

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**

**DAVIS-MONTHAN AIR FORCE BASE  
INSTRUCTION 33-101**



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Communications and Information  
PUBLIC ADDRESS SUPPORT**

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This instruction implements AFPD 33-1, *Information Resources Management*. It also establishes responsibilities and procedures for public address (PA) support at Davis-Monthan Air Force Base (DMAFB). This base instruction applies to all units and tenants on Davis-Monthan AFB, to include Air National Guard and Air Force Reserve. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be completely reviewed. Major changes include:**

This publication is update to reflect changes in guidance and procedures with types of PA support available; clarification on requesting PA support; and update for requesting organization's responsibilities.

## Chapter 1

### 1. TYPES OF PUBLIC ADDRESS SUPPORT AVAILABLE

**1.1. The 355th Communications Squadron (355 CS) provides the following levels of PA support to DMAFB organizations for official functions.** Official functions defined in this instruction, for the purposes of PA support, are military ceremonies and other base sanctioned events that are free and open to the base populace and do not violate any applicable laws, directives, or policies. This support is intended to provide the capability of addressing large audiences and broadcasting official music required for military ceremonies. PA support is not intended for broadcasting music for morale purposes and 355 CS PA support personnel will not function as “disc jockeys” during any activities. 355 CS PA support personnel will determine exactly what equipment is provided and in what configuration based on the requirements of the requesting unit.

1.1.1. Full PA support, consisting of the items in the sub-paragraphs below, is provided to DMAFB organizations for official base functions. Some examples include, but are not limited to: organizational change of command ceremonies, commander’s calls at the group level or above, retirement ceremonies for military members O-6 and above or E-9, and DMAFB “very important person” (VIP) visits sponsored by 12th Air Force (12 AF) or 355th Fighter Wing (355 FW).

1.1.1.1. Transportation, setup, operation, and tear down of all necessary wireless and wired microphones, speakers, compact disc players, and related PA equipment required to address large audiences in attendance of official military functions.

1.1.1.2. Official ceremonial music recorded on compact discs. Examples of music provided are: *The Star Spangled Banner*, *Air Force Song*, *Ruffles and Flourishes*, and *The General’s March*.

1.1.1.3. Due to limited manning and other mission requirements, 355 CS does not provide full PA support for practices of official functions that justify full PA support; unless supporting 12 AF, Wing, or Group level functions. Exceptions must be approved by 355th Communications Squadron Commander (355 CS/CC).

1.1.2. Limited PA support, consisting of the items in the sub-paragraphs below, is provided to DMAFB organizations for official functions that are not covered in **paragraph 1.1.1**. Some examples include, but are not limited to, squadron commander’s calls, retirement ceremonies for military members O-5 and below or E-8 and below, and practices for official functions listed in **paragraph 1.1.1**. In addition, other base sponsored, “free entry” events may be supported on a non-mission interference basis. Some examples include, but are not limited to, the Special Olympics and Heritage Festivals.

1.1.2.1. Sign out of portable public address systems that include wireless microphones, speakers, and compact disk player.

1.1.2.2. Official ceremonial music recorded on compact discs. Examples of music provided are: *The Star Spangled Banner*, *Air Force Song*, *Ruffles and Flourishes*, and *The General’s March*.

**1.2. PA support is provided only within the boundaries of DMAFB due to possible legal conflicts with local unions.** Exceptions must be approved by 355 CS/CC and 355th Fighter Wing/Staff Judge Advocate (355 FW/JA).

**1.3. PA support is not provided for functions held within facilities with permanently installed PA equipment (e. g. Base Theater, Enlisted Club, Officer's Club).** The 355 CS Radio Frequency (RF) Transmission Systems work center can assist base organizations requiring use of PA systems within facilities listed above with instructions on how to request and obtain use of these systems.

**1.4. 355 CS provided PA equipment may not be patched with outside audio/visual equipment with the exception of providing news media output audio feeds from base level events that the 355 CS is supporting with PA equipment.** This prohibition is to prevent outside equipment from potentially causing damage to Air Force equipment through signal or impedance mismatching, in addition, prevents possible copyright violations.

**1.5. 355 CS does not provide music other than stated in paragraphs 1.**

1.1.2. and 1.

1.2.2. Copyrighted music may be used with 355 CS PA equipment, but with the following restrictions: music must be on the originally purchased media source (e.g. compact disk), ceremony must be free to attend, and music must not reflect negatively on the Air Force, be contrary to good order and discipline, or generally be considered inappropriate at a military ceremony. 355 FW Public Affairs and/or 355 FW/JA should be consulted for clarification on what type of music would fall into these categories.

