

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

**ROBINS AIR FORCE BASE
INSTRUCTION 35-105**



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Public Affairs

**HONORARY
COMMANDERS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of Air Force Instruction (AFI) 35-105, Community Engagement, Chapter 10, Community Involvement, Participation and Programs. This instruction describes the procedures to be followed for the Robins AFB Honorary Commander's Program. This RAFBI applies to all base participants in the Robins AFB Honorary Commanders Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF IMT 847, **Recommendation for Change Publication**; route AF IMT 847 from the field through the appropriate functional's chain of command. This publication may not be supplement at any level. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR of this publication for coordination prior to certification and approval; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

1. Overview: Team Robins is committed to developing, promoting and maintaining its long-standing positive and productive relations with key community leaders in the Middle Georgia area. This program's objective is to provide these leaders greater exposure to the Robins AFB mission, and to the roles the installation and its people play in supporting our nation's defense.

2. Program Goals

- 2.1. Increase public awareness and understanding of the Robins AFB mission.
- 2.2. Build stronger relationships with members of the local community and encourage them to share the Robins AFB story.

3. Nominees

- 3.1. The intent of an Honorary Commanders Program is to educate those with limited knowledge about DoD and the installation.
- 3.2. Civilian participants will be selected among non-federal appointed or elected officials, mayors, chamber of commerce members, principals of local schools, Military Affairs Committee members and others who, because of their position or influence in the community, have a positive impact on public support for the base.
- 3.3. Nominees should not be an immediate relative (spouse, child, parent, sibling) of a current or former Honorary Commander unless they are bona fide civic leaders in their own right. However, relatives should not serve concurrently as honorary commanders.
- 3.4. Nominees should not be a military or civilian retiree because the program aims at orienting community members with limited knowledge of today's military.
- 3.5. Nominees can work in a media-related field, but cannot be a newspaper, TV or radio reporter due to the conflict of interest allowing reporters unescorted access to the base and base leadership.

4. Selection Process

- 4.1. Recommendations for Honorary Commanders will be solicited from local chambers of commerce, outgoing Honorary Commanders and base participants.
- 4.2. Nominations will be collected and maintained by the Public Affairs Community and Public Outreach Division.
- 4.3. The 78 ABW/PA will provide potential Honorary Commander candidates to 78 ABW/JA for review. After review, JA will provide a legal for review annotating any ethical and/or legal issues prior to a candidate being officially selected as a Honorary Commander.
- 4.4. The Public Affairs Office will provide the Installation Commander with recommended pairings. Where possible, 78 ABW/PA will align nominees with a base organization which parallels the Honorary Commander's trade background or interest.
- 4.5. The Installation Commander will have final selection and pairing authority.

4.6. Honorary Commanders will serve for a period of two years. Should new Honorary Commanders be selected during an off year, those Honorary Commanders will serve a one-year term so as not to disrupt the two-year rotation. Upon completion of the two-year term, Honorary Commanders will enter into an alumni status – only immediate past Honorary Commanders serve as alumni.

4.7. The 78 ABW/PA will coordinate proper paperwork of the honorary commanders for base access.

4.8. Honorary Commanders can be removed from the program early if there is little or no activity between the Honorary Commander and his or her counterpart. Removal is at the discretion of the Installation Commander.

5. Program Management

5.1. The 78 ABW/PA has primary responsibility for the overall management of the program.

5.2. An Honorary Commanders' Induction Ceremony will be conducted every year. Wing or wing equivalent is held one year with group equivalent the next year. Some inductions may be out of cycle due to certain circumstances.

5.3. An annual honorary commander program event, such as a tour, golf tournament, or social, will be conducted to strengthen camaraderie and build esprit de corps among Honorary Commanders and their installation counterparts.

5.4. The 78 ABW/PA will work with 78 ABW Protocol to ensure all Honorary Commanders are invited to those base events which warrant a vast number of community attendees such as Air Force Birthday Celebration, holiday parties and key unit changes of command.

