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Communications and Information

PUBLIC ADDRESS (PA) SYSTEMS

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This instruction implements AFD 33-1, *Information Resources Management*. It establishes responsibilities and outlines procedures for obtaining public address (PA) system support. The purpose of this instruction is to provide guidance to Robins Air Force Base (RAFB) personnel on the capabilities and limitations of PA *audio* support provided by the 78th Air Base Wing Communications Directorate (78 ABW/SC). This instruction also provides information on alternate means of obtaining support. This instruction applies to all units and/or personnel on Robins AFB. This publication does not apply to Air Force Reserve Command Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Summary of effective changes list as follows: paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.1, 3.2, and 3.3.

1. Responsibilities:

1.1. The 78 ABW/SCOV (Wireless and Radio Communications work center) will:

1.1.1. Provide portable PA equipment to support OFFICIAL functions only.

1.1.2. Determine supportability of PA requests based on current mission, manning requirements, and equipment availability. The primary mission of 78 ABW/SCOV is to provide personal wireless and radio communications to base personnel. This mission will have priority over all PA support.

1.1.3. Contact the requestor within 48 hours of receipt of official PA request.

1.1.4. Have all requested equipment set up and fully operational at least 1 hour before scheduled event start time unless otherwise coordinated with event point of contact.

1.2. 78 ABW/SC is the final authority to determine the level of support given when there is a conflict between two different PA setups at the same time.

1.3. 78 ABW/SCOV, 78 ABW/SCO, or 78 ABW/SC may cancel PA setups or remove PA equipment from operation if personnel or equipment safety is threatened (i.e., during inclement weather).

1.4. Facility managers are solely responsible for providing fixed PA equipment in facilities used by base personnel. Use of these systems will be coordinated through the facility managers. These facilities include, but are not limited to, Heritage Club and Horizon Club.

1.5. 78 ABW/SCOV can provide training to personnel responsible for fixed PA systems such as the Base Theater. Call 468-0066 to arrange date and time for training.

1.6. Organizations requesting PA support will:

1.6.1. Submit an official request through using the RAFB secure home page <https://wwwmil.robins.af.mil/> or the “Blue Star” on their desktop. Once at the site, select the “Requesting Public Address Support” icon near the bottom of the page. The form must be filled out and submitted no later than 7 calendar days before the event (to include any applicable practice event). In the event the “Blue Star” cannot be accessed, submit the request utilizing the 78 ABW/SCOIW Public Address organizational mailboxes. 78 ABW/SCOV personnel will contact the customer within 2 business days of receipt. If contact is not made, the customer may call 468-0066 to inquire about the status.

1.6.2. Provide personnel to pick-up and operate audio equipment for events not supported by 78 ABW/SCOV personnel.

1.6.3. Provide 78 ABW/SCOV support personnel a written sequence of events (script), to include highlighted music cues, at least 24 hours before the event start time, if supported by SCOV.

1.6.4. Immediately notify 78 ABW/SCOV of any changes or cancellations.

2. Procedures:

2.1. Obtaining fixed PA equipment. Fixed PA systems installation should be obtained through the Base Contracting Office. Permanently installed PA systems are justified and

procured by submitting an Information Technology Service Manager (ITSM) ticket via Unit Personal Wireless Communications Systems (PWCS) Manager. 78 ABW/SCOV may be used as a technical consultant for any PA system acquisition.

2.2. Obtaining organizationally supported portable PA system support:

2.2.1. Requesting units must submit a request through the “Blue Star” as outlined in paragraph [1.6.1](#) Equipment is scheduled on a first-come, first-served basis.

2.2.2. PA equipment can be picked up at building 214, 468-0066, and the day before the event and must be returned not later than 0800 the morning after the event. If the equipment is to be used over a weekend or holiday, the requestor must pick up the equipment the last duty day before the event and return it the first duty day (morning) following the event. All equipment must be picked up before 1500 and returned not later than 0800 the next duty day. No-show letters will be sent to unit commanders (CCs) for equipment not returned on time.

2.2.3. All PA equipment is signed for on an *AF Form 1297, Temporary Issue Receipt*. Equipment must be returned in the condition it was issued. Coil and tape or tie cables to prevent tangling. Identify broken parts, problems, or discrepancies when the equipment is returned. The customer is responsible for any lost or damaged equipment. Training will be given at the time of pickup to ensure the customer can operate the equipment.

2.3. Obtaining 78 ABW/SCOV portable PA system support:

2.3.1. Portable PA system support may be requested for any official function as outlined in [Attachment 1](#). Requesting units must submit a “Blue Star” Request as outlined in paragraph [1.6.1](#)

2.3.2. Practices/rehearsals will be supported on a case-by-case basis. Supported practices will be kept to a minimum and be entrusted to the unit if at all possible. Practices can also be supported by a *sign-out* portable PA system, if available. If the requesting unit is having a practice before the day of the event, 78 ABW/SCOV will be given an opportunity to assemble the PA system before the practice and may leave the equipment in place until the official event concludes. 78 ABW/SCOV will provide the requesting unit with an *AF Form 1297, Temporary Issue Receipt*, and training on how to control the system's on/off and volume functions. If this is not possible, a *sign-out* portable PA system will be offered, if available, for the practice event.

