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Personnel

RETIREE ACTIVITIES PROGRAM (PA)

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This instruction implements Air Force Policy Directive 36-31, *Personal Affairs*. It sets procedures for the Retiree Activities Program and provides guidance for Retiree Activities Offices operating on and off active duty facilities. It applies to all retirees and their family members, and surviving spouses, as well as to paid and volunteer personnel who support retiree activities. Ensure that all records created by this Air Force instruction are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with AF Records Disposition Schedule (<https://webrims.amc.af.mil>). Refer recommended changes and conflicts between this and other publications to HQ AFPC/DPDXI, 550 C Street West, Suite 48, Randolph AFB TX 78150-4750, on AF IMT 847, **Recommendation for Change of Publication**. Send an information copy to HQ AFPC/DPPTR, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *AF Content Management Program—Publications*. HQ AFPC/DPPT must coordinate on all supplements to this publication. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of supplement to HQ AFPC/DPPTR and HQ AFPC/DPDXI. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction changes the leadership structure of the Air Force Retiree Council from one Chairman to two Co-Chairmen. The bar (|) preceding the title indicates a major revision from the previous edition.

Section A—Air Force Retiree Council

1. Air Force Chief of Staff (USAF/CC). Appoints the Co-Chairmen of the Air Force Retiree Council. Normal tour is 4 years, but it may be changed at the Chief of Staff's discretion.

2. Air Force Retiree Council Co-Chairmen. Manage the Air Force Retiree Council, which meets at least once a year. Their address is HQ AFPC/CCU, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713. The Co-Chairmen will:

- 2.1. Recommend actions on retiree matters to USAF/CC.
- 2.2. Report directly to USAF/CC at least once a year, usually immediately after the annual meeting of the Retiree Council.
- 2.3. Maintain liaison with the Commander, Air Force Personnel Center (AFPC) and the Chief of AFPC's Retiree and Family Matters Division (DPPT).
- 2.4. Participate in Retiree Appreciation Day (RAD) activities, visit Retiree Activities Offices (RAOs) and Satellite Retiree Activities Offices (SRAOs) on active and Reserve installations, and meet installation commanders.
- 2.5. Solicit nominations for and select area representatives for the Air Force Retiree Council. May appoint members at large as deemed appropriate.
- 2.6. Will remove any area representative from the Air Force Retiree Council who, in the opinion of the Council Co-Chairmen, fails to fulfill the duties and responsibilities of the position.
 - 2.6.1. Appoint replacement to complete an unexpired term.
 - 2.6.2. Extend an area representative beyond the normal tour.
- 2.7. Recognize individuals who have made significant contributions to the Retiree Activities Program.

3. Retiree Council Membership. Council members usually serve one 4-year term. The Retiree Council consists of centrally selected Air Force retiree volunteers who serve as the Air Force Chief of Staff's personal liaison with the Air Force retiree community, including:

- 3.1. Two retired Air Force members who serve as Co-Chairmen.
- 3.2. One Air Force retiree representative for designated geographical areas and one or more members at large as determined by the needs of the Co-Chairmen. Geographical Areas are: Area I--Idaho, Montana, Oregon, and Washington; Area II--California; Area III--Arizona and New Mexico; Area IV--Colorado, Nevada, Utah, and Wyoming; Area V--Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin; Area VI--Texas; Area VII--Arkansas, Kansas, Missouri, and Oklahoma; Area VIII--Illinois, Indiana, Kentucky, Michigan, Ohio, and West Virginia; Area IX--Alabama, Louisiana, Mississippi, and Tennessee; Area X--Florida; Area XI--Georgia, North Carolina, South Carolina and Virginia; Area XII--Delaware, District of Columbia, and Maryland; Area XIII--Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont; Area XIV--Pacific Region (includes Alaska and Hawaii); Area XV--Atlantic Region.
- 3.3. Volunteering for the Retiree Council:
 - 3.3.1. Applying. When a vacancy occurs in the geographical area, Air Force retirees who wish to self-nominate submit an application to the commander of the nearest Air Force installation in that area. The commander reviews all applications, endorses one candidate and forwards that nomination to HQ AFPC/DPPT. The application contains the person's name; retired grade; Social Security number; address; Retiree Council area for which applying; highlights of service career;

activities since retirement, including civic activities; employment since retirement; reasons why interested in being a Retiree Council member; and what the applicant would like to accomplish as a Retiree Council member.

