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**Personnel**



**VOLUNTEER ADVISORY COUNCIL (VAC)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction prescribes procedures and responsibilities for organizing and conducting a MAJ-COM-level Volunteer Advisory Council (VAC). It implements AFRPD 36-30.

**1. VAC Objectives.** The goal of the VAC is to further the mission of the AFRC Family Readiness Program, which is to enhance readiness and retention within the Reserve community. In order to assist in ensuring the AFRC Family Readiness Program is effective, responsive, and meaningful in meeting the needs of the AFRC community, the VAC and its members:

- 1.1. Provide information gained from their personal experiences, as well as information gathered from other members of the AFRC community, relating to the Family Readiness Program.
- 1.2. Identify common problems, concerns, and issues, as well as develop appropriate recommended solutions.

**2. Responsibilities:**

2.1. HQ AFRC/CV, on behalf of the AFRC/CC:

2.1.1. Appoints members to the VAC.

2.1.2. Approves/disapproves all meeting minutes.

2.2. HQ AFRC/DPX:

2.2.1. Acts as the AFRC/CV's executive agent in all matters pertaining to the VAC.

2.2.2. Uses the VAC as a means to solicit recommendations for strengthening the Family Readiness Program.

2.3. HQ AFRC/DPXF:

2.3.1. Provides one member of its staff to act as Recorder and submit minutes to the Chairperson within 10 days of each council meeting.

2.3.2. Forward to AFRC/CV signed minutes from the Chairperson within 10 days of receipt.

2.3.3. Distributes approved minutes to VAC members and Family Readiness Directors/Liaisons.

2.3.4. Maintains VAC files, to include minutes and any other appropriate articles.

2.4. Wing Commanders:

2.4.1. Nominate volunteers to AFRC/CV, through HQ AFRC/DPX, for appointment as VAC members.

2.4.2. Fund travel, per diem, and related costs for council members to attend council meetings.

2.5. The VAC:

2.5.1. Advises and assists the HQ AFRC Commander through the Vice Commander by offering suggestions for improving programs that impact Reserve families. The AFRC family is composed of all military members and military retirees, their families, and, when authorized, civilian personnel and their families.

2.5.2. Is not authorized to raise funds, accept donations, or establish an informal fund.

2.6. VAC Members:

2.6.1. Provide services as volunteers and they are not, solely because of these services, employees of the United States government or any instrumentality thereof except for certain purposes relating to tort claims and workman's compensation coverage with regard to incidents occurring during the performance of approved volunteer services.

2.6.2. Should expect no present or future salary, wages, or related benefits as payment for their volunteer services.

2.6.3. Will receive travel, per diem, and related costs associated with attending council meetings.

2.6.4. Will maintain privacy of information/issues until AFRC/CV approves meeting minutes.

2.6.5. May be invited/attend various family program-related seminars/workshops/conferences at the discretion of their host wing commander and may submit after-action reports to HQ AFRC/DPXF relative to their observations about those seminars/workshops/conferences.

**3. VAC Structure, Tenure, and Selection of Members:**

3.1. Structure:

3.1.1. The VAC will consist of a maximum of 20 members drawn from a cross-section of the command and be composed of an Honorary Chairperson, primary members, and advisors.

3.1.2. Honorary Chairperson: The spouse of the AFRC/CC will be the Honorary Chairperson and a non-voting member.

3.1.3. Primary Members: These active, voting members will be spouses or immediate family members in the participating reservists' household and drawn from the command at large. From this group, a Chair and Assistant Chair will be elected. The Assistant Chair will assume responsibility of the Chair in his/her absence.

3.1.4. Advisors: The spouse of the AFRC/CV acts as an advisor. In addition, HQ AFRC/DPX appoints one staff member from HQ AFRC/DPXF, one Family Readiness Director, one Family Readiness Liaison, and one Family Readiness Technician as advisory members.

3.1.5. Recorder: The NCOIC, Family Readiness Branch, HQ AFRC/DPXF, a non-member, will take minutes of council meetings and finalize them for coordination through HQ AFRC/CV.

3.2. Tenure. Members will serve for a period of two years. Council member volunteers may be recommended for reappointment by their wing commander.

3.3. Selection:

3.3.1. Wing commanders nominate volunteers recommended by the Family Readiness Center through HQ AFRC/DPX to AFRC/CV for appointment.

3.3.2. Membership on the VAC requires prior volunteer participation in AFRC Family Readiness Program matters.

3.3.3. Nominations for VAC appointment will be made without regard to rank, political, religious, or labor affiliation/non-affiliation, race, color, sex, national origin, age, or physical handicap.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander