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**Public Affairs**

**COMMANDERS' CALL**



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This instruction implements Air Force Policy Directive (AFPD) 35-3, *Internal Communication Program*. It provides guidance and assigns responsibilities for conducting commanders' calls within the wing. Commanders' call provides commanders a face-to-face, two-way forum of communication. This instruction applies to all personnel assigned to the wing.

**SUMMARY OF REVISIONS**

Deleted "when possible" and "as possible" in paragraphs **1.2.1.**, **1.3.**, **1.4.1.**, **1.5.1.**, and deleted "the" added "an" in paragraph **1.6.1**. A bar ( | ) indicates revision from the previous edition.

**1. Responsibilities:**

1.1. Public Affairs Office:

- 1.1.1. Organizes and implements wing commanders' 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 commanders' call quarterly.
- 1.2.2. Hosts civilian commanders' 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 to monitor and address wing-wide issues.

1.4. Group Commanders:

- 1.4.1. Host commanders' call semi-annually.

- 1.4.2. Informs the wing commander, vice commander, senior enlisted advisor and public affairs of the time and location of commanders' call by e-mail or hard copy so they can schedule to attend.
- 1.4.3. Assigns project officer to coordinate and implement commanders' calls.
- 1.5. Squadron Commanders:
  - 1.5.1. Host commanders' call as appropriate.
  - 1.5.2. Informs the wing commander, vice commander, appropriate group commander, senior enlisted advisor and public affairs of the time and location of commanders' call by e-mail or hard copy so they can schedule to attend.
  - 1.5.3. Assigns project officer to coordinate and implement commanders' calls.
- 1.6. Wing/Group/Squadron Level Commanders' Call Project Officer:
  - 1.6.1. Schedules and coordinates an event with the appropriate commander and other pertinent offices.
  - 1.6.2. Ensures the schedule for the commanders' 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 are 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 commanders' call.
- 1.7. 419th Military Personnel Flight. Provides appropriate commander's office with official medals, awards and certificates to be presented.

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Commander