Concept of Operations (CONOPS)
And
Guidance

Air Education and Training Command
Comprehensive Airman Fitness (CAF)

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Resilience: "Is the ability to withstand, recover and/or grow in the face of stressors and changing demands."

Source: Defense Centers of Excellence

1. AETC CAF Perspective

CAF is a methodology that allows the AF and AETC to focus resources on taking care of Airmen and their families while facilitating their physical, social, mental, and spiritual fitness. The intent of CAF is to create and sustain a community that gives our Airmen and their families balance and a sense of belonging. Although an AFI is being written and will be available by the end of FY13, we will move forward as a Command to implement the CAF initiative now.

During the March 2011 AF Community Action Information Board (CAIB), CAF was approved and adopted as the formal name to developing a resilient AF. CAF objectives are to develop personal life skills, reduce self-defeating behaviors, enhance individual resilience and ultimately enhance community resilience. There are four pillars to CAF - mental, physical, social and spiritual. It is clear that as people balance each area (or pillar) of life, they recognize the important of resiliency and seek to maintain a positive balance. Airman at every level must embrace CAF.

Resilience is critical as we continue to face personal and work challenges. As leaders, we realize the importance of taking care of our most critical asset-our people. Just as the leader's responsibility is to ensure resource availability to accomplish the mission, it's also the leader's responsibility to provide the environment for our Airmen and their families to maintain resiliency in their lives. We'll use CAF to leverage available resources to help our Airmen in this critical endeavor. Ultimately, we must remember we are responsible for maintaining resiliency in our lives.

The following information provides an overview of the key elements of CAF and the way ahead for AETC.

2. History

In 2010, Air Combat Command (ACC), in an effort to turn around the disturbing trends in preventable self-defeating behaviors, introduced the CAF approach to caring for Airmen and families. ACC's effort was based on the Army's Comprehensive Soldier Fitness approach. Soon after the ACC Commander briefed CAF at CORONA, the Air Mobility Command (AMC) Commander decided AMC would implement CAF with a target launch date of July 2010.

By March 2010, the two commands partnered and hosted a CAF summit at Scott AFB. Air Staff and all major commands attended the unveiling of the CAF initiative. The summit resulted in (1) a common understanding; (2) a realization that the CAIB and Integrated Delivery Service (IDS) structure is a proper body to provide oversight; and (3) an agreed upon lexicon, including the 4 Pillars of Fitness (physical, social, mental and spiritual) and the 5Cs (care, commit, connect, communicate and celebrate).

Finally, in March 2011, the AF CAIB adopted CAF as the official resilience program name and approved the pillars. Additionally, the Dover Leadership Pathways initiative, an AF Resilience Toolkit, and utilization of the Support and Resilience Inventory (SRI) assessment tool became part of CAF along with targeted resilience training. The AF embraced the Master Resiliency Training (MRT), based on a University of Pennsylvania model, which was the source used by ACC. The University of Pennsylvania Resiliency model is based on years of scientific studies at the Positive Psychology Center; a scientific study of strengths and virtues that enable individuals and communities to thrive. There are three central concerns: positive emotions, positive individual traits and positive institutions. The Army Comprehensive Soldier Fitness team partnered with the University of Pennsylvania to develop resilience training for military members. Currently, the AF provides MRT training at the Expeditionary Center (EC), Joint Base McGuire/Dix/Lakehurst (JBMDL).

3. What is Comprehensive Airman Fitness?

CAF is not a program; it's a lifestyle. The CAF approach will better equip individuals to handle stress. It's about lifelong change – expect it to take time!

Over the last few years, we have seen an increase in negative behavioral health and adverse action trends in our AF. We must be proactively engaged to help reverse these.

CAF represents the command's investment in readiness of the force and quality of life for our Airmen (military and civilian) and their families. It provides a flexible, all encompassing approach to affect the critical elements of our members by replacing self-defeating behaviors and their consequences with healthy work and life balance and strengthened resilience. Again, CAF is not a program; it is a philosophy – an approach – for taking care of our Airmen and their families. CAF is an investment toward a way of life deserving of our best effort.

