

**BY ORDER OF THE COMMANDER  
AIR FORCE BASE (AETC)**

**MAXWELL AIR FORCE BASE  
INSTRUCTION 35-103**



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**Public Affairs**

**HONORARY COMMANDER PROGRAM**

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This instruction implements Air Force Instruction (AFI) 35-105, *Community Relations*, establishes local policies and procedures governing the Installation Honorary Commanders Program for Maxwell AFB and the Gunter Annex. This instruction is applicable to all Maxwell-Gunter units participating in the program. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Waivers are not authorized. Implementing publications are not authorized. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. This applies to active duty, AFRC and ANG.

**1. Overview/Objective and Intent:** The Air Force has a responsibility to establish and maintain personal contact with local civic leaders in order to increase public awareness of the missions, policies and programs of the United States Air Force and an understanding of the Department of Defense. The goal is to partner with members of the local community while exposing them to the missions of the Armed Services. The Honorary Commander Program serves as an opportunity to meet this objective and intent, by creating one-on-one opportunities to inform and educate local community leaders about the missions of the USAF and Maxwell-Gunter AFB. Participants should be selected by unit commanders based on their position or

influence in the community and their ability to have a positive impact on public support for the USAF and our Maxwell-Gunter missions.

1.1. Similar to other civic leaders, Honorary Commanders should be invited to the base for informational briefings and meetings hosted by the commander and staff as applicable. Commanders must ensure all non-DoD individuals or groups will not be given preferential treatment that implies or confers authority or access to base services they would not otherwise be entitled to. Commanders and Public Affairs members should be made aware of any misuse of commander-granted access to the base, to include services meant exclusively for Airmen, their families and DoD employees. In the event the commander considers rescinding base access or privileges afforded to an Honorary Commander, maintaining base security is the paramount factor to be considered along with the potential impact on community ties and/or local factors.

1.2. In order to avoid triggering the Federal Advisory Committee Act, the Honorary Commander's group will not be asked for group or consensus recommendations. Installation personnel will only ask for their personal or individual observations or recommendations.

## **2. Responsibilities.**

2.1. Wing/Squadron Commanders will:

2.1.1. Select and approve nominations for Honorary Commanders within their organization.

2.1.2. Coordinate issuance of base access for selected Honorary Commander through Maxwell Public Affairs and the 42d Security Forces Squadron (SFS) Pass and Registration office.

2.1.3. Consider conducting organizational-level briefs, tours and orientations for assigned Honorary Commander.

2.1.4. Invite Honorary Commanders as appropriate to base-wide events, and ensure base access to the event.

2.1.5. Inform Honorary Commander of term length and discuss option/potential to transfer Honorary Commander to another unit once current term is met.

2.1.6. Ensure personal data is labeled and stored in accordance with the requirements of the Privacy Act of 1974 and related Air Force records management procedures. Units must ensure the privacy of personal data maintained on individuals for the purpose of interacting with the public and its representatives selected for routine contact. Units will ensure access to such personal data is not disclosed beyond the original intent of its collection without the individual's permission.

2.2. Maxwell Public Affairs will:

2.2.1. Ensure compliance with this Instruction and AFI 35-105.

2.2.2. Provide Honorary Commander updates as required to installation commander.

2.2.3. Coordinate with 42 ABW/CC and 42 ABW Protocol to schedule, plan and conduct an Honorary Commanders Induction Ceremony.

2.2.4. Maintain an Honorary Commander list to track program participants.

2.2.5. Provide advice and council to unit commanders or installation commander as required or determined necessary.

2.2.6. Ensure personal data is labeled and stored in accordance with the requirements of the Privacy Act of 1974 and related Air Force records management procedures. Units must ensure the privacy of personal data maintained on individuals for the purpose of interacting with the public and its representatives selected for routine contact. Units will ensure access to such personal data is not disclosed beyond the original intent of its collection without the individual's permission.

2.3. The 42d Mission Support Group will:

2.3.1. Assist unit commanders with any access or parking issues for events or activities that include the assigned Honorary Commanders. The 42 ABW Installation Commander has approved issuance of base passes to Honorary Commanders at the discretion of the assigned unit commander. In accordance with 42 SFS Pass and Registration guidance and restrictions, unit commanders may sponsor their assigned Honorary Commander unescorted access on the installation at FPCON Alpha and below. Base passes are strictly for access only and do not imply or confer any authority to the individual or his/her honorary position. Base passes are not to exceed one year from date of issue.

2.4. Unit Commanders will:

2.4.1. Nominate preferred Honorary Commander to respective wing commander for approval and sponsor base access in accordance with Maxwell Public Affairs and 42 SFS Pass and Registration office policy and procedures.

2.4.2. Proactively contact and engage with their Honorary Commander on a regular basis, and maintain an active relationship.

2.4.3. Ensure Honorary Commanders (and spouses when appropriate) are invited to official unit and social functions such as changes of command, unit awards presentations, commander's calls, holiday parties, retirement ceremonies, deployment and homecoming events and open houses.

2.4.4. Personally introduce the Honorary Commander to as many unit members as possible and ensure he or she receives a unit tour and mission briefing that provides information on how the unit supports Air Force missions and objectives at the wing, base, unit and command levels.

2.4.5. Attend base-level events such as commanders' calls and induction ceremonies with the Honorary Commander. It is imperative the active-duty commander or a unit representative is in attendance when their Honorary Commander is first introduced to the program.

2.4.6. When appropriate, consider other base opportunities for the Honorary Commander such as a tanker flight or orientation flight. Individuals should be part of the Honorary Commander program for at least one year before being considered for an orientation flight. Orientation flights are limited, and significant justification on what the individual has done for the unit or base and how a flight would further enhance his or her understanding of the mission is required.

