

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

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



23 OCTOBER 2013

Communications and Information

***PUBLIC ADDRESS (PA)/VISUAL AID (VA)
SYSTEMS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 49 CS/SCOT

Certified by: 49 CS/CC
(Major Gabriel C. Avilla)

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It provides guidance on Public Address (PA) and Visual Aid (VA) systems support. It establishes responsibilities and procedures for requesting and supporting PA/VA requirements at Holloman AFB (HAFB). This instruction applies to all units and associated personnel at Holloman AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Communications Squadron Radio Frequency (RF) Transmission Systems (49 CS/SCOT), 1430 Sabre Road, Holloman AFB, NM 88330-7842.

1. Responsibilities.

1.1. 49th Communications Squadron Commander (49 CS/CC) will:

1.1.1. Task 49 CS/SCOT to provide PA/VA support, to include sound and visual equipment and communications personnel, for official events only for authorized purposes as stated in Department of Defense (DoD) 5500.07-R., *Joint Ethics Regulation (JER)*, paragraph 2-301.

1.2. 49 CS/SCOT will:

1.2.1. Validate and respond to PA/VA requests within two duty days of receipt.

1.2.2. Provide setup and manned support for events as listed in **paragraph 2**.

1.2.3. Maintain and provide training for a limited number of sign-out systems for customer use.

1.2.4. Provide official ceremonial music.

1.3. Requesting party will:

1.3.1. Clearly identify PA support requirements as dictated by **attachment 2**.

1.3.2. Clearly identify VA support requirements as dictated by **attachment 3**.

1.3.3. Provide all nonmilitary music and visual information in a format usable by 49 CS/SCOT (CD audio, MP3).

1.3.4. Provide a script for supported events at least 24 hours prior to the start of the event and any practices.

2. Manned PA/VA Support.

2.1. Official base functions will be supported based on mission, manning, and equipment availability. Sign-out equipment should be used to the maximum extent possible and if direct 49 CS/SCOT support cannot be provided. Examples of manned official functions include, but are not limited to:

2.1.1. Wing level and above official briefings and seminars.

2.1.2. Wing Commander's Calls.

2.1.3. Change of Command Ceremonies.

2.1.4. Colonel/CMSgt and above retirements.

2.1.5. Functions as directed by the 49th Wing Commander (49 WG/CC).

2.2. The 49 WG/CC can task the 49 CS/CC to provide PA/VA support for Very Important People (VIPs) and special functions deemed in the best interest of Holloman AFB.

2.3. 49 CS/SCOT reserves the right to cancel PA/VA set-ups or remove equipment from operation if the safety of personnel or equipment is threatened. Higher priority maintenance may also affect technician availability and the ability to provide support as determined by the Noncommissioned Officer in Charge (NCOIC), RF Transmission Systems.

3. Sign-out PA/VA Systems.

3.1. Sign-out PA/VA systems required for unit functions (commander's calls, recognition or awards presentations, moral builders, etc.) can be signed out from 49 CS/SCOT. Examples of events authorized for support with a sign-out PA/VA include but are not limited to:

- 3.1.1. Group level and below commander's calls.
- 3.1.2. Group level and below briefings and seminars.
- 3.1.3. Squadron awards/recognition ceremonies.
- 3.1.4. Morale parties/functions to include holiday functions.
- 3.1.5. Hail and farewells, retirement dinners.
- 3.1.6. Group level and below sporting events.
- 3.1.7. Nonprofit, civic, and charitable events meeting conditions set by DoD 5500.7-R.
- 3.1.8. Group level and below ceremonies of an official military nature off base.

3.2. Requests will be submitted in accordance with instructions in **attachment 2** for PA systems and **attachment 3** for VA systems. Systems will be available on a first-come-first-serve basis. Training will be provided as necessary at the time of pickup. Systems can be picked up at building 1099 the day prior to the event and must be returned by 1500 the day following the event. Systems will not be signed out for periods longer than five duty days without other arrangements scheduled in advance.

3.3. A military ID will be furnished at the time of pick up. The ID holder will assume accountability for all items signed out. Equipment must be returned in good condition. A report of Survey will be initiated by 49 CS/SCOT for lost equipment or damage beyond reasonable "wear and tear".