The vision of CAF is a thriving and resilient AF community ready to meet any challenge. We will reach for the goals of high performing Airmen and families, capable of persevering through life's challenges and to grow in adversity.

4. Why Comprehensive Airman Fitness?

CAF reinforces the very actions required to thrive in any situation. It reflects the essence of what we expect in strong "Wingmen." Individuals become stronger when they seek help, have compassion for others, and celebrate success. CAF provides a structural and behavioral element to teach Airmen and families how to become stronger individuals and more deeply connected to one another.

By synchronizing our collective efforts to take care of Airmen and their families, we achieve the CAF objectives:

- Improve Individual Resiliency Skills
- Develop Critical Personal Life Skills
- Enhance Community Resiliency
- Reduce Self-Defeating Behaviors
- Enhance Physical Fitness

The following chart captures the CAF concept and the 4 pillars, which provide the structural element, focusing leadership on a means or methodology for addressing and meeting the needs of Airmen and their families.

Areas of a person's life which capture the totality of how they experience and relate to others and themselves

- **Mental** – the ability to effectively cope with unique mental stressors and challenges needed to ensure mission readiness.
- **Physical –** the ability to adopt and sustain healthy behaviors needed to enhance health and wellbeing.
- **Social –** the ability to engage in healthy social networks that promote overall well-being and optimal performance.
- **Spiritual –** the ability to sustain an individual's sense of wellbeing and purpose through a set of spiritual beliefs, principles or values

The 5 Cs (Care, Commit, Connect, Communicate and Celebrate) are behaviors essential to developing a healthy sense of self and the ability to effectively interact with others. They serve as the vital thread leaders can use to focus on ways of creating and maintaining a sense of belonging. By embracing the 5 Cs, individuals will help build a sense of belonging in communities, which in turn leads to well being, life balance, and resiliency for all.

- **Care:** Selflessly exhibit integrity, empathy, and respect in what we choose to do and say. When respect is widespread, each person is willing to take the initiative and act for the good of the organization and those around them.

- **Commit:** Choose to help others become their very best, forging lasting bonds, and appreciating their points of view. We seek to do our part to help unite everyone in a common mission, purpose, and vision. A common purpose that gets people believing that nothing is impossible for a group of people who are *committed* to pursuing a shared, worthwhile cause or calling.

- **Connect:** Connecting with others is instinctual human behavior, but it doesn't happen by chance. It requires intentional effort to develop the skills to effectively reach out to others in ways that are mutually beneficial.

- **Communicate:** The way we express ourselves, verbal or written, to others has a profound effect in determining if our intended message achieves its desired objectives. When we learn to communicate positively and proactively, we increase our chances of effectively connecting with those around us.

- **Celebrate:** Make it a priority to recognize and praise those who achieve superior performance, just as we are committed to sharing constructive feedback following failure. Positively-oriented people understand that those around us will naturally adopt attitudes and actions that are intentionally celebratory, while avoiding those which are not.

5. Governance of Comprehensive Airman Fitness

The Community Action Board (CAIB) will provide oversight and guidance to the CAF effort. The AETC CAIB, chaired by the Vice Commander, will provide overall CAIB strategic leadership and direction for CAF initiatives.

The installation CAIB, chaired by the host Installation Commander, has overall responsibility for providing sustainable CAF framework. It is the Commanders' responsibility to provide programs, activities, and venues that enrich Airmen and their families' sense of belonging. The installationi Commander's direct involvement sets the CAF tone for the installation.

AETC tenant Wings may adopt various CAF components consistent with implementation capabilities while leveraging tools provided by supporting MAJCOMs. Wing Community Support Coordinators (below) involve all members of the installation with local resilience efforts and ensure tenants are included.

