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Command Policy

**COMMUNITY ACTION INFORMATION
BOARD**

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This policy directive (PD) implements policy and assigns responsibilities for Community Action Information Boards (CAIBs) and Integrated Delivery Systems (IDSs).

1. The Air Force is committed to maintaining an enhanced readiness posture through the cross-organizational collaboration that addresses individual, family, and community concerns. This directive establishes policy for the creation of Air Force, Major Command (MAJCOM), and installation CAIBs.

1.1. CAIBs are cross-functional forums created to identify and resolve or elevate to the next appropriate level those installation and community issues that impact readiness or affect the quality of life of Air Force members and their families.

1.2. The IDS is a working group at all Air Force levels comprised of members from respective two-letter organizations. The Air Force IDS working group consists of representatives from all Air Force functional communities represented on the Air Force CAIB. The IDS is designed to identify, discuss, and elevate issues to the appropriate level CAIB that relate to readiness and the general health and well-being of installation communities.

1.3. A Community Action Plan (CAP) must be submitted at least every two years by the IDS to its respective CAIB at all levels of the Air Force. This written document summarizes and consolidates the community issues identified as concerns by Air Force members, their families, commanders, or other individuals. Proposed solutions should be prepared at each level for consideration to the next level CAIB.

2. The Air Force establishes the guidelines for CAIBs and IDSs in AFI 90-501, *Community Action Information Board and Integrated Delivery System*, at each level of the organization as well as the requirement for a CAP.

3. This directive applies to commanders, managers, supervisors, and functional staffs at all levels. It also applies to Air Force Reserve Command and Air National Guard to the extent they are capable of providing required services.

4. This directive establishes the following responsibilities and authorities:
 - 4.1. The Air Force Assistant Vice Chief of Staff (AF/CVA) establishes an Air Force CAIB, CAIB membership policy for all levels, and resource requirements. AF/CVA chairs the AF CAIB.
 - 4.2. Major command vice commanders (MAJCOM/CV) establish MAJCOM CAIBs and act as chairs. Each MAJCOM/CV is responsible for implementing guidelines and directives from the AF CAIB within their command.
 - 4.3. Installation commanders establish and chair the installation CAIB. Each installation commander is responsible for implementing guidelines and directives from their MAJCOM/CV.
 - 4.4. Installation CAIBs establish subcommittees as required.
5. AFI 90-501 implements this directive.
6. This directive interfaces with DODI 1030.2, *Victim and Witness Assistance Procedures*; AFPD 34-2, *Managing Nonappropriated Funds*; AFPD 36-30, *Military Entitlements*; AFPD 40-1, *Health Promotion*; AFPD 40-3, *Family Advocacy Program*; AFPD 40-5, *Fitness and Weight Management*; AFPD 44-1, *Medical Operations*; and AFPD 52-1, *Chaplain Service*.

JAMES G. ROCHE
Secretary of the Air Force