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Public Affairs

COMMANDER'S CALL



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This instruction provides guidance and assigns responsibilities for conducting commanders' calls within the wing. It implements AFRPD 35-3, *Internal Communication Program*. Commanders' call provides commanders a face-to-face, two-way forum of communication. This instruction applies to the wing.

SUMMARY OF REVISIONS

Deleted paragraph 1.1.4. requiring PA to provide wing commander, vice commander and senior enlisted advisor with advance schedules of group and squadron commanders' calls. . Added in paragraph 1.3. requirement to monitor wing-wide issues. Changed paragraph 1.4.2. and 1.5.2. requirements from PA to commanders, or their representatives, to make their scheduling decisions and arrangements and then provide the wing CC, CV, CCC and PA with e-mail or hard copy notice so they can make their own scheduling decisions. Changed 16.5.4. to include Citizen Airman video. A | indicates revisions from the previous edition.

1. Responsibilities:

1.1. Public Affairs Office:

- 1.1.1. Organizes and implements wing commander's call (military and civilian).
- 1.1.2. Provides guidance and assistance for group commanders' calls.
- 1.1.3. Distributes commanders' call topics sent from HQ USAF and HQ AFRC.

1.2. Wing Commander:

- 1.2.1. Hosts military commander's call at least twice annually, normally during the months of January and July.

1.2.2. Hosts civilian commander's call (for the full-time civilian force) as necessary.

1.3. Wing Commander, Vice Commander and Senior Enlisted Advisor. Attends (on a rotating basis) as many group and squadron commanders' calls as possible to monitor and address wing-wide issues.

1.4. Group Commanders:

1.4.1. Host commanders' call at least twice annually, normally during the months of April and October.

1.4.2. Inform the wing commander, vice commander, senior enlisted advisor and public affairs of the time and location of your commander's call by e-mail or hard copy so they can arrange their schedule to attend.

1.4.3. Assign project officer to coordinate and implement commanders' calls.

1.5. Squadron Commanders:

1.5.1. Host commanders' call whenever appropriate.

1.5.2. Inform the wing commander, vice commander, appropriate group commander, senior enlisted advisor and public affairs of the time and location of your commander's call by e-mail, verbal or hard copy so they can arrange their schedule to attend.

1.5.3. Assign project officer to coordinate and implement commanders' calls.

1.6. Wing/Group/Squadron Level Commanders' Call Project Officer:

1.6.1. Schedules and coordinates the event with the appropriate commander and other pertinent offices.

1.6.2. Ensures the schedule for the commander's call is printed in the appropriate monthly training schedule and publicized in advance through every appropriate resource.

1.6.3. Reserves the location and necessary equipment.

1.6.4. Notifies personnel scheduled to receive awards in advance to ensure they'll be present at ceremony.

1.6.5. Provides an agenda and suggested topics of interest for discussion. Agenda items may include:

1.6.5.1. Unit activities, schedule of upcoming events, achievements, etc.

1.6.5.2. Recognition of newcomers and people leaving, presenting awards, etc.

1.6.5.3. Discussion of problems, policies and issues.

1.6.5.4. View the Air Force Television News, or Citizen Airman video.

1.6.6. Provides or schedules a photographer, as necessary.

1.6.7. Sets up location properly with flags, podium, lighting, public address system, screen, projector, VCR, etc.

1.6.8. Rehearses presentation ceremony with award recipients and presenters in advance of commander's call.

1.7. 419th Military Personnel Flight. Provides appropriate commander's office with official medals, awards and certificates to be presented.

DAVID E. TANZI, Brigadier General, USAFR
Commander