

**BY ORDER OF THE COMMANDER**  
**AIR ARMAMENT CENTER (AFMC)**

**AIR ARMAMENT CENTER**  
**INSTRUCTION 33-303**  
**21 JUNE 2006**



**Communication and Information**

**PUBLIC ADDRESS (PA) SYSTEMS**

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This instruction implements AFD 33-1, *Command, Control, Communications and Computer (C4) Systems*. This instruction provides guidance on public address (PA) systems support, and establishes customer responsibilities and procedures for requesting PA systems support at Eglin AFB. The 96th Communications Group (96 CG) will provide PA systems support to host and associate/tenant units at Eglin AFB. This instruction applies to commanders, chiefs of staff agencies and all persons requesting PA systems support on Eglin AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance AFMAN 33-363, *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

**1. Terms Explained:**

- 1.1. Fixed PA System. A system permanently installed in a base facility.
- 1.2. Portable PA System. A system set up on a temporary, non-repetitive basis for short duration functions.
- 1.3. Portable PA System for Sign Out. A portable PA system that is signed out and operated by the requesting unit.
- 1.4. Official Function. A direct military related function such as, air shows, summits, changes of command, retreat, retirement ceremonies, dining-ins/-outs, parades, and commander's calls.
- 1.5. Unofficial Function. A function with the primary intent to entertain. Portable PA support for events such as unit parties, picnics, and sporting events are considered

unofficial and can only be supported with authorization from the 96th Communication Squadron, Mission Systems Flight (96 CS/SCM).

- 1.6. Routine PA Request. Request PA support with 10 duty days or more notice.
- 1.7. Short Notice PA Request. Request for PA support with less than 10 duty days notice.
- 1.8. Emergency PA Request. Request for PA support with less than 36 hours notice.

## **2. 96th Communications Squadron (CS) Responsibilities: (levels of support)**

2.1. The 96 CS will provide audio support to official functions where wing commander/equivalent or above officiate. Duty uniform for personnel providing PA support is normally Battle Dress Uniform (BDU). By request and on a case-by-case basis, blues or proper civilian attire may be worn if the customer authorizes and 96 CS/SCM approves it. For events occurring during meal times, the requesting organization will provide a meal or allow the personnel providing PA support a 1-hour meal break.

2.2. The 96 CS will provide portable sign-out equipment for commander's calls, officer's calls and change of command events to group and squadron-level organizations on a first-come, first-served basis.

2.3. The 96 CS will set up PA equipment for retirement ceremonies for individuals retiring in pay grades O-6/GS-15 and above (colonel or civilian equivalent rank) and command chiefs. The 96 CS will setup PA equipment for retirement ceremonies where a wing commander/civilian equivalent or above officiates unless a trained customer is available. For all other retirement ceremonies, portable PA systems may be signed out. (see paragraph 3.2)

2.4. PA support requests for base community relations functions such as heritage associations, Boy Scouts, Special Olympics, or other special events, must be requested through 96 CS/SCM to the 96th Communications Squadron, Commander (96 CS/CC) for approval. Additionally, 96 CS/CC will settle any conflicts between set-up and sign-out issues.

2.5. 96 CS/SCM is the final authority to determine the level of PA support given when there is a conflict between simultaneous PA setups and/or higher priority mission requirements.

2.6. Within the 96 CS, the Base Radio Maintenance work center noncommissioned officer in charge (NCOIC), branch chief, flight commander or squadron commander may cancel PA setups or remove PA equipment from operation if personnel or equipment safety is threatened (i.e. during inclement weather).

2.7. Base Radio Maintenance does not install, operate or maintain fixed PA systems belonging to organizations external to the 96 CG. Facility managers are responsible for providing fixed PA equipment in facilities for base personnel use. Base contracting can assist units requiring fixed PA systems with contract support for installation and maintenance in accordance with AFI 63-124, *Performance Based Service Contracts*.

2.8. Base Radio Maintenance Branch will provide training to personnel assigned to units requesting equipment on a regular basis (high use customers). Units with trained personnel will sign out and set up all PA systems for their unit's functions. Training includes power

on and off procedures, system setup and breakdown procedures, system adjustments and basic troubleshooting procedures. Request training by contacting Base Radio Maintenance at 850-883-1814.

### **3. Responsibilities/Procedures:**

3.1. Obtaining Fixed PA Equipment. Fixed PA systems can be obtained as outlined in AFI 33-103, *Requirements Development and Processing*. Installation and maintenance must be obtained through the base contracting office. Permanently installed PA systems are justified and procured by the using organization in accordance with Table of Allowance (TA) 006, *Organizational and Administrative Equipment* and AFMAN 23-110, *USAF Supply Manual*.