Through the CAIB, installations may introduce their own CAF initiatives and are encouraged to provide inputs to the MAJCOM CAIB highlighting "best practices." Installations should invest in the successful and high impact initiatives.

6. Roles and Responsibilities of Community Support Coordinators

AETC Community Support Program Manager: Provides support to installation-level Community Support Coordinators (CSC) while managing the overall CAF/Resilience effort for the Command. Additionally, this position vets installation submissions for Master Resilience Trainers (MRT) and assists the AETC Command Chief (CCC) in meeting the command's vision of fit, resilient, Airmen, families and DOD Civilians coping effectively in a community that thrives in the face of challenges and bounces back from adversity.

Community Support Coordinators (CSC): During a follow on report to the 2009 Fort Hood incident, the AF determined a need for installation-level positions to oversee and integrate the community, family, individual support and resilience programs. CSC positions were created to serve as the focal point for installation Integrated Service Delivery (IDS)/CAIB and all resilience programs. The CSC provides commanders with a multi-discipline capability that integrates efforts of individual prevention and response programs, while collaboratively working resilience efforts with all community agencies. CSCs were developed to operationalize the CAF pillars to assist Airmen and their families withstand, recover and grow in the face of stressors and changing demands. They serve as an integrator of information and actions from multiple functions and venues of Airmen and family support programs.

The installation CSC reports to the wing vice commander, and should work very closely with the base CCC on Master Resilience Trainer (MRT) selections and resilience training schedules (information below).

The primary duties of the CSC include:

- Serve as the Executive Director of the installation CAIB and as IDS Chair
- Develop partnerships with on base agencies
- Coordinate installation resilience efforts
- Institute marketing of resilience concepts/actions
- Ensure resilience education/awareness is provided at the installation through use of Master Resilience Trainers (MRTs) and Resilience Training Assistants (RTAs)
- Serve as Wingman Day program lead and provides base guidance
- Serve as the Installation Caring for People (CfP) Coordinator
- Collect and submit statistical data for programs to AETC as required (see section on Data Collection)

Note: *Refer to Standard Core Personnel Document Number 9GD251 for a full explanation of the CSC position:*
https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1336E40FB5E044080020E329A9

The CSC is the single point of contact for Resilience and has the overall responsibility of Resilience training execution

- Schedules meetings with CCC and MRT (or a selected lead MRT to represent all)
- Tracks all MRT and RTA Resilience skills training
- Updates the IDS monthly; CAIB quarterly, as required
- Reports wing's data to the Command; uploads quarterly Resilience report no later than the 15th of the day following end of the quarter.
- Tracks MRT and RTA gains/losses
- Requests MRT training quotas to meet wing's needs

7. Community Support Coordinator Training

In an effort to standardize CAF across the AF, AF/A1SY will train MAJCOM CSC personnel to conduct installation CSC training. Due to funding constraints, the AETC Community Support Coordinator will develop a training plan for monthly teleconferences.

All CSCs must accomplish the IDS/CAIB training available either in the AETC IDS/CAIB SharePoint Training folder, or from the AF CAIB CoP. This training is currently accessible.

8. Comprehensive Airman Fitness Initiatives Currently in Place

A. Deployment Transition Center (DTC): Located at Ramstein AB and is an en route stop from the area of responsibility (AOR) to return to home station. The Center uses a resilience-building, strength-based approach to assist Airmen regularly exposed to significant risk of death in direct combat, and allows them to begin the decompress and reintegration process to their home station, workplace, and families. The primary career fields processing through the DTC are Convoy Operations, Security Forces, Explosive Ordinance Disposal (EOD), TACP, Red Horse, Medical, and Provincial Reconstruction

Teams. Members of the U.S. Marine Corps EOD and Mortuary Affairs personnel have also attended.

