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Communications and Information

PUBLIC ADDRESS/SOUND SYSTEM SUPPORT

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This instruction implements AFPD 33-1, *Command, Control, Communication and Computer (C4) Systems*, and is used in conjunction with DoD 5500.7-R, *Joint Ethics Regulation*, AFIs 34-223, *Private Organization Program*, 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*; 33-103, *Requirements Development and Processing*; 63-124, *Performance Based Contracts (PBSC)*; and AFMAN 23-110, *USAF Supply Manual*. It establishes responsibilities and outlines procedures for obtaining Public Address (PA) system support. The purpose of this instruction is to provide guidance to Ramstein AB personnel on the capabilities and limitations of PA support provided by the 435th Communications Squadron. This instruction applies to all units and/or personnel requesting PA support. 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 the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61/afirms/afirms/rims.cfm>.

1. Definitions:

- 1.1. Fixed PA system. A system permanently installed in a base facility.
- 1.2. Portable PA System. A system set-up by Radio Maintenance personnel on a temporary non-repetitive basis for any function of short duration.
- 1.3. Sign-out PA System. A system signed out and set-up by the requesting office, on a temporary, non-repetitive basis for any function of short duration.
- 1.4. Routine PA Request. Any request for PA support with 10 or more duty days notice.
- 1.5. Short-Notice PA Request. Any request for PA support with 4 - 9 duty days notice.
- 1.6. Emergency PA Request. Any request for PA support with less than 72 hours notice.
- 1.7. Official Function. Military Ceremonies and events directly related to official military activities.

1.8. Unofficial Function. Events that are social in nature and/or not directly related to official military activities. These include but are not limited to private parties, promotion parties, picnics, sporting events, fundraisers, community relations events and private organization activities, in accordance with AFI 34-223, *Private Organization Program* and other events as outlined in the Joint Ethics Regulation, DoD 5500.7-R.

1.9. Interface Cables. Audio/video cables interconnecting all components of a system to allow for full functionality or enhance current capabilities.

2. Responsibilities:

2.1. The Commander, 435th Communications Squadron (435 CS/CC) will act as the final approval authority for emergency PA support requests, PA support requests for events off base, requests for a higher level of support than defined in this Operating Instruction (OI), or requests not covered in this OI. Additionally, the 435 CS/CC determines the level of support given when there is a conflict between two different PA setups requested for the same date/time.

2.2. The Mission Systems Flight Commander (435 CS/SCM) will act as the final approval authority on all short notice PA support requests as defined in paragraph 1.5. The 435 CS/SCM will forward emergency requests as defined in paragraph 1.6. to the 435 CS/CC for final approval.

2.3. The NCOIC, Base Radio and Security Systems (BRASS) (435 CS/SCMBB) will act as the final approval authority on all routine PA support requests and will appoint a work center manager to oversee the PA support program.

2.4. The 435th Communications Squadron Base Radio and Security Systems (BRASS) work center (435 CS/SCMBB)

2.4.1. Determines supportability of all PA requests based on current mission, manning requirements and equipment availability. The primary mission of 435 CS/SCMBB is to provide communications-electronics maintenance to tactical/mobile radio systems, trunked land mobile radio (LMR) system, D-base security system and Giant Voice emergency broadcast for the Kaiserslautern Military Community (KMC) area. These systems carry a high priority and have a critical impact on base safety. All outages affecting or potentially affecting the mission will have priority over any PA support.

2.4.2. Provides PA equipment (sign-out or set-up as authorized) to support official functions.

2.4.2.1. Provides sign-out PA equipment for commander's calls and change of command events to group/unit level organizations on a first come, first served basis. Permanently installed systems are available at the Officers and Enlisted Club to routinely support these types of functions.

2.4.3. Provides sign-out PA equipment only for support of unofficial functions on an availability basis.

2.4.4. Provides sign-out PA equipment support requests for base community relations functions and private organizations such as heritage associations, Boy Scouts, or other special events when approved in writing by the requesting unit's commander, 435 ABW Public Affairs Office and 435 ABW/CC.

2.4.5. Provides setup of PA equipment for official events hosted by wing commanders and O-7/O-7 (select) or above, also for retirement ceremonies of wing commanders or officers in pay grades O-7 and above. For other retirement ceremonies, sign-out PA systems can be reserved on an availability basis.

2.4.6. Will not operate fixed PA systems belonging to another unit to include permanent systems at Officers and/or Enlisted Clubs unless it is approved/directed by the 435 CS/CC.

2.4.7. Will not provide interface cables to connect with equipment from other agencies.

2.4.8. May cancel PA setups or remove PA equipment from operation if personnel or equipment safety is threatened (e.g., during inclement weather).

2.4.9. Will not provide "disc jockey," "karaoke" services or any music other than USAF ceremonial music for any PA setup. BRASS will not operate a system solely for this purpose.

