

**BY ORDER OF THE COMMANDER
SPACE AND MISSILE SYSTEMS
CENTER (SMC)**

**SPACE AND MISSILE SYSTEMS
CENTER INSTRUCTION 35-101**

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Public Affairs

**SMC HONORARY
COMMANDERS PROGRAM**



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This instruction implements and extends the guidance of Air Force Instruction (AFI) 35-105, *Community Engagement*. This instruction describes the procedures to be followed for the Los Angeles AFB Honorary Commanders Program. This instruction applies to all base participants in the Los Angeles AFB Honorary Commanders Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. 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 Disposition Schedule (RDS).

1. Policy. The Honorary Commanders (H/CC) Program is a public relations tool whereby local civic and community leaders gain insight about Air Force and Los Angeles Air Force Base (LA AFB) operations and programs by working with Air Force commanders and personnel. The goal of SMC Honorary Commander Program is to increase the bond between local community leaders and the Air Force. Air Force commanders and personnel likewise benefit through increased association with the community and its key leaders. Space and Missile Systems Center (SMC) Public Affairs (PA) will provide SMC/CC all appropriate guidance and background work and will assist participating commanders/directors and civic leaders as necessary and appropriate to ensure the program's overall success.

2. Concept Of Operations. The H/CC Program objectives are to increase public awareness and understanding of the Air Force mission, policies and programs and to maintain a reputation as a good neighbor.

2.1. Participation. The H/CC Program involves LA AFB commanders, directors, the selected staff agency chiefs, Tenant Unit Commanders, Director of Staff, participating civilian H/CC, SMC/PA, Security Forces and SMC/Protocol. The success of the H/CC Program relies on each participant's involvement in the program

2.2. Just Cause. SMC/CC has authority to remove an H/CC if their conduct or actions bring discredit to themselves, their community, or the US Air Force.

2.3. Honorary Commanders DV Status. For newly appointed H/CC, their Distinguished Visitors (DV) status allowing their unescorted base entry authorization is valid for the duration of their active status as an H/CC between the hours of 0600 to 2200. They are still required to have an authorized escort between the hours of 2200 and 0600. Security Forces Squadron (SFS) will issue the newly appointed H/CCs and all current H/CC emeritus' a Defense Biometrics Identification Systems (DBIDS) card in accordance with SFS guidance and operation instructions. Once an H/CC has served his/her term, then their status becomes H/CC Emeritus. The status on the DBIDS card must be modified to reflect this change. Both active and emeritus H/CC are required to comply with the annual background check as explained in para [3.3.2](#) and [3.4](#), respectively.

2.4. Nomination/Selection Process. The intent of an H/CC program is to educate and increase knowledge of civic leaders about the Air Force and the installation. Civilian nominees will be selected among elected officials, mayors, chamber of commerce, superintendents and/or principals of local school districts, military affairs committee members and others who, because of their position or influence in the community, have a positive impact on the public support for the base. Recommendation for H/CC from military commanders and individuals outside SMC will be collected and maintained by SMC/PA, and nominees will be vetted through local legal offices prior SMC/CC's review and final approval.

2.4.1. Honorary Commanders should:

2.4.1.1. Be a United States citizen of outstanding character, integrity, patriotism.

2.4.1.2. Have a deep interest in military affairs.

2.4.1.3. Be in a position to provide individual perspectives to SMC leadership.

2.4.1.4. Be able to disseminate information about the Air Force to broad cross section of the public and to other prominent citizens in his or her area.

2.4.1.5. Be able to interpret and affect public attitude toward the Air Force.

2.4.2. Honorary Commanders will not:

2.4.2.1. Be an employee of the Federal Government.

2.4.2.2. Be a federally elected or appointed official.

2.4.2.3. Be a paid employee of any political party.

2.4.2.4. Hold financial interests that conflict with their role as an Honorary Commander.

2.4.2.5. Be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve or Standby Reserve.

2.4.2.6. Be a retired military member of any service. Exceptions will be rare and approved by SMC/CC when there is significant justification for inclusion.

2.4.3. Selection of an H/CC should target engagement of a broad cross-section of area community leaders. Where possible, a single representative to the program from organizations is desirable (for example from a school or business), taking into account the fact that heavily engaged H/CC may be members of or participate in multiple local groups or organizations.

2.4.3.1. Nominees can work in a media-related field, but cannot be a print, TV, or radio reporter due to the inherent conflicts of interest that could arise if allowed unescorted access to the installation and/or access to base leadership in situations not intended to be public or to be publicized.

2.4.3.2. Individuals employed by DOD contractors cannot be nominated, nor may nominees otherwise occupy a position that may create a perception of a conflict of interest between program participation and their private interests (for example, financial interests in DOD contracts). SMC/JA should be contacted for assistance in addressing questions in this regard.

2.4.3.3. No more than one nominee from any individual organization should serve as an H/CC in any given year with the exception of the various chambers of commerce or military affairs committees.

2.4.3.4. H/CC for 1 year with potential to serve for a second year, a current H/CC may terminate their term early. Should an H/CC not fulfill their responsibilities, the SMC/CC may terminate their term early.

2.5. Selection Process. SMC/PA will create a list of proposed H/CCs, based on guidance listed in paragraphs 2.4 -2.4.8 and from military commanders' recommendations submitted for review.

2.6. Notification Process. Upon SMC/CC's approval, SMC/PA will draft and prepare appropriate letters (electronic) of invitation for selected individuals. The H/CC will be invited to attend an Induction Ceremony in their honor. SMC/PA will ensure the event is professional and upholds Air Force tradition.

2.7. Annual Events. During the calendar year, several events will take place on base to bring the H/CC together with their host military commanders.

2.7.1. Induction Ceremony. This event will be conducted in the normal Change of Command/Induction Ceremony sequence presenting each H/CC with an H/CC Certificate. Each military commander is invited to make a unit presentation of the certificate. At the time of presentation, a photo will be taken with the unit commander and her/his H/CC. A reception will follow or precede the ceremony and spouses and guest may be invited to attend. **Visual Information will document the event and the photos will be made available on accessible site/location at their own expense.** Also,

military commanders should display their H/CC's photo in an appropriate location within the unit. As soon as possible or sometime after the ceremony, participating military commanders should take their H/CC for a short tour of their unit and introduce her/him to all available unit personnel. If the newly appointed H/CC can't attend this base event, the military commander should invite the H/CC to attend a unit event and present the certificate and oath at that time.

2.7.2. LA AFB Tours. All H/CCs should be invited to tour a portion of LA AFB on a rotation basis.

3. Responsibility. The Public Affairs Office will help ensure compliance with this LA AFB instruction, reporting directly to the SMC/PA director to advise the SMC/CC on program success or problems encountered in its implementation.

3.1. SMC/CC Responsibilities. Exercise overall oversight for the H/CC Program and officiate the H/CC Change of Command/Induction Ceremony. Invite H/CC to SMC functions (e.g. base open house, military ceremonies, etc.). Participate in H/CC quarterly events or appoint an organization to sponsor a tour of their installation.

3.2. Military Commanders/Directors Responsibilities. Invite respective H/CC to all functions whenever possible to ensure the H/CC is a welcome and active partner in the unit. Ensure that members under their command are active and positive ambassadors for the Air Force, SMC and your unit. Provide their H/CC a tour of their unit. Participate in quarterly H/CC events. Each military commander participating in the program must invite the current and H/CC emeritus members to unit events when practical. Notify SMC/PA immediately of any problems with the program (e.g., lack of H/CC participation, conflicts, etc.). Provide monthly feedback to PA on interaction with H/CC, how the program is working, and provide ideas on ways to improve the program.

3.3. Honorary Commander Responsibilities. Serve as a unit H/CC for 1 year with a potential of 2 years. Whenever possible, attend unit functions to which they are invited. Be a proactive supporter of the unit for which she/he is the H/CC and thus representing the base community. Interact with unit personnel to learn more about the missions of their unit, the base and the Air Force. Invite their host directorate or group members to tour and participate in activities at their work center and/or the local community at least once quarterly.

3.3.1. In order to become an H/CC each civic leader must agree to an annual background check. They must provide the following information: Full legal name, EXACTLY as it appears on their state-issued drivers' license, date of birth (day/month/year); and the complete driver's license number including the issuing state. SMC/PA will gather this information and forward it to SFS to conduct a background check. Refusal to offer this information will result in the member's removal from the program.

3.3.2. At the end of their tenure, H/CCs will automatically transfer to H/CC Emeritus status.

3.4. Honorary Commander Emeritus Responsibilities. SMC encourages those in Emeritus status to continue to interact with the unit she/he served as an H/CC, act as an advisor to the incoming unit H/CC, and serve as a vital link between the military and community leaders. In order to maintain their status as an H/CC Emeritus, each must agree to an annual background check. Full legal name, EXACTLY as it appears on their state-

issued drivers' license, date of birth (day/month/year); and the complete driver's license number including the issuing state. SMC/PA will request this information once (with a suspense). Once the information is gathered it will be forwarded to SFS to conduct a background check. Refusal to offer this information will result in the member's removal from the program.

3.5. SMC/Protocol Office Responsibilities. SMC/Protocol will invite H/CC to 3-star-level SMC events (e.g., SMC Change of Command, Schriever Memorial Wall event, USAF birthday celebration, SMC Dining Out, SMC Open House, SMC Holiday Party, SMC Annual Awards Banquet, etc.). SMC/Protocol, in conjunction with SMC/PA is responsible for arranging the H/CC change of command and/or induction ceremonies. SMC/PA may request an appointment of a project officer, usually located within the unit to assist with the coordination of SMC events.

3.6. Public Affairs Office Responsibilities. SMC/PA has overall responsibilities for managing the H/CC Program. SMC/PA will review the program monthly to recommend and execute changes to the program with SMC/CC approval.

3.6.1. The Community Engagement staff will monitor interaction between military commanders and the H/CCs. If no interaction is apparent, the Community Engagement staff will contact both parties to encourage more cooperation. If necessary, the H/CC may be contacted to see if she/he would like to withdraw from the program.

3.6.2. Ensure incoming H/CC are briefed on the program, provided the contact information of their assigned military commander, and arrange initial contact between them at the induction ceremony.

3.6.3. Provide each H/CC an information package containing fact sheets and base economic impact analysis.

3.6.4. Produce appropriate internal coverage of the program and encourage H/CCs to join the base on various social media platforms.

3.7. Security Forces Squadron (SFS) Responsibilities. SFS will perform annual background checks on all active and emeritus H/CCs based on the information collected and provided by SMC/PA. SFS will also ensure Security Forces gate guards are informed of the process of DV entry and each new H/CC is issued a Defense Biometric Identification System (DBIDS) card.

JOHN F. THOMPSON, Lieutenant General, USAF
Commander

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*