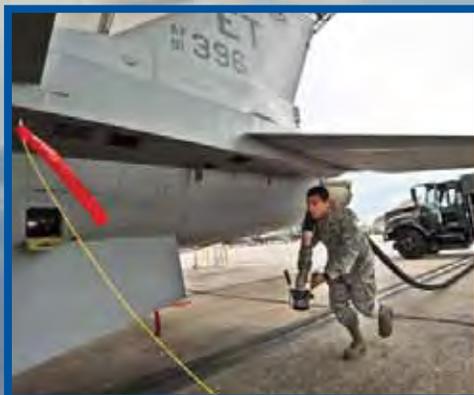




2012

UNITED STATES AIR FORCE GENERAL OFFICER HANDBOOK



FOREWORD

We've compiled this handbook as a personal “quick reference” guide on matters unique to general officers. This 2012 General Officer Handbook supersedes all previous editions as it contains new and updated information in every section. Points of contact and phone numbers throughout the handbook should assist you and your staffs if you desire additional information. This handbook will also be located within the AF Portal under AF/DPG, <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageID=s6925EC13371A0FB5E044080020E329A9>.

If you have any questions about this handbook, or if you have topics you believe should be included in future editions, please let us know— our point of contact is Mr. Paul Sandy, Air Force General Officer Management, DSN 222-4526, Commercial, (703) 692-4526. (email: afdpg.workflow@pentagon.af.mil or paul.sandy@pentagon.af.mil).



KEVIN B. SCHNEIDER

Director Air Force General Officer Management

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ORIGINS OF A GENERAL

The rank of General (from the Latin *generalis*, pertaining to a whole unit of anything, rather than just to a part) originated in Europe during the Middle Ages when a king would appoint someone, usually a prince or other noble, as a Captain General to command a field army in his name. The British Army stopped using the Captain part of the title by the eighteenth century, leaving the rank just General. The king or his Captain General were often away as they had interests elsewhere, so the job of actually running the army fell to the Captain General's assistant, his lieutenant, the Lieutenant General. The army's chief administrative officer was the Sergeant Major General, appointed for a particular campaign or war with duties including such things as supply and organization. As the General ranks became fixed during the seventeenth century, the Sergeant portion fell away leaving the title as Major General. As armies got larger, regiments were grouped together as brigades for tactical control and one of the regimental Colonels was designated as commander or Brigadier, later becoming Brigadier General.

The American Army was modeled on the British system, although influenced by the French and Germans, as many men had served in British units or British officered militia. In 1775, the Continental Congress commissioned George Washington as a General and Commander-in-Chief. He and his Major and Brigadier Generals originally wore various colored ribbons to show their ranks. In June 1780, General Washington ordered his Generals to wear gold epaulettes on their uniform, with Major Generals having two silver stars on each epaulette, and Brigadier Generals with one star on theirs. It is not clear if he borrowed the star from the insignia of the French, our allies in the war, or from the new American flag. However it came to pass, this decision makes the silver stars of a General Officer the oldest American military insignia in continual use.

AF/DPG DIRECTORY

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General Officer Assignments & Promotions

Main Line

Afdpg.workflow@pentagon.af.mil

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- *ANG/USAFR Issues*
- *Flight Training Scheduling*
- *Force Structure Planning*
- *Joint Issues*
- *Legislative Issues*
- *Management*
 - *Assignment/Reassignment*
 - *Assignment Notification*
 - *Game Plans*
 - *Joint Tour Assignments*
 - *GO Reassignment/Retirement and Promotion Announcements*
- *Manpower/Allocation Issues*
- *Produce/Process Joint Tour Length and The Defense Acquisition Workforce*
- *Improvement Act (DAWIA) Waivers*
- *Promotion Boards*
- *Promotions*
 - *Selection Board Policy*
 - *Selection List Processing*
 - *Promotion Increments*
 - *Frocking (General Officers)*
- *Quality Force Issues*
- *Senior Leader Development*
 - *Course Placement*
 - *Course Assessment*
 - *Resource Allocation*
 - *Senior Leader Orientation Course (SLOC)*

General Officer Force Management

- *Assignment Orders*
- *Awards, Decorations and Recognition*
- *Board Membership Procurement*
- *Casualty Reporting*
- *Compensation and Entitlements*
- *Conduct/Discipline*
- *Fiscal Management (Budget Management)*
- *Flags/Pins/Certificates*
- *GO Personnel Records Management*
- *GO Evaluations & Promotion Recommendation Forms*
- *GO Career Management Seminars*
- *GO Handbooks*
- *Grade Determinations*
- *Humanitarian/EFMP*
- *Personal Defense Weapons (PDW)*
- *Photos*
- *Promotion Board Administration*
- *Protocol Issues*
- *Records Support for Boards*
- *Retired Pay Calculations*
- *Retirement Processing*
- *TIG Waivers/Recalls to Active Duty*

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AF/DPS/DPO/DPE DIRECTORY

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<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1337E10FB5E044080020E329A9>

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Air Force Colonel Management Office **Col Steve Oliver**

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Air Force Chiefs' Management Office **CMSgt Harold Hutchison**

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NATIONAL GUARD BUREAU DIRECTORY

General Officer Management Office

(Army and Air National Guard)

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Chief, NGB GOMO

COL Roger Etzel

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Deputy Chief

Mr. John Ellington

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Mr. John Ellington

Force Management Branch

LTC Joanne Maglalang

DSN: 327-3644 or (703) 607-3644

Program Management Branch

Lt Col Jason Labant

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Maj Rosadel Hoffman

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Force Management

MSgt Ellen Ayers

DSN: 225-5057 or (703) 695-5057

Knowledge Management

MSgt Travis Plank

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AF/DPG WEBSITE

PURPOSE

- To provide information on AF/DPG internet-based services and support

DISCUSSION

- AF/DPG's primary home page is on the AF Portal located at:
<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-2153565>
 - *Access to content is restricted to .mil and .gov (military or government) computers only and is CAC restricted*
- Information on this website is for duty-related activities/official use only
- The GO Handbook is available in electronic format
- Alpha and Relative Rank Rosters are available to provide your office contact/protocol information under the left menu bar tab "ROSTERS", "Air Force General Officer Rosters"
 - Relative Rank Roster is updated and posted by the 10th of each month
 - To update information on the General Officer rosters, contact the AF/DPG workflow at afdpg.workflow@pentagon.af.mil
 - If you encounter any problems with accessing or downloading the respective rosters, contact the AF/DPG workflow
- AF Senior Leader Announcements are posted within 24 hours of public release

ENLISTED AIDES

PURPOSE

- To provide information on the Enlisted Aide Program (EAP)

DISCUSSION

- Enlisted aides support certain active duty GOs with those tasks and details, which if performed by GOs, would be at the expense of their primary military and official duties. Department of Defense Directive 1315.09 governs utilization of enlisted aides and AFI 36-2123 covers the management of enlisted aides.
 - GOs are authorized enlisted aides based upon the duties and responsibilities inherent to their position, rank and official social responsibilities
 - All Generals and Lieutenant Generals in AF positions residing in public quarters are authorized enlisted aide support
 - Specifically identified and SECAF approved Brigadier and Major Generals are authorized enlisted aides based on the duties and DoD social responsibilities inherent of their positions
 - AF/DPG (Enlisted Aide Manager) maintains a list of positions authorized enlisted aides; changes are reviewed by AF/CC and approved by SECAF as required
 - Selection of an aide is a personal decision between the GO and the enlisted aide applicant
 - As soon as the aide requirement is identified, the enlisted aide manager solicits and screens applications to identify qualified candidates
 - Only volunteers are considered for entry into the enlisted aide special duty. Current enlisted aides that are available for open positions will be nominated over new candidates to the field
 - Before nomination, AF/DPG confirms the candidate's availability through AFPC
 - When possible, AF/DPG nominates more than one candidate for consideration
 - Candidates are only nominated for one position at a time; thus, expeditious consideration helps nomination opportunities to other GOs
 - A personal interview/skills assessment with both the GO **and** spouse is **highly recommended** (TDY, if required, is funded by hiring GO's O&M funds)
 - When a candidate is hired, AF/DPG coordinates with AFPC to initiate the PCS process

- The duties of enlisted aide shall be concerned with tasks relating to the military and official responsibilities of the general officer, to include assisting GOs with their official social responsibilities. The GO will determine the nexus between the day to day enlisted aide duties and the GO's primary and official duties. The execution of these duties is governed by the official purpose for which they serve and not the nature of the duties. As a general rule, GOs may utilize enlisted aides for duties that have a "reasonable connection" with that GO's military and official duties. Enlisted aides are utilized to undertake duties similar to the following (not an all inclusive listing):
 - Enlisted aides are expected to have duty hours commensurate with enlisted members throughout the Air Force. The GO will establish the duty hours; however, this is an important aspect of the interview process and setting expectations.
 - When there are special events, duty hours may be adjusted and, if necessary, compensatory time should be provided
 - Assist with the care, cleanliness and order of the assigned quarters. They may be assigned to clean and maintain all spaces assigned to the government quarters to maintain the appearance and long-term preservation of the quarters.
 - Maintain uniforms and military personal equipment
 - Perform as point of contact in the officer's quarters, receive and maintain records of telephone calls make appointments and receive guests/visitors
 - Perform duties necessary to the upkeep and maintenance of the assigned quarter's grounds to maintain presentable and functional quarters
 - Assist in the planning, preparation, arrangement and conduct of official social functions and activities, such as receptions, parties and dinners
 - Assist in purchasing, preparing and serving food and beverages in the general officer's assigned quarters. In the course of preparing and serving a meal for the general officer, the enlisted aide may prepare the same meal for the general officer's dependents and others associated with the general officer's military and official duties (including duties associated with social responsibilities), who are dining with the general officer.
 - For example, social events may be used to develop professional relationships with civilian, military and foreign counterparts. While the specific event may appear informal, the general officer may use these informal events to serve a more direct purpose of building or enhancing a relationship that ultimately results in the general officer being more effective in the execution of his/her military duties and responsibilities. The general officer will use good judgment to ensure there is a nexus between these types of events and the ultimate enhanced military, official and social responsibilities.
 - Accomplish tasks that aid the officer in the performance of his/her military and official responsibilities, including performing errands for the officer, providing security for the quarters and administrative assistance

- Enlisted aides may not be used for duties that contribute only to the GO's personal benefit and have no reasonable connection with the GO's official responsibilities; for example (not an all inclusive listing):
 - Baby-sitting, infant care, care of sick or elderly or care of pets
 - Operation, care, maintenance, licensing, inspection or cleaning of privately owned vehicles (motor vehicles, boats, recreational vehicles)
 - Grounds keeping duties **other than** mowing, raking, watering and general yard policing
 - Services solely for the benefit of dependents or unofficial guests including driving, shopping, laundry services, chauffeuring or performing errands solely for family members
- The following 3-tiered upgrade training program will be used to ensure enlisted aides receive timely and standardized proficiency training on culinary and household management tasks. Unless otherwise indicated, travel and per diem will come from the owning GO's O&M funds.
 - Tier I (Orientation): TDY enroute, when time permits; should be completed by the end of the first 36 months. Use of PCS funds is authorized and encouraged for training enroute.
 - Newly accepted aides attend:
 - Basic Food Services Course – Culinary Upgrade Program (CUP): Two-week culinary course taught by the Air Force Services Agency
 - MAJCOM Orientation: One to two week orientation training at MAJCOM GO residence, where aide will receive additional hands on, actual GO quarters training
 - Food safety and sanitation course: Online CBT or local food handler's course
 - Advanced Culinary Training: five-week course taught by the Army Culinary School at Ft Lee, VA. This is an AETC, funded course and orders are processed through Formal Training
 - General Officer Homes (GOH) Management Course: One –week course taught and funded by Air Force Institution of Technology. Indepth overview of GOH housing manager duties, cost reporting, and the relationship that the EA plays in the GO residence
 - Tier II (Intermediate): The following courses are designed to ensure proficiency and understanding in full range of duties. Should be completed NLT 4th year of duty to maintain Special Duty Identifier (approximately fifty percent of the field should complete).
 - Culinary Institute of America (CIA): Four weeks of specialty culinary courses designed to increase knowledge level and proficiency in the kitchen
 - One week Pro Chef Level 1 Certification course can be taken after CIA and Advanced Culinary training; Level 1 certification is awarded after successful completion

- Tier III (Advanced): The following courses are designed to ensure proficiency and understanding in full range of duties. Participation is designed for senior enlisted aides and training aides (approximately ten percent of the field should attend).
 - Culinary Institute of America (CIA): Level 2 and 3 are three weeks of specialty culinary courses designed to increase knowledge level and proficiency in the kitchen (courses within the levels do not need to be taken at the same time or in any specific order)
 - One Week Pro Chef Level 2 and 3 Certification testing can be taken after all Level 2 and 3 courses are completed; Level 2 and 3 certifications is awarded after successful completion
- Dependent on the background and experience of an enlisted aide, specific culinary and serving training shown above may be required. The general officer, in coordination with DPG, will ensure adequate training is obtained. For some general officers, the ability to prepare and serve meals for a large event is required. For others this may not be the case, however, the requirement for training goals to be met remains the same. It is imperative to the stability of the EA field that aides be released to fulfill all training requirements in a timely manner. There is a lot of flexibility built in to allow training to take place during slower periods in your schedule.
- Individuals who have completed at least 6 months of duty in SDI 8A200 are eligible for consideration for Air Force Enlisted Aide of the Year
 - Specific guidance for the FY award is forwarded thru MAJCOM/A1s o/a 1 June every year (See AFI 36-2810, Enlisted Aide of the Year Awards Programs)
- Enlisted Aides are aligned with their local AEF buckets, are eligible for deployment to a deployed enlisted aide billet supporting the AFCENT/CC and are aligned with deployment rotations. Enlisted aides are slated for deployment on a voluntary as-needed basis; they will be aligned with AEF rotations only after receiving clearance from their GO. DPG will work with the AEF center to fill positions that work with the GO's schedule.
- Additional information concerning enlisted aide management, to include proposed initial interview questions, sample daily work schedule, uniform requirements, training, recognition and professional development and the process to request a new enlisted aide authorization, can be found on the Enlisted Aide Website at <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13369F0FB5E044080020E329A9>

ENLISTED AIDE-DE-CAMP ASSIGNMENTS

PURPOSE

- To provide information on the Officer Aide-de-Camp assignments managed by AFPC

BACKGROUND

- Duties and qualifications are governed by the AF Officer Classification Directory (AFOCD)
 - Special Duty Identifier (SDI) 88A0 designates an officer as an Aide-de-Camp
 - Aide-de-Camp assignments are governed by AFI 36-2110, Assignments

DISCUSSION

- An Aide-de-Camp relieves active duty GOs of tasks and details that would be at the expense of their military and official duties
 - An officer Aide-de-Camp is authorized for:
 - SECAF, AF/CC and AF/CV
 - Commanders in grades Major General through General
 - Deputy and vice commanders in grades Major General or higher, if serving at an installation different from the commander
- Aide-de-Camp selection is a personal decision
 - Coordinate with your MAJCOM/A1 to select an aide from within your MAJCOM
 - If there are no suitable candidates in your MAJCOM, forward your requirement to AFPC/DPASE
 - Aide requirements will be worked via the Air Force Assignments System
 - IAW PSDM 10-72, dated 12 Oct 10, general officers authorized an Aide-de-Camp may submit a request to AFPC for nomination packages and/or by-name request , via assignment requisitions
 - AFPC will solicit nominations for positions and forward top candidates to the appropriate office for selection

GENERAL OFFICER ASSIGNMENTS

PURPOSE

- To provide information on the assignment selection process for active duty GOs

BACKGROUND

- Assignments are driven by retirements, promotions, tour completion and career development opportunities, and are made primarily on the basis of credentials and consideration for job requirements and availability

DISCUSSION

- AF/CC is personally involved in every General Officer assignment. AF/DPG coordinates with gaining commanders, MAJCOM/CCs or equivalents prior to taking assignment matches to AF/CC.
 - Assignments to 3- and 4-star positions require Presidential nomination and Senate confirmation
 - While your direct involvement in assignment actions is minimal, your input regarding any considerations you may feel are pertinent to the process is important. If there are unique personal circumstances, you should convey that information through your chain of command and AF/DPG.
- PCS Orders
 - 1 and 2-star: AF/DPG prepares and emails them directly to the individual following public announcement
 - 3 and 4-star: AF/DPG prepares and emails them directly to the individual following Senate confirmation
 - Indeterminate (365-day) TDYs: Following public announcement, AF/DPG coordinates with AFCENT to flow the tasking to the individual's local Personnel Readiness Function (PRF) office. The PRF office will, in turn, contact the individual for pre-TDY processing and accomplish the Contingency, Exercise and Deployment (CED) orders.
- Base-level Force Support Squadron, TMO and Finance personnel provide counseling and assistance after the assignment is announced by AF/DPG
- Once an assignment match is made, AF/DPG will work with the gaining and losing MAJCOM/CCs to establish specific reporting and change of command dates
 - The goal is to provide 60-days notice on assignments, but the confirmation process or changing requirements can and often do result in short-notice assignments

IMPORTANCE OF JOINT DUTY

PURPOSE

- To provide information on joint duty requirements as it relates to active duty GOs

BACKGROUND

- The Goldwater-Nichols Act of 1986 greatly modified GO joint duty requirements included in Title 10, Chapter 36, putting great emphasis on joint duty as preparation for increased responsibilities
- FY02 National Defense Authorization Act (NDAA) included legislation stating that after 30 Sep 07, an officer may not be appointed to the grade of brigadier general unless the officer is a Joint Qualified Officer (JQO); FY05 NDAA further extended this provision until after 30 Sep 08
- Statutory changes in the FY07 NDAA directed the SECDEF to establish different levels of joint qualification, as well as criteria for each level. In a collaborative effort, OSD, Joint Staff, USJFCOM and the Services developed the new Joint Qualification System (JQS). JQS acknowledges joint experiences and introduces a point accrual formula, which takes into account the environment and intensity where an officer works in the joint arena. The new JQS became effective 1 Oct 07.

DISCUSSION

- It is DoD policy that officers are assigned such that they can be credited with having completed a full joint assignment before appointment to brigadier general. Officers on the Active Duty List must have met the prerequisites for and been designated a JQO in accordance with section 661 of Title 10; however, after meeting the criteria established by OSD. Scientific/technical and professional officers may be waived by the SECDEF.
- By law, commanders of combatant commands must be a JQO, and have completed a GO joint assignment
- DoDI 1300.19, DoD Joint Officer Management Program, dated 31 Oct 07 establishes policy and provides specific procedural guidance for implementing the DoD Joint Officer Management Program
- Key points of the Joint Officer Management Program
 - Develops a Total Force program capturing joint experience wherever it occurs
 - Establishes a current definition of joint matters (what counts for joint)
 - Joint Professional Military Education remains a cornerstone of the JQS
 - Applies to Active and Reserve Components
 - Officers have two paths that capture “Jointness” throughout their career – a traditional time- based billet approach (i.e., Joint Duty Assignment List—JDAL), plus a self-nominative joint experience point accrual path

- For positions not designated in the JDAL, (i.e. 365-day deployments) there is an opportunity for the individual to submit themselves for joint credit (points) as long as the duties of the position meets the definition of joint matters described below. Inputs will be reviewed by JQS Validation panels (General/Flag Officers from each Service) for assessment/approval.
- It is important to note that the joint General/Flag matters Office has established a policy that effective 1 Oct 10 all officers will have one year from completion date of the joint experience to self-nominate that experience
- Joint experiences can be self-nominated for points if the experience had direct relevance to the joint matters definition which follows below:
 - Matters related to the achievement of unified action by multiple military forces in operations conducted across domains such as land, sea, air, in space, or in the information environment, including matters related to:
 - National Military Strategy
 - Strategic Planning and Contingency Planning
 - Command and Control of Operations under Unified Command
 - National Security Planning with other Departments and Agencies of the United States
 - Combined Operations with Military Forces of Allied Nations
 - In the context of joint matters, the term “multiple military forces” refers to forces that involve participants from the United States Armed Forces and one or more of the following:
 - Other Departments and Agencies of the United States
 - The Military Forces or Agencies of other Countries
 - Non-Governmental Persons or Entities
- Credit for CJCS-approved joint training, exercises and other education may be included in the self-nomination
- Full credit for general officers is equivalent to 24 experience points
- Officers may contact AF/DPG for the necessary documentation needed to submit an experience package for consideration

WEAR OF AERONAUTICAL, DUTY AND OCCUPATIONAL BADGES

PURPOSE

- To provide information on wear of badges

BACKGROUND

- The wear of the aeronautical, duty and occupational badges can be found in AFI 36-2903, chapter 5. This talker restates the wear of the occupation badge for GOs.

DISCUSSION

- GOs wear the basic badge, representative of the organization's mission, upon entering a headquarters staff or command position, unless previously qualified for a higher-level badge. Wear of the next higher-level badge is authorized after 12 months. Continue to upgrade to next higher level every 12 months.
- For commanders of U.S. Northern Command, U.S. Southern Command, U.S. Cyber Command, U.S. Pacific Command, U.S. European Command, U.S. Central Command, U.S. Transportation Command, U.S. Special Operations Command, U.S. Strategic Command, U.S. Africa Command, United Nations Command, Combined Forces Command and North American Aerospace Defense Command the AF/CC has approved the wear of the additional occupational/duty badge(s) that the commander is authorized to wear pursuant to AFI 36-2903. This new guidance is an exception to Air Force policy and applies only to the GO's tenure as commander of these commands. Placement/wear of the additional badge(s) is at the discretion of the command.

