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SECRETARY OF THE AIR FORCE**

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Personnel

RETIREE ACTIVITIES PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive 36-31, *Personal Affairs*, April 2, 2012. It sets procedures for the Retiree Activities Program and provides guidance for Retiree Activities Offices operating on and off active duty, joint, reserve or guard installations. This publication is a Total Force Instruction. It applies to all retirees and their family members, and surviving spouses from active duty Air Force (RegAF), Air Force Reserve (AFR) and the Air National Guard (ANG), as well as to paid and volunteer personnel who support retiree activities. The Retiree Activities Program is applicable to ANG and is optional based on state funding availability. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Retiree Activities Program. This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be routed through AFPC/DPFFF for coordination and approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code 8013 and Executive Order (E.O.) 9397. The applicable Privacy Act System of Records Notice F036 AF PC C, Military Personnel Records System, is available at <http://privacy.defense.gov/notices/usaf/>.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional office in the chain of command to AFPC/DPFFF, Airman and Family Sustainment Branch, 550 C Street West, Suite 37, Randolph AFB, TX 78150-4713.

SUMMARY OF CHANGES

This interim change identifies tiered waiver authorities for unit level compliance items. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. A margin bar (|) indicates newly revised material.

Section A—Introduction

1. Purpose. 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 families. AF/A1 oversees the Retiree Activities Program.

Section B—Air Force Retiree Council (Council)

2. Membership. The Council consists of two Co-Chairmen, 15 Air Force Area Representatives and appointed Members at Large. The Council serves as the Air Force Chief of Staff’s (CSAF) personal liaison with the Air Force retiree community.

2.1. Co-Chairmen. Two retired Air Force members serve as Co-Chairmen. The CSAF appoints the Co-Chairmen of the Council. Normal term is four years from date of appointment, but it may be changed at the CSAF’s discretion. No individual will serve in the position of Co-Chairman for longer than eight years. The Co-Chairmen’s official mailing address is HQ AFPC/CCU, 550 C Street West, Randolph AFB, TX 78150-4713. Note: The positions are normally filled by a retired Air Force general officer and a retired former Chief Master Sergeant of the Air Force (CMSAF). Although this rank structuring (i.e. a general officer and former CMSAF) is not a requirement, it has proven very effective since implementation.

2.2. Area Representative. There are 15 Area Representatives on the Council. The Co-Chairmen appoint the Area Representatives.

2.2.1. The normal term of an Area Representative is four years from the date of appointment, but the Co-Chairmen may approve a term extension or a second term of an Area Representative. No individual will serve in the position of Area Representative for longer than eight years.

2.2.2. One retired Air Force member (officer or enlisted) representative for each of the designated 15 geographical areas worldwide.

2.2.3. Geographical Council 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 (includes Puerto Rico and Panama); 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 (includes Europe and Lajes Field, Azores).

2.3. **Member at Large.** The Co-Chairmen may appoint Members At Large with skills or background in certain areas of endeavor (e.g., medical, legal) as determined necessary by the Co-Chairmen. The normal term of a Member at Large is four years from the date of appointment, but the Co-Chairmen may approve a term extension or a second term of a Member at Large. No individual will serve in the position of Member at Large for longer than eight years.

3. Volunteering for Air Force Retiree Council

3.1. **Co-Chairman.** An Air Force retiree who wishes to volunteer to serve as a Co-Chairman will submit a request to the commander of the nearest Air Force installation. The request must be accompanied by a resume, which contains the person's name and retired grade as well as highlights of the person's service career, employment and activities since retirement, reasons for wanting to serve as a Co-Chairman, and a description of what the person would like to accomplish as a Co-Chairman. If the commander endorses the request, the commander forwards it to AFPC/DPFFF (Retiree Services). Retiree Services will contact the person if additional information is needed. Retiree Services will maintain a file of the requests. When a vacancy occurs or is expected to occur, Retiree Services will forward the requests to the Co-Chairmen, who will in turn forward them to the CSAF for consideration. Out-going Co-Chairmen consult with the CSAF on naming their replacements.