3.4. Retiree Council Members:

3.4.1. Help the Air Force improve the Retiree Activities Program.

3.4.2. Attend the annual Retiree Council meeting at AFPC.

3.4.3. Keep abreast of programs and policies that affect the retiree community and inform retirees of same.

3.4.4. Maintain contact with RAOs and SRAOs in their geographical area on a periodic basis through official mail, e-mail, DSN, or FAX. Visit each RAO and SRAO at least annually to monitor programs and ascertain whether support is adequate. Furnish, when appropriate, articles of retiree concerns to RAO newsletters in their geographical areas.

3.4.5. Write staff visit reports and submit copies to the agency visited, the installation RAO coordinator, the RAO/SRAO director, and HQ AFPC/CCU.

3.4.6. Project required administrative assistance and funding requirements on an annual basis and furnish to the installation commander of the support base. Work with the installation RAO coordinator to obtain necessary TDY orders and supplies.

3.4.7. Determine independently and/or solicit topics suitable for Retiree Council consideration on issues from RAOs/SRAOs in their geographical area and submit those topics to HQ AFPC/DPPT for annual Retiree Council meetings no later than date established by HQ AFPC/DPPT each year.

3.4.8. Contact RAO director to arrange meeting with installation commander and appropriate staff members to confer on local retiree programs including: retiree support of base activities; RAO funding and facilities; need for establishment of an SRAO; support of the SRAO once established, such as: planning assistance for relocations necessitated by base closures or realignment and identification of assets to support the continuing Air Force Retiree Activities mission off-station.

3.5. HQ AFPC/DPPT:

3.5.1. Is the Office of Primary Responsibility (OPR) for the Air Force Retiree Council.

3.5.2. Provides executive and administrative support to the Co-Chairmen and members of the Air Force Retiree Council.

3.5.3. Hosts annual Retiree Council meeting.

3.5.4. Issues recall and travel orders and budgets for Air Force Retiree Council members to attend the annual Council meeting. May authorize travel for newly-selected incoming Retiree Council members to attend the annual Retiree Council meeting as observers. Use of O&M funds is authorized for appropriate travel and transportation allowances. Pay of Retiree Council members for the period of the conference, which is the difference between their retired pay and active duty pay, comes from military personnel appropriations.

3.5.5. Acts as liaison between the Retiree Council and Air Force agencies. Also, provides an interface between AF Reserve and Guard units regarding establishment of RAOs/SRAOs on their respective installations.

3.5.6. Disseminates information on matters affecting retirees to the Air Force Retiree Council Co-Chairmen and Council members.

3.5.7. Publicizes Retiree Council vacancies and announces selections.

Section B—Retiree Activities Program

4. Office of the AF/DP. Oversees retiree activities.

5. AFPC Commander.

5.1. Determines programs required to support and inform Air Force retired personnel.

5.2. Provides financial support to publish and distribute the *Afterburner, News for USAF Retired Personnel*; to fund annual Retiree Council meeting at AFPC; and to fund travel for Co-Chairmen to attend various official functions.

6. AFPC/DPPT Division Chief.

6.1. Oversees day-to-day management of the Retiree Activities Program.

6.2. Provides advice and consultation to active duty installation RAO coordinators and RAO/SRAO directors.

6.3. Works with Retiree Council Co-Chairmen on preparation for annual Retiree Council meeting.

6.4. Disseminates information on matters affecting retirees to RAO/SRAO directors.

6.4.1. Distributes an annual USAF Retiree Activities Directory listing the names, addresses and telephone numbers of RAOs and SRAOs; similar information on installation RAO coordinators. Distribution is one to each Air Force Retiree Council member, RAO and SRAO and other agencies serving Air Force retirees as deemed appropriate by the Chief, AFPC/DPPT.