B. **Leadership Toolkit:** An online resource to assist leaders at all levels in building resilience within their units. This electronic resource includes an AF overview of CAF, in addition to guidance, briefings, and best practices. The Leadership Toolkit is an excellent place for commanders and CSC to obtain information and is located on the AF Portal, Life and Career Tab:
https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D62BA52088012BBF52DC91061A

C. **Support and Resilience Inventory (SRI):** This is an online self-assessment resilience tool that can be used by Airman, family members, and squadron/group/wing leadership to gauge level of resilience. It can help members and leaders identify actions needed to strengthen resilience as a summary report and listing of resources is available (and can be printed out) once completing this 10 minute survey. Results are confidential. In addition to individually having access to take the SRI, commanders also have the option to request a group SRI be set up to obtain an overall assessment of his or her unit's health. Commanders are encouraged to contact their Community Support Coordinator (CSC) for more information on utilizing the SRI and to receive feedback on their unit.

CSCs will ensure their communities have knowledge of the SRI link inside the Portal, as well as the options to take it privately or in groups. The link to the self-assessment is available on the Portal or by accessing it directly:

https://sri-m.communitiesinblue.org/?tc=VlwWX[plus]9ExRa1rQUU16rv9w==&C=1

D. **AF Mortuary Affairs Operations (AFMAO):** AFMAO provides a resilience program for members deployed to Dover AFB, DE that applies mental, physical, social and spiritual aspects of the four pillars to wellness. AFMAO also offers several physical training classes and social events each week and embeds a chaplain and mental health provider into the unit.

E. **Wingman Day:** All AF units conduct Wingman Day twice per year with a focus on resilience. HQ AETC will provide approved dates/timeframe for the entire command to hold its event, as well as topics to be covered. Each CSC is required to submit one consolidated feedback survey after each Wingman Day. AETC provides annual feedback to AF.

The AF has provides topics, presentations, small group scenario exercises and other information on the AF Portal to assist the installations with planning Wingman Day activities. The information can be found at the following:

https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sA4057E1F2C6A9B77012CA7EBB3CE1810

9. Comprehensive Airman Fitness Components to be Implemented Throughout Fiscal Year 2013

A. Resilience Education and Training: Resilience principles will be incorporated into accessions and Professional Military Education (PME) courses.

Accessions learning goals were presented by AF at the April 2012 AF Learning Council (AFLC) with resilience implemented into courses. The Enlisted Basic Military Training curriculum was updated as of August 2012 and remaining accessions curriculum will be updated by November 2013.

Once installations gain certified Master Resilience Trainers (MRT), those individuals will be responsible for teaching an 8-hour standardized block of curriculum to each First Term Airmen Center (FTAC) class. The FTAC curriculum has recently been developed by AF contract; lesson plans are available to MRTs through the MRT Community of Practice, which CSCs should also gain access to. AF/A1SY is developing curriculum slides.

https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=27629

B. Master Resilience Trainers (MRT): The AF MRT "train-the-trainer" program launched in September 2012. The program is designed to prepare selected individuals to deliver CAF awareness and education AF-wide to enhance our Airmen and family members' resilience. During fiscal year 2013, the AF will train and certify 446 MRTs. In turn, they will train their teammates when returning to their units. AETC has identified four nominees from each of its installations, and will have 44 certified by the end of the year. Upon certification, MRTs are required to train standardized curriculum to every FTAC class and other locations as requested by wing and respective unit leadership. Resilience Training Assistants (RTA) will also be appointed and trained at each wing in order to accomplish resilience training. The MRT and RTA role is an additional duty. Selection, training, and utilization of MRTs and RTAs are included in this section.

AETC MRT Selection: Unit commanders nominate MRTs through the Community Support Coordinator (CSC). CSCs work with their respective command chiefs and installation commanders, who are required to provide approval prior to an individual being forwarded to the MAJCOM. Commanders must ensure Airmen and AF civilian employees who are selected embody high attributes in mental, physical, social, and spiritual fitness, and possess skills to be effective trainers. Local nomination letters require the nominee's unit commander and first sergeant (or senior enlisted leader) recommendation and review prior to submitting CSC and CCC.