3.2. **Area Representative.** An Air Force retiree who wishes to volunteer to serve as an Area Representative will submit a request and resume to the commander at the nearest Air Force installation in that area. The resume must contain the person's name, retired grade, and Council Area for which applying as well as highlights of the member's service career, activities since retirement, including civic activities, employment since retirement, reasons why they are interested in being an Area Representative, and what the applicant would like to accomplish as an Area Representative. Commanders will maintain a file of the requests. When a vacancy occurs or is expected to occur in one of the geographical areas, each installation commander in the affected area is notified by Retiree Services. The commander reviews all submissions, endorses one candidate and forwards that nomination to Retiree Services by the suspense date. The commander is requested to submit a negative reply if appropriate. Nominees will be contacted by Retiree Services at a later point if additional

information is needed. Retiree Services will forward the nominations to the Co-Chairmen for consideration.

3.3. Member at Large. An Air Force retiree who wishes to volunteer to serve as a Member at Large will submit a request to the commander of the nearest Air Force installation. The request must be accompanied by a resume, which contains the person's name and retired grade as well as highlights of the person's service career, employment and activities since retirement, reasons for wanting to serve as a Member at Large, and a description of what the person would like to accomplish as a Member at Large. If the commander endorses the request, the commander forwards it to Retiree Services. Retiree Services will contact the person if additional information is needed. Retiree Services will forward the request to the Co-Chairmen for consideration.

4. Roles and Responsibilities.

4.1. Chief of Staff of the United States Air Force (CSAF). Utilize the Council to liaise with the Air Force retiree community. Appoint the Council Co-Chairmen. Discuss with the Co-Chairmen the results of the annual meeting of the Council.

4.2. Co-Chairmen.

4.2.1. Conduct the Air Force Retiree Council, which convenes annually.

4.2.2. Report directly to the CSAF and recommend actions on retiree matters. Following the annual Council meeting, the Co-chairs will meet with the CSAF to discuss the annual meeting and present him a comprehensive report of the meetings' results to include a breakdown of the issues and concerns showing to what Air Staff office or DoD agency each was forwarded for consideration and resolution.

4.2.3. Forward in writing retiree issues and concerns developed at the annual meeting to Air Staff and other DoD agencies for consideration and resolution.

4.2.4. Maintain liaison with the Commander, Air Force Personnel Center (AFPC/CC) and the Chief, Retiree Services (AFPC/DPFFF).

4.2.5. Participate in Retiree Appreciation Day (RAD) activities, visit Retiree Activities Offices (RAOs) and Satellite Retiree Activities Offices (SRAOs) on active, joint, reserve, and guard installations, and meet with installation commanders to the maximum extent possible.

4.2.6. Selects and appoints Area Representatives from nominees endorsed by installation commanders and forwarded by Retiree Services.

4.2.6.1. Announce the selection via a letter to the selectee and a courtesy copy to the nominating commander.

4.2.6.2. Decide whether to approve a request by an Area Representative for an extension or second tour.

4.2.6.3. Remove any area representative from the Air Force Retiree Council who, in the opinion of the Co-Chairmen, fails to fulfill the duties and responsibilities of the position.

