

**BY ORDER OF THE
INSTALLATION COMMANDER**

**JOINT BASE CHARLESTON
INSTRUCTION 33-105**



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Incorporating Change 1, 27 July 2016

Communications and Information

***PUBLIC ADDRESS (PA) SYSTEM
SUPPORT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 628 CS/SCOT

Certified by: 628 CS/CC
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This publication implements Air Force Policy Directive (AFPD) 17-1, *Information Dominance Governance and Management*. It provides guidance and procedures on requesting public address (PA) system support for official supported events, official non-supported military functions and non-official events at Joint Base Charleston (JB CHS). It applies to individuals at all levels on JB CHS including the Air Force Reserve. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with 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).

SUMMARY OF CHANGES

This interim change revises JBCHARLESTONI33-105 by updating the publication’s parent directive. AFPD 33-1 *Cyberspace Support* was superseded by AFPD 17-1 *Information*

Dominance Governance and Management on 12 April 2016. A margin bar (|) indicates newly revised material.

1. Overview.

1.1. This instruction outlines the 628th Communications Squadron (628 CS) PA System Support program. The objectives of the program are to ensure appropriate levels of audio support for JB CHS events and ceremonies. This Instruction incorporates guidance for JB CHS units to request PA support. This includes 628 CS staffed events and portable systems signed out from the 628 CS for unit manned functions.

2. Responsibilities.

2.1. Commander, 628th Communications Squadron (628 CS/CC).

2.1.1. The 628 CS/CC is the approval authority for all PA support for unofficial functions, to include support for non-appropriated funds (NAF), nonprofit, civic, and charitable organizations.

2.1.2. Serves as the approval authority for all PA support on Joint Base Charleston.

2.1.3. Approves any exceptions to this Instruction.

2.2. Cyber Operations Flight Commander, 628th Communications Squadron (628 CS/SCO).

2.2.1. The 628 CS/SCO is the approval authority for all emergency and short-notice PA support requests for official functions.

2.3. 628th Communications Squadron Communications Focal Point (628 CS CFP).

2.3.1. The 628 CS CFP is the approval authority for all routine PA support for official functions and portable loaner PA systems.

2.3.2. Ensures all PA requests comply with this Instruction.

2.4. Non-Commissioned Officer in Charge (NCOIC), RF Transmissions Systems, 628th Communications Squadron (628 CS/SCOT).

2.4.1. Ensures equipment is available and technicians are trained in order to support events outlined in this Instruction.

2.4.2. Assures primary mission to provide communications-electronic maintenance to C4 systems; which carry a high priority and have a critical impact on the mission of JB CHS and have priority over PA support.

2.5. RF Transmissions Systems, 628th Communications Squadron (628 CS/SCOT).

2.5.1. Provides training to personnel signing out portable PA systems.

2.5.2. Is not responsible for:

2.5.2.1. Installation, maintenance, and operation of PA systems belonging to other organizations.

2.5.2.2. Providing emcee or disc jockey services.

2.5.2.3. Providing visual support.

2.6. Organizational Commanders or Equivalent.

2.6.1. Requesting units accept full liability for equipment checked out from 628 CS. Any damaged or missing items will be replaced or repaired at the requesting unit's expense.

3. Public Address Systems Support.

3.1. Mobile and portable PA system availability is on a priority basis with all official functions having priority over unofficial events. 628 CS is limited to two mobile and two portable PA systems.

3.2. 628 CS/SCOT provides mobile PA support for official functions at Joint Base Charleston hosted or held at the Wing Commander or Commanding Officer level and above. This does not include group or squadron level and below events attended by Wing Commander or Commanding Officer level and above personnel. **Note:** If the event is held at a facility with a fixed PA system, the event will not be supported by 628 CS. See paragraph 3.2.3.

3.2.1. Official functions below Wing Commander or Commanding Officer level will be supported by providing the requester with a portable PA system and instructions on how to set-up and operate the system. The requesting organization will provide personnel to pick-up, set-up, tear down, and return the portable system.