6.4.2. Provides mailing labels or data files to RAO/SRAO directors requesting them for newsletters and other official mailings as deemed appropriate by the Chief, AFPC/DPPT. Ensures the correct procedures are made available to RAOs/SRAOs who desire to use DMDC Retiree Address Finder (RAF) method to download retiree addresses.

6.5. In the event of national emergency, implements guidance in Air Force Emergency Action Book (EAB) to suspend RAO/SRAO functions.

7. MAJCOM Commanders.

7.1. Implement the Retiree Activities Program at bases under their command.

7.2. Ensure program compliance and support for RAOs/SRAOs operating in the areas of MAJCOM responsibilities, and ensure Air Force Retiree Council members who depend on their bases for support receive adequate financial and administrative funds to support Retiree Council responsibilities.

8. Base Level. The RAO/SRAO is the focal point of the Retiree Activities Program and its success depends on the support of:

8.1. The Installation Commander:

- 8.1.1. Appoints the RAO/SRAO director.
 - 8.1.2. Appoints the installation vice commander as the installation RAO/SRAO coordinator. The installation coordinator maintains regular contact with the director and provides liaison between the active duty staff and the director.
 - 8.1.3. Furnishes necessary support for the RAO/SRAO activities to include appropriate facilities, administrative assistance, office equipment, and funding.
 - 8.1.4. Appoints retirees as members of base-level advisory councils (commissary, clubs, etc.) on the recommendation of the RAO director.
 - 8.1.5. Ensures RAO director submits *one* nomination for Volunteer of Year (VOY) recognition. The installation commander endorses the VOY nomination and forwards it to HQ AFPC/DPPT, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713.
 - 8.1.6. Ensures Air Force Retiree Council member depending on the base for support receives adequate financial and administrative assistance to support the Council member's mission.
 - 8.1.7. Hosts an annual Retiree Appreciation Day (RAD) or retiree seminar. The installation commander may appoint an active duty person as RAD Project Officer to lead a working group to plan and execute these events. Members of the working group should include representatives from PA, RAO, Protocol, Financial Management, Medical Treatment Facility/Clinics, Military Personnel Flight, Services and any others having significant parts to play in such events.
 - 8.1.8. Ensures retirees receive the same respect and courtesy shown to active duty members by informing active duty members that retirees will be addressed by their retired grade (except for those retirees who are currently employed by Civil Service) to include the retiree's grade on all official records; and to address retirees by their retired grade in official correspondence. Installation commanders should periodically forward guidance to units and organization about continuing to show military respect to retirees.
 - 8.1.9. In the event of national emergency, may request waiver of Air Force Emergency Action Book (EAB) which suspends RAO/SRAO function in order to utilize volunteer assistance from RAO/SRAO staff during the emergency.
- 8.2. Installation Public Affairs Office (PA) advises and assists on all retiree-related public affairs matters. Reviews RAO newsletters before publication. Publicizes retiree activities.
 - 8.3. RAO director supports the commander. Directs and manages the RAO.
 - 8.3.1. Publishes a local retiree newsletter if an RAO staff volunteer has the necessary skills to compile and edit the newsletter, and funding support is available. Uses local information and information furnished by HQ AFPC/DPPT and other official sources that affect or would be of general interest to the local retiree community which consists of retirees, family members, and surviving spouses of retirees. To ensure the newsletter meets Air Force requirements governing published material, the RAO director must coordinate the newsletter with, at a minimum, the local PA Officer and Staff Judge Advocate. Ensures publishing expenses are submitted to the installation commander in the annual budget process.
 - 8.3.2. Maintains a file or library of pertinent information including, but not limited to this directive, copies of past issues of the *Afterburner*, *News for USAF Retired Personnel*, and the quarterly information letter disseminated by HQ AFPC/DPPT.

8.3.3. Solicits volunteers to work in the RAO and to participate in other programs supported by the Retiree Activities Program.

8.3.4. May submit one RAO/SRAO volunteer to the installation commander as VOY.

8.3.5. Maintains and reports fundamental RAO/SRAO statistics to HQ AFPC/DPPT each year for annual report.

8.4. Headquarters US Air Force established the Retiree Activities Program to serve military retirees, spouses, widows and widowers, and to support, advance and unify the retired and active military communities.

Section C— Other

9. Air Force Team. This group is the Air Force liaison for the Air Force Village (AFV), Air Force Enlisted Village (AFEV), and the General and Mrs. Curtis E. LeMay Foundation. The team serves in an advisory and consultant capacity.

9.1. The Air Force Team includes:

9.1.1. The Deputy Chief of Staff/Personnel (AF/DP), chairman.

9.1.2. The Civil Engineer (AF/ILE).

9.1.3. Deputy Assistant Secretary of the Air Force/Budget (SAF/FMB).

9.1.4. The Surgeon General (AF/SG).

9.1.5. The Judge Advocate General (AF/JA).

9.2. Air Force Working Team. A working-level team (membership appointed by each senior team member) regularly meets with the managers of the AFEV, the AFV, and the General and Mrs. Curtis E. LeMay Foundation.

9.2.1. The AFPC Director of Personnel Program Management (DPP) is the working team chief who updates senior team members through AF/DP as required.

9.2.2. Write to the Air Force Working Team at HQ AFPC/DPPT, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713.

10. Afterburner, News for USAF Retired Personnel. The *Afterburner* is produced three times a year by AFPC/DPPT to inform the Air Force retiree community, including retirees and unremarried surviving spouses, about privileges, benefits, and changes in laws and policies that affect them.

11. Roster of USAF Retired General Officers. HQ AFPC/DPPT publishes an annual roster of retired general officers. The Air Force provides one copy to each Air Force retired and active duty general officer and one to each Air Force agency approved by the Chief, HQ AFPC/DPPT. The roster is for official use only. Extra copies are not maintained and requests received after printing requirements are established for the current report will be held for consideration for the next roster.

12. Information Collections, Records, and Forms/Information Management Tools (IMTs).

12.1. Information Collections. No information collections are created by this publication.

12.2. Records. No records are created by this publication.

12.3. Adopted Forms/IMTs. AF IMT 847, **Recommendation for Change of Publication.**

12.4. Prescribed Forms/IMTs. No forms/IMTs are prescribed in this publication.

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DCS/Personnel

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

Title 10, United States Code, *Armed Forces*, Section 8013, *Secretary of the Air Force*
Executive Order 9397, *Number System for Federal Accounts Relating to Individual Persons*
AFI 33-360, volume 1, *AF Content Management Program—Publications*.
AFMAN 37-123, *Management of Records*
AFPD 36-31, *Personal Affairs*

Abbreviations and Acronyms

AF/DP—Deputy Chief of Staff/Personnel
AFEV—Air Force Enlisted Village
AFI—Air Force Instruction
AF/ILE—Civil Engineer
AF/JA—Judge Advocate General
AFPC—Air Force Personnel Center
AF/SG—Surgeon General
AFV—Air Force Village
DPP—Director of Personnel Program Management
DPPT—Retiree and Family Matters Division
DSN—Defense Switched Network
EAB—Emergency Action Book
FAX—Facsimile
HQ—Headquarters
O&M—Operation and Maintenance
OPR—Office of Primary Responsibility
RAD—Retiree Appreciation Day
RAF—Retiree Address Finder
RAO—Retiree Activities Office
SAF/FMB—Deputy Assistant Secretary of the Air Force/Budget
SRAO—Satellite Retiree Activities Office
TDY—Temporary Duty

USAF/CC—United States Air Force Chief of Staff

VOY—Volunteer of the Year