5.5. The 78 ABW/PA will maintain the current and immediate past Honorary Commanders list and ensure it is kept current with addresses, telephone numbers and email addresses. All personal data will be labeled and stored in accordance with the requirements of the Privacy Act of 1974 and related Air Force management procedures.

6. Commander Responsibilities

6.1. Wing and wing equivalent commanders, and senior executive service members (SES) will be assigned an honorary commander. At the discretion of the Installation Commander, group and group equivalent commanders and command chiefs could be added at the start of a new cycle. Squadron commanders can voluntarily request to participate in the honorary commander program.

6.2. Commanders will maintain regular contact with their honorary commander via an orientation and invitations to events within their units. Wings and wing equivalent organizations should hold a quarterly event for their honorary commanders and include their group participants.

6.3. If a change of command occurs during the Honorary Commander's tenure, ensure incoming commander is briefed on the program and that a meet and greet session with the honorary commander is scheduled.

6.4. Notify 78 ABW/PA of any problems with the Honorary Commander.

6.5. Commanders shall strictly comply with the Joint Ethics Regulation, Section 2, Ethical Conduct for Employees of the Department of the Defense, which addresses gifts from outside sources. Commanders should also consult with 78 ABW/JA if unsure about the appropriateness of a particular gift under the JER.

6.6. Provide an annual report to 78 ABW/PA of Honorary Commander's involvement in respective unit's events. (See [Attachment 2](#))

7. Honorary Commander Advisory Council

7.1. At the direction of the Installation Commander, an Honorary Commander Advisory Council will serve to ensure viability of the program plus advise the Installation Commander of any possible nominees for future inductions.

7.2. The council will consist of the three Houston County mayors, Macon-Bibb County Mayor, Houston County Board of Commissioner Chairman, 21st Century Partnership Chairman and six past honorary commanders that are appointed to the council.

BRIAN R. MOORE, Colonel, USAF
Commander

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

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 June 2016

AFI 35-105, *Community Engagement*, 23 June 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

DoD—Department of Defense

IMT—Information Management Tool

JA—Judge Advocate

JER—Joint Ethics Regulation

OPR—Office of Primary Responsibility

PA—Public Affairs

RDS—Records Disposition Schedule

TV—Television

Terms

Alumni—A past participant in the Honorary Commanders Program.

Appointed Official—An individual who resides in a position by, through, or as a result of an appointment.

Camaraderie—Mutual trust and friendship among participants of the Honorary Commanders Program.

Chamber of Commerce—An association comprised of people in business to promote the commercial interests of an area.

Community Engagement Division—The division of the Office of Public Affairs that provides oversight, policy and guidance to the Honorary Commanders Program.

Elected Official—An individual who is chosen for a position by vote.

Esprit de corps—A feeling of pride, fellowship and loyalty shared by members of the Honorary Commanders Program.

Honorary Commander—A community civilian member from within the Middle Georgia area who has limited knowledge about the Department of Defense and Robins AFB.

Middle Georgia—The central part of the state extending approximately 20 miles north, south, east and west of Robins AFB.

Military Affairs Committee—A sub organization of a chamber of commerce responsible for maintaining a strong relationship with local military representatives and working to ensure the military receives the support it needs from the local business community.

Nominee—The name of community member provided by the chamber of commerce or the sitting honorary commander to fill the position of an honorary commander.

Team Robins—Encompasses the 78 ABW and the major mission partners on Robins AFB.

Attachment 2

FORMAT FOR HONORARY COMMANDERS PROGRAM ANNUAL REPORT

Figure A2.1. Format for Honorary Commanders Program Annual Report.

| |
|---|
| UNIT NAME: _____ |
| DATE OF REPORT: _____ |
| A. <u>DATE</u> <u>EVENT DESCRIPTION</u> <u>HONORARY COMMANDER ROLE</u> |
| 1. |
| 2. |
| 3. |
| B. List events honorary commander invited to, but was unable to attend. Include the date of the event. |
| C. POC and telephone number for this report. |