AETC MRT Criteria:

- Grade: Enlisted in the grades of E-5 through E-7; Officers in the grades of O-1 through O-4; AF Civilian employees in the grades of GS-09-GS-12
- No AFSC restrictions, however, consider high-stress populations as priority (Note: Career Assistant Advisors should not be selected)

- ANG/AFRC: Verify members are performing as Full-time Reserve (ART), Active Guard Reserve (AGR), or Air Technician
- Demonstrates a high level of resilience (review 4 pillars); ability to openly discuss personal real life experiences in order to attain and sustain classroom credibility
- Verify no current record of disciplinary action (Art 15, UIF, Control Roster, referral OPR/EPR, or history of financial irresponsibility
- Enlisted members must have rating of 4 or 5 on last five EPRs (or all EPRs if less than 5 received); officers must have meet standards on last five OPRs(or all OPRs if less than 5 received); AF Civilians must have current rating of "Acceptable"
- Current PT score must be $\geq$ 80 (if applicable)
- If profile exists, AF Form 422 must be current
- Military members must have $\geq$ 24 months retainability at installation
- Good speaking voice with ability to communicate effectively
- Nominee should possess excellent communication and training skills, and be motivated and passionate about training fellow Airmen in resilience skills
- Should not be projected for deployment, PCS, TDY or other prolonged absence within 12 months of selection
- Ability to lead and have empathetic understanding of Airmen away from home in new environment
- Meets fitness, dress and appearance standards

MRT Training: Individuals will be required to attend the MRT Train-the-trainer (TTT) course conducted at the Expeditionary Center (EC) at Joint Base McGuire/Dix/Lakehurst (JBMDL), New Jersey. Training consists of three phases:

- Phase I: Pre-MRT course requirements include 30 hours of computer based training (CBT) for the AF Instructor Course to include an end-of-course test
- Phase II: Includes the resilience training course and consists of skills for improving individual resilience; course duration is five days (at the EC, JBMDL)
- Phase III: Consists of the AF Instructor curriculum and is mandatory to achieve certification as a qualified trainer. Course duration is five days (at the EC, JBMDL)

(Note: Phases II and III are done consecutively and cannot be broken up)

Upon training completion, MRTs will be assigned a training code/experience identifier used for managing qualified trainers at installations and commands, and remains valid for three years.

MRT Utilization: Upon return to duty station, MRTs are required to coordinate with the CSC who will facilitate a meeting with the CC and CCC.

The CCC will assist with facilitation of outreach to the squadrons to recruit RTAs.

FTAC Resilience training will be 8 hours, delivered in a manner that meets FTAC students' needs and curriculum requirements. Curriculum link: https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=27629

MRTs will organize Wingman Day events.

MRT training venues are encouraged and may include Professional Enhancement Courses, Airmen Leadership School, Squadron training, outgoing or returning deployers, key spouse groups, family members, etc.

MRTs will coordinate, schedule, and report resilience training through the CSC to the CCC. Attendance will be taken at each session and a roster provided to the CSC.

MRTs will provide 3-day train-the-trainer courses for installation Resilience Training Assistants (RTAs). There is no limit to the number of RTAs a base maintains. The RTAs provide unit resilience training and other requirements as listed in the RTA utilization below.

MRTs will provide a quarterly report to the installation CSC, who will forward to the respective MAJCOM Community Support Program Manager; reports will consist of total number of assigned MRTs, RTAs, and installation personnel trained for each type of training and results of student critiques.

MRTs will develop video and written presentations demonstrating resilience that can be used for educational awareness and morale building purposes.

MRTs will provide talking points to senior leadership to be used during meeting forums, town hall meetings, and other discussion venues.

C. Resilience Trainer Assistants (RTA): Because there will only be four MRTs providing resilience training for the installation, RTAs will be an added resource for MRTs.

