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Personnel



**RED CROSS ACTIVITIES WITHIN THE AIR
FORCE**

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This instruction implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*, and DoD Directive 1330.5, 16 August 1969. It describes the responsibilities and entitlements essential to Red Cross activities across the Air Force. Refer to **Attachment 1** for Glossary of References and Addresses. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly AFR 5-8).

SUMMARY OF REVISIONS

This is the first publication of Air Force Instruction (AFI) 36-3105, superseding AFR 211-11, 7 March 1986.

Section A—Functional Area Responsibilities

1. Installation Commander must:

- 1.1. Provide office space for the Family Support Center (FSC) and Red Cross office, including custodial services, utilities and maintenance services.
- 1.2. Assign housing overseas on the same basis as for DoD/NAF civilians (see AFI 32-6001, *Family Housing Management*, (formerly AFR 90-1)).
- 1.3. Include the Red Cross in the Family Action Information Board (FAIB).
- 1.4. Request assignment of Red Cross personnel and specifies security clearance.
- 1.5. Provide communication facilities for administrative and welfare messages.

2. Air Force Military Personnel Center (AFMPC)/ DPMAS must:

- 2.1. Provide implementing procedures relating to Red Cross activities and staff on Air Force installations.
- 2.2. Approve requests for TDY travel of Red Cross national headquarters administrative, supervisory, and training personnel.
- 2.3. Evaluate requests from installation and major commands for assignment of Red Cross personnel.

3. Major Commanders of Affected Areas. They will determine what Red Cross support will continue during contingencies and wartime. The nature and scope of the situation will dictate support services.

4. Air Force District of Washington (AFDW)/FM. AFDW/FM must fund authorized TDY transportation costs for Red Cross national headquarters supervisory, administrative, and training personnel. Publishes special orders for Red Cross personnel and their dependents transferred to Air Force duty stations overseas.

5. The Military Personnel Flight (MPF). MPFs will prepare temporary duty travel orders.

Section B—Entitlements

6. Family Support Center Directors. They will provide building space to the Red Cross for reception, private interviews, classroom, storage, and offices for staff and volunteers. They will supervise Red Cross logistical support even if local conditions make it impossible to collocate at the FSC.

7. Red Cross Personnel must:

- 7.1. Wear Red Cross uniforms.
- 7.2. Bear the cost of space-available government transportation while on annual leave. Refer to DoD Directive 4515.13R for travel entitlements while on emergency leave.

8. Employees . DoD Directive 1330.5 defines the categories of Red Cross personnel and their authorized privileges.

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DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND ADDRESSES

References

Title 10, United States Code, Section 2602

Title 36, United States Code, Chapter 1

DoD Directives 1330.5, 16 August 1969, 4515.13R, current edition

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