

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 35-304**

29 JULY 2003

Public Affairs

COMMANDER'S CALL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/PAR (CMSgt Steven French)

Certified by: HQ AFRC/PA
(Col Michael R. Mickelson)

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This operating instruction implements AFD 35-3, *Internal Communication Programs*, and provides responsibilities for conducting the Commander's Call Program at Headquarters Air Force Reserve Command. Use it to assist the commander in meeting the specific needs of the command by providing two-way communication, in a face-to-face forum, between the commander and unit personnel; for the exchange of information and ideas; recognition of newcomers and people receiving awards or other honors; to discuss current issues affecting the Air Force, Air Force Reserve Command and its units; as well as discuss unit activities, achievements and goals .

SUMMARY OF REVISIONS

This revision updates responsibilities for the Office of Public Affairs (paragraph **2.1.3.**), the 951st Orderly Room (paragraph **2.2.1.**), the Protocol Office (paragraph **2.2.2.**), and the Band of the US Air Force Reserve (paragraph **2.2.3.**). A bar (|) indicates revisions from previous edition.

1. Commander's Call Program. The Public Affairs Office, in coordination with AFRC/CC/CV and AFRC staff agencies, conducts a quarterly commander's call for all military, including air reserve technicians, and civilian personnel assigned to HQ AFRC. Attendance of spouses is encouraged .

2. Responsibilities:

2.1. Office of Public Affairs:

2.1.1. Manages the overall program.

2.1.2. Ensures availability of AFRC/CC/CV to conduct forum.

2.1.3. Writes script and provides Commander's Call Topics, a monthly internal information product that provides AFRC/CC/CV current information on key Air Force-wide items of interest or

importance to Air Force Reserve Command members, civilian employees, and their family members.

2.1.4. Prepares and distributes agenda and arranges guest speakers.

2.1.5. Schedules and arranges meeting location to include reserving the base theater or the Warner Robins Civic Center. Arranges for bus transportation to and from meeting locale.

2.1.6. Reserves video projector for use in the base theater and/or the Warner Robins Civic Center.

2.1.7. Arranges showing of the National Anthem or schedules audio support via The Band of the US Air Force Reserve.

2.1.8. Arranges showing of videos such as Citizen Airman video or Air Force Television News.

2.1.9. Publicizes sessions through the LAN, by letter, at staff meetings, and other means as necessary.

2.2. Functional Staff Offices:

2.2.1. The 951st Orderly Room arranges and schedules presentation of awards to recipients to include proffer. Responsible for informing award recipients of uniform requirements, date, time, location and rehearsal. Responsible for reserving, picking up and returning flags, presentation box, appropriate medals and clips, and parking stanchions for CVP.

2.2.2. The Protocol Office selects emcee for ceremony to open commander's call and read award citations. Responsible for briefing award recipients on proper procedures. Notifies emcee of uniform requirements and notifies PA of emcee.

2.2.3. The Band of the US Air Force Reserve provides audio support and Band Support for Warner Robins Civic Center Holiday Concert.

JAMES A. SHERRARD III, Lt General, USAF
Commander