

KIRTLAND HONORARY COMMANDER PROGRAM

GENERAL GUIDELINES

The Honorary Commander Program is designed to encourage an exchange of ideas, experiences, and friendship between key military leaders at the Squadron/Group/Wing level at Kirtland AFB and key members of the greater Albuquerque metropolitan area and surrounding communities, including Bernalillo, Sandoval, Torrance, and Valencia counties and the East Mountain communities. The Honorary Commander Program is a method to foster a supportive relationship between Kirtland AFB and the community, increase military involvement in civic endeavors and organizations and make the members of the civilian community part of "Team Kirtland."

NOMINATION CRITERIA

1. Military retirees are generally not to be nominated.
2. Nominations for Honorary Commanders will be accepted from past Honorary Commanders, the Kirtland Partnership Committee, Military Commanders, and prominent community leaders in the greater Albuquerque metropolitan area and surrounding communities. The 377 ABW Public Affairs Community Engagement team will provide application forms to prospective Honorary Commanders. Honorary Commanders will be community leaders from industry and business, federal, state and local government, professional and neighborhood associations, sports and entertainment, education, labor, politics, religion, arts and philanthropic organizations, and media/publishing. A selection committee will ensure a proportionate representation from each community and that a true representative background is invited to serve as Honorary Commanders.
3. Where possible, nominees will be aligned with a Squadron or Group, which parallels the individual's trade background or interest. 377 ABW, and 58 SOW Commanders may request an individual or recommend a community leader to serve as their Honorary Commander, subject to selection committee approval. The 377 ABW Commander's Honorary Commander usually will be the KPC Chair.
4. The selection committee shall consist of the 377 ABW/PA Chief, Community Engagement Chief, and Director of Staff. The committee may also invite, on a rotating basis, a representative from one of the Chambers of Commerce in Bernalillo County. Selections or changes are subject to the 377 ABW Commanders' approval.

5. Honorary Commanders will be issued a Kirtland AFB base pass in accordance with installation access requirements. Base passes must be renewed annually. Honorary Commanders are responsible for maintaining current installation access credentials.

6. Honorary Commanders will serve a three-year term beginning 1 October and ending 30 September of the third year. Participation will be reviewed annually by 377 ABW/PA. Honorary Commanders are expected to remain actively engaged throughout their term and may be removed from the program for lack of participation, relocation outside the local commuting area, or failure to meet program expectations. Vacancies may be filled from the Honorary Commander waiting list.

7. Only one Honorary Commander will be appointed to each Squadron/Group/Wing Commander. Exceptions must be approved by the 377 ABW Commander.

PROCEDURES

1. Once the selection committee has determined qualified candidates, 377 ABW/PA will prepare invitations to prospective Honorary Commanders.

2. Once sufficient community members accept the invitations, 377 ABW/PA will arrange for an introduction social at the Mountain View Community Center, where Honorary Commanders will meet their Military Commander. This will be considered a working event, so spouses will not be invited.

3. For those Honorary Commanders unable to attend the social, the 377 ABW/PA will introduce them to their respective Commanders' organization and make arrangements for them to receive a base pass as soon as possible.

4. On or about October 1, Honorary Commanders will be inducted into their Squadron/Group/Wing by the Senior Commander. The induction ceremony will include:

- a. An introduction to the key members of the unit; a certificate presentation to the inductee; and presentation of an information package on the unit and Kirtland AFB, as appropriate.
- b. Commanders should then escort their Honorary Commander on a brief tour of the unit when possible.

4. 377 ABW/PA will track on a quarterly basis the number of contacts Commanders and their Honorary Commanders have had.

5. Quarterly, 377 ABW/PA will coordinate Honorary Commander events and mission partner immersions to provide participants with a deeper understanding of Team Kirtland missions, priorities, capabilities, and community partnerships. Activities may include mission briefings, facility tours, demonstrations, and engagements with installation leadership, subject to operational and security requirements.

WING COMMANDER RESPONSIBILITIES

1. Invite Honorary Commanders to wing functions, such as the bi-annual Open House, Air Show, Holiday Parties, and Squadron Changes of Command.

2. Participate in Honorary Commander events and mission partner immersions when schedules permit.

GROUP/SQUADRON COMMANDER RESPONSIBILITIES

1. Include the Honorary Commander in all group or squadron functions when possible.

2. Ensure the Honorary Commander is a welcome partner in the Kirtland AFB family, to include inviting them to events such as ALS Graduations, Quarterly and Annual Awards Banquets, Holiday Events, and other Squadron/Group/Wing-wide events, including golf outings.

3. Assist 377 ABW/PA in providing quarterly mission partner immersions, tours, and educational engagements that showcase unit missions, personnel, and capabilities.

4. Notify Public Affairs immediately of any problems with the Honorary Commanders program, e.g., lack of participation by the Honorary Commander, permanent change of station, retirement.

5. Provide quarterly feedback to 377 ABW/PA on types of activities and how the program is working. Provide ideas to Public Affairs on ways to improve the program.

6. Squadron/Group Commanders can continue to invite past Honorary Commanders to unit events; however, these Alumni/Legacy Commanders will not take precedence over the Sitting Honorary Commanders.

HONORARY COMMANDER RESPONSIBILITIES

1. Attend, when possible, all Squadron/Group/Wing functions.
2. Interact with Active Duty and Civilian Members of Kirtland AFB, when possible, to learn more about the Squadron/Group/Wing and Kirtland AFB.
4. Be an active ambassador for the community.
5. Invite their Military Commanders to activities at their work center and within the community.
6. Routinely communicate with their Military Commanders by telephone, e-mails, and in person.
7. Attend semi-annual tours/events and participate in the orientation flight.
8. Inform their Military Commanders and 377 ABW/PA when they are unable to perform their duties or continue as an Honorary Commander.

PUBLIC AFFAIRS RESPONSIBILITIES

1. The 377 ABW Commander has overall responsibility for managing the Honorary Commander program; however, the 377 ABW/PA has responsibility for the day-to-day management for its Honorary Commanders Program.
2. The 377 ABW/PA will nominate and secure nominations for Honorary Commanders to serve with their respective Wings.
3. 377 ABW/PA will administer an annual tour program for all Honorary Commanders to expose them to different aspects of the mission at Kirtland AFB (*contingent on ops tempo/security posture*). This event will include a tour of a selected squadrons' work area and a luncheon with the host Squadron/Group/Wing Commander.
5. Track Honorary Commander participation in Wing-wide events.
6. Advise the 377 ABW Commander immediately of problems with any Honorary Commander, including conflict of interest concerns, non-participation, misuse of the program for personal gain, or failure to meet program requirements.

Note: 377 ABW Commander reserves the right to remove an Honorary Commander before the end of his/her term, on a case-by-case basis.

PROTOCOL OFFICE RESPONSIBILITIES

1. Ensure Honorary Commanders are invited to key wing events, such as changes of command, retirements, hails and farewells, open house, social events, holiday parties, etc.
2. Ensure Honorary Commander participants are aware of appropriate customs and courtesies.
3. Assist with events as requested by Public Affairs.