4. Fixed PA/VA Systems.

4.1. 49 CS/SCOT is not responsible for the installation or maintenance of fixed PA/VA systems unless explicitly specified in a memorandum of agreement between the requesting unit commander and the 49 CS/CC.

4.2. 49 CS/SCOT will not support events on a fixed PA/VA system excepting those listed as a supported event in paragraph 2. The event OPR is advised to coordinate with the owner of the fixed PA/VA system for manning support. Requests for use of fixed PA/VA systems will be directed to the facility manager where the fixed PA/VA is installed.

4.3. 49 CS/SCOT may provide familiarization training for use of fixed PA/VA systems pending technician availability. Requests for assistance should be scheduled with the NCOIC, 49 CS/SCOT at least one week prior to training.

5. Organizationally Owned PA/VA Systems.

5.1. Organizations are authorized to purchase their own equipment to meet individual unit needs. Units with frequent, extended, or special requirements should consider this option. PA/VA systems are procured by the using organization IAW Table of Allowance 006 and AFI 23-101, *Air Force Materiel Management*. Units will procure their own funding for the purchase of PA/VA systems.

5.2. 49 CS/SCOT may be used as a technical consultant on PA/VA acquisitions. The 49 CS will not install or maintain unit purchased PA/VA systems unless explicitly specified in a memorandum of agreement between the requesting unit commander and the 49 CS/CC.

6. Unofficial Functions.

6.1. Unofficial functions are events social in nature or not directly related to military missions or activities will not be supported. Examples of unofficial functions include, but are not limited to:

6.1.1. Private organizations, IAW Air Force Instruction (AFI) 34-223, *Private Organization Program*.

6.1.2. Concerts.

6.1.3. Fundraisers or money-generating functions, to include use for personal gain and Disc Jockeys (DJs).

7. Request Online PA Support Procedures.

7.1. To request support, you must fill out the online PA Request Sheet located on the 49 CS SharePoint page. To locate the online PA Request Sheet, you need to go to SharePoint and select the 49th Wing Units. Go the 49th Mission Support Group, on the left side of the page click 49 CS. On the top left select Operations Flight and under documents click PA Request Sheet. PA Request Sheet example is located below. Any block marked with an * is a required entry.

[https://holloman.eim.acc.af.mil/49 MSG/49 CS/SCO/PA%20Requests/Forms/AllItems.aspx](https://holloman.eim.acc.af.mil/49_MSG/49_CS/SCO/PA%20Requests/Forms/AllItems.aspx)

Figure 7.1. 49 CS PA Event Request Sheet.



49 CS PA EVENT REQUEST SHEET



Event Information

Date: * **Time:** *
Practice Date: **Practice Time:**
Location of Event: *
POC(s): * **Contact Number:** *

TYPE OF SUPPORT REQUESTED

Manned PA **Projector**
 Sign-Out System **Projector Screen**

* If you have a Manned PA, you must submit practice date and time if applicable.
 *Note: It is not the responsibility of the technician to operate slide show presentations.

MANNED PA OPTIONS

Music	Mic	Mic Stands	Podium	Lapel Mic (O-6 and above)
Select... ▼	Select... * ▼	Select... * ▼	Select... * ▼	Select... ▼
Select... ▼				

Additional Information

[Click to Submit Request](#)

7.1.1. After completion of the online PA Request Sheet, click the submit button at the bottom of the sheet. The PA request will be submitted, SCOT will respond in accordance with paragraph 1.3.

ANDREW A. CROFT, Colonel, USAF
Commander

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

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, 27 Jun 2006

AFI 34-223, *Private Organization Program*, 8 Mar 2007

AFI 65-106, *Appropriated Fund Support of Moral, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 06 May 2009

AFI 23-101, *Air Force Material Management*, 8 Aug 2013

DoD Regulation 5500.7-R, *Joint Ethics Regulation (JER)*, 23 Mar 2006

Prescribed Forms.

No forms prescribed.

Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CC—Commander

49 CS/CC—49th Communications Squadron Commander

49 CS/SCOT—49th Communications Squadron RF Transmission Systems

49 WG/CC—49th Wing Commander

CMSgt— Chief Master Sergeant

CD—Compact Disc

DJ—Disc Jockey

DoD—Department of Defense

FW—Fighter Wing

HAFB—Holloman Air Force Base

IAW—In Accordance With

MP3—MPEG-1 Audio Layer 3 (Audio File Type)

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

PA—Public Address

SNCO—Senior Noncommissioned Officer

VA—Visual Aid

VIP—Very Important Person

Attachment 2**PUBLIC ADDRESS REQUEST PROCEDURES****A2.1. Routine Requests.**

A2.1.1. Requests more than 7 duty days in advance of an event are considered routine requests.