2.4.10. Will dress appropriately for the occasion.

2.5. The Customer will:

2.5.1. Be responsible for reserving the facility where a fixed or portable system will be used (i.e., base theater, hangar, etc).

2.5.2. Coordinate the use of fixed PA systems through the appropriate responsible agency (e.g., Officers and Enlisted Club).

2.5.3. Provide BRASS support personnel all fees required to support the event (i.e., tolls, parking expenses).

2.5.4. Provide BRASS support personnel access to event location at least 1 hour prior to event start time.

2.5.5. Provide BRASS a copy of all scripts being used as soon as they become available. Each script must clearly identify any role BRASS is expected to play.

2.5.6. Immediately notify BRASS of any changes/cancellations.

2.5.7. Provide adequate and safe transportation for signed-out equipment. Things such as a covered vehicle and padding/blankets are a must to protect the equipment from damage. BRASS reserves the right to not release any equipment unless the protection provided is deemed satisfactory.

2.5.8. Be responsible for the security and any loss or damage of the equipment.

2.5.9. Will not modify a PA system or operate a PA system by any other means than designed and approved by BRASS. Any equipment to be interoperated with the PA system must be approved by BRASS.

3. Procedures:

3.1. 435 CS/SCMBB is not responsible for procurement, installation or maintenance of PA systems for other base units. Fixed PA systems can be obtained as outlined in AFI 33-103, *Requirements Development and Processing*. Installation and maintenance should be obtained through the Base Contracting Office. All organizations are authorized to procure their own PA equipment to meet individual needs. Permanently installed PA systems are justified and procured by using organizational funds in

accordance with *Table of Allowance 006 and AFMAN 23-110*. 435 CS/SCMBB may be used as a technical consultant on PA system acquisition by properly submitting a *Project Workflow Requirement Resource* request through 435 CS/SCX.

3.2. Call BRASS at DSN: 480-4MIC (4642) for guidance in requesting PA support. System descriptions and the Public Address Support Request Form is available at the 435 CS webpage via the AF Portal; under the quick links section:

https://www.my.af.mil/gcss-af/USAF/AFP40/Attachment/20070322/PA_request.doc?channelPageId=-1406424&programId=1041593 or

<https://ice.usafe.af.mil/sites/435MSG/CS/SCO/scot/PA%20Requests/Forms/AllItems.aspx>

3.3. A PA request form must be filled out and coordination/authorization must be accomplished not less than 10 duty days prior to the day of the event. E-mail the completed form to Ramstein - Public Address Support at public.address@ramstein.af.mil. This provides adequate time for processing and scheduling and also provides the requesting customer time to locate an alternate source in the event a request cannot be satisfied or is denied.

3.4. The requesting customer will be contacted regardless of the support provided. If approved, the customer will be contacted for confirmation and for any additional information that may be required. The customer is required to contact BRASS if changes occur and are encouraged to contact us with questions or concerns at DSN: 480-4MIC (4642).

3.5. Training for sign-out systems is provided at the time of receipt to ensure the customer can operate the equipment. PA equipment signed out can be picked up at building 108, 1 duty day prior to the event and must be returned no later than 0900 the first duty day after the event.

3.6. All sign-out PA systems are checked out on an AF Form 1297, *Temporary Issue Receipt*, at the time it is issued. Equipment must be returned in the same condition it was issued. Any existing problems must be identified at time of equipment sign out. Coil and/or tie cables to prevent tangling prior to turn in. Identify broken parts, problems or discrepancies when the equipment is returned. The customer is responsible for security and any loss or damage of the equipment.

3.7. Official functions will be supported by the full complement of PA equipment at the final ceremony only. Sound requirements for practices must be scheduled in advance. Customers may use a sign-out PA system for practices, if available.

3.8. All agencies (that is, base visual information, public affairs, local media and so forth) requesting interface with the BRASS PA system will be connected and tested not less than 1 hour prior to the start of an event. All interface cables must be supplied by the customer. BRASS must be notified of any planned interface when the PA request is submitted. Should this additional equipment cause interference with or damage to the PA system, the BRASS technician is authorized to disconnect equipment and deny the interface.

EARL D. MATTHEWS, Colonel, USAF
Commander

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

DOD 5500.7-R, *Joint Ethics Regulation*, 1 August 1993

AFI 33-103, *Requirements Development and Processing*, 18 March 1999

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

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

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, 11 April 2006

AFI 63-124, *Performance Based Service Contracts (PBSC)*, 1 August 2005

AFMAN 23-110, *USAF Supply Manual*, 1 April 2008

TA-006, *Organizational and Administrative Equipment*

Abbreviations and Acronyms

BRASS—Base Radio and Security Systems

KMC—Kaiserslautern Military Community

LMR—Land Mobile Radio

OI—Operating Instruction

PA—Public Address System