3.2. Obtaining portable PA systems for sign out to the point of contact (POC) for official functions:

3.2.1. All units will e-mail requests to Base Radio (96 CS/SCMSL) Public Address Support as listed in the Global Address Locator or fax to 850-883-1315. Radio Maintenance personnel will provide portable PA training at the time of equipment issue to ensure the POC can safely operate the equipment. All equipment must be picked up at Building 250, Room 104C prior to 1600 hours on the last duty day prior to the event and returned not later than 0900 hours the next duty day following the event.

3.2.1.1. Requesting units will submit their requests for PA support no later than 10 duty days prior to the day of the event. In the case of short notice and emergency PA requests, an endorsement memorandum from their unit commander will be required. This lead time is to ensure adequate time for processing and scheduling, and also will provide the requesting unit time to locate an alternate source for PA support in the event a request cannot be satisfied. Follow paragraph 3.3.1 for PA request format. Radio Maintenance personnel may be contacted at 850-883-1814.

3.2.1.2. Requesting units will sign for all equipment items on an AF Form 1297, *Temporary Issue Receipt* (or locally generated form), at the time the equipment is borrowed. Equipment must be returned in good condition. Upon return, cables should be tied or taped to prevent tangling and damage. Identify broken parts, problems, or discrepancies when the equipment is returned. The POC is responsible for any lost or damaged equipment.

### **3.3. Requesting Portable PA Equipment Setup by Radio Maintenance:**

3.3.1. Units requesting portable PA setups will submit a memorandum, e-mail or fax in accordance with paragraph 3.2.1. and include the following information:

3.3.1.1. Type of ceremony.

3.3.1.2. Ceremony for whom and officiated by whom.

3.3.1.3. Ceremony location.

3.3.1.4. Date of ceremony and set up date.

3.3.1.5. Time of ceremony and requested set up time.

- 3.3.1.6. Number of personnel expected to attend.
  - 3.3.1.7. Type of music (National Anthem, Ruffles and Flourishes, Air Force Song), and format (CD player, tape player, singer).
  - 3.3.1.8. Special requirements (i.e. media interface). Please note that Radio Maintenance personnel do not have computers available for sign out.
  - 3.3.1.9. Organization and point of contact, with phone number, including area code.
  - 3.3.1.10. Alternate location for inclement weather. Indicate who will make the decision to move to the alternate location, if applicable, and when the decision will be made.
- 3.3.2. Portable PA request for locations outside the perimeter of Eglin AFB will be approved on a case-by-case basis. The 96 CS/SCM is the approval authority for all such functions. Once approved, requesting units submit their request to Base Radio Maintenance per paragraph 3.3.1 above.
- 3.3.3. The requesting unit POC will be notified as to whether the request is approved or disapproved within two (2) duty days of request receipt. If approved, Base Radio Maintenance personnel will contact the POC to provide confirmation and to verify required information.
- 3.3.4. Base Radio Maintenance personnel will normally stay with the PA equipment to ensure continuous operation unless precluded by higher priority mission requirements or lack of manpower resources. In the event that a radio maintenance technician cannot stay or is not required to stay with the system, the technician must provide on-site training to the user, the PA system user must sign an AF Form 1297 the user must ensure the safe return of the PA system equipment.
- 3.3.5. Organizations requesting PA equipment music support (cassette, CD) will provide a person to start/stop music at the appropriate times.
- 3.3.6. Official functions will be supported by the full system setup of PA equipment at the final ceremony only. Practices (if needed/scheduled) can be supported by a portable PA system, if available, for sign out to the POC. Radio Maintenance personnel will be on site no later than one (1) hour prior to start of event.
- 3.3.7. All agencies (i.e., base visual information, public affairs, and local media) requesting interface with the 96 CS PA systems will be connected and tested no later than one (1) hour prior to the start of an event. Customers must notify Base Radio Maintenance personnel of any planned interface no later than two (2) duty days prior to the event. Should this additional equipment cause interference with the installed PA system, the radio maintenance technician is authorized to disconnect equipment and deny the interface.
- 3.3.8. 96 CS is not responsible for the installation, operation or maintenance of fixed PA systems or for PA support to unofficial functions. AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities* prohibits appropriated funds maintenance resources from

maintaining public address systems in non-appropriated funds facilities (i.e. Enlisted Club, Officers' Club, bowling alley).

3.3.9. PA equipment is covered in TA 006. All organizations are authorized to procure their own PA equipment to meet individual needs. Base Radio Maintenance personnel can offer technical advice before procurement.

**4. Priority Mission Requirements.** The primary mission of Radio Maintenance is to provide communications-electronics maintenance to Eglin's Giant Voice (GV), security forces, flying unit's duty communications and personal wireless communications systems. These systems carry a high priority and have a critical impact on various missions. All outages affecting, or potentially affecting mission effectiveness will have priority over PA support.

EDGAR B. MIXSON, GS-15, DAF  
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