OFFICIAL BIOGRAPHY PROGRAM

PURPOSE

- To provide information on preparing and using the official “bio” for active duty GOs

BACKGROUND

- The governing directive is AFI 35-113, Public Affairs Internal Information, Section 11.1
- Bios are used to prepare public and internal news releases as well as provide information to the general public
- Bios are available online at <http://www.af.mil/information/bios/index.asp>

NOTE: The public affairs (or executive staff in the absence of a PA office) is responsible for advising GOs of the Privacy Act during biography preparation. Bios are considered public domain material and may be released to any requester. Personal data, such as names, locations, and identifying information about family members will be excluded from Air Force bios to comply with DoD Web Site Administration Guidance, Part II, 3.5.3.5. In addition, while it is understandable to take pride in the scope, size, and depth of command, it is nevertheless unwise from a security standpoint to provide specific, detailed information—such as the number of personnel assigned, number and types of aircraft, special budget totals, and major assets. If GOs have security concerns, they should have their proposed biography evaluated before being released. There is no control over how the information is used upon release.

DISCUSSION

- Bios must be updated within 30 days when one of the following has occurred: change in duty title; promotion; change in organization’s name; reassignment; or if the bio is more than two years old
- “Frocked” GOs should apply the following guidance:
 - Use the “frocked” grade title (not the word “frocked”) across the top line of the bio and throughout the text
 - Effective date of rank should read “Frocked

Example:

EFFECTIVE DATES OF PROMOTION:

Lieutenant	Jun 2, 1976
First Lieutenant	Jun 2, 1978
Captain	Jun 2, 1980
Major	Sep 1, 1985
Lieutenant Colonel	Jun 1, 1989
Colonel	Feb 1, 1994
Brigadier General	Frocked

- Changes to a bio other than the priority categories mentioned above are considered minor and will be accomplished as time permits.

NOTE FOR RETIRING GENERAL OFFICERS: Please conduct one final review of your biographical information PRIOR to retiring. Send any changes to the POC below, to include medals you will receive upon retirement. These changes will be made to your bio the day your retirement date is posted to Air Force Link. Once that date is added, your biography will be closed out and no changes will be made.

- Individual GOs and the servicing public affairs office (or executive staffs in the absence of a PA office) are jointly responsible for preparing and sending bio material to the Defense Media Activity (DMA) electronic publication office. As part of the narrative, provide the following:
 - Statement of current job responsibilities
 - Significant experience in intense combat or contingency operations, to include engagements with hostile forces (does not include participation in every deployment or contingency)
 - These statements should describe the unit of assignment, specific accomplishments attributed to the candidate or unit, and if applicable, awards or decorations earned. (If an officer has numerous such experiences, only the most significant and recent need be included.)
 - To facilitate a more informed review of senior officers for joint assignments, a summary of joint assignments is now required for all general officer bios. This information will follow the “Assignments” section and should be in the following format:

SUMMARY OF JOINT ASSIGNMENTS

1. June 19XX – July 19XX, Complete duty title, Organization, the Office, the location, as a (grade)
 2. August 20XX – April 20XX, Complete duty title, Organization, the Office, the location, as a (grade)
 3. June 20XX– July 20XX, Complete duty title, Organization, the Office, the location, as a (grade)
 - Email the new biography or biography updates to AF Biography Program at AirForce.Biographies@dma.mil or mail the biography to Defense Media Activity, Attn: AF News Desk Biography Program, 6700 Taylor Avenue, Fort Meade, MD, 20755. If submitted through e-mail, bios should be submitted as a word document with changes highlighted. (Note: Do not format to allow for header or photo placement)
 - For specific procedures and formatting, contact the Biography Program Manager
 - **The individual GO is responsible for approving material that appears in the bio and ensuring the data agrees with his/her official records before submitting the information to DMA**
- The bio photo must be an 8x10 unaltered digital image in a JPEG format at 300dpi; U.S. and ceremonial flags may be included in background. Send the image via e-mail to AirForce.Biographies@dma.mil. If unable to send via e-mail, mail a hard copy 8x10 photo to Defense Media Activity, Attn: AF News Desk Biography Program, 6700 Taylor Avenue, Fort Meade, MD 20755
 - Photos cannot be embedded in a biography document—they must be sent as a separate file
 - When sending bios for update, include name, DSN/commercial phone number and e-mail address of the person in the submitting office who will serve as point of contact

BOARD MEMBERSHIP

PURPOSE

- Provide information on board membership—one of your most important responsibilities

BACKGROUND

- Aerospace power ultimately depends on our people (AFM 1-1, 2-3a). As such, a personnel selection system marked by integrity, fairness and competence is fundamental to retaining the talented and motivated people needed to achieve the AF mission.
- Because of its critical impact on future force structure and readiness and morale, SECAF and CSAF consider board membership to be a mission-essential GO responsibility. Therefore, you or those GOs under your command are expected to serve on board duty when asked.
- Moreover, you have benefited from the board system. Many dozens of GOs have reviewed your record in the past, so you now have a similar obligation to contribute to the system.

DISCUSSION

- Types of boards. Over 305 GOs and selectees are currently needed each year for over 90 central USAF board memberships worked by AF/DPG, to include promotion, supplemental, management level review, tenure, force management, command screening, awards and decorations, career development, billet grade validation, qualifying joint and combat experience, and safety/accident investigations
- Goals in procuring board members
 - Satisfy all legal, regulatory and policy requirements governing the board
 - Ensure members are qualified, competent, objective and beyond reproach
 - Design a board slate that corporately reflects the demographic and experiential cross-section of the eligible meeting the board
 - To the extent practical, provide for regular board membership participation for each GO
- Restrictions affecting board membership procurement
- Although we have 300 active duty GOs, numerous restrictions make the initial pool of GOs eligible to fill a given board membership slot much smaller than you might expect
 - Nonline, Reserve of the Air Force, USAFA professors, and 3- and 4-star, and GOs PCS'ing or nearing retirement are not eligible or viable candidates for membership on most boards

- Most board memberships must satisfy various combinations of statutory and policy criteria, such as established minimum grade requirements, EEO protected categories (sex, ethnicity, race), aeronautical ratings, career fields, senior developmental education, joint and acquisition corps representation and organization of assignment
- GOs assigned outside CONUS are avoided for most boards shorter than one week
- Commanders assigned to warfighting and contingency theaters of operation, and GOs serving in NJOIC, are generally exempted from board membership
- Other factors which can impact impacting eligible pools of board members
 - *Availability*, as determined by the level of mission importance of other scheduled events and activities, and their impact on the individual and his/her organization for nonattendance
 - *Personal board membership history*, includes recency, overall frequency, type and length of other board service by each candidate under consideration
 - *Organizational history* for filling membership slots on the board (including both recency and overall frequency), since a wide array of participating commands over time is desirable
 - *Disproportionate ratios in key demographics* between the general and field grade officer forces. As a result, minority, female, nonrated, navigator, air battle manager, and selected career field GOs can expect to do somewhat more board duty than other GOs.
- SOPs about board member
 - *Be prepared to provide detailed reasons for non-availability.* We realize your availability for board duty can be affected by any number of reasons. Wherever feasible, we will try to accommodate your schedule.
 - *Board membership TDYs are generally unit-funded.* Except for board members who are assigned to certain joint, executive and Secretariat agencies, AF/DPG is provided no central funding.
 - ***Keep your prospective board membership close-hold!*** DoDD 1320.12, DoDI 1320.14 and AFI36-2501 require that absolutely no one be permitted to influence your objectivity in evaluating someone's record on a board.
 - Although these directives specifically address promotion boards, the policy is extended to cover all screening and selection boards
 - The integrity of the selection board system is based upon each member's impartial and unprejudiced consideration of the eligibles
 - Therefore, to prevent others from inappropriately communicating with you about board eligibles and other matters, please treat your pending membership as privileged information from all but those with a need-to-know

OFFICIATING AT GENERAL OFFICER PROMOTION, CHANGE OF COMMAND AND RETIREMENT CEREMONIES

PURPOSE

- Provide information on AF/CC's policy for individuals officiating at GO promotion ceremonies, changes of command and retirements

DISCUSSION

- Promotion Ceremonies
 - AF/CC will officiate at all 4-star promotion ceremonies
 - AF/CC or an Air Force 4-star will officiate at all 3-star promotion ceremonies, as applicable
- Change of Command
 - Active duty Air Force gaining commanders will officiate at all changes of command involving Air Force GOs
- Retirement Ceremonies
 - The honoree may choose a senior Air Force active duty GO or a retired GO as the presiding official
 - The use of Appropriated Funds for TDY travel to a retirement ceremony is authorized, (AFI 65-601, volume 1, para. 10.2.10)
 - Prior to approval, travel approval authorities must determine that the trip is necessary official business in order to accomplish the Air Force mission effectively and economically

GENERAL OFFICER PROMOTION CEREMONIES

PURPOSE

- Provide information on active duty (AD) general officer (GO) promotion ceremonies

BACKGROUND

- Promotions to GO grades are made as vacancies occur via GO retirements; therefore, promotion timing is tentative until promotion orders are approved and distributed
- AF/DPG provides promotion orders to AD GOs 2-4 weeks prior to promotion effective date
- A ceremony is traditionally held when the selectee is "pinned" with the higher grade
 - Normally includes reading the promotion order and administering the Oath of Office
 - May be held the duty day prior to the effective date of promotion
 - If held after the effective date of promotion, recommend waiting to wear the rank until the actual ceremony; nevertheless, start signing all documents with new rank on effective date
 - For policy on who should officiate, see separate talking paper ("Officiating at General Officer Promotion, Change of Command and Retirement Ceremonies") found in USAF GO Handbook

DISCUSSION

- The narrator should read the following:

"ATTENTION TO ORDERS! The President of the United States, acting upon the recommendation of the Secretary of the Air Force, has placed special trust and confidence in the patriotism, integrity, and abilities of (current grade and name). In view of these special qualities, and his (or her) demonstrated potential to serve in the higher grade, (current grade and name) **is promoted to the grade of (new grade), USAF, effective (date),** by order of the Secretary of the Air Force."
- If the officer is being "frocked," use the following verbiage in place of the bold text above:

"...is authorized to assume the grade of (new grade) ..."
- The newly promoted (or frocked) officer may also "take" the Oath of Office:

"I, (name), having been appointed a (grade in which appointed), United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter, so help me God."

DECORATION POLICY

PURPOSE

- To provide information on GO decoration policy (AFI 36-2803, The Air Force Awards and Decorations Program, and SECAF policy)

BACKGROUND

- GOs are eligible for the AF LOM or DSM; however,
 - GO-level awards are not automatic or necessary upon every PCS/PCA
 - GOs are limited to four LOMs and four DSMs during a career, including retirement award
 - Pinned-on GOs serving as wing commanders are prohibited from receiving the DSM (Exceptions: upon retirement to recognize accomplishments of the total career or in cases of extraordinary performance)
 - GO time covered by a LOM awarded for wing commander duty will not count toward “3 years as a GO” requirement for a subsequent DSM
- No limit on number of joint awards; however, if two or more decorations are submitted for the same period of service, only one may be awarded

DISCUSSION

- LOM award criteria:
 - No time-in-grade requirement
 - 18 months in an extremely responsible position (e.g., wing commander or vice commander or equivalent position such as MAJCOM Director or Air Staff Division Chief); Exception: A minimum of 12 months for officers serving in a qualifying position at a remote tour location
 - Approval authority: General officers in the grade of Lt Gen or above serving as a MAJCOM/CC (may be delegated to the MAJCOM/CV in the grade of Maj Gen); the Director, Air National Guard; Superintendent, USAFA; and Air Staff Deputy Chiefs of Staff. Lt Gen Air Staff Directors (2 digit) and 2 letter secretariat equivalent SES (Lt Gen) have approval authority. AF/CVA is appropriate approval authority for Air Staff Directorates headed by a Maj Gen or equivalent SES's. GOs assigned to organizations other than those identified will be forwarded first through the AFDW/A1 and then AFPC/DPSIDR to the Air Force Decoration Board (AFDB) for approval.
 - Exceptions to Policy: LOM nominations submitted under PCS, PCA, or extended tour conditions that do not meet the grade, time in position, specific qualifying position or other criteria above must be forwarded through AFPC/DPSIDR to the AFDB. Final approval authority rests with the Secretary of the Air Force Personnel Council (SAFPC).

- DSM award criteria:
 - 36 months as a GO (including frocked time, if applicable)
 - 24 months in a GO position
 - Approval authority: SAF/PC for recommendations based upon reassignment PCS, PCA, Extended Tour; MAJCOM CCs and AF/CV for Air Staff, FOAs, DRUs for DSM recommendations based upon retirement
- DDSM and DSSM award criteria:
 - No specific grade or length of tour restrictions, but normally same as DSM
 - Military members permanently assigned to joint activities or Joint Duty Assignment List billets are eligible for consideration
 - Exception: personnel not assigned to joint billets when the nature and scope of their responsibilities are exclusively joint
 - Approval authority: DDSM - SECDEF; DSSM - Director, Administration & Management (DA&M) or Joint Staff

MAIL/FAX DECORATION

- Mail or email the completed decoration to AFPC/DPSIDR with the following information:
 - Recommendation letter from the Senior Rater, requests less than 14 days must include a signed late justification memorandum
 - Justification, Citation and DECOR 6
 - AFPC/DPSIDR
 - Awards & Decorations
 - 550 C Street West, Suite 32
 - Randolph AFB, TX 78150-4734
 - DSN: 665-2516 EMAIL: dpsidr.taskmgt@randolph.af.mil
- AFPC/DPSIDR will check all required documents and fax them to the Secretary of the Air Force Personnel Council (SAF/PC) to meet the board
 - SAF/PC
 - 1535 Command Drive, EE-Wing, 3rd floor
 - Andrews AFB, MD 20762-7002
 - DSN: 857-5756 EMAIL: saf/mrbp.awards@afncr.af.mil
- Review and approval process takes approximately 4 weeks

NON-MILITARY DECORATIONS

- AFI 36-2803, Chapter 8 provides guidance on decorations for spouses of retiring Commanders of Major Air Commands (4-Star equivalent), Chief of Staff, Vice Chief of Staff and Chief Master Sergeant of the Air Force

AIR FORCE EXECUTIVE DINING FACILITY

PURPOSE

- To provide information on the use of the Air Force Executive Dining Facility (AFEDF)

BACKGROUND

- Active duty Air Force GOs, Senior Executive Service (SES) members and Political Appointees assigned to the Pentagon (swing space included) are eligible for membership in the AFEDF
 - Senior leadership from throughout DoD and retired GOs may dine in the AFEDF when conducting business in the Pentagon

DISCUSSION

- Membership is by invitation of the Secretary of the Air Force
- The AFEDF is located in room 4D880
 - Open Monday-Friday (except holidays), breakfast, 0630-0830 and lunch, 1130-1330
 - Advance reservations are recommended when bringing guests
 - Commercial (703) 697-6667 or DSN 227-6667

ADDITIONAL INFORMATION

- Catering service is available for promotions, retirements, etc.
 - Request by phone or email (703) 695-0566 or afedf.workflow@pentagon.af.mil
- Sales are handled on a charge basis and billed monthly
 - Visa and/or MasterCard may be used for payment
- Director's phone/email: (703) 697-1112/alfonso.sisneros@pentagon.af.mil
- Accountant's phone/email: (703) 695-3919/donna.gagnon@pentagon.af.mil

GENERAL OFFICER DEVELOPMENT AND TRAINING

PURPOSE

- To provide information on development opportunities available to GOs

BACKGROUND

- The Air Force goal for senior leader development is to place the right person in the right opportunity-at the right time. The right time is normally before or just assuming a new position that may require new skills or a refresher of previous competencies.

DISCUSSION

- AF/DPG is the Air Force primary focal point for GO training and development
 - Schedules and tracks mandatory and deliberately targeted courses/seminars available to GOs
- The Air Force continues to offer increased development opportunities in the areas of National Security, Joint Warfighting, Business, Public Policy and Leadership skills. Additionally, learning opportunities are available within specific “functional” areas to include Logistics, Acquisitions and Force Protection.

MANDATORY TRAINING

- Each GO is required to attend the mandatory training listed below:
- Senior Leader Orientation Course (SLOC) - A mandatory USAF program, held once per year (late July/early August) in Washington, DC and San Antonio, TX. This program is geared toward making new brigadier generals (active, guard and reserve) and SES personnel more effective representatives of the Air Force. Attendees receive briefings on key issues from senior USAF and DoD leadership. Spouses are invited to attend the first week of the program in Washington, DC.
- CAPSTONE - A Congressionally-mandated 5-week course, held four times per year (Jan-Feb/Apr-May/Jul-Aug/Sep-Oct) at the National Defense University (NDU), Ft McNair, Washington, DC. Brigadier generals (or selectees) must attend within 2 years of their Senate confirmation date; however, CSAF policy is to attempt to schedule GOs within 1 year of confirmation.
 - CAPSTONE consists of seminars, case studies, informal discussions, visits to key US military commands within the continental United States and an overseas trip to one of the following locales: Europe, Africa the Pacific, SWA or the Western Hemisphere. For LAF GOs, this is mandatory; for Health Professions and Chaplains, it is highly encouraged.
 - DPG will notify members approximately 4 months in advance of their selection for a CAPSTONE class to allow members lead time to deconflict their calendars and obtain

the proper passports

- DPG will also provide members instructions on when to submit their OCONUS region preferences
- CAPSTONE focuses on the employment of U.S. forces in joint and combined operations to support national policy objectives. It provides personal interaction with Combatant Commanders, other senior U.S. commanders and retired four-star general and flag officers to provide advice and guidance. Additionally, NDU offers a unique, optional program for spouses of CAPSTONE attendees. It is offered during the final week of the course.

DELIBERATE TARGETING

- DPG works with a multitude of programs conducted by Air University, other government agencies and top civilian institutions with the goal of “right person, right opportunity, right time.”
- DPG deliberately targets individuals based on multiple factors: rank, previously attended courses, assignment projections, etc.
- DPG considers all GOs eligible for the various leadership development opportunities, and targets specific audiences depending on the course offering. Therefore, development courses are not always linked to specific positions.
 - Bi-annually, DPG matches GOs to specific development opportunities based on position requirements and other information (pending assignments, recommendations from the chain of command, etc) and forwards a proposed 6 month course “match list” to the appropriate MAJCOM/CC or equivalent for approval.
 - After approval from the MAJCOM/CC or equivalent, the A1 reviews and CSAF approves the selections of the attendees. The final roster is then forwarded to MAJCOM CCs and CVs, HAF/SAF 2-letters and equivalents and MAJCOM A1Ls
 - CSAF policy requires all cancellation requests to come from the MAJCOM CC/CV, HAF/SAF 2-letters or equivalent and sent to AF/DPG Workflow (afdpg.workflow@pentagon.af.mil).
 - Many of the senior leader training courses have small class sizes and are held less frequently, which results in a small window of opportunity
 - Due to scarce training resources and limited class availability, as well as standing agreements made between the Air Force and several highly respected civilian institutions, it is imperative that, once selected for a training opportunity, it is given the necessary priority
- A list of existing GO development opportunities can be found on the DPG Website.

AIR FORCE GO EVALUATION REPORTS

PURPOSE

- To provide information on the GO evaluation program

BACKGROUND

- Governing directive is AFI 36-2406, *Officer and Enlisted Evaluation Systems*
- Brig Gens and Maj Gens (and selectees) receive at least one evaluation per calendar year
 - A minimum of 90 days supervision is required for all reports; however, for active duty, AF/DPG (NGB GOMO for ANG & Reserve GOMO for Reserve) may direct GO reports at any time, regardless of the number of days of supervision
 - Only promotion eligible Brigadier Generals receive a promotion recommendation with ranking (block 16 on the AF Form 78) on the evaluation that will count as the annual report
 - Raters are encouraged to provide copies of the evaluation to the respective GO once the evaluation has been updated by AF/DPG and has become a matter of record. AF/DPG will provide copies to members upon request.

DISCUSSION

- Annual cycles: Brig Gen and Brig Gen selectee reports close-out 31 Jul; Maj Gen and Maj Gen selectee reports close-out 30 Jun of each year
- Change of reporting Official (CRO) reports: CRO reports are optional when the timing is more than 90 days from the annual cycle close out date.
 - If a GO PCS/PCAs during the annual evaluation cycle and the report will close-out within 60 to 90 days of the annual cycle close out date, then the final endorsement may be completed by either the gaining or losing ML, at the request of the two MLs and with AF/DPG concurrence.
 - If a GO is reassigned to a “new” ML within 60 to 90 days of the annual cycle close-out date the following guidance below applies:
 - If the ratee worked directly for the losing ML (no immediate supervisor), then the losing ML prepares the rater portion of the AF Form 78 and forwards to the gaining ML for completion; to include the final endorsement/promotion recommendation.
 - If the ratee did not work directly for the losing ML, then the losing rater completes the rater portion of the AF Form 78. The losing ML then forwards the AF Form 78 to the gaining ML for completion (final endorsement/promotion recommendation).
 - If a GO is reassigned within the current ML within 60 to 90 days of the annual cycle close-out date the following guidance below applies:

- The rater will complete a CRO report and the ML will hold the report until the end of the annual cycle when the annual reports on GOs within the same ML control group are completed; the CRO will serve as the annual report.
- Reports on GOs with approved retirements are optional
- If a GO withdraws his or her retirement, a report will be written and will close-out on the appropriate current cycle evaluation close-out date
- Officers Selected for Brig Gen
 - Use AF Form 78 to document the period between the close-out of the last OPR as a colonel and the annual Brig Gen report cycle (31 Jul), unless a CRO or Directed-by-HQ USAF report is required
- When a promotion recommendation is required, MLs assign numerical rankings for each “Eligible For Promotion This Cycle” rendered
 - If a ratee performs duty under two different commands (i.e., Joint and USAF), promotion ranking is assigned by the ML having administrative control over the ratee at the time of the annual cycle close-out date
- In addition to the instructions in the AFI, keep in mind the following:
 - Don’t check the “RETIREMENT” block unless it has been approved
 - Once a GO is nominated for appointment to Lt Gen, completion of a report is optional
 - All active duty GO reports should reach AF/DPG NLT 30 days after the close-out date. ANG and AFR reports should reach the respective GOMO offices NLT 30 days after close-out.