A2.1.2. The requesting organization will submit their request via electronic mail to “49 CS/PA Requests” SCMR@holloman.af.mil. Requests must contain the following information:

A2.1.2.1. Name, organization, office symbol, and phone number(s) of the point(s) of contact.

A2.1.2.2. The event to be supported.

A2.1.2.3. Location, date, time, and duration of event.

A2.1.2.4. Estimated size of the crowd and VIPs or dignitaries who will be present.

A2.1.2.5. Official ceremonial/military music required.

A2.1.2.6. For manned events during a meal time, whether a meal will be provided.

A2.1.2.7. Special equipment requests (e.g. a laptop connector).

A2.1.3. 49 CS/SCOT will acknowledge receipt and approval status of the request within two duty days.

A2.2. Short Notice Requests.

A2.2.1. Requests submitted within 7 duty days of an event, are considered “short notice” requests.

A2.2.2. For events requiring a manned system, short notice requests must be submitted with the requesting organization Group Commander’s signature. A template for this request can be found on Attachment 4. The 49 CS/CC will serve as the approval authority for short-notice PA/VA requests.

A2.2.3. This request is not required for sign-outs, but systems will remain subject to availability.

Attachment 3

VISUAL AID REQUEST PROCEDURES

A3.1. Routine Requests.

A3.1.1. Requests more than 7 duty days in advance of an event are considered routine requests.

A3.1.2. The requesting organization will submit their request via electronic mail to “49 CS/PA Requests” SCMR@holloman.af.mil (spaces included). Requests must contain the following information:

A3.1.2.1. Name, organization, office symbol, and phone number(s) of the point(s) of contact.

A3.1.2.2. The event to be supported.

A3.1.2.3. Location, date, time, and duration of event.

A3.1.2.4. Estimated size of the crowd and VIPs or dignitaries who will be present.

A3.1.2.5. Official visual information required.

A3.1.2.6. For manned events during a meal time, whether a meal will be provided.

A3.1.2.7. Special equipment requests (e.g. a laptop connector).

A3.1.3. 49 CS/SCOT will acknowledge receipt and approval status of the request within two duty days.

A3.2. Short Notice Requests.

A3.2.1. Requests submitted within 7 duty days of an event, are considered “short notice” requests.

A3.2.2. For events requiring a manned system, short notice requests must be submitted with the requesting organization commander’s signature. A template for this request can be found on Attachment 4. The 49 CS/CC will serve as the approval authority for short-notice PA/VA requests.

A3.2.3. This request is not required for sign-outs, but systems will remain subject to availability.

A3.3. Special Instructions For VA Requests.

A3.3.1. All slide shows and videos that need to be placed on projector computers must be submitted to 49 CS/SCOT 24 hours prior to the event. Slide shows and videos that are not submitted in time are not the responsibility for 49 CS/SCOT to ensure the compatibility and loading onto projector computers.

A3.3.2. Organizations using their own computers for use with projector equipment must bring the computer to 49 CS/SCOT to ensure that the computer is compatible with the projector equipment.

A3.3.3. 49 CS/SCOT is not responsible for operating the presentation material (slide shows and videos). The requesting organization is responsible for providing an individual who is knowledgeable and capable of operating presentation material.

Attachment 4

SHORT NOTICE PUBLIC ADDRESS/VISUAL AID REQUEST TEMPLATE



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 48TH WING (ACC)
HOLLOMAN AIR FORCE BASE, NEW MEXICO

MEMORANDUM FOR 49 CS/CC

FROM: *(Requesting Organization/Office Symbol)*

SUBJECT: Short Notice PA/VA Request

1. *(Requesting Organization/Office Symbol)* requests manned public address support for *(event)* at *(location)* on *(date/time)*.
2. This request has been submitted with short notice (less than 7 duty days) because *(detailed explanation of short notice and justification for support)*.
3. Please address any questions or concerns regarding this request to *(POC Contact Information)*.

(Requestor Sig. Block)

I have reviewed this request for accuracy and necessity.

(Group CC Sig. Block)

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