The CCC, CSC and MRT will develop a plan to identify and train RTAs at the base. The AF Master Resilience Trainer Guidebook (Nov 12) recommends four RTAs per squadron. MRTs will instruct the 3-day training; classes should be no more than 15 students.

RTAs are a critical component of the resilience training delivery models, CSCs should work in close coordination with installation's Command Chief to ensure individuals selected as RTAs are highly qualified and will be reasonably available to instruct when called upon.

RTAs are primary candidates for selection for MRT training, and should, therefore, meet the same criteria as an MRT.

RTAs will undergo a three-day training course provided by a MRT. The RTA will learn the skills in the first two days and will be evaluated on the third.

RTAs can provide unit level training on all skills and can assist MRTs during large training events such as Wingman Day and FTAC. However, RTAs cannot teach FTAC.

RTAs will take attendance at each session and provide roster to the CSC.

See the "Guidance for Selection, Training, and Utilization of Master Resilience Trainers (MRT)" on the AETC IDS/CAIB SharePoint, as well as the November 2012 "Master Resilience Trainer Guidebook."

https://eis.aetc.af.mil/hq/a1/idscaib/Shared%20Documents/Forms/AllItems.aspx?View=%7b0D4DC88A%2d37AD%2d4560%2dBA08%2dBF79C85E1A56%7d

D. Advanced Distributed Learning System (ADLS) will be used to track all resilience training as completed. It is important to update ADLS with any training you accomplish in order for the AF to collect data for reporting to senior leaders, to inform decisions regarding this initiative, and to measure success. The following types of training are tracked in ADLS:

RT – Senior Leader brief (CAF overview briefing MRTs provide to Wing CC/CV)
RT – Physical Foundation: Fuel for Resilience
RT – Counting Blessings
RT – ABC
RT – Balance Your Thinking
RT – Check Your Playbook
RT – Accomplishing Goals
RT – Acceptance
RT – Spiritual Resilience
RT – Interpersonal Problem Solving
RT – Good Listening and Active Constructive Responding

* CSCs will continue to work all MRT issues and class assignments closely with AETC/A1KD.

The AF MRT Guide and selection criteria are available in the Comprehensive Airman Fitness folder in the AETC IDS/CAIB SharePoint site:

https://eis.aetc.af.mil/hq/a1/idscaib/Shared%20Documents/Forms/AllItems.aspx?View=%7b0D4DC88A%2d37AD%2d4560%2dBA08%2dBF79C85E1A56%7d

10. Funding

A. AFI 90-501, Community Action Information Board and Integrated Delivery Service are cross-functional forums and do not have designated budgets. Funding for cross-functional initiatives will be provided by the participating agencies and supplemented when needed by CAIB Chair resources.

B. **MRT Training costs will be funded by AF/A1SAY,** who will cross-org attendees in the Defense Travel System (DTS). CSCs will provide necessary information and AETC/A1KD will coordinate the registration portion with the MAJCOM Training Manager. Attendees will receive a message from the Expeditionary Center (EC) at Joint

C. **Turning Technologies funding** will be provided by AF/A1SAY. This technology will help to collect data from students at MRT courses that will evaluate effectiveness. It will allow students to enter answers to questions using a hand clicker which will automatically enter data into a spreadsheet. The equipment is on the GSA Advantage website. As of 25 January 2013, the MAJCOM is awaiting information and guidance on this funding.

11. Data Collection

IDS/CAIB and CAF data collection is done by the CSCs at each installation to the AETC Community Support Program Manager. Most of the information can be uploaded to the AETC IDS/CAIB SharePoint.

A. **IDS Minutes:** As installations hold **monthly** IDS meetings, the CSC will upload minutes to the AETC IDS/CAIB SharePoint. If SharePoint is unavailable, the minutes will be sent to the AETC Community Support Program Manager.