COLONEL PROMOTION RECOMMENDATION FORM

(PRF) (AF FORM 709)

PURPOSE

- To provide information on preparing PRFs on promotion eligible active duty colonels

BACKGROUND

- AFI 36-2406 is the governing directive
 - The PRF is used to communicate promotion recommendations from a senior rater (Management Level (ML)) to a central selection board
 - The PRF supplements officer performance reports (OPR), which emphasizes performance by focusing on the officer's contribution to the organization's mission

DISCUSSION

- The PRF negotiation window begins 120 days prior to the promotion board. The PRF accounting date is 60 days prior the board start date.
 - Colonels with an RNLTD in the 120-day window can have the PRF written by either the losing or gaining ML.
 - PRFs must be completed 30 days prior to the board— If losing and gaining MLs cannot agree on who writes the PRF, then the ML the colonel is assigned to on the PRF accounting date will write the PRF
- The form is open; a copy is provided to the ratee 30 days before the promotion board convenes and the PRF is used only by promotion boards
 - The PRF is retained and used until the officer is promoted, separated or retired
- Available PRF recommendations
 - Definitely Promote (DP): officer is ready to serve as a GO now...comments required
 - MLs have unlimited DP quotas; however DP ratings normally comprise 15-20 % of the eligible pool
 - MLs must sign and rank DP ratings
 - Promote (P): officer has or may have GO potential and comments are optional
 - Do Not Promote This Board (DNP): either no GO potential or definitely not ready to be promoted this board...comments required
- Building a consistent promotion recommendation profile is important
 - Identify colonels in the top 3 - 5%; focus on individual's potential to serve at the GO level

- Build a “definitely promote” (with ranking) file on the true contenders early (minimum 2 PRFs from desired promotion point)
- Keep track of rankings and be consistent; show progress
- Emphasize individual’s future use as a GO; specifically cite where the officer will serve as a GO
- Use accomplishments as a Col to demonstrate potential and explain why the officer is uniquely qualified for promotion and better than others; use comparative terms to gauge the difficulty of job challenge
- Developmental Education/Advanced Academic Education comments on PRFs. Air Force Policy IAW AFI 36-2406 IC 2005-2, comments pertaining to selection for, attendance in or completion of Developmental Education and/or Advanced Academic Education are inappropriate. However, comments are appropriate for those officers which their PRF is being prepared & they have departed for school (the specific school cannot be mentioned). In addition, comments on Air War College non-residential program “Outstanding Graduate” recipients are now authorized. These changes will be incorporated in future PSDMss pertaining to officer promotion boards.
- Don’t repeat content of OPRs, duty history or previous PRFs
- Highlight factors that demonstrate desired GO traits (breadth, depth, versatility, adaptability and generalist qualities, leadership qualities, management intellect, presence, image, communication skills, experience, functional expertise, appreciation for Global Reach/Global Power, future vision of AF); use personal terms. Be clear and concise.
- Handwrite on serious contenders. Use impact words; underline and capitalize for emphasis.
 - When the officer is ready for promotion, spell out “Definitely Promote in 20XX!”
- In addition to the record of performance (previous OPRs and training/education reports), MLs may consider other reliable sources of information and solicit advice and information from the ratee’s supervisors and commanders, both current and past
- The head of the ML must prepare and sign Definitely Promote recommendations
 - Head of ML may designate one or more senior rater representatives to sign all others

PARTICIPATION IN MANAGEMENT OF NON-FEDERAL ENTITIES BY GOs

PURPOSE

- Provide information for active duty GOs on compensation for participation in the management of non-Federal entities

BACKGROUND

- In 1996, DEPSECDEF issued a memorandum prohibiting GOs from accepting compensation for management of non-Federal entities in their personal capacities, with few exceptions
- DoD amended DoD 5500.7-R, Joint Ethics Regulation to significantly restrict the ability of DoD officials to serve in a management role or position for a private entity in an official capacity, with very few exceptions

DISCUSSION

- **Policy for Personal Participation:** GOs in grades O-7 through O-10 may not receive compensation for serving in their personal capacity as an officer or member of the board of any non-Federal entity other than, on an exception basis, professional associations and closely-held family entities
 - GOs wishing to serve on a compensated basis in the management of professional associations or family entities must first seek approval from the SECAF
 - Approval is to be granted only where it is consistent with applicable standards of conduct and does not cause an appearance that would bring into question the dedication of senior leadership
 - Approval cannot be delegated and must be exercised by the Secretary or person serving as Acting Secretary
 - Donating or redirecting compensation to a charity in lieu of direct payment is still deemed payment to the GO
 - Reimbursement for travel expenses (e.g., transportation, hotel, meals) to and from meetings and conferences attended while serving in an approved compensated position may be allowed when it is clear that such benefits have not been offered or enhanced because of the GOs official status. Such reimbursement must be reported on the financial disclosure form if it exceeds the reporting threshold (check with servicing legal office for approval and reporting requirements).
 - GOs may participate in the management of non-Federal entities without compensation as individuals in a personal capacity provided they act exclusively outside the scope of their official position. They may not serve, however, as an officer, member of the Board of Directors, or in any other similar position if asked to serve due to their official position.

- Policy for Official Participation: GOs may not serve in their official capacity in the management of a non-Federal entity unless such service has been authorized by the DoD General Counsel, or the organization has been designated by the DoD General Counsel as eligible for authorization by the service Secretary on a case-by-case basis
 - Currently only the military relief societies (i.e., Air Force Aid Society) have been designated. Other organizations may be designated upon written request to the DoD General Counsel if they are non-profit and meet one of the following criteria: (1) Regulate service academy athletic programs; (2) Regulate international athletic competitions; (3) Accredited service academies and other military schools; or (4) Regulate military health care.
 - Even if the organization has been designated, officials may not officially serve in a management position unless SECAF has authorized such service, in writing, with the concurrence of DoD/GC. The authorization must identify the entity, and specify the name of the employee and the capacity in which he or she shall serve. The authorization may be made only for the purpose of providing oversight and advice to, and coordination with, the designated entity. It may not extend to participation in the day to day operations of the entity. The authorization must be published in the Federal Register.
 - GOs who are approved for such activities may not receive any compensation in addition to their Federal salary, and Federal travel funds may not be used to fund official TDYs to and from meetings and conferences (although travel reimbursement from the non-Federal entity may be accepted by the agency when approved in advance IAW 31 USC 1353)
- Rationale for policy: To maintain highest level of trust and respect for senior leaders by subordinates and the American public, to avoid the appearance of endorsement by DoD and to ensure Federal funds are used only to carry out official government functions
- Special Rule for GOs: Under current DoD policy, officers in for 0-9 and 0-10 positions may not participate in the management of or serve on the boards of companies that do business with DoD or focus their business on military personnel, this applies to compensated and uncompensated service. This policy is under review and a revised policy that modifies the limitations on Reserve Component GOs is currently in draft form.
- Rationale for Policy—Senate Armed Services Committee is concerned about senior military leaders using the status of their office for their personal gain or the gain of commercial enterprises that invite them to serve on their boards of directors

AF/DPG NOTE: If in doubt, obtain legal advice from your servicing legal office!

EXPENDITURES OF APPROPRIATED AND NONAPPROPRIATED FUNDS FOR GIFTS AND MEMENTOS

PURPOSE

- To provide information for active duty GOs on the proper use of appropriated funds (APF) and nonappropriated funds (NAF) for purchase of gifts and mementos

BACKGROUND

- Commanders often face the questions of whether funds can be used to recognize retiring personnel, individual mission achievements, foreign dignitaries, attendees at special functions, and others – and which types of funds may be used
 - The questions are difficult because the rules differ based on the category of the recipient, purpose of the item being procured, and source of funds. As a result, a number of instructions should be consulted.
 - DoD 5500.7-R, Joint Ethics Regulation; AFI 34-223, Private Organizations Program; AFI 34-201, Use of Nonappropriated Funds (NAFs); AFI 36-2805, Special Trophies and Awards; AFI 65-601 V1, Budget Guidance and Procedures; and AFI 65-603, Official Representation Funds—Guidance and Procedures
 - Rule of thumb—if the expenditure cannot withstand closest scrutiny and is not tied to specific authority, use alternative (unofficial) funding or abandon the effort—a violation in this area is serious

DISCUSSION

- You CAN:
 - Use NAF Special Morale and Welfare (SM&W) funds (\$20 maximum) to purchase mementos for retiring military and DoD civilian personnel
 - Use NAF SM&W funds for light refreshments “on a modest basis” (dollar limits established by the MAJCOM commander) for change of command ceremonies
 - Use APF to make or purchase special trophies and plaques that are used to recognize “mission accomplishment” if part of a legitimate award program (established by a “36-series” instruction)
 - Examples: awards for company grade officer, NCO, or airman of the quarter/year; functional work area awards
 - No cash awards allowed
 - Cannot use APF for awards for employees paid from NAF; use NAF funds instead
 - Cannot use NAF funds to supplement awards paid from APF funds

- Designated hosts may use “official representation funds” (ORFs) to purchase mementos for certain designated officials and dignitaries, in accordance with AFI 65-603
 - Expenditures for dignitaries identified in AFI 65-603 cannot exceed \$335
 - Cannot use for mementos for US government employees and military members, except for those DoD officials listed in AFI 65-603 (and subject to the \$40 cap per para. 6.2.2)
- Collect voluntary donations to buy gifts or mementos for fellow employees departing on assignment or retirement. Private organizations may participate or provide funds (but see rules regarding gifts from outside sources)
 - Subordinates cannot be asked to give more than a voluntary contribution of \$10 per individual recipient
 - The aggregate value of the gift per donating group that includes a subordinate cannot exceed \$300
 - If seeking private organization funds, an AF official cannot solicit the donation and the group’s contribution toward the gift must be consistent with the private organization constitution and by-laws
 - Can also use unofficial unit activity funds (such as unit coffee, flower or “sunshine” funds) as described in AFI 34-223, but must be done with the consent of all participants
- You CANNOT:
 - Use APF for retirement and change of command ceremonies for DoD personnel, unless use of ORF is specifically approved in advance by SAF/AA on behalf of SECAF
 - Use government resources to manufacture PCS or retirement mementos, even if the equipment is not (at the time) being used for mission purposes
 - The decision matrix from AFI 34-201, Table 12.1, provides more detailed analysis of what funds may or may not be used for various events
- **Fiscal law is not intuitive and violations are serious; therefore, questions should be referred to your local financial officer and/or servicing legal office. In the HAF, SAF/ GCA (DSN 223-0417) can provide assistance in this area.**

AF/DPG NOTE: If in doubt, obtain legal advice from your servicing legal office!

278 PUBLIC FINANCIAL DISCLOSURE FORM

PURPOSE

- Provide information on statutory requirement to file Office of Government Ethics (OGE) 278 Public Financial Disclosure form

BACKGROUND

- All General Officers are required by law to file an OGE 278 Public Financial Disclosure form. The OGE 278 process reinforces the Air Force core value “Integrity First.” Senior leaders are prohibited by law from taking any official action that could have a direct and predictable effect on their personal financial interests, as well as those of their spouses and dependent children. The OGE 278 is a visible demonstration of the Air Force commitment to the highest ethical standards and provides public reassurance that official actions are not influenced in any way by personal interests or affiliations.

DISCUSSION

- A “new entrant” form must be completed within 30 days of effective date of rank; frocked officers do not file
- An “incumbent” form must be filed annually each year by May 15. GOs and their execs are advised to mark the office calendar in anticipation of this due date as extensions to file are sparingly allowed; if an extension is needed, they must be requested BEFORE the deadline of 15 May. Send request via email to the Air Force Ethics Office at safgca.ethics@pentagon.af.mil.
- Retiring GOs must file a “termination” OGE 278, no sooner than fifteen 15 days prior to the retirement date and no later than 30 days after the retirement date
- Supervisor’s signature is required for all OGE 278s, except termination forms
- After supervisor review, the OGE 278 is submitted to the local legal office for review. GOs will be contacted by the reviewing ethics counselor for clarification, to correct errors, or to discuss potential conflicts of interest.
- A \$200 fine may be assessed for failure to submit the OGE 278 on time. Criminal and or civil action can be taken against those who fail to complete the form
- GOs should contact their local staff judge advocate or servicing legal office (SAF/GCA at the HAF/DSN 223-0417) for instruction on accessing and completing the form; use of the online Financial Disclosure Management (FDM) system is now authorized and can be accessed at <https://www.fdm.army.mil>, contact your local legal office to ensure you will have access to the system to file your annual OGE 278 report

AF/DPG NOTE: For GOs serving in outside of AF positions ensure you keep this item current.

GENERAL OFFICER FLYING

PURPOSE

- Provide information on policy concerning GO flying

BACKGROUND

- All supervisory flying, including GO flying, is closely scrutinized by Congress and the GAO
 - Guidelines were established to monitor and control supervisory flying activity
 - Governing directives are AFI 11-202 V1, AFI 11-202 V2, AFI 11-401

DISCUSSION

- GO flying positions are designated as either active (incumbent needs to fly) or inactive (incumbent does not need to fly)
 - Active positions, also referred to as operational flying positions, require the incumbent to fly, are designated by the AF/CC and are listed in AFI 11-401, Chapter 2 (Table 2.8)
 - Active flyers maintain at least basic aircraft qualification (BAQ). GOs will maintain qualification in a single aircraft; waiver authority for multiple aircraft qualification is AF/CC IAW AFI 11-202 V1
 - Aircrew members in active flying positions must successfully complete periodic qualification written examinations and flight evaluations, IAW AFI 11-202 V2
 - Must maintain physical and physiological when required qualifications
 - GOs must complete a formal training course qualification program prior to flying an aircraft with passengers onboard
 - AF/DPG is the focal point for all GOs requiring Senior Officer Checkout (SOC). AF/DPG will coordinate with the GO and losing/gaining MAJCOMs to schedule all SOC courses.
 - Identified with either an API-6 (Aircrew Position Indicator) (wing level staff position) or API-8 (staff positions above wing level)
 - Examples are: MAJCOM commander, vice commander and director of operations; NAF commander and vice commander; designated task force commander; wing commander
 - Flight time qualifies for incentive pay, either aviation career incentive pay (ACIP) or hazardous duty incentive pay (HDIP)
 - IAW AFI 11-401, para 3.6.1, commanders and key supervisors who are qualified and maintain currency in one type aircraft, but have other types of aircraft assigned to their units, may be authorized to fly in a primary crew position in assigned aircraft in which they are not qualified

- Individuals will be under the supervision of an instructor and will log “O” time, which does not entitle the member to OFDA credit, ACIP, or HDIP
- May not fly with passengers on board and waiver authority is AF/CC. AFI 11-401, in para 1.12.4, and subsequent paragraphs in the section, allows some exceptions to this policy for commanders and key supervisors, and general officers performing aircraft delivery flights with mission essential personnel (MEP) on board.
- Only applies to aircraft in units which are under the individual’s command. Flights in other aircraft are orientation flights and are flown in passenger status.
- While AF/CC is the designation authority for GO flying positions, MAJCOM/CCs may manage assigned GO flying within their command to meet command requirements. MAJCOM/CCs are not authorized to increase the number of GO operational flyers without AF/CC approval, but existing MAJCOM GO flying slots above wing level may be apportioned among assigned GOs to meet MAJCOM needs. This authority for adjustments applies only to MAJCOM/CCs and only to MAJCOM GO positions with the command, not including wing commanders.
- Inactive flying positions, also referred to as indoctrination flying positions, do not require the incumbent to maintain flying skills
 - Indoctrination flying approval authorities
 - AF/A3/5 is the approval authority for OSD, Air Staff, DoD Agencies, CJCS, Joint Commands, Non-Air Force General/Flag Officer and FOA positions. (Once a position is approved as an indoctrination flying billet the incumbent must request MAJCOM aircraft support)
 - MAJCOMs approve MAJCOM positions
 - Conservation approach must be taken in designating these positions
 - All requests should justify the incumbent’s need to fly
 - AF/CC must approve increases for additional GO indoctrination flying positions
 - Incumbent does not maintain aircraft qualification, act as pilot in command, nor fly in single- place aircraft
 - Completes emergency, life support, and basic systems training
 - Must be physically qualified and, when required, physiologically qualified
 - Flight time does not qualify for incentive pay
 - May fly in a pilot’s seat with passengers or MEP on board IAW AFI 11-401, para 1.12.4.3
 - May accomplish aircraft deliveries IAW AFI 11-401, para 1.12.4.4
 - Other Inactive Flying Options (not creditable towards OFDA/incentive pay)
 - May fly in passenger status on aircraft with adequate facilities for transporting passengers
 - May fly Distinguished Visitor/Familiarization Flights (Orientation flights)
 - May fly on an occasional basis to familiarize an individual with a particular weapons system and gain a fuller understanding of its particular Air Force mission

ADDITIONAL INFORMATION, AFI 11-202V1, *Aircrew Training*

Senior Officer Qualification and Performance Requirements. Senior officers (colonel selects and above) whose position requires operational flying will complete the appropriate formal training course (normally, a senior officer course) unless already qualified. A senior officer course that does not result in an AF Form/IMT 8 flight evaluation will not permit unsupervised flying. General officers must complete a formal training course qualification program (AF Form/IMT 8 flight evaluation) prior to flying an aircraft with passengers on board (exceptions to this policy must be approved by AF/CC), but some exceptions are provided in AFI 11-401.

- General officers in commander billets may fly without an instructor in their primary assigned aircraft if they are current and qualified (Mission Ready [MR], Combat Mission Ready [CMR], or Basic Mission Capable [BMC]) according to the applicable AFI 11-2 MDS-Specific, Vol 1
- All other GOs and GO commanders maintaining Basic Aircraft Qualification (BAQ) or less must fly with an instructor
- GOs flying in single-place aircraft are limited to AF/CC, commanders, MAJCOM directors of operation. If approved for operational flying, numbered Air Force vice commanders. GOs maintaining BAQ in single-place aircraft require an instructor pilot in the flight.
- Except for AF/CC, AF/CV, MAJCOM commanders (or equivalents) and Unified Command commanders (when filled by a USAF general officer), GOs who are in operational flying status and who do not oversee Operational Support Airlift (OSA) aircraft operations will not fly OSA aircraft
- As a minimum, AF/CC and VAF/CC will maintain BAQ in their assigned aircraft. Minimum and maximum sortie rates do not apply.
- DPG note: AF/DPG will coordinate with gaining and losing MAJCOMs and the GO to schedule all SOC courses

AIRCRAFT DELIVERIES

General officers may perform aircraft deliveries with Mission Essential Personnel (MEP) on board when the officer will occupy a seat with flight controls in an aircraft in which he or she does not maintain current qualification. When an unqualified pilot is in the seat a current and qualified IP must be in the other seat. This approval is only for initial deliveries of aircraft with passenger-carrying capability; it does not apply to other aircraft deliveries or if other, non-MEP, passengers are on board.

