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TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE
INSTRUCTION 33-106**



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Communications and Information

PUBLIC ADDRESS SYSTEMS

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Certified by: 60 CS/CC
(Lt Col Michael S. Newsom)

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This instruction implements AFPD 33-1, *Cyberspace Support*. It establishes responsibilities and procedures for requesting public address (PA) system support for official and non-official military functions at Travis Air Force Base (TAFB). This instruction applies to all units, host and/or tenant on or associated with TAFB to include Air Force Reserve. 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 Form 847s from the field through Major Command (MAJCOM) publications/forms managers. 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) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is revised and must be completely reviewed. Major changes include: Updated **paragraph 1.2** to clarify role of 60 CS/SCOT. Deleted paragraphs **4.3.1.3- 4.3.1.5** and **4.3.2.2- 4.3.2.4**

1. Responsibilities.

1.1. The Commander, 60th Communications Squadron (60 CS/CC) will:

- 1.1.1. Approve all PA support not meeting the 5 duty day notification requirement.
- 1.1.2. Approve public address (PA) support for non-profit, private, civic and charitable organizations.
- 1.1.3. Approve PA support for non-appropriated fund activities.

1.2. Radio Frequency Transmission Systems (60 CS/SCOT) will:

- 1.2.1. Provide and set up PA systems for 60 AMW official functions.
- 1.2.2. Maintain portable PA systems for loan to base organizations for unofficial events.
- 1.2.3. Train users on set up, operation and care of loaned PA equipment when requested.
- 1.2.4. Provide official ceremonial music for PA events.
- 1.2.5. Provide recommendations of audio system vendors for organizations desiring to purchase portable or fixed PA systems.
- 1.2.6. Not assume maintenance responsibilities for any PA systems outside of 60 CS assets (**Paragraph 3.3.1.1**).
- 1.2.7. Not provide manning to PA events for tenant wings with communications personnel assigned to their subordinate organizations (e.g. CRW). These units must self-operate either permanent or sign-out PA systems.
- 1.2.8. Not provide non-ceremonial music for PA events (i.e. Pandora, radio, etc). Ceremonial music consists of Ruffles and Flourishes, National Anthem, To the Colors, Reveille, Retreat, and Air Force Song.

1.3. Requesting Organizations will:

- 1.3.1. Submit formal PA request on the 60 CS SharePoint site NLT 5 duty days prior to scheduled PA event, exceptions must be approved by 60 CS/CC.
- 1.3.2. Operate the PA system themselves for unofficial events and/or when playing non-ceremonial music for an event.
- 1.3.3. Ensure AC power is available at the location (commercial or generator).
- 1.3.4. Provide security for PA equipment remaining overnight. Hand receipts will be required.
- 1.3.5. Never connect personal equipment to 60 CS equipment without permission.
- 1.3.6. Appoint a primary and alternate point of contact to coordinate PA support requirements.
- 1.3.7. Have a point of contact in place at the start time listed on the PA request form.
- 1.3.8. Inform 60 CS about any changes to original PA request NLT 3 duty days prior to the event.
- 1.3.9. Ensure 60 CS set up team has access to facility a minimum of 2 hours prior to event.
- 1.3.10. Be fully responsible for any and all equipment damage during an event.

2. Official/Unofficial Events.

2.1. **Official Events:** Parades, change-of-command ceremonies, commander's calls, distinguished visitor events/ceremonies, military award ceremonies, military retirement and promotion ceremonies (E-9, O-6 and above), events/ceremonies attended by Wing leadership (60 AMW/CC or CV) and open house/air shows.

2.2. **Unofficial Events:** Organizational events including but not limited to: commander's calls associated with an unofficial event (e.g. picnic), farewell events, parties, picnics, social gatherings, sporting events, booster club events and association events (any event located outside of TAFB is considered unofficial for the purpose of this instruction). Unofficial events may sign-out equipment only.

3. Procedures for Requesting Public Address Support.

3.1. Official Event Procedures.

3.1.1. Request PA support using 60 CS SharePoint site.

3.1.2. Complete SharePoint request NLT 5 duty days prior to scheduled event. This will allow adequate time for equipment operational checks, planning and coordination and user training for official events, if required. **Note:** Strict adherence to the 5 duty day requirement will be enforced to allow for the work center's primary mission of Personal Wireless Communication Systems and Ground Radio Communications. 60 CS has no manpower allocations for public address; it is provided as a courtesy and mission permitting.

3.1.3. Official PA events will take precedence over unofficial events.

3.1.4. Same day events will be prioritized by scope and importance of event.

3.1.5. Permanent and organizationally owned public address systems will be utilized where and when possible.

3.1.6. 60 CS will not support events scheduled at the Delta Breeze Club or Travis Conference Center unless directed by 60 CS/CC because they have their own systems.

3.1.7. Organizations must request access to the base theater through 60 FSS/CCS.

3.2. Unofficial Event Procedures.

3.2.1. Limited equipment is available for loan to support unofficial events ([paragraph 2.2](#)).

3.2.2. 60 CS/SCOT will provide training if needed and if manning allows. Proper care and timely return of loaned equipment is essential to ensure quality customer service. A report of survey will be initiated for abused, damaged or missing equipment.

3.2.3. Loaned PA equipment will be prioritized by scope and importance of event.

3.2.4. Ceremonial music is available upon request. No other music support will be provided.

3.2.5. 60 AMW/CC, 60 MSG/CC or 60 CS/CC may deem an unofficial event official per guidelines.

3.3. Available Public Address Systems.

3.3.1. Official Event PA Systems:

3.3.1.1. Permanent PA systems are available for use through 60 CS/SCOT at the following locations:

- 3.3.1.1.1. Base Theater
- 3.3.1.1.2. Hangar P-14 (Wing function use only).
- 3.3.1.1.3. Flight line Spot 251 (Wing function use only).
- 3.3.1.1.4. Wing Flag Pole
- 3.3.1.1.5. TAFB Heritage Center

3.3.1.2. The following are additional permanent PA setups on TAFB. Use of these PA systems may be coordinated through the owning agency:

- 3.3.1.2.1. Building 381 Auditorium, 60 FSS
- 3.3.1.2.2. Building 31 MXG Atrium, 60 MXG
- 3.3.1.2.3. 6 ARS Auditorium
- 3.3.1.2.4. 9 ARS Auditorium
- 3.3.1.2.5. Travis Conference Center Ballroom/Daedalian Room
- 3.3.1.2.6. Building P1, 60 LRS
- 3.3.1.2.7. DGMC Auditorium
- 3.3.1.2.8. Delta Breeze Club

3.3.2. Unofficial Event PA Systems

3.3.2.1. All permanent PA systems mentioned in **paragraphs 3.3.1.1- 3.3.1.2** are available for unofficial events with proper coordination through the owning agency.

JOHN M. KLEIN, JR., Colonel, USAF
Commander, 60th Air Mobility Wing

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

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, 27 June 2006

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AC—Alternating Current

AFRIMS—Air Force Record Information Management System

AMW—Air Mobility Wing Commander

ARS—Air Refueling Squadron

CC—Commander

CRW—Contingency Response Wing

CS—Communications Squadron

CV—Vice Commander

DGMC—David Grant Medical Center

FSS—Forces Support Squadron

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MSG—Mission Support Group Commander

MXG—Maintenance Group

NLT—No Later Than

OPR—Office of Primary Responsibility

PA—Public Address

RDS—Records Disposition Schedule

TAFB—Travis Air Force Base