B. **CAIB:** CAIBs serve as a forum for cross-organizational identification and review and resolution of individual, family and installation community issues impacting readiness of the force, retention, resilience and quality of life for installation members and their families. The installation-level CAIB Chair approves installation Community Action Plan (CAP) and metrics, tracks installation CAP progress and provides an approved copy of the installation CAP to the MAJCOM CAIB. Installation CAIB meets at least quarterly**.**

- CAIB Minutes are uploaded each **quarter**
- Community Action Plan (CAP) uploaded once written/approved every two years
- *CAP is a living document that CSCs will track and report progress to installation CAIB

C. **Suicide Prevention Program Data Collection:** The CAIB and IDS at all levels shall monitor suicide statistics and coordination of AF Suicide Prevention Program (AFSPP) initiatives among agencies IAW AFI 44-154 and AFI 90-504. CAIB's and IDS' must ensure the 11 Elements of the AFSPP are fully implemented and targeted suicide prevention training is being accomplished. CSCs will upload this data as follows:

- **Frontline Supervisor Training (FST)** is required for At-Risk Career Fields and prepares supervisors to identify and intervene with Airmen at risk of suicide. This one-time training is required for those supervisors within Security Forces, Intelligence and Manned Aircraft Maintenance career field and must be accomplished

within 90-days of assuming supervisory responsibility. The link to the training curriculum is: http://afspp.afms.mil Installations will determine instructors.

- **Quarterly updates** are due to MAJCOM no later than the 15th of the month following the end of the **quarter** (15 Jan, 15 Apr, 15 Jul, and 15 Oct); CSC uploads to AETC IDS/CAIB SharePoint

❖ **AF Suicide Prevention Program (AFSPP) Checklist** (AFI 90-505) is an installation IDS effort due annually. The checklist provides an assessment of AFSPP at each installation. The checklist must be reviewed and signed by the installation IDS Chair (CSC) and CAIB Chairs.

- **Annual updates** are due to MAJCOM CAIB (Community Support Program Manager) annually in **January.**

D. Master Resilience Trainer Status Updates: The MRT trainer status and all resilience training is tracked by MAJCOM and is located on the MRT STATUS REPORT within SharePoint under Comprehensive Airman Fitness. Updates can be made on the SharePoint, and are due the 15th of the month following the end of the **quarter** (15 Jan, 15 Apr, 15 Jul, and 15 Oct) to the Community Support Program Manager.

E. Wingman Day Feedback Surveys: AF/A1 requests annual consolidated feedback for Wingman Day activities. The MAJCOM Community Support Program Manager will collect each semi-annual Wingman Day feedback within 30 days after the scheduled event. For example, 10 April Wingman Day feedback is due no later than 10 May.

F. Community Action Plan: The CAP is a written document that summarizes and consolidates prioritized community concerns and proposed solutions and guides the actions of the CAIB, IDS and member organizations. The CAP is approved every two years by CAIB Chairs. The IDS at all levels will report CAP progress to respective CAIBs quarterly.

G. Caring for People Forum: The AF has a long-standing tradition of taking care of its people and takes pride in the great strides it has made to improve the quality of life for Airmen and their families. Since its inception in 2009, the Caring for People Forum (CFP) concept has evolved quickly and is now a preferred means for AF leaders to receive community feedback for review, action and resolution. In 2010, it was determined that the best way to integrate the success of the CFP was to hear directly from Airmen and families, giving them the opportunity to voice their concerns or suggestions on AF policy and/or support services. It also allows installation commanders the opportunity to create visible improvement in specific areas which affect their community daily. A three-tiered plan was briefed to, and approved by, the AF CAIB, May 10. A CFP Forum is held annually at each level. CSCs should request membership to the CFP Community of Practice at the following link: https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-01-07 where current information is stored, as well as the CFP Forum Handbook to assist with directing a local

Forum, usually a one-day event, with a very structured process. Installations must plan accordingly (per the Handbook), as any issues not resolved at the local level, must be submitted to the AETC IDS no later than early to mid June annually**.**

H. Other Data Collection per AF or MAJCOM request could occur. For example, it is imperative rosters are kept current in order to maintain an efficient IDS/CAIB process.