AVIATION CAREER INCENTIVE PAY (ACIP) HAZARDOUS DUTY INCENTIVE PAY (HDIP)

PURPOSE

- To provide information on the policy concerning ACIP and HDIP

BACKGROUND

- All supervisory flying, including GO flying, is closely scrutinized by Congress and the GAO
- Governing directives:
 - AFI 11-401, Aviation Management
 - DoD 7000.14-R, Department of Defense Financial Management Regulations (FMR), Volume 7A, Military Pay Policy and Procedures-Active Duty and Reserve Pay

DISCUSSION

- Two forms of monetary incentives exist for performance of aviation duties
 - ACIP
 - The purpose of ACIP is to retain officers for a career in military aviation
 - Continuous ACIP is paid to rated officers (O-6 and below) through 25 years of aviation service, provided flying “gates” are met; O-7 and above receive reduced ACIP, then HDIP if eligible
 - Colonels and below are paid conditional ACIP beyond 25 years of aviation service for the performance of operational flying duty
 - Conditional ACIP requires the incumbent to fly a minimum of 4 hours per month
 - HDIP
 - Paid to crewmembers who are not in receipt of ACIP, non-crewmembers, and others participating in frequent and regular duties of a hazardous nature required by orders
 - Requires a minimum number of monthly flying hours (4 hours)
 - No years of service restrictions
 - Paid conditionally to GOs past 25 years of aviation service when in flying positions
- Original 1974 ACIP legislation replaced all officer flight pay with ACIP
- FY86 National Defense Authorization Act restored officer crewmember pay as HDIP and established rate for GOs

- Recognized that flight pay is not only a career incentive, but also recompense for hazards associated with flying
- After attaining GO status the career incentive portion of ACIP is no longer a significant factor, but there still is a need to recognize the hazards involved in flying
- GOs who are in flying positions receive ACIP at a reduced rate until 25 years of aviation service; GOs over 25 years of aviation service receive HDIP when performing operational flying duty
- GO operational flying positions are listed in AFI 11-401, Chapter 2
- Positions are designated by AF/CC
- Other GOs may fly indoctrination flights
 - No ACIP or HDIP
- Rated officers cannot simultaneously receive both ACIP and HDIP for aerial flight

GO FLAGS AND ACCESSORIES

PURPOSE

- To provide information on the issuance of flags and accessories to newly promoted active duty GOs and how to requisition replacement flags

BACKGROUND

- There are two types of GO flags
 - Ceremonial Flag: rayon or synthetic substitute material with ultramarine blue field bearing appropriate number of five-pointed white stars, trimmed on three sides with 2 1/2 inch yellow fringe
 - Command Flag: similar to the ceremonial flag but in nylon or wool; no fringe
 - Used to signify an officer's command and remains with the unit as its property
 - Displayed on the commander's headquarters building and will be removed when the commander isn't physically present
 - Will not be used to show an officer's presence at a TDY location, for ceremonies or for official functions

DISCUSSION

- AF/DPG notifies AF Clothing and Textile Office (AFCTO) of all GO promotions; after Senate Confirmation announcement, AFCTO issues the following items to all new Brig Gens by certified mail
 - 1 Star Ceremonial Flag
 - US flag, same size as the GO flag
 - Two flag staffs (bases are not included)
- AF/DPG notifies AFCTO to send newly promoted Maj Gens, Lt Gens, and Gens the appropriate ceremonial flag. These officers will receive only the ceremonial flag and will not receive the items that were initially issued to all Brig Gens (all items are one time issue only).
- Upon retirement, GOs may keep the items issued by AFCTO: the US flag, individual GO ceremonial flags and flag staffs
- Replacement flags and flag staffs are requisitioned through normal supply channels or DoD EMALL using the following NSNs:
 - Standard Size GO Flags (4 by 3 feet)
 - 1-Star: 8345-00-526-4472 (Ceremonial)
8345-01-141-1231 (Command (outdoor flag)) – Local Purchase
 - 2-Star: 8345-00-543-6057 (Ceremonial)
8345-01-141-1232 (Command (outdoor flag)) – Local Purchase

- 3-Star: 8345-00-543-6056 (Ceremonial)
8345-01-141-1233 (Command (outdoor flag)) – Local Purchase
- 4-Star: 8345-00-543-6055 (Ceremonial)
8345-01-141-1234 (Command (outdoor flag)) – Local Purchase
- US: 8345-00-656-1444
- AF: 8345-01-134-1020 - Provisional
- Staff: 8345-00-214-9125
- Case: 8345-00-178-8495 (3x4, olive green)
- Base: 8345-00-130-3142 – GSA (bases do not come with flags)
- Automobile Bumper Flags (9 inch fly X 6 inch hoist)
- 1-Star: 8345-00-406-1672
- 2-Star: 8345-00-406-1673
- 3-Star: 8345-00-406-1674
- 4-Star: 8345-00-144-6023
- Automobile Plates
- 1-Star: 8345-00-245-7798 – Local Purchase
- 2-Star: 8345-00-245-7816 – Local Purchase
- 3-Star: 8345-00-245-7811 – Local Purchase
- 4-Star: 8345-00-245-7806 – Local Purchase

*The website for EMALL is <https://dod-emall.dla.mil> (first-time users must register before placing an order). If you have problems or questions, please call toll free at 1-877-352-2255 or email to ascot@dscp.dla.mil.

GENERAL OFFICER FROCKING

PURPOSE

- Outline current requirements pertaining to the frocking of active duty general officers

BACKGROUND

- An officer who has been selected and confirmed for promotion to the next higher grade may be authorized to wear the insignia of that next higher grade prior to the officer's promotion date; if approved, the officer is said to be "frocked" to that grade
- SECDEF is the approval authority for frocking officers to the grades of O-7 through O-10 pursuant to title 10, United States Code, sections 777 and 777a; SECDEF has delegated this authority to USD(P&R) and PDUSD(P&R)
- Each request for general officer frocking is reviewed by CSAF and SECAF before transmittal to PDUSD(P&R) for approval
- Frocking must be essential to the officer's maximum effectiveness and is normally reserved for assignment to international, joint, or command positions, or in other unusual circumstances (as determined by SECAF) requiring higher rank for diplomatic, protocol, or command authority
- DoD policy limits to 27 (17 in the grade of O-7; 10 in the grade of O-8) the total number of Air Force officers on the active-duty list in the grade of colonel and above who are authorized to wear the insignia for the next higher grade

REQUIREMENTS

- An officer may not wear the insignia of the frocked grade unless:
 - The Senate has confirmed the appointment of the officer to that grade
 - USD(P&R) or PDUSD(P&R) has approved the officer to wear the insignia of that grade and has submitted to Congress a written notification of the intent to authorize the officer to wear the insignia of that grade
 - In the case of an officer selected and confirmed for promotion to the grade of brigadier general or major general, the officer is serving in a position for which that grade is authorized, or has received orders to serve in such a position and shall commence serving in that position within 60 days
 - Frocking is normally effective the date the officer assumes the position for which that grade is authorized or the date frocking is approved by USD(P&R) / PDUSD(P&R), whichever is later
 - In the case of an officer to be frocked to the grade of lieutenant general or general, the officer has received orders to serve in a position outside the Air Force for which that grade is authorized
 - The officer may wear the insignia of that higher grade for a period of up to 14 days before assuming the duties of a position outside the Air Force where the higher

grade is authorized

UNAUTHORIZED PRIVILEGES FOR FROCKED OFFICERS

- Accrue monetary entitlements
- Gain seniority on the active duty list or for any purpose
- Accumulate time-in-grade
- Assume legal authority of the higher rank (e.g., frocked Brig Gens can't impose certain punishments under Article 15, UCMJ, which require GO grades)
- Sign substantive documents in the higher rank (e.g., legal documents)
 - Consult local JAG to resolve questions concerning specific documents

AUTHORIZED PRIVILEGES FOR FROCKED OFFICERS

- Wear the insignia and uniform of the higher rank
- Use the higher rank when signing AF Forms 78, OPRs, EPRs, PRFs, Awards and Decorations, and documents dealing with protocol, such as military etiquette and precedence
- Accept GO housing if assigned based on position, not rank
- Accrue all the privileges afforded by custom or regulation to this rank
 - Ceremonial (and command) flag
 - Protocol ("flag") stationery
 - Parking stickers
 - New ID card, official photo and biography reflecting the higher grade

NOTE: IAW AFI 36-3026_IP, Volume 1, *IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL*, paragraph 21.19.1, "An ID card may be issued reflecting the frocked grade however; the current pay grade will remain on both the ID card and DEERS/RAPIDS until the member is officially promoted."

FROCKED/SELECTEE SIGNATURE BLOCKS

PURPOSE

- To provide information on frocked/selectee signature blocks

BACKGROUND

- The AF/CC approved a standardized signature block for GOs to eliminate confusion for those generals performing duties at the higher level. This signature block will not impact the signing of legal documents for disciplinary (UCMJ) or pay purposes. In these instances, the member's signature will reflect their rank commensurate with their pay grade. **Base legal office should be contacted where clarification is required.**

DISCUSSION

- For Brig Gen:
 - Selects: Upon Senate confirmation of the promotion list, selectees may sign all OPRs, EPRs, PRFs and award/decoration elements as "Brig Gen (Sel)" if serving in a senior rater/reviewer position or assigned to an authorized Brig Gen officer position. If not in a senior rater/reviewer position or assigned to an authorized Brig Gen officer position, sign as "Col."
 - Frocked: For all OPRs, EPRs, PRFs and award/decoration elements, sign as "Brig Gen"
- For Maj Gen:
 - Selects: Upon Senate confirmation, selectees may sign all OPRs, EPRs, PRFs and award/decoration elements as "Maj Gen (Sel)"
 - Frocked: For all OPRs, EPRs, PRFs and award/decoration elements, sign as "Maj Gen"
- For Lt Gen:
 - Selects: Upon Senate confirmation, selectees may sign all OPRs, EPRs, PRFs and award/decoration elements as "Lt Gen (Sel)"
- For Gen:
 - Selects: Upon Senate confirmation, selectees may sign all OPRs, EPRs, PRFs and award/decoration elements as "Gen (Sel)"

GENERAL OFFICERS VISITING THE WASHINGTON DC AREA

PURPOSE

- To provide information on HAF involvement for GOs TDY to the Washington, DC area

BACKGROUND

- Upon notification of an active duty GO TDY to the Washington, DC area, AFDW/CCP will make most lodging and transportation arrangements with either Joint Base Anacostia Bolling (JBAB) or Joint Base Andrews (JBA) and notify the offices of SECAF and AF/CC

DISCUSSION

- IAW AFI 36-2901, each active duty AF GO is required to notify AFDW/CCP (DSN 612-6459/6456) of any anticipated TDYs to the Washington, DC area. This includes TDYs to all AF and outside agencies, regardless of whether or not the GO visits the Pentagon. GOs visiting JBA, JBAB, or Ft Meade must also coordinate their trip with AFDW/CCP. AFDW/CCP provides basic GO TDY information to SAF/OS, SAF/US, AF/CC, AF/CV, and AF/CVA of all active duty Air Force general officers visiting the Washington, DC area. AFDW/CCP also maintains complete itinerary information on all GO TDYs to the Washington, DC area.
 - SES members, Individual Mobilization Augmentees (IMAs), ANG, and AFRES GOs are handled by the offices that they are visiting
 - The GO's office coordinates with the Office of the Chairman Joint Chiefs of Staff (703-697-6143) when the visitor is a Combatant Commander or Deputy Combatant Commander of a unified or specified command
 - AFDW/CCP notifies protocol offices at JBAB and JBA of arrival, departure, and related needs of TDY active duty GOs to include transportation and lodging
- TDY GOs are required to provide AFDW/CCP with the following information:
 - Dates, times, and mode of travel for arrival and departure; and any special requirements (i.e., greeter, STE, UDI, exercise equipment, computer related requirements, etc.)
 - Accompanying staff officers, purpose of TDY, POC's name, office symbol, telephone numbers in the Washington area, and lodging requirements
 - Complete itinerary information; Email to AFDW/CCP at afprot.visgen@afncr.af.mil NLT 48 hours prior to TDY

- IAW 2 Jan 02 message from AF/CVA, Subject: Lodging for TDY GOs in the National Capital Region, GOs should make a special effort to stay on base when they are in the Washington, DC area
- Because the Pentagon is not considered an AFB, it is not illegal to “rest overnight” in downtown hotels. However, it is currently AF/CVA policy that TDY GOs use government lodging (DVQs) when available. The intent is to ensure GOs utilize the newly renovated quarters within Washington, DC at both JBA and JBAB.
- AF/CVA will review and approve/disapprove all GO requests to stay in off-base lodging when TDY in the Washington, DC area if DVQs are available
- Trip planners should coordinate justification for off base lodging via email (afprot.visgen@bolling.af.mil), telephone (DSN 612-6459/6456), prior to arranging lodging in downtown hotels
- AFDW/CCP coordinates government transportation requirements through JBA Vehicle Operations Section
 - For DoD Motor Pool arrangements the GOs staff will contact them directly (703-604-0600)
 - If the GO needs Executives Driving Support (EDS), JBA EDS may supply a car and driver for all official travel occurring between JBA, JBAB, Davison Army Air Field and GOs lodging. JBA transportation will support transportation originating at JBA and Davison Army Air Field at Ft. Belvoir terminal; JBAB and JBA transportation will provide other transportation IAW DoDI 4515.7 and AFI 24-301.
 - NOTE: Driving support and U-Drive-It (UDI) availability is based on demand at the time of the TDY. At certain times, large meetings/conferences will preclude availability of car, driver, and UDI support for GOs.
 - Commercial Airport transportation: Neither JBA, JBAB, nor DoD Motor Pool supports transportation to or from commercial airports due to the availability of commercial transportation (metro, metro bus, taxi, or rental vehicles). The only exception to this policy is if military air has been diverted to a commercial terminal. This is IAW public law and DoD policies.
 - Pentagon Parking: Visitor parking is extremely limited; however, if parking is requested, parking is available in North Parking, off of Boundary Channel Drive, in row 53-57 and 43 and in South Parking, row 26. There is also government vehicle parking in South Parking, row 26. This parking is on a first-come, first-served basis. Please provide AF Protocol the rank and name of the DV; license plate of the vehicle; and rank, name, and position of the person being visited to prevent vehicles from being towed. Please double check the visitor parking locations with AF Protocol (703-697-6078) due to the on-going construction at the Pentagon and the changing sites of visitor parking.

PHYSICAL EXAMS

PURPOSE

- To provide information concerning physical examinations for GOs and spouses

DISCUSSION

- Every active duty GO receives an annual preventive health assessment (PHA), consisting of a web-based health risk screening questionnaire, risk factor-based clinical preventive services and a review of unique military medical requirements. The scope of the PHA is determined by the member's age, gender and health risk assessment.
 - Scope of PHA determined by member's age, gender and health risk assessment
- All GOs must complete a DD Form 2697, "Report of Medical Assessment" and review it with their primary care providers prior to retirement or terminal leave.
 - Dedicated "retirement physical exam" not required for GOs who have a current PHA on record (within one year) and, in the opinion of their provider, have no clinical indications for additional evaluation.
- Spouses of GOs may receive risk assessment, age/gender/risk-appropriate clinical preventive services and any necessary specialty referrals through their primary care provider
- Flying physical is a subset of the PHA for members on flying status. Flying physicals associated with a medical waiver request/renewal should be scheduled at least 3 months prior to expiration date.
- Examinations must be completed by servicing medical facility unless directed otherwise by the command surgeon
- Reference AFI 36-3203 chapter 5.5 for additional retirement information

THE TRICARE BENEFIT

PURPOSE

- To provide information on the Military Healthcare System TRICARE benefit for General Officers and their family members

BACKGROUND

- The TRICARE program offers a choice of health plans for beneficiaries through networks of military and civilian health care providers

DISCUSSION

- TRICARE health plans: Prime, Standard and Extra
 - Prime: Assignment to military or civilian primary care manager; HMO-like plan
 - Standard: Standard CHAMPUS - greater choice of providers, annual deductibles and cost shares apply
 - Extra: Similar to Standard, but receive a 5% discount on cost-share if Preferred Provider Network, and limited choice providers
 - Active Duty Service Members (ADSM) are automatically enrolled in TRICARE Prime
 - Active Duty Family Members (ADFM) may choose from the three TRICARE health plans
 - ADSMs and ADFMs enrolled in TRICARE Prime remain with their “losing” region until they transfer their enrollment to their “gaining” region
- Supplemental insurance for non-active duty beneficiaries
 - Unnecessary for TRICARE Prime enrollees, although may be considered for out-of-network health costs and/or for eligibility for future coverage
 - Personal choice depending on individual circumstances but recommended for Standard and Extra
- For detailed TRICARE information, visit <http://www.tricare.mil> or contact local Beneficiary Counseling and Assistance Coordinator

NOTE: Executive Services to assist GOs and spouses with medical appointments.

- Protocol Healthcare Liaison, 79th Medical Wing (Andrews AFB) 240-857-5639/8303
- Executive Services, Walter Reed National Military Medical Center 301-319-4408

GOVERNMENT-CONTROLLED GENERAL OFFICERS HOMES

PURPOSE

- To provide an update on government-controlled General Officers' Homes (GOHs)

BACKGROUND

- Government-controlled GOHs include those that are government-owned or leased (excluding privatized housing)

DISCUSSION

- Family housing O&M is exclusive source of funding for GOH operations, utilities, improvements, maintenance and repair
 - Removable mission related communications equipment funded with non-MFH funds
- Installation GOH management team is first point of contact for GOH support and is responsible to provide housing advice and service
- Family housing management, furnishings, service contract and maintenance and repair expenditures are limited to \$35,000 per unit; must notify Congress prior to exceeding limit (10 U.S.C. 2831)
 - The AF does not budget \$35,000 per fiscal year for each GOH
 - AF policy (AFI 32-6003, General Officer Quarters) limits annual expenditures (\$6,000 non- SCPs/\$10,000 SCPs) and five year expenditures (\$20,000 non-SCPs/\$40,000 SCPs) on supplemental furnishings. In addition for SCPs only, it limits china, linen, tableware expenditures (\$1,000 annually) and official entertainment equipment (\$1,000 annually)
 - Furnishings allowances for GOHs are listed at Attachment 5 of AFI 32-6003; SCPs are authorized additional furnishings because of extensive entertainment responsibilities
- Family housing operations, maintenance and repair expenditures gathered and reported quarterly on AF Form 3826, Quarterly Cost Report for GOQs
 - Residents review and sign form (if available at duty station) to acknowledge expenditures
 - Family housing fund expenditures reported by FY; reports due to Congress in January

PRIVATIZED GENERAL OFFICERS HOMES

PURPOSE

- To provide information on privatized GOHs

BACKGROUND

- CONUS, AK and HI family housing shifting to privatized real estate agreements (not contracts); final projects have had Project Owner (PO) selection and are working closing documents but construction and renovation are scheduled through 2018

DISCUSSION

- Resident enters into lease and pays rent and utilities from BAH
- Project Owner (PO) owns unit and controls work accomplished
 - PO funds facility operations, maintenance, repair and capital improvements
- Family housing O&M pays gov't management and furnishings costs for privatized GOHs
 - Any other funding for work in privatized housing must come from the project and is a financial decision based on that project's ability to support a business case for the work
- Installation GOH management team is first point of contact for GOH support
 - Team consist of government's Housing Management Office (HMO) and PO's Project Management Office (PMO)
 - HMO is focal point for supplemental furnishings support and government cost reporting
 - The PMO is responsible for maintenance, repair and improvements and day-to-day management
- Family housing O&M expenditure limited to \$35,000 per unit; must notify Congress prior to exceeding limit [10 USC 2831]
 - AF policy (AFI 32-6003, General Officer Quarters) limits annual expenditures (\$6,000 non-SCPs/\$10,000 SCPs) and five year expenditures (\$20,000 non-SCPs/\$40,000 SCPs) on supplemental furnishings. In addition for SCPs only, it limits china, linen, tableware expenditures (\$1,000 annually) and official entertainment equipment (\$1,000 annually)
 - Furnishings allowances for GOHs are listed at Attachment 5 of AFI 32-6003; SCPs are authorized additional furnishings because of extensive entertainment responsibilities
- FY09 NDAA requires Services to report any annual PO expenditures exceeding \$50,000 for operations, maintenance and repair on a single GOH
- Government and PO expenditures gathered and reported quarterly on AF Form 3826, Quarterly Cost Report for GOQs
 - Residents review, validate and sign form(if available) to acknowledge expenditures
 - GOH expenditures reported by FY; reports due to Congress in January

Mr. Munter/AF/A7CH/afa7ch.workflow@pentagon.af.mil/DSN 224-4704/Feb 12

SHIPMENT OF GO HOUSEHOLD GOODS

PURPOSE

- To provide guidance on household goods (HHG) shipment entitlements and procedures

BACKGROUND

- The Air Force is governed in entitlement matters pertaining to the shipment of HHG for Air Force members by the "Joint Federal Travel Regulation" (JFTR), Vol. I, promulgated from Title 37, U.S.C.

DISCUSSION

- AF/A4L (Directorate of Logistics) manages the AF personal property shipment and storage program
 - The new web-based Defense Personal Property System (DPS) now being used for most HHG moves empowers member throughout move process
 - Online counseling is now available to member
 - Better direct communication between customer and mover is facilitated via use of system
 - Customer feedback is captured via a Customer Satisfaction Survey (CSS) for each move; critical for member to complete since it is used to determine which companies should be receiving a larger share of DoD business based upon performance
 - Local Personal Property Shipping provide counseling on shipment and storage or member may self-counsel through DPS
 - GOs assigned to Washington DC Metropolitan Area/NCR should have their executive officer or assistant contact Joint Base Andrews/NAF-W PPPO (301-981-7562/7520) upon notification of assignment
- Maximum authorized weight allowances for GO PCS moves is 18,000 lbs net weight
 - Professional Books, Papers & Equipment (PBP&E) not charged against allowance
 - Must be required in performance of official duties; examples:
 - Reference materials
 - Instruments, tools and equipment peculiar to technicians
 - Specialized clothing
 - Official awards
 - Personal computers/accompanying equipment used for official gov't business

- Excluded: Commercial products for sale/resale used in conducting business; sports equipment; office, household, shop fixtures and furniture (such as bookcases, study/computer desks, file cabinets and racks) of any kind even though used in conjunction with PBP&E
- PBP&E (up to 500 lbs) may be authorized for member's dependent spouse as well
 - Must be in spouse's possession and needed for spouse's employment or community support activities at next or a later destination; examples include reference materials; instruments, tools and equipment peculiar to technicians; specialized clothing; personal computers and accompanying equipment used for business or community support activities
 - Same exclusions as for member PBP&E apply
- Estimated weight of PBP&E for member and dependent spouse (not to exceed 500 lbs) must be declared at time of counseling on application for shipment (after the fact declaration will only be considered when shipment file contains indisputable intent to declare PBP&E)
- PBP&E for member and dependent spouse must be separately packed, marked, weighed and noted on inventory
- Normal mode of shipment is surface transport (i.e., truck and/or ship)
 - Exceptions to surface movement
 - Hard lift areas are those overseas where sealift is too infrequent or unavailable (includes inter-theater shipments unless member has more than 30 days delay en route)
 - Transportation Priority 4 (TP-4): AMC space available cargo used to maximize aircraft loads
 - TP-4 HHG shipments help fill requirement
 - This option is not exclusive to GOs
 - Transportation Priority 2 (TP-2): Approved only in extreme circumstances
 - Request will be initiated by the Personal Property Office through MAJCOM to Personal Property Activity Headquarters (PPA HQ) for approval with disapproval authority at AF/A4LE.

