

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

**MACDILL AIR FORCE BASE
INSTRUCTION 33-107**



20 APRIL 2015

Communications and Information

PUBLIC ADDRESS SUPPORT

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 6 CS/SCOS

Certified by: 6 CS/CC
(Lt Col Marlyce Roth)

Supersedes: MACDILLAFBI33-107,
17 June 2005

Pages: 7

This instruction implements AFD 33-1, *Cyberspace Support*. It establishes responsibilities and outlines procedures for obtaining public address (PA) support. This instruction applies to all units and/or personnel requesting PA support. The purpose of this instruction is to provide guidance to MacDill Air Force Base (AFB) personnel on the capabilities and limitations of PA support provided by the 6th Communications Squadron (6 CS). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) 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 Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the Publication OPR for non-tiered compliance items. (T-3)

SUMMARY OF CHANGES

This revision removes presentation support and updates PA support requirements. It describes the various types of PA systems available and explains the differences between full and self-help support. Additionally, it designates the 6th Air Mobility Wing Commander (6 AMW/CC) as the final approval authority for non-routine requests and 6th Communication Squadron Commander (6 CS/CC) as approval authority for routine requests. It better defines the responsibilities for providing PA support, and outlines procedures for customers to obtain PA support. Also, this

revision lists the types of events that can and cannot be supported in accordance with the Joint Ethics Regulation and identifies the level of support available to each. Finally, it provides instructions for completing a **Public Address Support Request**, which removes presentation support from the request form.

1. PUBLIC ADDRESS SUPPORT.

1.1. Roles and Responsibilities.

1.1.1. The Commander, 6th Air Mobility Wing (6 AMW/CC), will act as the final approval authority for non-routine PA support requests for events off base desiring a higher level of support than defined in paragraph 2.3. or not covered in paragraph 2.3. 6 AMW/CC has designated the Commander, 6th Communications Squadron (6 CS/CC), as the final approval authority on all routine PA support requests.

1.1.2. 6 CS/CC will act as the final approval authority on all routine PA support requests and will forward non-routine requests to the 6 AMW/CC for final approval.

1.1.3. The 6 CS Satellite Communications (6 CS/SCPLS) will:

1.1.3.1. Determine supportability of PA requests based on current mission, manning requirements, and equipment availability. The primary mission of 6 CS/SCPLS is to integrate, manage, and sustain client information services equipment and devices. All outages affecting, or potentially affecting, the mission will have priority over PA support.

1.1.3.2. Provide portable PA system support for official functions within the confines of MacDill AFB and local communities (i.e., Brandon, Riverview, Temple Terrace, Town 'N Country, and St. Petersburg areas). Support includes equipment setup and teardown, audio equipment control/monitoring, audio signal mixing, and providing military ceremonial music for official functions. Support personnel will remain on site and control the portable PA system for the duration of the event.

1.1.3.3. Allocate portable loaner equipment and train the requestor on use of the system. Allocation is based on type of event (see paragraph 2.3), availability, and notification timeframe. Equipment is loaned to, signed for, and set up by the requesting office.

1.1.3.4. Have all requested equipment set up and fully operational one hour prior to scheduled event start time.

1.1.3.5. Remove equipment from operation if the safety of personnel or equipment is threatened (i.e., during inclement weather or in unsafe environments).

1.1.4. Organizations requesting PA support will:

1.1.4.1. Submit Public Address Support Request via the base SharePoint at the web address: <https://eim.amc.af.mil/org/6cs/CustomService/default.aspx> at least 10 duty days prior to the event start date. Non-routine requests shall be submitted at least 20 days prior to the event to allow time for routing to the wing commander. Requests made less than 10 duty days prior to an event must be justified and signed by the requesting organization's commander. For help in completing the request form, call 6 CS/ SCPLS at 828-3660.

1.1.4.2. Provide 6 CS/SCPLS all interface devices at least one duty day prior to the event for testing purposes. SCPLS public address equipment can interface with devices/instruments that use XLR, RCA, or 1/4" jacks.

1.1.4.3. Provide 6 CS/SCPLS support personnel access to event location at least 2 hours prior to event start time.

1.1.4.4. Provide 6 CS/SCPLS with non-ceremonial audio tracks on CD or MP3 at least 1 hour prior to the event start time.

1.1.4.5. Provide personnel to program non-ceremonial music selections on CD or MP3 players at least 1 hour prior to the event start time.

1.1.4.6. Provide personnel to operate audio equipment during non-ceremonial audio selections or perform "disc jockey" type services at least 1 hour prior to the event start time.

1.1.4.7. Provide 6 CS/SCPLS support personnel a written sequence of events with music cues highlighted at least 1 hour prior to the event start time.

1.1.4.8. Provide meals for 6 CS/SCPLS support personnel (at no cost) for events at which meals are served.

1.1.4.9. Provide 6 CS/SCPLS support personnel all fees required to support the event (i.e., tolls, parking expenses, etc.).

1.1.4.10. Immediately notify 6 CS/SCPLS of any changes/cancellations.

2. Guidelines for Obtaining Public Address Support.

2.1. Obtaining fixed PA system support. Fixed PA system support is provided in the following facilities: Surf's Edge Club, Base Theater, Davis Conference Center, Memorial Park, and Hangar 3. Requesting units must submit a PA Support Request online at the 6 CS Customer Service SharePoint site (as outlined in paragraph 2.1.4.1) for the Base Theater, Memorial Park and Hanger 3. The requesting unit is responsible for coordinating with the requested facility manager for all other fixed PA system support.

