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HONORARY COMMANDERS PROGRAM

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In accordance with the community relations objectives of AFI 35-101, *Public Affairs Policies and Procedures*, AFI 11-401, *Aviation Management* and DoD Regulation 4515.13R, *Air Transportation Eligibility*, this instruction outlines the policies and procedures for managing the McGuire AFB Honorary Commanders Program. This instruction applies to all 305 AMW and associate units participating in the program.

1. Philosophy.

1.1. The base Honorary Commanders Program is the wing commander's program to build and improve relationships with local civic and community leaders. The program educates participants by allowing community leaders greater access to Air Force commanders, personnel, programs and operations. Air Force commanders and personnel likewise benefit through increased association with the community and its key leaders. PA will assist participating commanders and civic leaders as necessary and appropriate to ensure the program's overall success.

2. Honorary Commanders Program.

2.1. Exists to support and enhance the goals and objectives of the wing commander's community relations program.

2.2. Is managed through the 305 AMW/PA.

2.3. Civilian participants will be selected among elected officials, mayors, chamber of commerce members, principals of local schools, Military Affairs Committee members and others who, because of their position or influence in the community, have a positive impact on the public support for the base.

2.4. Civilian participants are matched with commanders of like professions if possible (i.e., CPA with comptroller commander, police chief with security forces commander).

2.5. Honorary Commanders will be added to the commander's "Friends of McGuire" program and receive appropriate picture ID cards to facilitate their entry to the base.

2.6. Program participation will be for one year.

3. Responsibilities.

3.1. 305 AMW/CC will:

3.1.1. Approve list of civilian participants for honorary commanders program.

3.1.2. Sign letters of invitation to civilians selected to participate in program.

3.1.3. Host annual honorary commanders induction ceremony.

3.1.4. Consider an annual orientation flight for new honorary commanders, as available.

3.1.5. Host honorary commanders luncheon after orientation flight.

3.1.6. Approve use of Commander's Contingency Funds for use at induction ceremony and orientation flight luncheon.

3.2. 305 AMW/PA will:

3.2.1. Ensure compliance with this operating instruction.

3.2.2. Report directly to the wing commander on program success or problems encountered in its implementation or management.

3.2.3. Prepare a list of proposed civilian participants for the commander's consideration and approval.

3.2.4. Draft and prepare appropriate letters of invitation to selected individuals for the wing commander's signature.

3.2.5. Schedule, plan and conduct annual honorary commanders induction ceremony at the Officers Club.

3.2.5.1. Prepare Honorary Commanders sponsorship package and present to new participants at induction ceremony.

3.2.5.2. Arrange for/or take group photo of honorary commanders at induction ceremony for distributions at a later time.

3.2.5.3. Provide protocol with information necessary to request use of Commander's Contingency Funds to pay for civilian participation in induction ceremony. (Sponsoring unit commanders will pay their own way.)

3.2.6. Coordinate with 305 AMW/CC to select a day for an Honorary Commanders orientation – usually to occur midway into their tenure as commander.

3.2.6.1. Prepare and route orientation staff summary sheet through the necessary agencies for coordination/approval, as required.

3.2.6.2. Schedule all bus transportation to and from the flightline.

3.2.6.3. Arrange honorary commanders luncheon at officers or enlisted club following orientation flight.

3.2.6.4. Provide protocol with information necessary to request use of Commander's Contingency Funds to pay for civilian participation in luncheon. (Sponsoring commanders will pay their own way.)

3.2.7. Ensure compliance with DoD Regulation 4515.13R in that those selected for the orientation flight will be "U.S. citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Department of Defense."

3.2.7.1. Engage sponsoring unit commanders to determine the level of interaction their honorary commanders had with their unit throughout the year.

3.2.8. Include active honorary commanders on commander's invitation list for wing events.

3.2.9. Provide commander with list of inactive honorary commanders for removal from the program and list of proposed replacements.

3.2.10. Maintain database to track honorary commander program participants.

3.3. Unit Commanders will:

3.3.1. Engage their assigned honorary commander at the unit level and maintain the relationship as appropriate.

3.3.2. Provide 305 AMW/PA with names of civilians they would like considered for honorary commanders program.

3.3.3. Attend honorary commanders' induction ceremony. Attending unit commanders must pay their own way.

3.3.4. Escort their Honorary Commander on orientation flight and attend the luncheon immediately following flight. Attending unit commanders must pay their own way at luncheon.

3.3.5. Include unit honorary commanders and spouses in unit events/activities such as tours of the unit, quarterly awards presentations, commander's calls, unit PT, holiday parties, barbecues, changes of command, retirement ceremonies, deployments, homecomings and other unit functions.

3.4. 305 AMW/CCP will:

3.4.1. Assist 305 AMW/PA in arranging for use of Commander's Contingency Funds for Honorary Commanders induction ceremony.

3.4.2. Assist 305 AMW/PA in arranging for use of Commander's Contingency Funds for honorary commander's luncheon.

3.4.3. Include honorary commanders in mailing list for invitations to official wing functions, such as the Air Force birthday celebration, 305th Air Mobility Wing Change of Command and annual wing awards.

3.5. 305 SFS/SFAP will:

3.5.1. Take and laminate photo ID cards for each Honorary Commander at annual induction ceremony.

3.6. 305 OG will:

3.6.1. Assign project officer to assist 305 AMW/PA in arranging local orientation flight for new honorary commanders, if one is approved.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Regulation 4515.13R, *Air Transportation Eligibility*

AFI 11-401, *Aviation Management*

AFI 35-101, *Public Affairs Policies and Procedures*

Abbreviations and Acronyms

CPA—Certified Public Accountant

ID—Identification