JOINT BASE ANACOSTIA-BOLLING (JBAB) GO HOUSING

PURPOSE

- To provide information on GO housing demographics and assignment policies

BACKGROUND

- AF/DPG, in coordination with AF/A1, AF/CV and AF/CC, manages the JBAB waiting list of GOs
 - There is not enough GO housing to support all GOs assigned to the Washington, DC area
- AF/CC expects all SAF/HAF lieutenant generals and two-letters to live in base housing. other GOs who desire to live on JBAB will be on a first-come, first-serve basis. (AF/CC policy letter dated 25 Nov 08)
 - Exceptions to this policy will be routed through AF/DPG and approved by AF/CV

DISCUSSION

- Basic ROE
 - Major Generals and above have preference at Bolling AFB
 - Assignments made based on date of arrival and DOR
 - Will try to confirm a house within 90 days of arrival
 - Senate confirmation process may cause delays for in- and out-bound GOs
 - We have two Americans with Disabilities Act (ADA) houses
 - If you are offered an ADA house you will have to sign a memorandum of understanding that if a family with an ADA requirement PCS's to the area you will have to move to another GO house when one comes available
 - If you turn the house down you will go to the bottom of the list in your grade
 - Retiring GOs should vacate quarters NLT 30 days beyond last duty day or retirement date whichever occurs first
 - All requests for exceptions should be in accordance with AFI 32-6001, chapter 6, para 6.3.8 and sent to AF/DPG for AF/A1, AF/CV and AF/CC final coordination

UNOFFICIAL USE OF GOVERNMENT COMPUTERS AND TELEPHONES

PURPOSE

- To explain authorized unofficial use of government computers and telephones

BACKGROUND

- Commanders and supervisors may allow unofficial use of government computers and telephones, subject to certain restrictions
 - Authorized unofficial use of government computers and telephones must comply with Air Force Instructions, the Joint Ethics Regulation (JER) and the UCMJ
 - Any use of government computers and telephones constitutes consent to monitoring in accordance with the User Agreement and Banner

DISCUSSION

- Restrictions on authorized unofficial use:
 - The use must not adversely affect the unit mission or performance of official duties by the DoD employee or the DoD employee's organization
 - The use must be of reasonable duration and frequency
 - The use must not adversely reflect adversely on DoD or the DoD Component
 - The use must not create significant additional cost to DoD or the DoD Component, including no long distance or per-call charges above and beyond normal local charges
- Examples of authorized unofficial use, but not an all inclusive list
 - Limited use by deployed members for morale, health, and welfare purposes
 - Reasonable use for keeping up to date on newsworthy developments
 - Commanders and supervisors may authorize legal and ethical use of the internet in the best interest of the Air Force
 - Notifying family members of official transportation or schedule changes and using government systems to exchange important and time-sensitive information with spouse or other family members (i.e., scheduling doctor, automobile, or home repair appointments)
 - Educating or enhancing the professional skills of employees (e.g. use of communication systems, work-related application training, etc.)
 - Sending messages on behalf of a Private Organization, (e.g. unit Booster Club, Base Top 3, Base Company Grade Officers Association, etc.)
 - Job searching of a reasonable duration is authorized only if related to separations or retirements

FOREIGN DISCLOSURE AND TECHNOLOGY TRANSFER PROGRAM

PURPOSE

- To identify the role of FD&T2 in supporting partnership building objectives

BACKGROUND

- The FD&T2 program is a key enabler that will support you in interactions with your counterparts in foreign air forces by authorizing sharing of USAF information to conduct subject matter exchanges, develop doctrine, provide training, procure goods and services, conduct exercises, and incorporate exchange personnel into your organizations.
- The release of USAF classified or controlled unclassified information may require approval from OSD or national disclosure authorities. USAF may require approval of any one or more of the approx 13 USG disclosure processes. SAF/IA and designated disclosure officers throughout the Air Force, each MAJCOM has a disclosure office, will navigate these processes on your behalf.
 - Controlled unclassified information is defined as information to which access or distribution limitations have been applied in accordance with national laws, policies and regulations. It includes information that is subject to export control laws in accordance with the International Traffic in Arms Regulations (ITAR) and defined as information, other than software, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense articles.
 - After information is approved for disclosure, a corresponding legal mechanism such as a foreign military sales Letter of Offer and Acceptance or international agreement that defines defense articles, services and technical data which can be exported to foreign partners must be implemented, for other than subject matter discussions.
 - Unclassified information originated within Air Force and to which no access or distribution limitations have been applied may be shared with foreign air force representatives without review by a foreign disclosure officer, if the information is provided for information purposes only, does not infer a commitment to sell, loan, lease, or co-produce/develop a defense article or assign a foreign national to an AF unit, and is coordinated with the Air Force office that originated the information.
- To establish training or foreign military sales programs, conduct exercises, and incorporate exchange personnel into your organizations, include your disclosure officer early in planning activities.
- SAF/IA provides summaries of disclosure and technology transfer processes and procedures on its Air Force portal website on its portal website

LAW OF COMMAND

PURPOSE

- To provide information on the laws and policies governing military command relationships

BACKGROUND

- Statutory policy restrictions limit command eligibility and dictate procedural requirements regarding command appointments and assumptions. AF policy and guidance on command is found in AFPD 51-6 and AFI 51-604, respectively.

DISCUSSION

- Command is the legal authority vested in an officer by virtue of his status and position to lead a military organization (unit) in order to carry out assigned responsibilities. Command includes the authority and responsibility to effectively use available resources and to plan for the employment of, organization, direction, coordination, and control of military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, safety and discipline of assigned personnel.
- Command authority of regular Air Force is delegated from the President through the chain of command and derives from his authority as Commander-in-Chief under Article II of the Constitution
 - An officer succeeds to command in one of two ways, by appointment or assumption
 - Appointment to command is an order from a higher authority directing an eligible officer to take command of an unit. To be appointed to command, an officer must be equal or senior in grade to every other officer who is eligible to command assigned to that unit. Seniority by date of rank is not necessary.
 - Assumption of command is the unilateral act of taking command by virtue of being the senior officer assigned to a unit who is present for duty and eligible to command. However, the senior officer may not assume command if an eligible officer of equal grade is already in command by virtue of an appointment.
 - A temporary appointment or assumption can occur when the permanent commander is temporarily absent or disabled
 - A commander must be assigned to and be in reasonable communication with the unit in order to be "present for duty." Constant physical presence is not required.
 - Commanders routinely exercise their command through their staffs and through their subordinate commanders
 - Staff members assist the commander as directed. Vice commanders and deputy commanders are staff officers.
 - Generally, command authority can be delegated unless restricted by law or policy. Commanders may delegate administrative duties to members of their staff and subordinates at their discretion.

- Do not delegate duties restricted to commanders by law, policy, or direction of higher headquarters (e.g. UCMJ authority, authority to conduct investigations, authority to direct mental health evaluations)
- Commanders can designate those subordinates, including civilians, who are authorized to sign or act in their name; however, such designation does not relieve the commander of responsibility for the exercise of command. The term “acting commander” is prohibited.

– Restrictions and Special Rules

- 3- and 4-star flag officers in command positions designated by the President to be positions of special importance and responsibility pursuant to 10 USC § 601 must remain in command unless relieved by superior competent authority
- As a matter of policy, only rated officers in active flying positions may command flying organizations
- By law, enlisted members, civilians and chaplains may not command
- By law, medical officers are only eligible to command medical organizations, and medical organizations can only be commanded by medical officers
- Civilians may lead certain military units (see AFI 38-101), but cannot exercise command over them or their personnel (referred to as “directors,” never “commanders”)
- As a matter of policy, legal officers in the Judge Advocate General’s Corps otherwise eligible to command may command with approval of The Judge Advocate General
- A frocked officer’s eligibility to command is based on the officer’s permanent grade
- In joint situations, special command authorities exist for the Senior Air Force Officer (SAFO) assigned to a joint unit and the Commander of Air Force Forces (COMAFFOR)

– Total Force Issues

- When in state status (State Active Duty or Title 32), the Air National Guard (ANG) chain of command flows from the Governor to commanders of subordinate ANG organizations, in accordance with state law
- “Integrated” organizations consisting of ANG units (Title 32 status) and RegAF units Title 10 status still require distinct chains of command for each component
- When called to active federal duty (Title 10 status), ANG units and/or members are attached to a Title 10 unit, integrated into the existing federal chain of command and no longer exercise their state commissions
- As a matter of policy, reserve component officers may exercise command of Regular Air Force units if on extended active duty (EAD) orders for a period of at least 90 consecutive days
- Regular officers and reserve officers on EAD must have HQ USAF/RE approval in order to command units of the Air Force Reserve
- It is possible for one individual to be dual-hatted as the commander of both a RegAF and ANG unit, although it requires appointment by POTUS and consent of the governor

– Statutory Command Authorities

- The Goldwater-Nichols Act increased the authority of the CJCS and Combatant Commanders over military operations and restricted the role of the Services to specified support and administrative functions (“organize, train and equip”)
- The Goldwater-Nichols Act clarified command relationships by instituting a single chain of command that has two branches
 - Operational Branch - Flows from the President to SECDEF to the Combatant Commanders to their subordinate commanders in joint organizations and service components; CJCS advises and assists the President in exercising command but is not a commander
 - Service Branch - Flows from the President to the SECDEF to the SECAF to the MAJCOM commanders to their subordinate commanders; CSAF exercises “supervisory authority” pursuant to SECAF delegation/authority but is not a commander
- “UCMJ authority” is inherent in command unless withheld by higher authority or limited by law or policy. It includes the authority to impose nonjudicial punishment and, for some commanders, includes the authority to convene courts martial.

– Types of Command Authority

- Doctrine further defines command authority into specific types, including Combatant Command (COCOM), Operational Control (OPCON), Tactical Control (TACON), Support and Administrative Control (ADCON)
- The operational chain of command (joint) exercises COCOM, OPCON, TACON, and Support while the service chain of command provides the majority of ADCON
- UCMJ authority is distinct from ADCON, although it is frequently part of ADCON

– Transfer of Command Authority Over Forces

- The Goldwater-Nichols Act requires the Services to assign operational forces to a combatant command. Once assigned, forces may only be transferred to a different combatant command by authority of SECDEF under procedures approved by the President.

POST-RETIREMENT REPRESENTATIONAL RESTRICTIONS

PURPOSE

- Provide basic information on “representational restrictions” applicable to retired GOs contained in the Ethics Reform Act of 1989

BACKGROUND

- The Ethics Reform Act of 1989 (Public Law 101-193), as amended, prohibits former Federal officials, including GOs, from engaging in certain post-retirement representational activities
- Law is intended to promote integrity and foster trust in the public image of federal agencies, their officers and employees, and avoid both actual and/or perceived preferential treatment

DISCUSSION

- The purpose of the Ethics Reform Act (18 U.S.C. 207) is to prevent former officers or civilian employees from accruing personal gain at the expense of the U.S. Government by using their former position, stature and access to “insider” information, in order to give their new employer or the entity they represent an unfair advantage over competitors
- The Ethics Reform Act sets out five restrictions that apply to the post-retirement activities of retired GOs
 - **Lifetime representation bar** (18 U.S.C. 207(a)(1))
 - At no time may you (with intent to influence) communicate to or appear before the USAF regarding a particular matter in which:
 - The U.S. has an on-going interest;
 - You personally and substantially participated in the same particular matter during your military service; and
 - Which involved a specific party or specific parties at the time of such participation
 - **Two-year representation bar** (18 U.S.C. 207(a)(2))
 - During the first 2 years following retirement, you may not knowingly make, with intent to influence, any communication to or appearance before the USAF regarding a particular matter in which
 - The U.S. has direct and substantial on-going interest and you had official responsibilities for the particular matter during your last year of service; (this includes supervision of employees who were responsible for the matter)

- **One-year bar** (“Trade or Treaty Negotiations”) (18 U.S.C. 207(b))
 - During the first year following retirement you may not represent, aid, or advise any other person (except the U.S.) concerning any on-going trade or treaty negotiations in which you participated personally and substantially during your last year of service
- **One-year No Contact Rule** (“cooling-off” for senior executives) (18 U.S.C. 207 (c))
 - During the first year following retirement, you may not contact AF employees (or the employees of any other agency you served in during your last year of government service) on behalf of any other person (except the U.S.) with the intent to influence them in connection with any matter for which you seek official action
 - In other words, you cannot represent a non-Federal entity back to any employee of your former Agency(ies) for one year after your government service ends
- **One-year representation of Foreign Entity bar** (18 U.S.C. 207(f))
 - During the first year following retirement, you may not represent a foreign entity before any agency with intent to influence a decision of that agency; nor may you aid or advise a foreign entity with intent to influence an agency decision (18 U.S.C. 207(f))

The Procurement Integrity Act (PIA) (41 U.S.C. §§ 2101- 2107)

- 41 U.S.C 2104 prohibits officials who hold certain specific acquisition or procurement positions, or make certain decisions on contracts over \$10 million from accepting compensation from certain contractors, if the employee held one of the key positions or made a key decision on the contract involved
- The PIA also establishes:
 - A prohibition on disclosing procurement information by government officials;
 - A prohibition on obtaining procurement information by current or potential DOD contractors;
 - A requirement to report employment contacts by or with a bidder in a procurement action
- This talking paper contains only a limited summary of the post-retirement representational restrictions contained in the Ethics Reform Act; additional, pre- and post-retirement rules and restrictions may be applicable. Questions should be referred to your local staff judge advocate or servicing legal office. HAF clients should contact SAF/GCA at DSN 223-0417 or visit their website at www.safgc.hq.af.mil

AF/DPG NOTE: When the questions arise contact your servicing legal office!

USE OF OFFICIAL POSTAGE

PURPOSE

- Provides basic rules for use of Appropriated Fund Postage (AFP)

BACKGROUND

- Generally, AFP can only be used exclusively for official US Government business. AF promotes electronic transmission of information or local distribution as much possible.

DISCUSSION

- The most common rules regarding the use of AFP are in AFMAN 33-306, Chap 1, Para c1:
 - Invitations to Official Social Events: authorized with the caution that official nature of the event shall be clearly stated or readily evident on face of invitation. Cannot be used for purely social obligations, even when obligations may have arisen out of an individual's official position.
 - Congratulatory Letters and Condolences: personal congratulatory letters or condolences from one individual to another in a private personal capacity are not authorized. Commanders/heads of staff agencies may fulfill their official morale and esprit de corps obligations to members of their organizations.
 - Retirement/Change of Command Announcements: official announcements using AFP are authorized
 - Other Personal Correspondence: use of AFP for personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes and similar materials is prohibited
 - Care packages to deployed personnel or donations to charitable organizations i.e., orphanages are prohibited.
- Rule of thumb: When in doubt, if it is personal rather than official, AFP should not be used. Generally if an item was purchased with appropriated funds, AFP can be used to provide postage.

OFFICIAL PHOTOGRAPHS

PURPOSE

- To provide information on the GO official photograph

BACKGROUND

- Photos are used during the promotion process, in assignment nomination packages and they are reproduced onto the official bio
- Submit new photos within 30 days of pin-on or when there is a change of decorations

DISCUSSION

- Must be 8 x 10 inches, in color; flags may be included; place name and last four of SSAN on back side of one photo
 - If in the Pentagon, schedule photo appointment by calling (703) 695-2603 or DSN 225-2603, (Room 1E958). All others schedule thru local base visual information support center.
- Distribution requirements vary for Active Duty, USAFR and ANG GOs
 - See AFI 36-2632, Official Photographs of General Officers, for addresses and number of copies needed (currently under revision)
- For active duty GOs, distribute photos as follows:
 - Send 6 copies to AF/DPG, 1040 Air Force Pentagon Room 4D1066, Washington, DC 20330-1040
 - Send an unaltered - digital image in a JPEG format via email to Airforce.biographies@dma.mil. If unable to send via email, mail a hard copy 8X10 photo to Defense Media Activity, Attn: AF News Desk Biography Program, 6700 Taylor Avenue, Fort Meade, MD 20755.

GENERAL OFFICER PROMOTION PROGRAMS

PURPOSE

- Review Air Force active duty, Reserve and Guard GO promotion/federal recognition programs

BACKGROUND

- Active duty promotions constrained by total GO strength pursuant to title 10, United States Code
 - Current active duty GO maximum strength is 300
 - Reserve component GO maximum strength is 157
 - SECAF policy allocates 82 GOs to ANG and 75 to AFR (maximum of 25 major generals)
 - State adjutants general/assistant adjutants general are tenured and do not count against total
- SECAF forwards nominations through CJCS (active duty only) to SECDEF who, in turn, forwards to the President
- Upon Presidential approval, nominations are announced and forwarded to Senate for confirmation
- Confirmation process takes approximately 9 to 12 months following board completion

DISCUSSION

- Active duty GO promotions are governed by title 10 USC, DoDD 1320.12, DoDI 1320.14, AFI 36-2406, and AFI 36-2501
 - Advancement to the grade of lieutenant general or general is by Presidential appointment, subject to Senate confirmation; promotion is temporary and tied to the incumbency of a position designated by the President as one of importance and responsibility
 - Brigadier general and major general selection boards are held late summer/fall timeframe
 - Time-in-grade (TIG) eligibility for promotion consideration to brigadier general and major general is 2 years and 1 year, respectively, as of the convening date of the board
 - Officers compete for promotion by competitive category: Line of the Air Force, Line of the Air Force - Judge Advocate, Health Professions, and Chaplain
 - Boards select the best qualified of those determined to be fully qualified Lt

- For promotion to brigadier general and major general, the Air Force maintains a promotion list for each competitive category, with the officers approved by the President for promotion placed on that list in the order of their seniority on the active duty list
- Selectees are promoted from promotion lists after Senate confirmation and as vacancies occur
- AFR GO promotions are governed by title 10 USC, DoDD 1320.12, DoDI 1320.14, AFI 36-2406, AFI 36-2501, and AFI 36-2504
 - Brigadier general and major general selection boards are held annually, usually in July
 - Officers compete for promotion by competitive category: Line of the Air Force, Line of the Air Force - Judge Advocate, Health Professions, and Chaplain
 - Qualified personnel must fill a higher grade AFR GO position for at least 6 months (only those Colonels selected by the Reserve Brigadier Qualification Board can fill GO positions)
 - Board evaluates officers then provides SECAF the names of officers considered best qualified and recommended for promotion
- ANG GO promotions/federal recognition are governed by title 32 USC, AFI 36-2406, AFI 36-2501, and ANGI 36-2501
 - SECAF convenes federal recognition boards to review and recommend nominees who meet established standards for federal recognition of a State promotion
 - ANG GO Federal Recognition Board is held annually, usually in May, and considers officers nominated for the grades of brigadier general and major general
 - Nominations are based on position vacancy (sole occupants of a GO position) or certificate of eligibility (effective for two years from date of Senate confirmation) in one of two categories: General Officer of the Line (GOL) or Adjutant General Corps (AGC)
 - Officers in Adjutants General or Assistant Adjutants General positions may receive GOL appointments if they meet GOL standards and are nominated for a GOL appointment by their State; otherwise they will receive AGC appointments if qualified for federal recognition
 - Positions other than Adjutants General / Assistant Adjutants General require GOL appointments
 - Board evaluates officers then provides SECAF the names of officers considered fully qualified and recommended for promotion
- **Any officer** who is selected for promotion, who has adverse information that was not available for consideration by the original selection board, will have that information presented to a promotion review board in the form of a Senior Officer Unfavorable Information File
 - The promotion review board will make a recommendation to SECAF whether to support the officer for appointment to the next higher grade; SECAF will then decide whether to support the nomination

RANK AND PRECEDENCE

PURPOSE

- To explain the method for determining rank and precedence

BACKGROUND

- Military rank is the relative position or degree of precedence given military members
 - Confers eligibility to exercise command or authority in military service within limits stated by law

DISCUSSION

- Officers on extended active duty (EAD) in the same grade, including reserve officers on EAD, are ranked among themselves based on current grade (Date of Rank - DOR)
- If current grade DOR is the same, use the following criteria in order to determine seniority
 - Previous grade DOR
 - Total Active Federal Commissioned Service Date (TAFCSO)
 - Total Federal Commissioned Service Date (TFCSO)
 - When the above criteria does not result in determination of relative rank, Regular officers will precede Reserve officers
 - RegAF
 - RegAF appointment acceptance date
 - Academy Class Standing
 - Date of birth (earliest takes precedence)
 - SSAN (lowest number taking precedence)
 - Reserve officers will rank among themselves in the order listed
 - Distinguished graduates of officer commissioning programs
 - Date of birth (earliest takes precedence)
 - Reverse SSAN (lowest number taking precedence)
- Promotion sequence (“line”) numbers are determined by applying the same criteria listed above
- Officers are ranked by DOR, regardless of select status (i.e. a Brig Gen and a Brig Gen (select) are ranked by DOR)

