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Command Policy

**COMMUNITY ACTION INFORMATION
BOARD (CAIB) AND INTEGRATED
DELIVERY SYSTEM (IDS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication assigns responsibilities and describes procedures for the integration and implementation of Community Action Information Board (CAIB) and Integrated Delivery System (IDS), as used by the 374th Airlift Wing (374 AW) and all Yokota-based organizations not collocated with their parent wing or group.

1. Membership and Responsibilities for Chairing the CAIB. The installation CAIB will perform as the executive steering group for community support issues and actions chaired by the 374 AW Vice Commander (374 AW/CV). The primary members will be the 374th Support Group Commander (374 SPTG/CC), 374th Medical Group Commander (374 MDG/CC), 374th Operations Group Commander (374 OG/CC), 374th Logistics Group Commander (374 LG/CC), 730th Air Mobility Squadron Commander (730 AMS/CC), and Command Chief Master Sergeant. Representatives from the 374 AW Staff Judge Advocates Office (374 AW/JA), 374 AW Public Affairs (374 AW/PA), 374th Comptroller Squadron (374 CPTS), First Sergeants Council, Spouses Clubs, and all squadron commanders are encouraged to attend. The forum will be open to other community members such as major tenant units, individuals from private organizations or action groups such as enlisted councils and teen groups, Army and Air Force Exchange Service (AAFES), Defense Commissary Agency (DECA), and Department of Defense Dependand School (DoDDS).

1.1. The 374 AW/CV will chair the installation CAIB and the Family Support Center is designated as the office of record.

1.2. The Family Support Center Director shall serve as Coordinator in support of the installation CAIB.

1.3. The installation IDS (hereby named; Yokota Cares) will perform as the working group-level forum reporting to the CAIB and consists of those community action subcommittees required by public law and Department of Defense (DoD) or Air Force policy. It will integrate local policy and programs, consolidate meetings, reduce redundancy, and streamline work. Examples of such

subcommittees are the Transition and Relocation Assistance Coordinating Committee (TRACC), the Victim Witness Assistance Committee (VWAC), the Family Advocacy Committee (FAC), Volunteer Advisory Council (VAC) and the Health Promotion Working Group (HPWG).

2. Role of the CAIB. The CAIB will act as the executive board for the Yokota Cares working group. Yokota Cares will use a variety of approaches (focus groups, surveys, town meetings, interviews, etc.) to identify individual, family, installation, and community concerns.

2.1. Yokota Cares will develop and implement cross-organizational solutions to problems that cannot be resolved by individual CAIB organizations. It will also promote collaboration among helping agencies, identify gaps in service, and reduce duplication of effort.

2.2. The CAIB will help Yokota Cares facilitate the pooling of resources for cross-organizational activities to address installation issues.

3. Yokota Cares. The installation Yokota Cares will be chaired by the 374 SPTG/CC and include the Family Member Programs Flight Chief, Family Advocacy Outreach Manager, Mental Health Officer, Health Promotion Manager, and the Family Support Center Director. It will also include action officer level representatives from other community support agencies including 374 AW Chaplain (374 AW/HC), 374 AW/JA, Wing Financial Analysis Officer, Military Equal Opportunity Office, Educational Developmental Intervention System, the Installation Dependant School Liaison, and the First Sergeant's council.

3.1. Responsibility for coordinating the Yokota Care shall be held by the Family Support Center Director.

3.2. The Yokota Care will serve as the working group for the installation CAIB.

3.3. The Yokota Care shall meet monthly.

MARK R. ZAMZOW, Colonel, USAF
Commander