW.

673 ABW/SE—Safety, 673 ABW.

ARAK CG—Commanding General, United States Army Alaska.

USARAK CSM—Command Sergeant Major, United States Army Alaska.

USARAK DCoS—Deputy Chief of Staff, United States Army Alaska.

3 WG/CC—Commander, 3rd Wing.

3 WG/CV—Vice Commander, 3rd Wing.

3 WG/CCC—Command Chief Master Sergeant, 3rd Wing.

3 MXG/CC—Commander, 3rd Maintenance Group, 3rd Wing.

3 OG/CC—Commander, 3rd Operations Group, 3rd Wing.

176 WG/CC—Commander, 176th Wing.

176 WG/CV—Vice Commander, 176th Wing.

176 WG/CCC—Command Master Sergeant, 176th Wing.
477 FG/CC—Commander, 477th Fighter Group.
477 FG/CCC—Command Master Sergeant, 477th Fighter Group.
4-25 IBCT CDR—Commander, 4/25 Infantry Brigade Combat Team.
4-25 IBCT CSM—Command Sergeant Major, 4/25 Infantry Brigade Combat Team.
4-25 IBCT DCO—Deputy Commanding Officer, 4/25 Infantry Brigade Combat.
ALCOM CofS—Chief of Staff, Alaskan Command.
11 AF/CC—Commander, 11th Air Force.
11 AF/CV—Vice Commander, 11th Air Force.
11 AF/CCC—Command Chief Master Sergeant, 11th Air Force.
AFOSI—Air Force Office of Special Investigations.
CID—Criminal Investigation Command.
MEDDAC—US Army Medical Department Alaska.
DENTAC—US Army Dental Command Alaska.
PRSC—PACAF Regional Support Center
WTU—Warrior Transition Unit.
381 IS/CC—Commander, 381st Intel Squadron.
611 AOC/CC—Commander, 611th Air Operations.
611 AOC/CCC—Command Master Sergeant, 611th Air Operations.
715 AMOG/CC—Commander, 715 Air Mobility Command.
715 AMOG/CCC—Chief Master Sergeant, 715 Air Mobility Command.
AKARNG CDR—Commander, Alaska Army National Guard.
AKAFNG CofS—Chief of Staff, Alaska Air National Guard.
AKARNG CofS—Chief of Staff, Alaska Army National Guard.
USCG CDR—United States Coast Guard Commander, Anchorage Sector.