- 4.2.6.4. If an Area Representative does not complete the term of appointment, initiate the nomination process and appoint a replacement. The Co-Chairmen may appoint a replacement to complete the remainder of the term, or to start a new four-year term.
- 4.2.7. Select and appoint Members at Large from nominees endorsed by installation commanders and forwarded by Retiree Services. Announce appointments via letter to the selectee with a courtesy copy to the nominating commander. Decide whether to approve a request by a Member at Large for an extension or second tour.
- 4.2.8. Recognize individuals who have made significant contributions to the Retiree Activities Program.
- 4.3. Area Representatives and Members at Large, or Retiree Council Members.** Generally, references to Council Members include both Area Representatives and Members at Large. Exceptions are noted below.
- 4.3.1. Attend the annual Council meeting as funded by AFPC.
- 4.3.2. Assist the Air Force improve the Retiree Activities Program by keeping abreast of programs and policies that affect the retiree community, and submitting articles addressing these concerns in RAO newsletters or web sites. Participate in RAD activities to the maximum extent possible. Note: Only the Co-Chairmen will be considered for Air Force-funded travel to attend RAD activities.
- 4.3.3. Area Representatives must maintain contact with RAOs and SRAOs in their geographical area through official mail, e-mail, or FAX.
- 4.3.4. Area Representatives must visit each RAO and SRAO annually, or as necessary to ascertain whether command support is adequate. Before visiting, contact the RAO director to arrange meeting with installation commander, active duty coordinator, and appropriate staff members to discuss local retiree programs, including retiree support of base activities; RAO funding and facilities; need for establishment of an SRAO and subsequent support; planning assistance for relocations necessitated by BRAC and or Joint Basing initiatives; and identification of assets and locations to support the continuing Air Force Retiree Activities mission. After each visit, prepare a written report for the installation commander, with a courtesy copy to the active duty coordinator, the RAO/SRAO director, Retiree Services and the Co-Chairmen. Note: Members at Large will not be considered for funded travel to visit RAOs and SRAOs.
- 4.3.5. Area Representatives must participate in their respective support bases' annual budget process and submit a budget line item to meet projected administrative and travel funding requirements, which can be done through the appropriate RAO/SRAO. Coordinate with the appropriate RAO/SRAO to obtain necessary TDY orders and supplies. Note: Depending on the availability of funds, the installation commander of the support base is expected to fund the travel of the Area Representative for RAO/SRAO visits described in paragraph 4.3.4.
- 4.3.6. Area Representatives must determine independently and solicit issues from RAOs/SRAOs in their respective area suitable for Retiree Council consideration. Submit those topics to AFPC/DPFFF for consideration at the annual Retiree Council meetings no

later than the suspense date announced by Retiree Services in the Quarterly Program Letter.

4.4. Commander, Air Force Personnel Center (AFPC/CC).

4.4.1. Approves Retiree Activities Program requirements. Provides logistical support for annual Council meeting. Funds travel for Co-Chairmen to attend official Air Force functions designated by the CSAF as necessary and appropriate for the Co-Chairmen to attend. Also provides financial support to publish and mail the *Afterburner, News for USAF Retired Personnel* two times a year.

4.5. Chief, Retiree Services (AFPC/DPFFF).

4.5.1. Serves as the Office of Primary Responsibility (OPR) and oversees the day-to-day management for the Air Force Retiree Activities Program

4.5.2. Provides executive and administrative support to the Retiree Council Co-Chairmen. Provides advice and consultation to Co-Chairmen, Council members, RAO/SRAO directors and installation active duty coordinators as needed.

4.5.3. Conducts annual Council meeting. Coordinates with Co-Chairmen concerning agenda, guests and speakers and final list of issues to be considered by the Council.

4.5.4. Issues travel orders for and funds travel of Co-Chairmen and Council members to attend the annual Council meeting and for Co-Chairmen to conduct additional travel as necessary, including meeting with the CSAF after the annual meeting.

4.5.5. Submits projected budget to support Council, including need for funds for Co-Chairmen travels to out-brief CSAF following annual meeting and in support of RADs and other necessary and appropriate retiree activities, funds permitting. Use of O&M funds is authorized for appropriate travel and transportation allowances.

4.5.6. Acts as liaison between the Council and Air Staff and other DoD agencies in regard to the issues and concerns submitted for consideration or action as a result of the annual Council meeting. Provides an interface between Air Force Reserve, Air National Guard and Uniformed Services regarding establishment of RAOs/SRAOs on their respective installations.

