

**BY ORDER OF THE COMMANDER  
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE  
INSTRUCTION 33-102**



**13 AUGUST 2014**

**Communications and Information**

**PUBLIC ADDRESS SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 17 CS/SCOTG

Certified by: 17 CS/CC  
(Lt Col Ryan J. Vetter)

Pages: 6

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This instruction implements and expands policy and provides guidance on the procurement of fixed, mobile and portable public address (PA) systems support on GOODFELLOW AFB as found in AFPD 33-1, *Cyberspace Support*. It applies to all organizations on GOODFELLOW AFB that own or need support for PA systems. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

**1. Responsibilities of 17th Communications Squadron.**

1.1. The primary mission of 17th Communications Squadron Radio Frequency Transmission Systems section (17 CS/SCOTG) is to provide communications-electronics maintenance to radio-based command, control, and communications systems serving GOODFELLOW AFB. Unless directed by the 17 CS/CC, support of these systems has higher priority than Public Address (PA) support. Maintenance, to include scheduled preventative maintenance

inspections, will not be deferred to support PA requests. Public address support is provided on a non-priority basis.

## **2. PA Requests.**

2.1. All requests for PA support must be submitted using the official GOODFELLOWAFB Form 36, *Public Address Support Request*. This form must be submitted at least 5 business days prior to the event. Any requests submitted less than 5 business days prior to the event must be signed by the requesting unit's commander and approved by the 17 CS/CC.

## **3. 17 CS/SCOTG Support.**

3.1. Manning and Equipment. 17 CS will provide manning and equipment to support the following prioritized functions:

3.1.1. Wing or Group level: Commander's Calls, Dining Ins/Outs, and award ceremonies.

3.1.2. Official functions with an O-6 (or equivalent) and above Distinguished Visitor or Guest Speaker.

3.1.3. Squadron-level Change of Command ceremonies.

3.1.4. Retirement ceremonies for O-6, E-9, civilian equivalents, and above.

3.1.5. Graduation ceremonies attended by 17 TRW/CC or with visiting O-6 or civilian equivalent and above.

3.1.6. Any official function where the 17 TRW/CC has tasked 17 CS to provide PA support.

3.2. 17 CS will only provide equipment and instructions for the following functions.

3.2.1. Official Squadron, Group, or Wing Level Functions not listed in paragraph 3.1 above.

3.2.2. 17 CS/SCOTG will provide semiannual training for equipment in the Event Center and the base theater. Only individuals who have attended this training will be provided the keys to access the equipment at each location. One-on-one training may be provided on a case-by case-basis.

## **4. Additional Support.**

4.1. PA support for unofficial, nonprofit, private, civic and charitable organizations is authorized only with the written approval of 17 TRW/CC following 17 TRW/JA legal review.

4.1.1. These types of PA events will be supported on a case-by-case basis depending on manning and equipment availability.

4.1.2. Unofficial functions are events social in nature or not directly related to military or federal missions or activities. Examples of unofficial events include, but are not limited to: picnics, luncheons, dinners, parties, spouse's club functions, sporting events, religious services and cultural celebrations.

**5. Non-17 CS Equipment.**

5.1. 17 CS/SCOTG personnel will not operate fixed PA systems **owned by other organizations**. This includes the High Bay fixed PA system, the Event Center bar area PA system, or any other PA equipment **not owned by 17 CS**. Owning units are responsible for their own operation. 17 CS may provide training and instruction to units on how to operate their systems on a case-by-case basis.

KIMBERLEE P. JOOS, Colonel, USAF  
Commander

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

AFPD 33-1, *Cyberspace Support*, 09 August 2012

AFMAN 33-363, *Management of Records*, 01 March 2008

***Prescribed Forms***

GOODFELLOWAFB Form 36, *Public Address Support Request*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFRIMS**—Air Force Records Information Management System

**OPR**—Office of Primary Responsibility

**PA**—Public Address

**RDS**—Records Disposition Schedule

**Attachment 2**

**THEATER PUBLIC ADDRESS EQUIPMENT USE AGREEMENT TEMPLATE**

**(Official Letterhead)**

MEMORANDUM FOR 17 CS/SCOT

FROM: *Requester's Office Symbol*

SUBJECT: Theater Public Address Equipment Use Agreement

1. The Theater Rack key will be signed out to the undersigned with the understanding that:
  - a. The Yamaha equalizer will NOT be adjusted.
  - b. All battery powered equipment will be turned off at the end of the event.
  - c. The podium body pack transmitters and the phantom power supply unit will be secured in the rack at the end of the event.
  - d. Wireless microphone channels will NOT be changed.
  - e. Scan converter will not be adjusted.
  - f. Levels will be monitored during use to ensure amplifier and speakers are not over-driven.
  - g. Equipment will NOT be removed from the rack.
  - h. Cables and wires will not be moved on any equipment
  - i. Power will be applied/removed by using the main power switch on the top right of the rack. Do not remove power from individual pieces of equipment.
  - j. Rack will be secured at the end of the event.
  - k. The key will be returned immediately following the event or the next duty day if event concludes after normal duty hours.
  
2. The undersigned will be held accountable for the following equipment while the key is signed out to them:

- a. 2EA Handheld Microphone, Shure ULX-J1 (S/N: 2KI1287608, 2KI1287610) with sleeves.
  - b. 4EA Body Pack Transmitters, Shure ULX-J1 (S/N: 2KG1978041, 2KG1978042, 2KG1978045, 2KG1978046).
  - c. 2EA Miniature Lapel Microphone, Shure (M/N: WL50B) in black bag.
  - d. 1EA Phantom Power Supply Unit, Rolls (S/N: 11071004) with 2 ea. XLR adapter cables and AC transformer.
  - e. 1SET Slide Clicker, transmitter and receiver, Targus (M/N: PAUM30U).
  - f. 1EA Podium, Oak with 2 ea. attached microphones.
  - g. 2EA RCA-to-1/8" stereo cables.
  - h. 1EA Battery Tester, Ansmann (M/N: AN17501).
3. Contact the RF Transmission Systems work center at 325-654-4318 if there are any problems.
  4. The undersigned may be reached at 654-XXXX.