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MCCONNELL AIR FORCE BASE**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 33-105**



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Communications and Information

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

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This publication implements Air Force Policy Directive (AFPD) 33-1, *Cyberspace Support*. This instruction sets policy and provides guidance on the use, operation, maintenance, and procurement of fixed, mobile and portable public address (PA) systems support on McConnell AFB. It applies to all organizations on McConnell AFB that own or need support for PA systems. 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. 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 document is substantially revised and must be completely reviewed. This is a complete revision of the McConnell AFB Instruction. It should be completely reviewed for changes in responsibilities, request procedures, customer support requirements, priority mission requirements, PA systems procurement, technical assistance, and the PA Equipment Operations and Maintenance Policy.

1. Responsibilities.

- 1.1. The Commander, 22d Communications Squadron.
 - 1.1.1. Approves all PA support for unofficial functions, to include support for nonprofit, civic, and charitable organizations.
- 1.2. The Operations Flight Commander, 22d Communications Squadron:
 - 1.2.1. Approves all emergency and short-notice PA support requests.
 - 1.2.2. Approves all routine PA requests.
- 1.3. RF Transmission Systems Work Center, 22d Communications Squadron:
 - 1.3.1. Provides PA support according to this instruction.
 - 1.3.2. Maintain data on PA workload history and expenditures.

2. Terms Explained.

- 2.1. Official Functions. Official functions are events directly related to military or federal government missions or activities. These include, but are not limited to changes of command, commander's calls, parades and retirement ceremonies.
- 2.2. Unofficial Functions. Unofficial functions are events social in nature or not directly related to military or federal missions or activities. These can include luncheons, dinners, parties, spouse's club functions, etc.
- 2.3. Fixed PA Systems. Fixed systems are permanently installed systems, such as those in the base theater, Chapel and the Dole Center ballroom.
- 2.4. Mobile PA Systems. Mobile systems are easily transportable from one place to another to give support on a temporary basis. These systems are set up and maintained by Radio Maintenance, 22 CS/SCOT.
- 2.5. Portable PA Systems. Portable systems are self-contained and available for sign-out from 22 CS/SCOT.
- 2.6. Short-notice Request. Any request for PA support with less than 10 calendar days' notice.
- 2.7. Emergency PA Request. Any request for PA support with less than 36 hours' notice.
- 2.8. Routine PA Request. Any request for PA support with 10 calendar days or more notice.
- 2.9. Wireless Microphone: Wireless microphones are those which do not require external cabling (i.e., hand-held and lapel microphones).

3. PA Systems Support.

- 3.1. 22 CS:
 - 3.1.1. Provides mobile PA systems and technicians for all official functions where an O-6 or above is the presiding officer.
 - 3.1.1.1. Official functions at facilities having fixed systems will not be supported with mobile PA systems or technicians unless existing systems are inoperative or considered inadequate, as determined by 22 CS/SCOT.

3.1.2. Provides technicians for fixed systems for all official functions where an O-6 or above is the presiding officer.

3.1.2.1. The Dole Center Ballroom points of contact (POC) for support is the FSS Catering Director. 22 CS should be available to provide support for official functions with an O-6 or higher.

3.2. PA support of unofficial, nonprofit, private, civic, and charitable organizations with fixed or mobile PA systems is authorized only with approval of 22 CS/CC.

3.2.1. Unofficial, nonprofit, civic, and charitable events, such as sporting activities, picnics; and retirement dinners can be supported by providing the requester a portable PA system (sign-out) and instructions on how to set up and operate the system, on a first-come, first-serve basis.

4. Priority Mission Requirements. The primary mission of 22 CS/SCOT is to provide communications-electronics maintenance to transmissions systems that directly lead to mission accomplishment. These systems carry a high priority and have a critical impact on McConnell's mission and flight safety. All outages affecting, or potentially affecting, McConnell's mission will have priority over PA support.

5. Customer Support Requirements.

5.1. The use of fixed PA systems will be coordinated through the appropriate facility custodian.

5.2. Project officers or their designated representatives will submit a request for a PA system through 22 CS SharePoint site, which will be forwarded to the SCOT office.

5.2.1. Routine requests will be submitted to 22 CS SharePoint site, which will be forwarded to the SCOT office.

5.2.2. Short notice or emergency requests will be submitted through 22 CS/SCO justifying the urgency for PA support.

5.2.3. Requests for unofficial functions will be submitted through 22 CS/CC.

5.2.3.1. Unofficial event requests must be reviewed by 22 ARW/JA prior to approval.

5.3. SharePoint requests must contain the following:

5.3.1. Event details.

5.3.1.1. Description of event.

5.3.1.2. Number of people expected to attend.

5.3.1.3. Time and date/rain date.

5.3.1.4. Primary location/alternate location.

5.3.1.5. Commercial power availability.

5.3.1.6. Two POC with phone numbers. If requesting a mobile PA checkout system, one of the POCs will be the individual who will be trained and operate the system on the day of the event.

5.3.2. Equipment requirements.

5.3.2.1. Number of microphones/type of microphones (hand-held, podium mount, lapel).

5.3.2.1.1. Requirements for podiums and microphone stands need to be coordinated with fixed facility POCs as 22 CS/SCOT does not own or manage that equipment.

5.3.2.2. CD/DVD, or electronic media players.

5.3.2.3. Event script is required for all events prior to start of the event.

5.4. Additional Instructions: Requester will provide any prerecorded music, an operator to cue music during event, and appropriate security for the equipment. 1 hour prior to event, the primary POC must be on site. During the event, technicians will only follow the direction of the primary POC. For additional guidance or pre-coordination of unique requests, contact 22 CS/SCOT at 759-3085.

6. PA System Procurement. Units will fund and requisition all organizational PA systems, installation, and follow-up maintenance for any organizational PA system procured.

6.1. 22 CS/SCOT will advise those who wish to purchase fixed or mobile PA systems and provide technical assistance. Support will include system size, power requirements, and equipment procurement sources.

6.2. 22 CS/SCOT is not responsible for the installation of any PA systems procured by units on McConnell AFB, KS.

7. PA Equipment Operations and Maintenance Policy.

7.1. When requisitioning PA systems, each unit is responsible for maintenance support. 22 CS does not have responsibility for the installation or maintenance of any fixed, mobile or portable PA systems owned by any other organization on base.

7.1.1. 22 CS/SCOT personnel will not be tasked to provide music and disc jockey services for any PA setup.

7.2. 22 CS/SCOT can provide training to personnel assigned to units owning PA systems. Training is also provided to personnel planning to sign out a portable PA system on loan from the 22 CS/SCOT work center and will be present for events attended by the 22 ARW/CC. Training includes power on and off procedures, system set up and breakdown procedures, system adjustments, and basic troubleshooting procedures. Request training by contacting 22 CS/SCOT at 759-3085.

ALBERT G. MILLER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

22 CS —22d Communications Squadron

AFMAN —Air Force Manual

AFPD —Air Force Policy Directive

AFRIMS —Air Force Records Information Management System

PA —Public Address

POC —Point of Contact

RDS —Records Disposition Schedule

RF —Radio Frequency