SOCIAL PROTOCOL STATIONERY

PURPOSE

- To provide information on obtaining social protocol stationery for official social functions

BACKGROUND

- As funding allows, the Air Force Department Publishing Office (AFDPO) provides social Protocol stationery items to all GOs for official social-functions
 - Not authorized for any other official or personal purpose

DISCUSSION

- Prior to ordering GO stationery, each ordering official must have an approved organizational account with a signed AF Form 1846 on file in the AFDPO. Fax the completed AF 1846 to: AFDPO at 202-404-2387. For additional information, please call the Customer Service Desk 202-404-2438.
- Organizational account requests submitted for the purpose of ordering GO stationery must include the general officer's name, rank, organization, mailing address, and signature as well as the name and the organizational account representative (OAR). List the form numbers of the stationery items required for use by the GO on the AF 1846.
 - AFMAN 33-361 lists available stationery items by form number
- Once an organizational account has been established, OARs should order stationery items via WMS online ordering (<https://wmsweb.afncr.af.mil/wms/>)
- Stationery items are not to be ordered for use by transient GOs
- GOs on extended active duty may use stationery items at any AF component however, replenishment stock must be ordered from the home duty location
- AFDPO does not provide retired GOs stationery items
 - Brigadier General selectees may order stationery items when they are notified of their effective date of promotion
- It is important to note IAW Executive Order 13589, Promoting Efficient Spending, Sec 5

TELLING THE AIR FORCE STORY

PURPOSE

- To provide guidance to senior leaders on the need for them to take every opportunity to tell the AF story

BACKGROUND

- SECAF, AF/CC say we must seize every opportunity to tell the Air Force story, in this challenging environment and they expect senior leaders to lead the charge

DISCUSSION

- The need to communicate with our stakeholders and public has never been greater, yet it is increasingly difficult to break through the clutter in today's communications landscape. Therefore we must be aggressive to gain a share of mind for priority Air Force issues
 - Every commander, Airman, civilian employee, contractor and family member needs to be telling our story at every opportunity in the media, among Subject Matter Experts (SMEs) and in community settings
- To effectively tell our story, we must deliver truthful, credible, accurate and timely information to key audiences in order to enhance their awareness and understanding of the Air Force mission
 - Engage media and opinion leaders to carry the Secretary's and Chief's messages to internal and external audiences
 - Connect with civic leaders to increase public awareness and understanding of the armed forces and the mission, policies, and programs of the Air Force.
 - Each encounter or interview with traditional or electronic news media (e.g. bloggers) help tell the Air Force story
 - Every opportunity to appear before a think tank, business group or civilian influencers is a means to memorably engage in dialogue that traditional news media cannot match
- Senior leaders must take the lead
 - Relationship building is foundational to engaging with civic leaders and the media
 - You have position, authority, expertise, and credibility
 - You set the pace, lead the fight, lead-turn the issues and take the toughest challenges
 - You can't do it alone; you must provide access to your people and facilities and you must educate, energize and empower your people to get involved
- You must engage the targets
 - We need public support to do our mission
 - If we do not shape the story, others will shape it in our absence

- We're making news every day about our contributions, challenges and amazing people
- Preparation is essential
- Understand the Secretary and Chief of Staff priorities and key audiences
- Work with your supporting public affairs staff to determine what opportunities you can/should take advantage of
- Make use of speeches, transcripts, communication cards, talking points and other cleared materials available on many topics
- Take media training to sharpen your knowledge of interviewing and public speaking and to develop your skills

GENERAL OFFICER RETIREMENT PROCESSING

PURPOSE

- To provide information on the retirement process and how active duty GOs apply for retirement

BACKGROUND

- The Defense Officer Personnel Management Act (DOPMA) sets legal requirements to retire as a GO
 - High year tenure (HYT) for a brigadier general is the greater of 5 years Time-in-Grade (TIG) or 30 years TAFCS; for major general, HYT is the greater of 5 years TIG or 35 years TAFCS; for lieutenant general, HYT is the greater of 5 years TIG or 38 years TAFCS and for general, HYT is the greater of 5 years TIG or 40 years TAFCS (title 10 U.S.C., Subtitle A, Part II, Chapter 36, Subchapter III, Sec. 635 and 636)
 - Three years TIG is required to voluntarily retire at current rank— In the case of voluntary retirements for brigadier and major generals, the Under Secretary of Defense for Personnel and Readiness (USD P&R) has authority to approve time-in-grade waivers. The authority is also granted to the Principal Deputy Under Secretary of Defense for Personnel and Readiness. This authority may not be further delegated.
 - Retirement at lieutenant general and general requires SECDEF approval (title 10 U.S.C., Subtitle A, Part II, Chapter 69, Section 1370). Authority has been delegated to USD P&R - provided no adverse information exists. If a time-in-grade waiver is requested, the SECDEF remains the retirement approval authority.
 - As a force structure tool, DOPMA authorizes SECAF the option to convene Selective Early Retirement Boards (SERBs) to consider brigadier generals and major generals with 3 1/2 years TIG for an involuntary early retirement (title 10 U.S.C., Subtitle A, Part II, Chapter 36, Subchapter IV, Sec. 638)
 - Those selected must retire within 10 months of SECAF approving board results
- All retirees are placed on the retired list in the highest grade held satisfactorily, as determined by the SECAF

DISCUSSION

AF/CC Policy on General Officer Force Management and Retirement

- Brigadier Generals
 - When considered for promotion 3 times and not selected, you should submit your letter requesting retirement
 - Send retirement request to AF/CC at least 6 months prior to planned retirement date

- Major Generals
 - Major generals should expect to serve 3 years in grade or 2 assignments, whichever comes first, if you have not been contacted about future service potential you should submit your letter requesting retirement
 - Send retirement request to AF/CC at the 30 month point of your 3 years TIG and 18 month point, if in second assignment as a 2-star
- Lieutenant Generals and Generals
 - Lieutenant generals and generals after completion of the initial assignment, are expected to plan for retirement, unless you have been contacted about future service potential, or extended in that billet
 - Send retirement request to AF/CC at the 24 month point of your initial assignment
- GOs apply for retirement by sending a short personal, handwritten letter to AF/CC requesting retirement in current grade. The desired effective date should be specified in the request and coordinated through AF/DPG (non-disability retirements must be effective on the first day of a given month). Additionally, include the requested last day in office in the letter.
- Address to CSAF at HQ USAF/CC
 - 1670 Air Force Pentagon
 - Washington, DC 20330-1670
 - Upon a GO's request to retire, an IG check is completed. If request comes back substantiated your senior rater will notify you that an Officer Grade Determination (OGD) is being considered and you will have the opportunity to submit matters. The SECAF will determine whether a formal OGD is required or retire in your current grade.
 - Direct questions on retirement or pay to AF/DPG prior to announcement date ("what if" questions to local agencies may create rumors of pending retirement)
- A return letter from CSAF notifies the officer their retirement request/date is approved
 - Once CSAF approves your retirement last day in office and retirement date any changes to these dates will have to be approved by CSAF through AF/DPG
 - Unfortunately, once permissive/terminal leave starts, current guidance does not allow for changes in status for TDY requests.
 - The Joint Federal Travel Regulation (JFTR) will not allow invitational travel orders (ITOs) to be issued to active duty military members, even when they are on terminal leave.
 - Plan your requested dates diligently and realize that subsequent requests for additional travel/TDY for engagement is not supportable.
 - Official retirement announcement is released by AF/DPG after coordination with the applicant's commander, AF/CC, and SECAF; 3- and 4-star retirement requests require
 - SECDEF approval prior to announcing the retirement (1- and 2-star approval takes 4-6 weeks and 3- and 4-star approval takes 8-10 weeks; AF/DPG will keep you aware of the status)

- AF/DPG provides a “Career Management Seminar” for active duty GOs and their spouses that is held in the Washington, DC area (see Talking Paper on Career Management Seminar)
- AF/DPG provides personalized retirement orientation books with detailed information on pay, save pay, permissive TDY, terminal leave, Pre- and Post-Employment Restrictions, HHG movement, Survivor Benefits Program and various other topics
 - Armed Forces Services Corporation offers a thorough survivor benefit briefing; AF/MSA provides an overview of TRICARE; and SAF/GCA provides information on pre- and post-retirement employment restrictions
- AF/DPG will provide retirement certificates for member/spouse, POTUS Certificate of Appreciation and 30 year letter (if applicable), SECAF and AF/CC letter of appreciation. 3- and 4-star retirees will receive a letter of appreciation from SECDEF.
- GOs are advised to review their official Air Force biography on Air Force Link at <http://www.af.mil/bios> prior to retiring. Updates or revisions may be sent to AirForce.biographies@dma.mil. Changes to the biography are not accepted after a general officer retires. (AFI 35-101).
- General Officers of all grades are required by law to file a termination SF 278 Public Financial Disclosure form when they leave the Air Force. This form may be filed no more than 15 days before the retirement date and no more than 30 days after the retirement date. General Officers at the HAF should contact SAF/GCA at 703-697-7430 for information on this document. General Officers in the field should contact their servicing SJA office.
- GOs can subscribe to the Airman Magazine printed publications free of charge
 - Send subscription requests to DMA-SA/PAO, 203 Norton Street, San Antonio, TX 78226- 1848, via e-mail to products@afnews.af.mil or fax to (210) 925-7219 or DSN 945-7219.
 - The Air Force Link at <http://www.af.mil> provides news, information and links to several sites along with the capability to subscribe to the publications
- American Forces Information Service can assure your access to the Early Bird if you send your request, including name, date of retirement and rank at time of retirement to: ebirdcomments@hq.afis.osd.mil
- AFPC/DPSIAR maintains the Roster of Retired Air Force General Officers.
 - Contains name, grade and date of retirement (yr/mo) mailing and email addresses of retired GOs who have provided DPSIAR written consent to publish via completed and signed Privacy Act Statement (PAS).
 - Only name, grade and date of retirement (yr/mo) for retired GOs who request their information not be released, or who do not provide a PAS.
 - A blank PAS is included. Use it to send updated information to DPSIAR if changes occur. You can send an email to retireeroster@us.af.mil with your updates.
 - Any changes sent to DPSIAR will not update your correspondence address maintained by Defense Finance and Accounting Service (DFAS). You can make changes through MyPay on line or mail changes to DFAS-Cleveland at the address below:

DFAS
U.S. Military Retirement Pay
P.O. Box 7130
London, KY 40742-7130

1-800-321-1080
Commercial (216) 522-5955
DSN: 580-5875

Note: It is **very important** to keep your DFAS Correspondence Address current. That file is used by DFAS to mail information such as the end of year Retired Account Statement (RAS) and 1099R for end of year tax report. It is also used by other USAF organizations and TRICARE.

SUBJECT: Roster of Retired Air Force General Officers

TO: HQ AFPC/DPSIAR
550 C Street West Ste 8
Randolph AFB TX 78150-4713

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 8012 and EO 9397, PL 93-579.

Please **INITIAL** one of the statements below:

_____ I **VOLUNTARILY SUBMIT** the following information for the purpose of inclusion in the Roster of Retired Air Force General Officers. I understand the information in the roster will be available to active duty and retired Air Force general officers for personal use. In addition, the information will be released to Air Force and Department of Defense agencies for official business. If choosing this option, please complete the information below as appropriate.

_____ I **DO NOT** wish my home and E-mail address to be included in the roster. If choosing this option, please provide your printed name and signature below.

Absent a signed release, only my name, grade and date of retirement will be included in the roster.

ROSTER INFORMATION

NAME (PLEASE PRINT)

GRADE

SSN (DPSIAR USE ONLY)

DATE OF RETIREMENT

PHONE NUMBER (DPSIAR USE ONLY)

STREET ADDRESS

CITY, STATE, ZIP CODE

If you have electronic mail and would like your **E-mail address** printed in the roster, please print it clearly here: _____.

E-mail addresses will be treated the same as correspondence addresses under the Privacy Act. **Any change in E-mail address should be sent to retireeroster@us.af.mil**

SIGNATURE

DATE

After initialing, and signing above, please return this Privacy Act Statement to DPSIAR (address is shown above, scan and e-mail to retireeroster@us.af.mil, or fax it to 1-210-565-2322).

NOTE: Only the Defense Finance and Accounting Service (DFAS) can change your **“correspondence address.”** There are four methods for contacting DFAS to update your correspondence address:

1. Use the MyPay web site (<http://www.dfas.mil>) and **click on the MyPay icon;**
2. Write to DFAS, P.O. Box 7130, London KY 40742-7130;
3. Call DFAS toll-free 1-800-321-1080; or
4. Fax update to DFAS at 1-800-469-6559.

Since it takes several weeks for a correspondence address change to be updated by DFAS and flow into the Air Force Personnel Data System, please submit changes as soon as possible. **Please be sure to include your full name and SSN on all mail/fax correspondence with DFAS.** DATE: 2 Mar 2011

CAREER MANAGEMENT SEMINAR

PURPOSE

- To provide information on the GO Career Management Seminar (CMS)

BACKGROUND

- The AF/CC supports a career management program specifically tailored to GOs. CMS attendance is mandatory for newly promoted Major Generals and Brigadier Generals not selected for promotion after their second look, all other GOs should attend one to two years prior to actual retirement to provide maximum planning time.

DISCUSSION

- Seminar topics include: retired pay estimates, financial planning, SBP, TRICARE, post-retirement employment restrictions, resume preparation, networking, marketing yourself, research and preparation, spouse's perspective, compensation and salary negotiation, job interview techniques, job search organization, employment hurdles for GOs and business world reality
- This is an official one-week TDY. Spouses are encouraged to attend at the GO's personal expense (travel and lodging). For GOs traveling to DC to attend, the TDY is unit-funded.
- AF/DPG conducts four seminars per year at Joint Base Anacostia-Bolling, depending on the need
 - To schedule attendance, contact AF/DPG at DSN 225-8287
 - All cancellation requests must come from the MAJCOM CC/CV, HAF/SAF 2-letters or equivalent and should be sent to AF/DPG Workflow (afdpg.workflow@pentagon.af.mil).
 - Class size is typically 14 GOs
 - Class dates for 2013:
 - 11-15 February 2013
 - 15-19 April 2013
 - 17-21 June 2013
 - 16-20 September 2013

THE SECURITY AND POLICY REVIEW PROGRAM

PURPOSE

- The Air Force Security and Policy Review (S&PR) Program described in AFI 35-102, *Security and Policy Review Process* represents an on-going effort to inform and increase public understanding of the mission, operations, and programs of the Air Force. The program ensures that material proposed for public release is accurate, does not contain classified material, and does not conflict with established Air Force, DOD, or U.S. Government policies.

BACKGROUND

- The security and policy review process determines the suitability for public release of information.
 - The S&PR process identifies classified and other potentially sensitive information that should not be released. Security reviewers do not classify or declassify; the originator determines classification. Originators and security reviewers shall use relevant Security Classification Guides and Operational Security guidance to evaluate the classification and sensitivity of the information.
 - The S&PR process also confirms the information is consistent with relevant Air Force, DoD and U.S. Government policies
- Release of the material is the decision of the originator, often reached through coordination with his or her chain of command

DISCUSSION

- The Secretary of the Air Force Office of Public Affairs (SAF/PA) coordinates within the HAF/SAF and OSD the clearance of information for public release.
 - Speeches, briefings and information posted on public web sites should be coordinated for a PA security and policy review (S&PR)
 - Congressional material is also subject to a security and policy review. SAF/PA coordinates reviews statements, testimony, transcripts, budgetary documents, and other information before it is delivered to Congress.
- A DoD-level review and clearance are required on types of information or presentations specified in AFI 35-102. Specifically, all speeches, public presentations and written articles by 3-and 4-star general officers and civilian equivalents must be cleared at the DoD level. Also, for other general officers and civilian equivalents, presentations and written materials must be cleared at the DoD-level if the materials meet any of eleven criteria including these five:
 - Potential to be an item of national or international interest

- Affects national security policy or foreign relations
 - Originates or is proposed for release in the National Capital Region (NCR)
 - Concerns a subject of controversy among service components
 - Is presented by someone who by virtue of rank, position, or expertise, would be considered an official DoD spokesperson
- Information to be released under the Freedom Of Information Act is handled separately and is not part of the S&PR process
 - Information to be released under a PA-approved media interview is handled separately and is not normally a part of the S&PR process. Handouts such as briefings and budgetary documents left with the media are an exception which shall undergo the S&PR prior to release.
 - With the exception of the categories mentioned above, MAJCOM, Field Operating Agencies, Direct Reporting Units, and installation-level units may clear other information at their level IAW AFI 35-102. If in doubt, refer materials up their next level of functional PA oversight.

SUBMISSION PROCEDURES

- Paper submissions of packages should consist of six copies of the document and memo requesting public release clearance which also describes the intended audience or purpose in releasing the information. The PA office conducting the S&PR may grant exceptions may be made on the number of paper copies for large documents.
 - Only Congressional documents and general officers and civilian-equivalent speeches will be accepted electronically
 - Submit speeches and briefings at least 5 workdays before the event; Technical papers at least 15 workdays; manuscripts and books at least 30 workdays; and other material must be submitted at least 10 workdays.
 - Generally speaking, as long as the disclaimer is present, the author may use his/her title and rank in literary works; however, the higher the rank of the author the more difficult it is for the public to discern whether or not writings are official positions (even with disclaimers)

SENIOR OFFICIAL INQUIRIES PROCESS

PURPOSE

- To describe the process used by SAF/IG to resolve allegations of senior official misconduct

BACKGROUND

- Definition of an Air Force "senior official"
 - Active duty, retired, Reserve or National Guard military officers in the grade of brigadier general, brigadier general (select), and above
 - ANG Officers in the grade of O-6 with a Certificate of Eligibility to O-7
 - Current or former members of the Senior Executive Service (SES) or equivalent, and current or former Air Force civilian Presidential appointees

DISCUSSION

- The Air Force has a separate Senior Official Inquiries Directorate (IGS) under The Inspector General (TIG) dedicated to conducting senior official inquiries. Avoids perceptions that:
 - Investigators are improperly trained
 - Results are inconsistent
 - Investigations are susceptible to command influence
- SAF/IGS consists of 11 full-time colonel/GS-15 investigators, including AFRES and ANG officers
 - Nearly all are former group commanders or vice wing commanders. All attend a one-week investigating officer-training course and receive recurring in-house training.
 - Three dedicated AF/JA legal advisors provide legal assistance from the beginning of each case. When an investigation is completed, a different lawyer reviews the report for legal sufficiency.
- Process begins when an allegation against a senior official is received in SAF/IG
 - SAF/IGS conducts a complaint analysis (CA) to determine if investigation is warranted
 - DoD-IG and DPG/DPS are notified that SAF/IGS has opened a case
 - CA is normally completed within 60 days from the time the investigating officer (IO) receives the case
 - Recommendation forwarded to SAF/IG for decision
 - TIG or Deputy IG (DIG) determines if the case should be closed or whether investigation is required

- Normally, about 44% of the complaints require formal investigation
- Notifications are not made during this process; however, the complainant (if not anonymous) is advised accordingly
- Note that DoD-IG may choose to investigate any senior official complaint and that Equal Employment Opportunity allegations (civilian discrimination complainants) are worked in EEO channels. In both cases, SAF/IGS monitors progress.
- When it is decided that further investigation is required, the following notifications are made:
 - SAF/OS, SAF/US, AF/CC, AF/CV, AF/DPG/DPS, AF/JA, SAF/GC, Chief NGB (if applicable) and AF/RES (if applicable)
 - DoD-IG
 - MAJCOM commander/vice commander and intermediate commander (if applicable) or appropriate senior supervisor if not assigned to a MAJCOM
 - Subject is personally advised by TIG or DIG of the allegations and the process to be followed
- SAF/IGS conducts the investigation
 - Investigating Officer gathers and reviews evidence, and interviews complainant (if known), subject, witnesses, and any necessary subject matter experts before reaching a judgment based on the preponderance of evidence. Legal advice is available throughout the process.
 - SAF/IG goal is to complete senior official investigations within 120 days of the IO receiving the case to work following the CA; however, this varies based on the complexity of the case and/or number of other cases to be worked
 - Once the report of investigation is complete, it is forwarded to AF/JAA for a formal legal review
- TIG or DIG makes the final decision on whether the allegation(s) are substantiated or not substantiated
 - If not substantiated, the case is closed and the appropriate notifications (same as above) are made
 - If substantiated, the results are forwarded to AF/CV for transmittal to the appropriate MAJCOM commander or senior official for corrective action as appropriate
 - The Executive Resources Board, run by SAF/AA and SAF/GC, decide on corrective action for SESs and civilian appointees
 - The case is formally closed once SAF/IGS is advised of the command action taken
 - All SAF/IGS cases (CAs and Investigations) receive an oversight review by the DoD-IG
 - Promotions, nominations, and retirements are put on hold until DoD-IG completes their review
 - By law, all cases involving alleged reprisal, restriction or improper mental health evaluation referral must have DoD-IG approval prior to final closure

THE SENIOR OFFICER UNFAVORABLE INFORMATION FILE (SOUIF)

PURPOSE

- To provide information on the SOUIF process and its role in general officer promotions

BACKGROUND

- A SOUIF is a written summary of adverse information about an officer in the grade of colonel or brigadier general who is being considered for promotion or federal recognition to the next higher grade. It includes any written comments submitted by the eligible officer.
- The statutory authority for SOUIFs is provided in title 10, United States Code, section 615. The SOUIF process is referenced in AFI 36-2501, *Officer Promotions and Selective Continuation*, AFI 90-301, *Inspector General Complaints Resolution*, DoDI 1320.4, *Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate*, and DoDI 1320.14, *Commissioned Officer Promotion Program Procedures*