**1.6. 355 CS PA support personnel shall rescind PA support at their discretion under the following conditions, which shall be considered on a case-by-case basis:**

1.6.1. Inclement weather, to include but not limited to, rain, lightning, strong winds and snow that could result in damages to 355 CS PA support equipment. The 355 CS RF Transmission Systems personnel operating the PA equipment during the supported event are responsible for safeguarding these Air Force equipment assets, ensuring that there are no damages inflicted by adverse weather. If damage to equipment is likely to result from continued operation, these personnel shall immediately take measures to protect PA support equipment, unless directed otherwise by the 355th Communications Squadron Commander (355 CS/CC).

1.6.2. Damage has been caused or high probability of damage is likely to result due to unsafe and/or improper usage of the PA equipment by the supported unit. This includes making adjustments to PA equipment without 355 CS personnel authorization (e.g. moving speakers, adjusting audio settings) or mistreatment of equipment that could result in damages.

## Chapter 2

### 2. REQUESTING PA SUPPORT

#### 2.1. DMAFB units can request PA support from 355 CS by the following means:

2.1.1. 355 CS maintains a PA Support SharePoint website with a PA Support Request web form that sends email notification to 355 CS Public Address Support personnel when submitted. The PA Support web form can be found by visiting the CS Customer Support SharePoint site (<https://dm.eim.acc.af.mil/355MSG/355CS/CustomerSupport/default.aspx>) and then clicking “PA Request Form.”

2.1.2. In the event the CS SharePoint is non-functional, requests may be initiated by e-mailing the request to the 355 CS PA Support group e-mail listing ([355cs.PASupport@dm.af.mil](mailto:355cs.PASupport@dm.af.mil))

**2.2. 355 CS RF Transmission Systems personnel will initiate PA Support coordination with the requesting unit within 2 duty days from receipt of web form request or email request.**

**2.3. Requests for PA Support that fall into the scope of [paragraph 1](#)**

**1.1. must be made at least 10 duty days prior to the date the support is required.** This lead time is required to schedule manpower, equipment, and other mission requirements around the requested support. If a request is made within 10 duty days of the required support date, the requesting organization’s commander must e-mail their endorsement of the short-notice PA support request to 355 CS Public Address Support e-mail listed in **paragraph 2.1.2.**

**2.4. Requests for PA Support that fall into the scope of [paragraph 1](#)**

**1.2. are prioritized on a “first-come, first-served” basis.** Therefore, requests should be made with as much lead time as possible.

**2.5. PA personnel will typically be dressed in the Airman Battle Uniform (ABUs) when operating PA equipment at ceremonies.** If requesting units require PA support personnel to be dressed in a service dress uniform, additional setup/prep time will be required for personnel to change uniforms.

### Chapter 3

#### 3. REQUESTING UNIT RESPONSIBILITIES

**3.1. Any organization or person requesting PA support on DMAFB is responsible for complying with the provisions of this instruction.**

**3.2. When requesting PA support for events that fall under the scope of [paragraph 1](#)**

**1.1. and the ceremony includes a meal, the requesting organization must provide a meal for the required PA support personnel in attendance.**

**3.3. When operating a portable PA system loaned from 355 CS, requesting organizations are required to observe and adhere to provisions listed in [paragraph 1 5](#).** to ensure applicable copyright laws and directives are adhered to. Failure to comply with this provision could subject personnel to possible civil fines and/or administrative disciplinary action.

**3.4. When signing out portable PA systems from 355 CS, requesting organizations will be responsible for safeguarding PA equipment from theft and damage in addition to adhering to restrictions in [paragraph 1 4](#).** If PA equipment is damaged while under the care of a requesting organization, that organization is responsible for reimbursing 355 CS for the repair or replacement costs of the damaged PA equipment.

JOHN A. CHERREY, Colonel, USAF  
Commander, 355th Fighter Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, *Information Resources Management*, 27 June 2006

AFMAN37-123, *Management of Records*, 31 August 1994

***Adopted Forms,***

AF Form 673, *Air Force Publication/Form Action Request*, 01 April 2010

***Abbreviations and Acronyms***

**12 AF**—12th Air Force

**355 CS**—355th Communications Squadron

**355 CS/CC**—355th Communications Squadron Commander

**355 FW**—355th Fighter Wing

**355 FW/JA**—355th Fighter Wing Staff Judge Advocate

**AFI**—Air Force Instruction

**DMAFB**—Davis-Monthan Air Force Base

**PA**—Public Address

**RF**—Radio Frequency

**VIP**—Very Important Person