Data Collection Snapshot

DATA	FREQUENCY	DATES
Installation IDS Minutes	Monthly	Monthly per base schedule
Installation CAIB Minutes	Quarterly (at least)	Quarterly per base schedule
Frontline Supervisor Training	Quarterly	15 January; 15 April; 15 July; 15 October
Master Resilience Trainer Status Report	Quarterly	15 January; 15 April; 15 July; 15 October
Wingman Day Feedback Surveys	Semi-Annually	Within 30 days of Wingman Day Activities
AF Suicide Prevention Program Checklist	Annually	January
Caring for People Forum	Annually	Annually, Early – Mid-June
Community Action Plan (CAP)	Biennially	Biennially as prepared
Community Action Plan Progress Reports	Quarterly to installation CAIB Chair (MAJCOM tracks MAJCOM CAP)	Quarterly at local CAIB
Other Data/Updates	As requested	As requested

12. Program Informational Resources: The following list of references includes various CAF/CAF-related resources to assist you with gaining knowledge in resilience, as well as to help develop your ideas and comments when speaking to commanders, during one-on-one mentoring sessions, team building exercises, and other opportunities. This section can be expanded as AETC implements the CAF initiative, and CSCs are asked to share among each other.

Books

- Dyer, W.D. (2006). *Being in Balance*. Carlsbad, CA: Hay House, Inc.
  ISBN-10: 1401910386; **ISBN-13**: 978-1401910389

- Seligman, M.E.P. (2006). *Learned Optimism: How to Change Your Mind and Your Life*. New York, NY: Vintage Books. (Original published 1990)
  ISBN-10: 1400078393; **ISBN-13**: 978-1400078394

- Reivich, K. and Shatte, A. (2002). *The Resilience Factor. 7 Keys to Finding Your Inner Strength and Overcoming Life's Hurdles.* New York, NY: Broadway Books. **ISBN** 0-7679-1191-1

- Ginsburg, K.R. (2011). *Building Resilience in Children and Teens. Giving Kids Roots and Wings*. 2nd Edition. Elk Grove Village, IL: American Academy of Pediatrics **ISBN**: 978-1-58110-551-3

Resources

PROGRAM/INFORMATION	INSTRUCTIONS AND LINKS
AETC IDS/CAIB SharePoint	https://eis.aetc.af.mil/hq/a1/idscaib/default.aspx
AF CAIB CoP	https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-OT-00-29
AF Suicide Prevention Program Information	http://afspp.afms.mil
Caring for People COP	https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-01-07
Comprehensive Airman Fitness Instruction	AFI XX-XXX (under development)
CAF Leadership Toolkit on AF Portal	https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D62BA52088012BBF52DC91061A
Diversity	http://www.af.mil/diversity.asp
Diversity AF Instruction	AFI 36-7001
IDS/CAIB AF Instruction	AFI 90-501 (under revision)
Master Resilience Trainers CoP	https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=27629
Positive Psychology Center	http://www.ppc.sas.upenn.edu
Standard Core Personnel Document Library	https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1336E40FB5E044080020E329A9
Support Resilience Inventory (SRI)	https://sri-m.communitiesinblue.org/?tc=VlwWX[plus]9ExRa1rQUU16rv9w==&C=1
Wingman Day Information	https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sA4057E1F2C6A9B77012CA7EBB3CE1810

13. Summary/Conclusion

CAF is not a program -- it is a lifestyle. All Airmen and family programs across AETC contribute to the resilience of our communities. Our goal is to create a stronger, more cohesive network of Airmen and family members and a culture of people who care for one another, offer support when necessary, and who have the courage to seek help when needed.

COMPREHENSIVE AIRMAN FITNESS
MENTAL
SOCIAL
PHYSICAL
SPIRITUAL