4.5.7. Disseminates information on matters affecting retirees to the Air Force Retiree Council Co-Chairmen, Council members and RAOs/SRAOs via printed and/or electronic correspondence; the *Afterburner, News for USAF Retired Personnel, Air Force Retiree News Service (AFRNS)*, and the Quarterly Program Letter. Maintains the Air Force Retiree Services website which is another means of disseminating information to retirees.

4.5.8. Maintains and distributes the RAO Directory listing the names, official mailing addresses and office telephone numbers of RAOs and SRAOs, and similar information on active duty coordinators.

4.5.9. Provides mailing labels or data files to RAO/SRAO directors who request them for newsletters and other official mailings to retirees. Coordinates with Defense Manpower Data Center (DMDC) and the RAOs/SRAOs to ensure the correct procedures are made available to establish a Retired Address Finder (RAF) account for

downloading retiree addresses for all Uniformed Services' retirees in their respective area.

4.5.10. Publicizes Co-Chairmen vacancies via letter or email to all installation commanders and Area Representative vacancies via letters or email to all relevant installation commanders. Prepares a letter to the selectee, signed by the Co-Chairmen, announcing the selection with a courtesy copy sent to the nominating commander. Letters will also be sent to non-selectees, with a courtesy copy to the nominating commander.

4.5.11. Ensure coordination with PACAF/A1 and USAFE/A1, as appropriate, when soliciting nominations for replacements in Areas XIV and XV.

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

5. Base Level. The RAO/SRAO is the focal point of the Retiree Activities Program and its success depends on the support of the Installation Commander, Public Affairs office, Staff Judge Advocate, and RAO Director. AFR and ANG installation commanders may establish a RAO/SRAO based on local retiree requirements.

5.1. Installation Commander.

5.1.1. Appoints the RAO/SRAO Director in writing. Forwards copy of appointment letter to Retiree Services. The RAO/SRAO Director is a member of the installation command staff and it is appropriate for the RAO/SRAO Director to attend unclassified staff meetings. **(T-3, AFPC).**

5.1.2. Appoints an Active Duty Coordinator for the RAO/SRAO which is normally the installation vice commander. This individual maintains regular contact with the RAO director and provides liaison between the active duty staff and the RAO director.

5.1.3. Furnishes necessary support for the RAO/SRAO activities to include funding; administrative assistance; office space appropriate to allow discussion of sensitive issues with retirees/survivors; and computer equipment with access to the ".mil" system. Supports issuance of volunteer logical access credential (VoLAC) or Air Force Alternate Token card, to RAO volunteers. **(T-3, AFPC).**

5.1.4. Appoints retirees as members of base-level advisory councils (commissary, clubs, etc.) on the recommendation of the RAO director.

5.1.5. Ensures RAO director submits one nomination annually for Volunteer of Year (VOY) recognition. The installation commander endorses the VOY nomination and forwards it to AFPC/DPFFF, 550 C Street West, Randolph AFB, TX 78150-4713, to arrive by the date established by Retiree Services.

5.1.6. Ensures the Area Representative, if the commander supports one, receives adequate financial and administrative support to accomplish the Council member's mission if applicable. Funds the Area Representative's travel to visit RAOs/SRAOs per paragraphs 4.3.4 and 4.3.5. **(T-3, AFPC).**

5.1.7. Hosts an annual RAD or retiree seminar. The installation commander may appoint an Airman as RAD Project Officer to lead a working group to plan and execute these

events. Members of the working group will include representatives from the RAO; Public Affairs; Protocol; Financial Management; Medical Treatment Facility/Clinics; Force Support Squadron (Military Personnel, Airman and Family Readiness Center as appropriate) and any others having significant roles in such events. **(T-3, AFPC)**.

5.1.8. Ensures retirees receive the same respect and courtesy shown to active duty members by informing DoD personnel that retirees will be addressed by their retired grade (except for those retirees who are currently employed by Civil Service). This applies to all official records and official correspondence. Installation commanders will periodically forward guidance to units and organizations about continuing to show military respect to retirees.

5.1.9. 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.

