



Joint Base Andrews Honorary Commander Nomination Form

Instructions: Please fill in the following information and attach a current resume/additional biographical data.

NOMINEE'S FULL NAME: _____ **SPOUSE'S NAME:** _____

JOB TITLE/AFFILIATION: _____ **CAREER TYPE/FIELD:** _____

The intent of an honorary commander program is to educate and increase the knowledge and understanding of key civic leaders about the Air Force and Space Force. Civilian participants are selected from among non-federally elected or appointed officials, mayors, chamber of commerce-type group members, principals of local schools, Military Affairs Committee members and others who, because of their position or influence in the community, can positively impact public support for the base. (Ref: Department of the Air Force Manual 35-101, Community Engagement, 7 DEC 20)

PLEASE MARK THE APPROPRIATE RESPONSE.

YES/NO

☐ ☐

Is the Nominee an immediate relative (spouse, child, parent, sibling) of a current or former Joint Base Andrews Honorary Commander?

☐ ☐

Is Nominee a military retiree or Guard or Reserve member? Retirees, Guard or Reserve members are not eligible.

☐ ☐

Does Nominee have a coworker/co-representative of his/her organization currently serving or being nominated to serve as a Joint Base Andrews Honorary Commander in any given year?
(Excludes: Chambers of Commerce or Military Affairs Committees).

☐ ☐

Is Nominee a newspaper, TV or radio reporter? If so, nominee is not eligible due to the conflict of interest allowing reporters unescorted access to the base and base leadership.

☐ ☐

Is Nominee a member of Congress or a member of Congressional staff?

☐ ☐

Is Nominee employed by a DOD contractor or another organization who may give the perception of a conflict of interest?

☐ ☐

Is Nominee a federally elected or appointed official?

☐ ☐

Does Nominee understand the Honorary Commander term limit will be for no more than 24 months to ensure the program's reach and effectiveness and to avoid program stagnation?

☐ ☐

Is Nominee employed by a DOD contractor or another organization who may give the perception of a conflict of interest?

☐ ☐

Is Nominee aware he/she may contact their commander to terminate their service as an Honorary Commander (if selected) at any time prior to their term tenure?

☐ ☐

Is Nominee aware, if selected and he/she does not fulfill the Honorary Commander responsibilities, the wing commander may terminate their term immediately?

☐ ☐

Is Nominee aware that part of his/her responsibilities include attending unit events at least once per quarter?

The information provided on this worksheet is covered by the Privacy Act of 1974, AFI 33-332



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HOME ADDRESS	BUSINESS ADDRESS
LINE 1: _____	LINE 1: _____
LINE 2: _____	LINE 2: _____
CITY/STATE: _____	CITY/STATE: _____
HOME PHONE: _____	CELL: _____ OFFICE: _____
E-MAIL ADDRESS: _____	

The following information is collected for the purpose of a background check to obtain access to base.

NOMINEE'S FULL (LEGAL) NAME: _____

NOMINEE'S NAME **EXACTLY**
AS PRINTED ON DRIVER'S LICENSE: _____

DRIVER'S LICENSE NUMBER & STATE ISSUED:
DL# _____/STATE: _____

NOMINEE'S BIRTHDAY W/YEAR:
(MM/DD/YYYY) _____ / _____ / _____

Please fill out the following information if it is not included in an attached resume.

NOMINEE'S HOBBIES: (I.E., GOLF, HUNTING, ETC.)

NOMINEE'S CHAMBERS OF COMMERCE MEMBERSHIP/INVOLVEMENT:

NOMINEE'S NON-PROFIT/CIVIC ORGANIZATIONS MEMBERSHIP/INVOLVEMENT:

NOMINEE'S MILITARY/VETERAN ORGANIZATIONS MEMBERSHIP/INVOLVEMENT:

WHY DO YOU WANT TO TAKE PART IN THE HONORARY COMMANDER PROGRAM?

Throughout the year, the honorary commander program includes activities that run from a few hours to a full day in duration. How much time can you devote to base activities per month?

DURING WORK HOURS (CHECK ONE) ☐ HALF DAY OR LESS ☐ FULL DAY ☐ NOT AVAILABLE ☐

AFTER HOURS (CHECK ONE) ☐ 1-2 hrs ☐ 3-4 hrs ☐ 5-6 hrs ☐ 6+ hrs ☐ NOT AVAILABLE ☐

PLEASE RETURN FORM TO: 316th Wing Public Affairs
Community Engagement, Joint Base Andrews Phone: PA Main Line: 240-612-4428
316WG.PA.CommunityEngagement@US.AF.MIL
WITH ATTACHED BIOGRAPHY