2.4.7. Inform Honorary Commander of his/her three-year term, and available options to transfer participation to a different unit once three-year Honorary Commander term is met.

2.4.8. Ensure personal data is labeled and stored in accordance with the requirements of the Privacy Act of 1974 and related Air Force records management procedures. Units must ensure the privacy of personal data maintained on individuals for the purpose of interacting with the public and its representatives selected for routine contact. Units will ensure access to such personal data is not disclosed beyond the original intent of its collection without the individual's permission.

2.5. Honorary Commanders are expected to:

2.5.1. Periodically visit their assigned unit and understand the unit's mission.

2.5.2. Form a personal relationship with the unit commander and his/her unit members.

2.5.3. Attend formal and social unit functions as invited and/or appropriate.

2.5.4. Where appropriate, integrate military unit into the civilian realm of interest and influence, including orientation into Honorary Commander's area of expertise.

**3. Responsibility of Recommendation and Selection:** All commanders of Maxwell-Gunter units are responsible for the selection, approval, sponsorship and term conclusion of their unit Honorary Commander. The Maxwell Public Affairs office will maintain a complete list of current Honorary Commanders for administrative purposes.

3.1. Restrictions: The following individual selection criteria should apply for those being nominated to participate in the Honorary Commanders program:

3.1.1. Members of Congress, their staff or federally elected or appointed officials will not be nominated.

3.1.2. Military retirees or DoD contractors will not be nominated.

3.1.3. Family members or relatives of current or former Honorary Commanders should not be nominated.

3.1.4. No more than one nominee from any individual organization should serve as an Honorary Commander in any given year with the exception of organizations whose membership comes from a wide variety of businesses and organizations such as a Chamber of Commerce, Military Affairs Committee or other non-federal and civic supported entities.

3.1.5. Nominees can work in a media-related field, but cannot be a newspaper, television or radio reporter due to conflict of interest when reporters are allowed unescorted access to the installation and senior leadership.

3.1.6. Nominees whose presence creates a potential conflict of interest should not be nominated. In order to ensure there is not a perception of conflict of interest or to create an unfair business advantage, individuals will be placed with organizations that do not conduct business or contract for the services of these individuals. Additionally, organizations or members of the federal government should not nominate anyone they do business with regardless of eventual unit of assignment.

3.1.7. Nominees should not include anyone whose membership would cast a negative light on the U.S. Air Force, nor imply endorsement of any individual non-federal entity.

3.1.8. All selected Honorary Commanders will be officially inducted into the program at a 42ABW/CC-hosted Honorary Commander Induction Ceremony.

#### **4. Term Limits and Annual Reviews.**

4.1. Initial three-year term limits are established to enhance reach and effectiveness while ensuring opportunities exist for new community leaders to participate in the Honorary Commanders Program and avoid program stagnation.

4.2. Unit commanders should conduct annual reviews to ensure their Honorary Commanders are engaged and are maintaining a positive relationship. Public Affairs can assist in reviews and provide advice and counsel as required.

4.2.1. If a review reveals an Honorary Commander is not fulfilling his or her responsibilities, the affected unit commander or installation commander may terminate the Honorary Commander's term early.

4.2.2. An Honorary Commander may terminate his or her term early at any time.

#### **5. Legal Consideration**

5.1. No appropriated funds, non-appropriated funds or Operations and Maintenance (O&M) funds will be used to fund Honorary Commander programs. Base events such as luncheons should be pay-as-you-go or once yearly where official representation funds (ORF) can be considered. Consult with 42 ABW Legal Office (42 ABW/JA) before making plans or extending invitations.

5.2. Guidelines for event participation and gifts apply to Honorary Commander and advisory group programs. Event participation cannot violate DOD 5500.7-R, *Joint Ethics Regulation* (JER). Avoid anything that could be perceived as fraud, waste and abuse.

5.3. The Honorary Commander program is a commander's program and is generally guided by Public Affairs AFI 35-105. Overall program responsibility rests with the Installation Commander and constitutes an official activity of a DoD component. The standards of ethical conduct contained within the JER apply to any activities or interactions with non-Federal entities (NFE). Appointment as an Honorary Commander is separate and distinct from membership in any NFE. Membership in a non-federal entity is neither a prerequisite nor a factor in selection for appointment as an Honorary Commander. Honorary Commanders may be members of an NFE so long as their participation complies with the JER.

5.4. The standards of ethical conduct within the JER regarding solicited or unsolicited gifts from outside sources apply to all activities of the Honorary Commander Program. Military members are prohibited from soliciting gifts or services from Honorary Commanders. Unsolicited gifts from an Honorary Commander must comply with the limitations set forth in the JER and are not necessarily acceptable simply on the basis of non-solicitation.

5.5. Any questions regarding activities with an NFE, solicitation of gifts or any other information regarding legal implications should be directed to the 42 ABW/JA for advice and counsel.

ERIC K. SHAFI, Colonel, USAF  
Commander

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

DOD 5500.7-R, *Joint Ethics Regulation (JER)*, 17 November 2011

AFI 35-105, *Community Relations*, 26 January 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**42 ABW**—42d Air Base Wing

**42 ABW/CC**—42d Air Base Wing Commander

**42 SFS**—42d Security Forces Squadron

**AFI**—Air Force Instruction

**DoD**—Department of Defense

**JER**—Joint Ethics Regulation (DOD5500.7-R)

**NFE**—Non-Federal Entity

**USAF**—United States Air Force

***Terms***

**Non-Federal Entity**—(per DOD5500.7-R) Generally a self-sustaining, non-Federal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government. A non-Federal entity may operate on DoD installations if approved by the installation commander or higher authority under applicable regulations.