2.4. Call 468-0066 for help in scheduling/requesting PA support. Short-notice support, within 3 duty days before the day of the event, must be requested in writing with the requestor's unit CC and the 78 ABW/SCO endorsements. The letter must state why the 10-calendar day advanced notice was not given. Base e-mail is an allowable substitute for the traditional letter. The 10-calendar day window is to provide adequate time for scheduling, and also to provide the requesting unit time to locate an alternate source in the event a request is denied or cannot be satisfied.

2.5. Approval or disapproval of support will be determined at the time the request is received. If approved, the POC will be contacted for confirmation and for any additional information that may be required. If disapproved, the POC will be contacted with possible alternative solutions.

2.6. 78 ABW/SCOV personnel will normally stay with the equipment to ensure continuous operation unless precluded by higher priority mission requirements or lack of manpower resources. In the event a 78 ABW/SCOV technician cannot stay, or is not required to stay with the system, the PA system user will be required to sign an *AF Form 1297, Temporary Issue Receipt*, for the equipment. The 78 ABW/SCOV technician(s) will be utilized to run official ceremonial music only (i.e., National Anthem, Air Force Song, Ruffles and Flourishes, etc.). The requesting organization wishing to use music that does not fall within that category (i.e., pop, jazz, rap, etc.) will need to provide an individual to start/stop the music at appropriate times.

2.7. All agencies (i.e., Public Affairs, and local media) requesting interface with the 78 ABW/SCOV PA system will have their device connected and tested no later than 1 hour before the start of any event. Should this interfacing equipment interfere with the 78 ABW/SCOV PA system, the 78 ABW/SCOV technicians is authorized to disconnect the equipment and deny the interface.

2.8. 78 ABW/SCOV is not responsible for the installation/maintenance of fixed systems or for the PA support of OFFICIAL (below Wing level) or UNOFFICIAL functions. AFI 65-106 *Appropriated Fund Support of Morale, Welfare, and Recreation and Non-appropriated Fund Instrumentalities*, prohibits an appropriated funds maintenance resource from working on public address systems in non-appropriated funds facilities (i.e., Officers' Club, Enlisted Club, Recreation Center, Gymnasium, Base Theater, etc.).

3. Event Support

3.1. Events supported with 78 ABW/SCOV manpower and either fixed or portable PA system equipment:

- 3.1.1. Wing Commander's Calls.
- 3.1.2. Wing Change of Command Ceremonies.
- 3.1.3. E-9/O-6 and above Retirement Ceremonies.
- 3.1.4. Functions as directed by the Wing Commander.

3.2. Self-Support. The following list identifies types of events supported with portable PA sign-out systems:

- 3.2.1. All group/squadron level and below events.
- 3.2.2. Morale parties/functions including holiday parties, hails and farewells, heritage observances, and retirement dinners.
- 3.2.3. Nonprofit, civic, charitable events.
- 3.2.4. Group/Squadron Sporting Events.
- 3.2.5. Retirement Ceremonies other than those listed in paragraph [3.1.3](#)

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:

- 3.3.1. Private organizations, in accordance with AFI 34-223, *Private Organizations Program*.
- 3.3.2. Fundraisers or money generating functions to include use for personal gain and disc jockeys.
- 3.3.3. Other events as outlined in DoD 5500.7-R, *Joint Ethics Regulation*.

MITCHEL H. BUTIKOFER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 63-124, *Performance-Based Services Acquisition (PBSA)*, 1 August 2005

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Non-appropriated Fund Instrumentalities (NAFIS)*, 6 May 2009

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

AFPD 33-1, *Information Resources Management*, 27 June 2006

AFPD 33-3, *Information Management*, 28 March 2006

DoD 5500.7-R, *Joint Ethics Regulation*, 29 November 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

SC—Communications Directorate/Director

DoD—Department of Defense

RAFB—Robins Air Force Base

PA—Public Address

SCO—Operation Flight

Terms

Fixed PA System.—A system permanently installed in a base facility. The Base Theater and Heritage Club have existing fixed PA systems capable of supporting most events.

Portable PA System. A system set up on a temporary, non—repetitive basis for *any* function (Official or Unofficial) of short duration. This system is *signed-out* by the requesting office.

Official Function.—A function designed with the primary intent not to entertain. Events such as Wing Commander Calls, Wing Award Ceremonies, and Wing Change of Command events are considered official and are supported by 78 ABW/SCOV. Events Group or Squadron (or equivalent) level and those events that have a committee assigned (i.e., SNCO Recognition

Ceremony, Chief's Induction Ceremony, Anniversary Gala, other formal events) are considered official and are supported by a committee member, trained by 78 ABW/SCOV personnel.

Unofficial Function. A function designed with the primary intent to entertain. Events such as luncheons, unit parties, picnics, and sporting events are considered unofficial and are supported by a signed—out, portable PA system if assets are available. Official functions have priority and *unofficial function* requests will be reviewed on a case-by-case basis.