5.1.10. Adds installation RAO support as a separate line item on local self-inspection checklist.

5.2. Installation Public Affairs (PA). Advises and assists on all retiree-related public affairs matters. Reviews RAO newsletters and base web page items before publication and posting to ensure requirements regarding Air Force governing published material are met. Publicizes retiree activities.

5.3. RAO Director.

5.3.1. Directs and manages the RAO; attends staff meetings as necessary; assists the commander in supporting the local retirees, family members and surviving spouses of retirees.

5.3.2. Participates in base budget submission process to ensure necessary funding for RAO activities to include day-to-day operation; publishing needs and annual RAD.

5.3.3. Publishes a local retiree newsletter or base web page if funding/technical support is available. Shares local information and information furnished by Retiree Services and/or other official sources that affect or would be of general interest to the local retiree community. Coordinate with, at a minimum, the installation PA to ensure the newsletter/base web page posting meets Air Force requirements governing published material.

5.3.4. 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 Program Letter disseminated by Retiree Services.

5.3.5. Solicits volunteers to work in the RAO and to participate in other base level programs supported by the Retiree Activities Program, e.g. clinics, pharmacies, libraries, base terminal.

5.3.6. Submits one RAO/SRAO VOY nomination annually to the installation commander.

5.3.7. Maintains and reports required RAO/SRAO statistics to Retiree Services each year in the RAO annual report. **(T-3, AFPC)**.

Section C— Other

6. *Afterburner, News for USAF Retired Personnel.* The *Afterburner* (hard copy) is normally produced and mailed two times a year by Retiree Services, to inform the Air Force retiree community, including retirees, annuitants and un-remarried surviving spouses, about privileges, benefits and changes in laws and policies that affect them. Additionally, the *e-Afterburner* is posted on the Retiree Services web site: <http://www.retirees.af.mil>.

7. *Retiree Activities Office Handbook.* This handbook was developed jointly by RAO Directors and Retiree Services to be used for establishment and day-to-day operation of an RAO. It may be adapted to meet local needs.

8. *Roster of Retired Air Force General Officers.* Retiree Services maintains the Roster of Retired Air Force General Officers. The roster is for official use only. It includes mailing/email addresses, and the Honor Roll, listing the dates of death for recently deceased individuals.

DANIEL R. SITTERLY
Principal Deputy Assistant Secretary of the Air
Force

Attachment 1

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

Title 10, United States Code, *Armed Forces*, Chapter 803, Section 8013, *Secretary of the Air Force*, August 10, 1956.

Executive Order 9397, *Number System for Federal Accounts Relating to Individual Persons*, November 22, 1943.

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, November 18, 2008.

AFMAN 33-363, *Management of Records*, March 1, 2008.

AFI 33-364, *Records Disposition-Procedures and Responsibilities*, December 22, 2006.

AFPD 36-31, *Personal Affairs*, April 2, 2012.

Prescribed Forms

None

Adopted Forms

AF Form IMT 847, *Recommendation for Change of Publication*, June 1, 2001.

Abbreviations and Acronyms

AF/A1— Deputy Chief of Staff, Manpower, Personnel and Services

AF/A1PA— Division Chief, Air Force Compensation & Travel

AFI— Air Force Instruction

AFPC— Air Force Personnel Center

AFPC/DPFFF— Airman and Family Sustainment Branch

CSAF— Chief of Staff, United States Air Force

DMDC— Defense Manpower Data Center

DSN— Defense Switched Network

EAB— Emergency Action Book

FAX— Facsimile

HQ— Headquarters

JA— Judge Advocate

O&M— Operation and Maintenance

OPR— Office of Primary Responsibility

PA— Public Affairs

RAD— Retiree Appreciation Day

RAF— Retired Address Finder

RAO— Retiree Activities Office

SRAO— Satellite Retiree Activities Office

TDY— Temporary Duty

VEA— Volunteer Excellence Award

VoLAC— Volunteer Logical Access Credential

VOY— Volunteer of the Year