3.2.2. 628 CS/SCOT provides mobile PA support for retirement ceremonies when the retiree is in the grade of E-9 or O-6 and above. **Note:** If the event is held at a facility with a fixed PA system, the event will not be supported by 628 CS. See paragraph 3.2.3.

3.2.2.1. PA support for all retirement ceremonies when the retiree is in the grade of E-8, or O-5 and below, will be supported by providing the requester with a portable PA system and instructions on how to set-up and operate the system. The requesting organization will provide personnel to pick-up, set-up, tear down, and return the portable system.

3.2.3. Official functions at facilities having fixed PA systems will not be supported by 628 CS. The event Point of Contact (POC) must coordinate with the owning facility manager for fixed PA system support. For the base theater, event POCs can request training from 628 CS/SCOT by contacting 628 CS CFP at 628cs.cfp@us.af.mil.

3.3. Unofficial, non-profit, civic, and charitable organizations will be supported by providing the requester with a portable PA system, if available, and instructions on how to set-up and operate the system. The requesting organization will provide personnel to pick-up, set-up, tear down, and return the portable system.

3.4. The 628 CS/CC approves PA support for all events not located on military installations.

3.5. PA support for all profit-making organizations and contractor events is not authorized.

3.6. 628 CS/SCOT does not provide visual support for any events. This includes, but is not limited to computers, laptops, lighting, slideshows, etc.

4. Customer Support Requirements.

- 4.1. Event POCs will submit a written request for PA support at least ten calendar days prior to the date of the event.
- 4.2. When supported by the 628 CS, the requesting organization is responsible for notifying 628 CS CFP of all practice and setup times along with the initial request. Unless otherwise specified, 628 CS/SCOT will complete all set-ups 30 minutes prior to event start times.
- 4.3. The request will be made on the JBCHARLESTON Form 105 and submitted to the 628 CS CFP organizational inbox at 628cs.cfp@us.af.mil.
- 4.4. Requesting organizations will provide any pre-recorded music that is not standard ceremonial military music. Contact 628 CS/SCOT, 963-3510, for additional guidance or pre-coordination of unique requests.
- 4.5. 628 CS/SCOT reserves the right to cancel support if priority mission requirements dictate or if personnel or equipment safety is threatened.

5. Fixed PA System Procurement.

- 5.1. Individual organizations will procure and fund all fixed PA systems, including installation, maintenance, sustainment, and training to operate the system.

ROBERT K. LYMAN, Colonel, USAF
Commander

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

AFMAN 33-363, *Management of Records*, March 1 2008

AFPD 33-1, *Cyberspace Support*, August 9 2012

AFPD 17-1, *Information Dominance Governance and Management*, April 12, 2016

Prescribed Forms

JBCHARLESTON Form 105, *Public Address Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

628 CS—628th Communications Squadron

628 CS CFP—628th Communications Squadron Communications Focal Point

628 CS/SCO—628th Communications Squadron Cyber Operations Flight

628 CS/SCOT—628th Communications Squadron RF Transmissions Systems

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

JB CHS—Joint Base Charleston

NAF—Non-appropriated Funds

NCOIC—Non-Commissioned Officer in Charge

OPR—Office of Primary Responsibility

PA—Public Address

POC—Point of Contact

RDS—Records Disposition Schedule

Terms

Official Functions—Events directly related to military or federal government missions or activities. These include change-of-commands, commanders' calls, retirement ceremonies, and other official ceremonies.

Unofficial Functions—Social events not related to military or federal government missions or activities. These events include picnics, luncheons, dinners, parties, spouse's events, and private organization events.

Fixed PA System—Permanently installed systems such as those in the Charleston Club, base theater, and unit briefing rooms.

Mobile PA System—Systems easily transported from one place to another to provide PA support on a temporary basis. These systems are maintained by 628 CS/SCOT.

Portable Loaner PA Systems—Self-contained systems available for sign-out from 628 CS CFP. Portable loaner PA systems include speaker, two wireless microphones, ceremonial music, and all appropriate cables.

Routine Requests—Requests for PA support with 10 or more calendar days' notice.

Short-Notice Request—Requests for PA support with less than 10 calendar days' notice.

Emergency Request—Requests for PA support with less than 48-hours' notice.