DISCUSSION

- SECAF is required by law and DoD policy to present all credible information of an adverse nature (herein referred to as 'adverse information') to general officer promotion and federal recognition boards. Adverse information is defined as a substantiated finding or conclusion from an officially documented investigation; or, any credible information of an adverse nature
 - To be credible, the information must be resolved and supported by a preponderance of the evidence
 - To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects unacceptable conduct, or a lack of integrity or judgment on the part of the individual
- Upon receipt of the names of officers meeting a general officer promotion or federal recognition board, SAF/IG initiates a review of Air Force, DoD, and other government investigative files for potential adverse information. Adverse information is summarized by SAF/IG and reviewed by AF/JAA and SAF/GCM.
 - As a rule of thumb, the review covers the period 10 years prior to the selection board for O-7 and to the date of the last Senate confirmation for O-8, as required by DoD Instruction 1320.4
 - Federal law (10 U.S.C. 615) requires that SECAF ensure that the information is provided to the officer and "the officer is afforded a reasonable opportunity to submit comments on that information to the selection board"

- Based on the information presented by SAF/IG, SAF/GC, on behalf of SECAF, makes the decision as to whether a SOUIF will be established. A SOUIF normally consists of three items: (1) the adverse information summary, or AIS; (2) documentation reflecting command action, if any; and, (3) the member's response.
 - SOUIFs are not officially created until approximately 90 days prior to each board, to insure the most current information is presented to the board
 - Once complete, the SOUIF is provided to the officer's Senior Rater and Management Level as soon as the coordination/approval process allows
- Promotion boards are instructed that SOUIFS should not be viewed in isolation or necessarily as a career-ending action. They are further instructed to weigh the information in the SOUIF against the officer's complete record of performance and potential to serve as a general officer, neither ignoring significant information nor giving undue weight to matters of slight significance.
- Any officer who is selected for promotion, who has adverse information that was not available for consideration by a selection board, will have that information presented to a promotion review board in the form of a SOUIF. The promotion review board will make a recommendation to the SECAF whether to support the officer for appointment to the next higher grade.
- When an officer with a SOUIF is recommended for appointment to a higher grade, SECAF is required to provide a summary of the adverse information to OSD, including specific rationale for supporting the appointment of the officer and a certification that the officer meets the exemplary conduct provisions of 10 U.S.C. 8583. OSD in turn is required to report it to the President and the Senate for consideration in connection with the officer's potential nomination for and confirmation to the next higher grade.
- The SOUIF process will be re-accomplished for each selection board to provide the officer an opportunity to submit written comments to **each** selection board

AF SPOUSE TRAVEL

PURPOSE

- To provide information on the criteria, approval authorities, and procedures for spouses of Air Force members may travel in conjunction with their sponsors on official business

BACKGROUND

- DoD policy on spouse travel has evolved over the past few years from an open-ended program with few guidelines to the current program that stresses official needs and appropriate use of DoD resources. Spouse travel is a subject of Congressional interest and public scrutiny, GAO review and Inspector General examination. For these reasons, DEPSECDEF has pronounced that official and unofficial spouse travel should be the “rare exception” and not the rule.
- Policy guidance on spouse travel is contained in OMB Circular A-126, Improving the Management and Use of Government Aircraft, DoDD 4500.56, *DoD Policy on Use of Government Aircraft and Air Travel*; DoD 4515.13-R, *Air Transportation Eligibility*; Joint Federal Travel Regulations, Volume 1, (JFTR) and Joint Travel Regulations Volume 2, (JTR), Appendix E, and AFI 24-101, *Passenger Movement*

DISCUSSION

- Spouse travel at government expense by commercial carrier or by MilAir may be approved by the appropriate approval authority only when one of the two following criteria is met and fully documented
 - Where there is an unquestionably official function in which the family member is to participate in an official capacity, or
 - Such travel is in the U.S. interest because of a diplomatic or public relations benefit to the United States
- Documentation must describe an overall itinerary, the official event(s) involved, how the spouse will participate and what benefit the Air Force or DOD will receive by funding the travel. In each case, a separate itinerary for the spouse’s travel helps greatly in documenting and justifying the travel. Prospective travelers should exercise limits on spouse travel at government expense whether travel is by commercial carrier or by MilAir (AFI 24-101). Some examples that may meet spouse travel criteria are:
 - Participating in a DOD or Air Force sanctioned training course or conference for spouses supporting readiness (see AFI 24-101 for circumstances and restrictions)
 - Documentation for travel to these types of events must also include identification of the training source or conference speakers and a description of the subject matter to be presented. A course syllabus or complete conference itinerary helps support approval.

Note: Merely attending a ceremony or presenting a gift at a function (i.e., promotion, retirement or change of command ceremony) over which the sponsor will preside is not sufficient justification for Government-funded spouse travel. Providing “orientation briefs” to incoming unit CC’s spouse is also not sufficient justification. Official travel can only be approved if it meets the “actual participation in an official event” criteria described in this document.

- Providing advice or guidance as a “subject matter expert” in his or her own specialty.
 - Documentation for travel to these types of events must also include a description of the subject matter the spouse would present (including his/her qualifications) and a description of the audience receiving the presentation
- Accompanying his or her sponsor on unit or “site” visits (normally limited to units subordinate to the sponsor at an installation under the sponsor’s command/control) only when the spouse will actually participate by conferring with unit members/DOD officials on official DOD matters through an exchange of substantive information, advice, and or guidance, and in a manner that directly benefits the Air Force.
 - Documentation to these types of events must record the audiences to be addressed, the issues to be covered and the anticipated benefits to the Air Force, and where possible, the number of members and dependents assigned to the unit(s) being visited

Note: Merely visiting facilities such as schools, hospitals, day-care facilities, family service centers, family housing areas, commissaries, etc., is not on its own sufficient justification for spouse travel at Government expense

- Providing diplomatic or public relations benefits to the United States. While a spouse’s participation at some of these events may only be a representational role, documentation must indicate how the spouse’s presence supports a diplomatic or public relations benefit to the United States. The benefit must transcend the AF or DOD interests and be truly of national interest. Involvement of foreign personnel alone does not justify spouse travel; the requisite national interest must be clearly established.
 - Documentation for these types of events must specifically identify the event and attendees that make the function a diplomatic or public relations event. Examples include, but are not limited to:
 - Attending official events involving senior foreign officials and their spouses
 - Escorting foreign military spouses during counterpart attaché visits
 - Accompanying civic leaders of foreign governments and their spouses, on Air Force sponsored tours
- It is recommended that spouses making unit or site visits prepare a short after-action report of their observations and recommendations to help document the spouse’s participation in official activities
- Air Force Designated Spouse Travel Approval Authorities
 - Only a very limited number of senior officials can “self-approve” spouse travel. All justification, documentation and retention requirements identified herein apply to self- approved spouse travel
 - AF/CV and 4-star MAJCOM/CCs retain authority to “self approve” officially-funded spouse travel consistent with DOD Regulation 4515.13R and DODD 4500.56

- DOD policy authorizes select three-star general officers who serve as component/combined commanders (e.g., 5 AF/CC, 7 AF/CC, 11 AF/CC), **while acting as the combined commander**, to approve spouse travel for themselves as well as for spouses under their command; however, for all other travel they must seek approval through their Air Force chain of command
- Spouse travel approval for all other situations is delegated by SECAF to AF/CC, and the AF/CC delegated this authority to MAJCOM/CCs and CVs (also includes the Director, ANG) for all spouse/family member travel within their commands
- MAJCOM Vice Commanders cannot approve their own spouse/family member travel, nor may the Vice Commander approve MAJCOM Commander’s spouse/family member travel
- AF/CV must approve spouse/family member travel for AFSOC/CC, AFRC/CC, AFGSC/CC, and *the* three-star Air Force officer serving as the Director, Air National Guard (NGB/CF)
- AF/CV must approve spouse travel for personnel assigned to the Air Staff, FOAs, and DRUs (except ANG). Requests are processed through AF/A4LE for staffing
- SECAF must approve spouse travel for personnel assigned to the Air Force Secretariat
- A separate spouse travel request must be forwarded to the appropriate approval authority for each event. “Blanket” travel approval and Invitational Travel Authorizations (ITAs) will not be approved/issued.
- Requests requiring AF/CV or AF/CC approval must be forwarded through command channels to AF/CV
 - AF/A4LE will route all packages through SAF/GCA for coordination prior to staffing to AF/CV or AF/CC for approval
 - All requests should be sent to AF/A4LE not less than 20 days prior to the desired travel date
- Travel arrangements may not be made for spouse travel until approved by the appropriate approving official
- As a general rule, upon approval, the spouse is issued an ITA, which authorizes funded transportation only. Per diem or other reimbursements are not authorized unless approved in advance by AF/CC.
 - The following statement must be on the ITA: *“This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled.”*
 - Per diem or other actual expenses may be paid in rare instances where the spouse travel can be justified as “mission essential.” In these rare cases the spouse travel request must be routed through AF/A1 for review and approval by AF/CC prior to travel. This approval authority has not been delegated.
- A record of all approvals, including justification, will be retained for two years at the approval authority level

- **Unofficial travel:** This type of travel allows a spouse to accompany a senior official who is using MilAir transportation. Unofficial travel is the “rare exception” and shall be carefully controlled by requiring advance approval in writing by the approving official (DODD 4500.56).
 - This type of travel is limited to spouses of senior DOD officials (General Officer or SES)
 - The General Officer/SES sponsor must reimburse the Government the cost of a “full coach fare” for the transportation provided
 - “Full coach fare” is the fare a commercial carrier would charge for travel over a similar route on the dates of the travel. Advantage can be taken of early purchase discounts and Internet purchasing alternatives as long as the fare matches the times and dates of actual travel and is available to the general public. Documentation of the source of the ticket price should be maintained.
 - Sponsors make reimbursement to the government by including a check payable to “Treasurer of the United States” with their travel voucher
- Other conditions must also be met before unofficial spouse travel can be approved, including
 - The aircraft is already scheduled for an official purpose
 - A larger aircraft than originally identified is not required
 - The travel is on a “noninterference” basis;
 - Official travelers are not displaced
 - The travel is approved in advance and in writing by the appropriate authority for MilAir travel (OMB Circular A-126, DODD 4500.56)

CONCLUSION

- Spouse travel is a highly visible and sensitive area requiring careful oversight and prudent judgment by both requesters and approval authorities
- Each case must be reviewed on its facts – prior approval of similar travel does not automatically grant carte blanche approval of future similar official spouse travel. Justification for each trip must meet established criteria, and the proper authority must grant approval.
- Proper documentation of requests will help both the approval process and responses to inquiries by those charged with oversight
- This guidance has been approved by the Air Force General Counsel’s office. Refer questions to SAF/GCA, 703-697-2687

PREMIUM CLASS TRAVEL APPROVAL AND REPORTING

PURPOSE

- Familiarize senior official and travelers with the Air Force Premium Class Travel (PCT) Program. PCT is traveling above coach class (economy) accommodations (airline/rail)

BACKGROUND

- As a result of GAO Audit #04-88 (Travel Cards – “Internal Control Weaknesses at DOD Led to Improper Use of First and Business Class Travel”), several changes were made to the DOD Premium Class Travel (PCT) Program to improve oversight and strengthen internal controls. Subsequently, changes were made to the AF PCT approval process and the requirement to report all PCT became part of the overall PCT program.
- It essential that managers and Commanders at all levels prevent misuse of transportation resources as well as the perception of their misuse (DODD 4500.56)

DISCUSSION

- General Rules for Use of PCT Accommodations
 - Travelers must use coach class (economy) airline accommodations for all official business travel, unless proper documentation/justification is provided and substantiated and approved by the appropriate PCT approval authority
 - PCT accommodations may only be authorized/approved when exceptional circumstances are warranted to meet mission requirements and must not be common practice
 - Commanders and travelers should determine travel requirements in sufficient time to reserve and use coach class accommodations
 - Use of alternative travel dates and or use of rest stops may be necessary to comply with PCT requirements
 - Blanket authorizations/approvals of PCT is not permitted; requests must be considered on a case-by-case basis
 - PCT will not be used for PCS travel, nor for CONUS to CONUS flights, except for those limited conditions outlined in the Joint Federal Travel Regulations (JFTR) or the Joint Travel Regulations (JTR)
 - When PCT is authorized/approved it applies to the principal traveler only, unless specifically authorized/approved for other travelers in the party
 - Use of traveler’s frequent flyer benefits for upgrades to PCT accommodations is permitted without approval, when there is no additional cost to the Government
 - Commercial Travel Offices (CTOs) must not issue travelers premium class tickets without the appropriate approval documentation on the travel order

- When a flight has only two classes of service, the higher class regardless of the term used is considered as first class
- Air Force PCT Authorization/Approval Authorities
 - All requests for First Class travel accommodations must be authorized/approved by SAF/AA. SAF/AA will review and forward to SAF/US or SAF/OS for approval consideration. Note: Requests for military personnel will be routed to AF/CV through AF/A4LE and will then be forwarded to SAF/AA for final determination.
 - Requests for Business Class travel accommodations from personnel assigned to the Air Force Secretariat and Air Staff will be forwarded to SAF/AA.
- Note:** Requests for military personnel will be routed to AF/CV through AF/A4LE and will then be forwarded to SAF/AA.
- Requests for Business Class travel accommodations from personnel assigned to MAJCOMs (includes AFRC and Numbered Air Forces) will be forwarded to the MAJCOM/CC or CV in the absence of the CC for approval consideration. Requests for business class travel accommodations for MAJCOM/CCs will be forwarded through AF/A4LE to AF/CV and AF/CC for approval consideration.
- Requests for Business Class travel accommodations from personnel assigned to the Air National Guard will be forwarded to the NGB/CF for approval consideration. In the absence of the NGB/CF, requests will be forwarded through AF/A4LE to AF/CV for approval consideration. Requests for business class travel accommodations for the NGB/CF will be forwarded through AF/A4LE to AF/CVA/CV for approval consideration.
- Requests for Business Class travel accommodations from personnel assigned to Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs) will be forwarded through AF/A4LE to AF/CV or AF/CVA in the absence of the AF/CV for approval consideration
- PCT authorizing/approving officials may not authorize/approve their own premium class travel accommodations. They must obtain authorization/approval from a senior flag officer or civilian equivalent in their chain of command.
- PCT Approval Process
 - Requests for PCT must be submitted to the appropriate PCT authorization/approval authority for approval consideration
 - PCT accommodations may be authorized/approved on an exception basis only, and only for the reasons outlined in the JTR and JFTR
 - Criteria for First Class travel accommodations are identified in the JTR, paragraph C2204-B3 (Civilian Employees) and the JFTR, paragraph U3125-B3 (Uniformed Personnel)
 - Criteria for Business Class travel accommodations are identified in the JFTR, paragraph C2204-B4 (Civilian Employees) and the JFTR, paragraph U3125-B4 (Uniformed Personnel)

- PCT Decision Support Tools are available (JTR/JFTR, Appendix H, Part 2C and Part 3B) to assist travelers in determining if their request would meet the minimum PCT criteria requirements. This tool assists the PCT approval authority in making a decision on approval or disapproval of the PCT request.
- PCT authorization/approval authorities, must consider each request for PCT accommodations individually, and balance good stewardship of scarce resources with the immediacy of mission requirements. Requests that do not clearly substantiate an exceptional mission need justifying the use of PCT should be disapproved. The Decision Support Tools in the JTR/JFTR will help in the decision determination process.
- The PCT authorizing/approval authority will authorize/approve or disapprove the PCT request and notify the requester of the decision. If approved, the PCT approval authority will return the signed approval to the traveler/orders authorizing official. The office of the PCT authorizing/approving official will retain a file copy of the request and approval for audit purposes (six-years and three months).
- PCT Post Approval Documentation
 - After receipt of the PCT approval, the travel order Authorizing Official will annotate the travel order identifying (see JTR/JFTR, C2000-A2/U2000-A2 for an example):
 - The type of PCT approved (Business or First Class)
 - The regulatory reference in the JTR/JFTR used to justify the PCT
 - The cost difference between the premium class fare used and coach class fare that would have been used under normal routing
 - The PCT approval authority, (Name, Rank, and Office Symbol), and;
 - The Statement “Full documentation of the authorization/approval for use of these premium class accommodations is on file in the office of the premium class approving official.”

Note: For situations where “extenuating circumstances or emergency situations” prevent advance authorization/approval of PCT, a statement will be placed on that travel order/authorization to permit CTO ticketing. The statement must indicate the extenuating circumstance or emergency precluding PCT authorization/approval prior to the start of travel, and that authorization/approval are being or will be pursued after-the-fact (AFI 24- 101, Passenger Movement) and JTR para 2000 and JFTR, para U2000, A2a.

- PCT Reporting
 - DoD has directed that PCT be approved by the appropriate approval authority, the approval be documented, retained in file and all PCT be reported to the DUSD/P&R
 - The PCT authorizing/approving official is responsible for capturing the data required for proper reporting. A web-based reporting tool has been designed to assist with capturing and reporting each PCT occurrence. Each PCT approval authority or designee (SAF/AA, SAF/LL, AF/A4LE, MAJCOM/A4) will enter the required data into the web-based PCT reporting tool within 5 days of authorization/approval.
 - The JTR/JFTR are the primary lawful documents containing DoD regulatory guidance for PCT authorization, approval and reporting. Air Force policy and procedural guidance for PCT approval and reporting is contained in, AFI 24-101, Passenger Movement, Table 2-1.

FREQUENT FLYER MILEAGE AND PROMOTIONAL ITEMS

PURPOSE

- To outline the rules regarding the personal retention of frequent flyer mileage and other promotional items earned while performing official travel

BACKGROUND

- Under long-standing Federal travel policy, Federal employees were required to turn in to the government any gift, gratuity or benefit received while performing official travel
- This policy was changed by the FY2002 DoD Authorization Act (Public Law 107-107)
 - Federal employees (including military members) and their families who receive a promotional item as a result of traveling at government expense, or while traveling on official duty at the expense of a non-Federal entity under 31 U.S.C. 1353, may keep the item for personal use if the item: (1) is available to the public under the same terms; and (2) can be accepted at no additional cost to the government
 - The term “promotional item” includes, among other things, frequent flyer miles, travel upgrades and access to carrier clubs or facilities. It does not include benefits received in conjunction with planning or scheduling an official conference or other official group travel. “Promotional items” received in these circumstances belong to the Government.

DISCUSSION

- Frequent Flyer Miles and similar travel incentive programs
 - Military personnel may keep and use the benefits derived from these types of programs if the benefit: (1) is available to the public under the same terms and (2) can be accepted at no additional cost to the government
- Premium Class (First Class or Business Class) Travel
 - The restrictions on premium class travel **at government expense** remain unchanged (see FTR 301-10.123; JTR C2000 and 2204 (for civilians) and JFTR U3125 (for military)); first class travel is rarely authorized
 - DoD employees on official travel may accept airline seat upgrades to first or business class **if there is no additional charge to the government** and the upgrade is offered to the employee on the same terms as to the public (see other guidelines regarding perception issues)
 - Employees may upgrade their transportation status at their own expense, which includes the use of personal frequent traveler mileage or upgrade benefits

Important Note: AFI 36-2903 (Dress and Personal Appearance of the Air Force Personnel) directs that Air Force personnel may **not** wear their military uniforms when using frequent flyer miles or other personal upgrade benefits to upgrade to business or first class so as to avoid the public perception of the misuse of government travel resources. AFI 24-101 (Passenger Movement) also prohibits the use of one's grade or rank as a basis for an upgrade. These restrictions also apply when an airline offers a gratuitous upgrade to a higher class of travel

- Travel Funded by a Non-Federal Source under 31 U.S.C. 1353
 - The law specifically permits the retention of travel benefits accrued while performing official travel funded by a non-Federal source under 31 U.S.C. 1353
 - Contact the servicing legal office for specific approval and reporting requirements. Guidance on 31 U.S.C. 1353 travel is found at 41 CFR Part 304
- Tax Implications
 - In 2002, the Internal Revenue Service (IRS) advised that they would not assert that any taxpayer has understated his/her tax liability by reason of the receipt/use of frequent flyer miles or other in-kind promotional benefits attributable to the taxpayer's official travel, as long as the benefits are not converted to cash. Research has not disclosed any update or rescission of this position; nor have we found that it has been permanently adopted. Individuals with questions in this area should contact a tax professional.
- The Involuntary Bump Rule
 - A traveler who accepts payments from an airline for **voluntarily** relinquishing a seat may keep those payments, but may not seek additional reimbursement from the government for expenses incurred by the resulting delay (i.e., per diem, lodging, miscellaneous expenses)
 - A traveler who is **involuntarily** bumped from a seat is considered to be "awaiting transportation" (per JFTR U2200-B3) for per diem and miscellaneous expense reimbursement. Therefore, any monetary compensation from the airline for the denied seat (including unused meal and/or lodging vouchers) belongs to the government (59 Comp Gen 203, 1980) as the employee receives full reimbursement for the delay and any additional benefits would be a double reimbursement.
- No Double Reimbursement
 - Travelers may not be reimbursed twice for the same travel expenses
 - For example, a government traveler may accept reimbursement for lost luggage from the airline. However, if the traveler intends to file a claim against the Government for some or all of the loss, accepting the carrier's payment may be deemed payment in full or full settlement.
 - The Government Travel Card
 - Official travelers issued a government travel card are required to use the Government Travel Card to cover official expenses while performing temporary duty
 - Even though a traveler has a personal credit card that would generate greater travel benefits in conjunction with an official trip, that personal credit card cannot be used in lieu of the Government Travel Card for expenses related to official travel

USE OF GOVERNMENT AIRCRAFT AND AIR TRAVEL

PURPOSE

- To familiarize senior travelers with methods and intended use of air transportation

BACKGROUND

- Policy guidance on the use of government aircraft and air travel is contained in DODD 4500.56, *DOD Policy on the Use of Government Aircraft and Air Travel*; DODD 4500.9E, *“Transportation and Traffic Management*; DODD 4500.43, *Operational Support Airlift (OSA)*; DOD Regulation 4515.13-R, *Air Transportation Eligibility*.
- It is essential that managers and Commanders at all levels prevent misuse of transportation resources as well as the perception of their misuse (DODD 4500.56).