NOTE: Fixed PA systems can be obtained as outlined in Technical Order 00-33A-1001, *General Communications Activities Management Procedures and Practice Requirements*. Installation and maintenance should be obtained through the base contracting office. Permanently installed PA systems are justified and procured by the using organizations in accordance with Allowance Source Code 006 and AFMAN 23-110CD, *USAF Supply Systems Electronic Publishing Library*. The 6 CS/SCX should be used as a technical consultant on any PA system acquisition, but will not be responsible for maintaining the installed system.

2.2. Obtaining portable PA system support.

2.2.1. Portable PA system support may be requested for any official function except as noted in paragraph 2.3. Requesting units must submit a PA Support Request on the 6 CS Customer Service SharePoint site as outlined in paragraph 2.1.4.1. If personnel and/or equipment are unavailable, a self-help PA system, if available, will be offered to support the requestor's function.

2.2.2. Practices/rehearsals will be supported on a case-by-case basis. Practices can also be supported by a self-help PA system, if available.

2.2.3. Obtaining self-help PA system support.

2.2.3.1. Self-help PA systems may be requested for any official function as noted in paragraph 2.3. Requesting units must submit a PA Support Request on the 6 CS Customer Service SharePoint site as outlined in paragraph 2.1.4.1. Equipment is scheduled on a first come, first serve basis.

2.2.3.2. When picking up a self-help PA system, all customers will be required to sign an AF Form 1297, **Temporary Issue Receipt**, and accept responsibility for both the function and physical condition of all borrowed equipment and accessories. Training will be given at the time of receipt to ensure the customer can operate the equipment.

2.2.3.3. Self-help PA systems must be picked up at the 6 CS/SCPLS office (Building 262) Room 118A, by the requester or designated representative. All equipment must be picked up before 1600 on the duty day prior and returned not later than 1200 the duty day immediately following the event.

2.3. **Event Support.** The following lists identify events and level of support given.

2.3.1. Events supported with manpower and portable PA system equipment:

2.3.1.1. Wing official briefings and seminars.

2.3.1.2. Wing Commander's Calls.

2.3.1.3. Wing Change of Command Ceremonies.

2.3.1.4. Wing Noncommissioned Officer (NCO)/Senior NCO (SNCO)/Chief Induction/Promotion Ceremonies.

2.3.1.5. Professional Military Education Graduation Ceremonies.

2.3.1.6. Wing Dining Ins/Outs.

2.3.1.7. Wing Military Awards/Recognition Ceremonies.

2.3.1.8. Functions as directed by the Wing Commander.

2.3.2. Self-Support. The following lists identify events supported with self-help PA system equipment:

2.3.2.1. All Group level and below events.

2.3.2.2. Morale parties/functions including holiday parties, hails and farewells, heritage observances, and retirement dinners.

2.3.2.3. Nonprofit, civic, and charitable events.

2.3.2.4. Command runs (Joint Communications Support Element/US Special Operations Command/US Central Command (JCSE/USSOCOM/USCENTCOM, etc).

2.3.2.5. Group/Squadron Sporting Events.

2.3.2.6. Retirement ceremonies.

2.3.3. Events that will not be supported: Unofficial functions are events social in nature or not directly related to military missions or activities and will not be supported. Below are examples of unofficial functions but not all inclusive:

2.3.3.1. Private organizations, in accordance with AFI 34-223, *Private Organization Program*.

2.3.3.2. Fundraisers or money generating functions to include use for personal gain and disc jockeys.

2.3.3.3. Other events as outlined in DoD 5500.7-R, *Joint Ethics Regulation*.

SCOTT V. DeTHOMAS, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

TO 00-33A-1001, *General Communications Activities Management Procedures and Practice*, 1 May 2013

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

DoD 5500.7-R, *Joint Ethics Regulation*,

Prescribed Forms

None.

Adopted Forms

None.

Abbreviations and Acronyms

IAW—In Accordance With

Terms

Public Address Equipment— Amplifiers, mixers, compact disc (CD) players, MP3 players, microphones, and speakers used to support sound requests.

Fixed PA System— Public address equipment permanently installed in a base facility.

Portable PA System— Public address equipment set up on a temporary, non-repetitive basis for an event of short duration.

Self-Help PA System— Portable public address equipment loaned to, signed for, set up by, operated by, and returned by a customer in support of an event.

Presentation Equipment— Presentation equipment includes a projector, projection screen, digital video disc (DVD) player, videocassette recorder (VCR) player, laptop, projector table and coordinating skirt, accessory shelf, uninterrupted power supply, and set-up kit.

Full Presentation Support— Presentation technicians will set up, operate, and tear down presentation equipment in support of an event.

Self-Help Presentation Support— Presentation equipment loaned to, signed for, set up by, operated by, and returned by a customer in support of an event.

Official Function— Events directly related to military or federal government missions or activities. These include, but are not limited to, change-of-command ceremonies, retreats, retirement ceremonies, dining-ins/outs, commanders' calls, parades, etc.

Unofficial Function— Events that are social in nature and/or NOT directly related to military or federal missions or activities. These include but are not limited to private parties, picnics, and sporting events.

Routine Support Request— A request that has a prescribed level of support defined in this instruction.

Non-routine Request— A request for event support off base, desiring a higher level of support than prescribed in this instruction, or not covered by this instruction.