DISCUSSION

- Requesters of military aircraft (MilAir) transportation should only consider this method because of a continuous requirement for secure communications; a threat exists that could endanger lives; or there is a need to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, which makes commercial transportation unacceptable.
- Approval by appropriate authority is required for all senior officials who travel on DOD owned or controlled MilAir. Because MilAir involves high cost and limited resources, senior officials should only use MilAir after considering the purpose of the trip, priority of travel and other methods of transportation available.
- Common-user DOD airlift and scheduled commercial airlift, under a variety of reduced fare programs, are available through installation transportation offices/DOD commercial travel offices and should be used when mission requirements can be met. Overall policy and procedures are contained in DODD 4500.9E and DOD Regulation 4515.13-R.
- **Operational Support Airlift (OSA) Missions.** OSA missions are for movement of high-priority passengers and cargo with time, place, or mission-sensitive requirements. OSA airlift must be judiciously managed to prevent misuse. Requests for OSA will be justified in accordance with DODD 4500.43 and Service implementing directives, and will include a summary of costs for commercial support.
 - OSA aircraft shall not be used for travel (other than those officials designated as “required use” travelers) if commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler’s departure and/or arrival requirements in a 24-hour period); unless highly unusual circumstances present a clear and present danger; an emergency exists; use of military aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable.

- Aircraft scheduling activities will consolidate requests when practical to minimize costs for DOD. Requests for OSA at a priority above routine will include full justification and will be signed by the senior traveler. Support for requested airlift is subject to training and flying hour management considerations.
- AF/CVAM tasks aircraft located at the 89th Airlift Wing at Andrews AFB and the 310th Airlift Squadron at MacDill AFB.
- Special Airlift Mission (SAM) Aircraft are assigned to the 89th Airlift Wing and comprise a very limited inventory to support national interest traffic.
- Other Organic Airlift, is airlift provided by military aircraft, the primary mission of which is other than carrying passengers, but have the capacity to carry passengers. Aircraft not designated or normally configured for passengers (non-aircrew personnel) carrying capability, such as, but not limited to, fighter aircraft, are not to be used for passenger travel. Besides scheduled military and commercial airlift services, the DOD controls a large number of utility and transport aircraft for support of military operations. Travel is not permitted on those cargo or utility aircraft unless the conditions in DODD 4500.56 are met.
- **Required Use Travelers.** Travelers required to use MilAir due to their continuous requirement for secure communications, security or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, which makes commercial transportation unacceptable (DODD 4500.56; Enclosure 3).
 - The recently revised DOD policy in DODD 4500.56 identifies two categories (Tier One and Tier Two) as “required use” travelers.
 - For the Air Force, only the SECAF and AF/CC are designated as “required use” travelers.
- **Travel by Dependents of DOD Personnel on Official Business.** As a general rule, dependents may not accompany DOD personnel on official business at government expense. See DOD Regulation 4515.13R and DODD 4500.56 and ‘AF Spouse Travel’ talking paper of this handbook for spouse travel.
- Use of MilAir, not just Operational Support Airlift (OSA), must be documented using DD Form 2768, Military Air Passenger/Cargo Request. The form is available through your OSA validator. MilAir requests (Priority 3, scheduled OSA) require justification based on schedule, delivery constraints, and unusual circumstance or when MilAir is less costly than commercial air. The senior traveling official certifying the need to use MilAir must sign requests. This responsibility may not be delegated.
- Questions regarding DOD transportation policy should be directed to the Assistant Deputy Under Secretary of Defense (Transportation Policy), ADUSD (TP), (703) 601-4461/4476/4478.

SPOUSE TRAVEL IN GOVERNMENT MOTOR VEHICLES

PURPOSE

- To define the legal basis and criteria-governing spouse travel in government vehicles

BACKGROUND

- 31 U.S.C. 1344 governs spouse travel in government vehicles

DISCUSSION

- Spouse travel in government vehicles is very visible and potential exists for possible embarrassment to the AF through perceived misuse of government resources
- Spouse travel on a space available basis is authorized, provided;
 - Use of vehicle has already been authorized to accomplish official business
 - Size of the vehicle is no larger than required for the performance of member's official business
- Spouse may travel with the member at added expense only when there is an unquestionable official requirement for the spouse to actually participate in the function
- When separation of spouse and member occurs during official functions, the spouse is afforded the same transportation as the member
- All travel must be for official purposes...convenience stops, i.e. corner drug store or Base Exchange en route between two official functions is not authorized (except when spouse is on official TDY orders)

GO UNIFORM WEAR POLICY

PURPOSE

- Provide information on unique uniform items authorized for wear by GOs

BACKGROUND

- Guidance on wear of uniform items is contained in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and this handbook

DISCUSSION

- Headgear:
 - Flight cap has a solid silver edge braid—females authorized option to wear male flight cap
 - Service hat, available at Military Clothing Sales Stores (MCSS) has additional lightning, cloud and dart designs; female service hat is blue—females authorized option to wear male service hat
- Insignia:
 - GO Stars (do not connect by visible bar):
 - GOs wear 1-inch diameter stars (3/4 - inch optional if unable to wear 1-inch) on all uniforms and headgear except utility uniform outer garments with rank tabs
 - Display point-to-point (horizontal) on headgear; point-to-center on epaulets; vertical on rank tabs, green fleece; and slightly offset point-to-center on ABUs
 - Center single star between button securing the epaulet and the sleeve seam
 - Command Insignia is not worn by GOs
- Sleeve Braid:
 - Sleeve braid is not worn on the blue topcoat, all-weather coat or lightweight blue jacket
 - Mess dress jacket has 3/4 - inch wide silver braid
 - Males wear 3 - inch from end of sleeve
 - Female wear 2 ½ - inch from end of sleeve
 - Service dress coat, male and female GOs wear 1 ½ - inch blue braid 3 inches from end of sleeve
- Leather Belt:
 - Leather belt is authorized for GOs with BDU/DCU/ABU
 - Buckle/leather belt are part of the Personal Defense Weapon Kit
 - Army buckle is different color than Air Force buckle

- “Wing & Star” belt buckle with shiny finish is authorized for wear with service uniforms
- AF/CC approved wear of additional occupational/duty badges for AF GOs performing duties as Combatant Commanders; this is an exception to policy and only applies during their tenure
- Lightweight Blue Jacket:
 - Patches are not authorized for wear on the lightweight blue jacket
 - GOs may wear two types of jackets
 - AF lightweight blue jacket with/without the AF Logo (no name or badges will be embroidered or sewn on) wear metal pin-on rank
 - GO jacket with name (most use “go-by” and last name) and badges embroidered on left side, rank embroidered on epaulets (or pin-on rank without name or badges embroidered)
 - GO jacket authorized for wear with all AF blue shirts and may be worn over pull over or cardigan sweater (sweater must not be exposed)
 - Pin-on rank insignia, if worn, will be 1-inch metal, displayed point-to-center and not connected by a bar; do not wear metal rank in combination with embroidery
 - Embroidery style (script or block) is left up to the individual; may be white or light gray
 - Each 1- inch (3/4 – inch if unable to wear 1 – inch) star should be embroidered using 120/2 denier or 40 weight yarn and have a minimum of 822 multi-head stitches
 - Embroidery may be applied by a local source and is at GO’s personal expense
 - The following vendors have provided this service:

C & C Monogram & Embroidery
 2315 Lincoln Road
 Bellevue NE 68005
 1-877-550-9390
 (402) 291-9390

My Finishing Touch
 720 Coachlight Road
 Shreveport, LA 71106
 (318) 219-7868
myfinishingtouch@gmail.com

GO UNIFORM PROCUREMENT

PURPOSE

- To provide information on ordering procedures for GOs uniform items

BACKGROUND

- Guidance on procurement of uniform items is contained in this handbook and local IEE
- Allowance Standard (AS) 016, Subdivision H, authorized organizational issue of one blue, poly/wool gabardine GO jacket upon selection to Brig Gen
- Three specifics differentiate the GO jacket from the AF lightweight blue jacket
 - Elasticized crew-style collar; slash-style pockets with snap down flap; and tab with snap at the elasticized waistband

DISCUSSION

- To order the initial GO lightweight blue jacket, (at government expense) prepare a DD Form 1348, *DoD Single Line Item Requisition System Document* or a DD Form 1348-6 (long version)
 - DD Form 1348 is completed by the Logistics Readiness Squadron
 - Stock number is NSN 8415-01-109-3366 and statement on the form: “Authority for this purchase at government expense is contained in AS 016, Part H”
 - Sizing is equivalent to the Air Force lightweight blue jacket, i.e., 40R, 40L, 42R, etc.
 - For those GOs that require a custom jacket, special measurements can be made by Military Clothing Sales Store (MCSS)
 - For those GOs with special measurements, MCSS will complete the DD Form 1111 (women) or DD Form 358 (men) with measurements by a qualified tailor and attach it to the DD Form 1348
 - Direct questions about ordering to the Air Force Clothing and Textile Office, ASC/WNUV TAC-PA, DSN 444-3859 Comm 215-737-3850, Ms. Linda Francolino, e-mail linda.francolino@dla.mil
 - Upon promotion, blank replacement epaulets, , are available at no charge from the Air Force Clothing and Textile Office, ASC/WNUV TAC-PA, DSN 444-3859, Comm 215-737-3859, Ms. Linda Francolino, e-mail linda.francolino@dla.mil. Embroidering rank on the epaulets is at the GOs expense.
 - Replacement/additional jackets may be purchased, at personal expense, through local MCSS

COMMAND AND CONTROL VEHICLE (CACV)

PURPOSE

- To provide information on the CACV program

BACKGROUND

- Commanders with “overall” responsibility for operations and/or security of the installation, and requirement for a 24-hour continuous communication/emergency response have CACV authority
- Domicile-to-duty is incidental to the necessity to have CACV authority and is exempt from approval and reporting procedures under PL 99-550 (31 USC 1344)

DISCUSSION

- SAF/IG conducted a Functional Management Review on the CACV process that led to an AF/JAG review
 - CACV authority to MAJCOM, NAF, Sector, Center, and Commanders are authorized based on “overall” operational responsibility
 - CACVs authority granted to Wing Commanders based on position’s “overall” responsibility for operations and security at the installation
 - CACV authority is not authorized for Mission Support or Operations Group Commanders as AF policy doesn’t give these positions “overall” responsibility for ops and/or security
 - Delegation of authority doesn’t constitute transfer of “overall” responsibility
- In addition to policy for inherent CACV authority
 - Commanders of detached flying units and other qualified commanders, who qualify, may also be granted CACV authority, if approved by AF/A4L
 - Installation commanders may authorize Operations Group Commanders to drive government vehicles to quarters for meals during on-going flight operations; vehicle must not be parked at quarters overnight

GO HANDGUN

PURPOSE

- To inform and provide guidance to GOs on legal guidance, process for handgun issue, storage, training, disposition, and useful references for the general officer standard handgun kit

BACKGROUND

- Active duty, selected reserve, and federally recognized Air National Guard (ANG) GOs may be issued a standard Air Force handgun and holster kit on a semi-permanent basis until retirement, and then have the opportunity to purchase upon retirement

DISCUSSION

- Legal Guidance
 - Handgun issue does not authorize the bearer to be armed. Armed by definition is "Equipped with a loaded firearm."
 - DoD policy is to limit and control the carrying of firearms by DoD military and civilian personnel
 - Current policy permits GOs to carry firearms for personal protection in overseas areas only when a credible and specific threat against DoD personnel in that region has been identified and the theater commander, or designee, has authorized general officers to carry firearms because of that threat
 - Senior military officials may not bear government-owned firearms for personal protection within the United States without the advance personal approval of either the Secretary or Deputy Secretary of Defense
 - GOs issued a handgun are subject to the firearm registration requirements of the jurisdiction in which they live and/or store the firearm. Contact the local Staff Judge Advocate or Security Forces Squadron for registration information.
 - The GOs may use the handgun for ceremonial purposes as long as no ammunition is loaded and all state, or local regulatory requirements have been met for transportation
- Process for Handgun Issue
 - The process begins when a Brigadier General is "pinned for pay" (not frocked) as verified by Air Force General Office Management (AF/DPG) for active duty, Air Force Reserve General Officer Management (AF/REG or Air National Guard, as applicable)
 - The Small Arms Program Office at Warner Robins Air Logistics Center is the Air Force Small Arms General Officer Monitor and is responsible for policy, maintaining control of the issue and turn-in of GOs handguns

- Requests for the handgun kit must be signed by the requesting GO and sent through AF/DPG for active duty, AF/REG or ANG, as applicable (Attachment 1 provides sample request memorandum)
 - The kit includes the following:
 - Beretta M9 9mm semi-automatic pistol NSN 1005-01-480-1274GG
 - One 15 round magazine
 - Holster (model G-100)
 - Dual magazine holder (model G-115)
 - Belt (model G-110)
 - Belt sizes include:
 - 30-32, NSN 1095-01- 239-9217
 - 34-36, NSN 1095-01-239-9218
 - 38-40, NSN 1095-01-239-9219
 - 42-44, NSN 1095-01-239-9220
 - WR-ALC ships the kit to nearest servicing Logistics Readiness Squadron (LRS); they do not ship to home addresses or P.O. Boxes
 - Contact your local Logistics Readiness Squadron to obtain a Stock Record AccountNumber (SRAN), which identifies your duty location. This number must be included to process your request.
 - The nearest Munitions Accountable Supply Officer (MASO) may issue up to 45 rounds of 9mm ammunition if arming is authorized
- Storage
- GOs issued or in possession of Arms, Ammunition, & Equipment (AA&E) are responsible for protecting these items and must ensure items are under positive control at all times
 - Store the handgun in the Security Forces Armory or locked in a GSA-approved Class 5 storage container (safe)
 - If stored in the Security Forces Armory:
 - Supporting base Security Forces Squadron Combat Arms section is responsible for inspecting and maintaining handgun
 - GO must contact Combat Arms upon receipt of handgun to accomplish pre-issue inspection and the armory will schedule and perform semi-annual inspections
 - If handgun is taken on deployment, GO must contact Combat Arms within 120 days of deployment for pre-embarkation inspection
 - Combat Arms must perform any needed repairs or maintenance on handgun (other than cleaning and lubrication)
 - Child Safety Locks are required when the handgun is not stored at an installation armory
 - Child Safety locks are now included for all new initial requests
 - Provide a copy of orders to outbound TMO for shipment of the handgun before PCS

- WR-ALC should be contacted to ensure the serialized control, inventory, and location records are kept current when the general is reassigned
- Training/Maintenance
 - AFSFC/SFXW is OPR for the Air Force weapons training and maintenance program
 - GOs are authorized 200 rounds of 9mm ammunition annually for proficiency firing
 - Prior to handling a handgun (including proficiency firing) general officers must successfully complete weapons qualification training IAW AFI 36-2226, Combat Arms Program
 - Contact the local installation Security Forces Squadron to schedule weapons qualification training, receive Arming and Use of Force training and to forecast ammunition needs
 - Combat Arms will enter training in the Security Forces Management Information System and provide the GO a printed copy of the AF Form 522, USAF Ground Weapons Training Data to be filed within the GOs administrative section
 - GOs must also receive Use of Force training annually
 - Combat Arms must also complete a pre-issue inspection on the handgun before it can be placed into use and conduct a serviceability inspection at least annually
 - Combat Arms must also perform any needed repairs on the handgun
- Disposition
 - GOs may keep the handgun until retirement, at which time they may either return it to the Logistics Readiness Squadron/Chief of Supply, or purchase the handgun based on the current Federal Logistics Information System (FEDLOG) price. The weapon must be purchased prior to the General's official retirement date as the weapon cannot be sold to a "civilian".
 - If turning in the handgun, the Logistics Readiness Squadron/Chief of Supply at the general officer's duty station handles the shipment of the handgun by contacting the Item Manager at WR-ALC for disposition instructions (DSN 497-2794). General officers that reside within the Washington, DC National Capital Region, turns in their handgun to the Joint Base Anacostia Bolling, J4 Installation Movement, 229 Brookley Ave, Bldg 520, Bolling AFB, 20032. Please contact SrA Melissa Tanimoto, at 202-767-8162.
 - If purchasing, send a formal request to purchase addressed to: HQ USAF/A4L, 1030 Air Force Pentagon, Washington, DC 20330-1030. See sample in Attachment 2. Scan signed request and e-mail to AF/A4LE workflow. AF.A4LEworkflow@pentagon.af.mil for subsequent processing and approval. HQ USAF/A4LE is the OPR for processing the PDW request-to-purchase for retirement.
 - The letter must identify how long the weapon has been in the general officer's possession, contain a statement that the purchase is "requested for sentimental reasons," and include the serial number of the weapon
 - To obtain or verify the stock number, serial number, and price of the handgun, contact the Air Force Small Arms General Officer Monitor at Robins AFB, GA at DSN 497-2788
 - No more than one weapon may be approved for sale. Additional weapons in the general officer's possession must be returned to proper custody and processed

according to AFMAN 23-110, USAF Supply Manual. The only weapon available for purchase is the issued GO M9 (NSN 1005-01-480-1274).

- After verifying eligibility through AF/DPG for active duty, AF/REG or ANG GOs, as appropriate. HQ USAF/A4LE will staff request to HQ USAF/A4L for approval. Upon receipt of approval the GO will remit payment by check or money order payable to the U.S. Treasury and annotate the stock number and serial number of the handgun on the check. General officers should mail the check and a copy of the HQ USAF/A4L approval letter to 78 CPTS/FMAS, 236 Milledgeville Street, Suite F18, Robins AFB GA, 31098- 1616. Be sure to include the address to which the bill of sale should be sent.
- The 9mm holster kits may be retained by the GOs on a no-charge basis
- Any questions concerning issues involving the handgun for general officers can be addressed through the following offices: AF/DPG (DSN 222-4526), AF/REG (DSN 225-5057), ANG (DSN 327-3643, AF/A4LE (DSN 612-4384), AFSFC/SFXW (DSN 945-5659), and the Air Force Small Arms Program Office (DSN 497-2788)

Attachment 1

Date

MEMORANDUM FOR AF/DPG (afdpg.workflow@pentagon.af.mil)
(* AFRES & ANG GOs use email at bottom of page)
575 CBSS/GBMA, Attn: General Officer PDW Manager

IN TURN

FROM: General Officer's Office Symbol (example: 123 ABW/CC)

SUBJECT: Initial Issue of the GO Standard PDW Kit under AFMAN 23-110

1. As a recently promoted general officer, I request the issue of a Personal Defense Weapon Kit, which includes:
 - a. M9 Semiautomatic Pistol, NSN 1005-01-480-1274GG
 - b. Holster (Model G-100)
 - c. Dual Magazine Holder (Model G-115)
 - d. Belt (Model G-110), Waist Size: (choices are : **30-32, 34-36, 38-40 & 42-44**)

2. The last four of my SSAN is ####.

3. Please have the kit sent to my servicing Logistics Readiness Squadron at:

123 LRS/LRGT, SRAN FE1234 (*Include office symbol & SRAN*)
Attn: Will Ship it
123 Arnold Ave., Bldg 123
Boondocks AFB, GA 12345

TMO Freight Office (*Use this address when sending it to JBAB*)

Joint Base Anacostia/Bolling
229 Brookley Avenue, Bldg 520
Washington, DC 20032
Attn: Carl Piechoski
Comm: 202-404-6339

4. My point of contact for this request is Capt James Q. Executive, DSN 123-456-7890.

MARK Q. DOE, Brig Gen, USAF
Commander

* ANG GOs email letters to: ngbgo@ng.army.mil

* Reserve GOs email letters to: afreg.workflow@pentagon.af.mil

Attachment 2

Date

MEMORANDUM FOR HQ USAF/A4L (ATTN: PDW Monitor)

1030 Air Force Pentagon

Washington DC 20330-1030

FROM: Member's Full Name and Official Office Address

SUBJECT: Request to Purchase Personal Defense Weapon (PDW)

1. I am scheduled to retire on (date) and would like to purchase my 9mm Beretta handgun (Serial Number and National Stock Number). This handgun has been in my possession since (date) and has sentimental value to me.
2. Thank you for your consideration. If you have any questions, please contact (POC name, and DSN/Commercial phone number, and email).

GENERAL OFFICER'S SIGNATURE

GENERAL OFFICER'S SIGNATURE BLOCK



Air Force General Officer Management
DSN 222-4526, Commercial (703) 692-4526
afdpg.workflow@pentagon.af.mil or paul.sandy@pentagon.af.mil