

**BY ORDER OF THE COMMANDER  
AVIANO AIR BASE**

**AVIANO AIR BASE INSTRUCTION  
33-101**



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**Communications and Information**

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Certified by: 31 CS/CC  
(Lt Col Richard M. Moore)

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This instruction implements Air Force Policy Directive 33-1, *Information Resources Management*. It also establishes policy governing the procurement and maintenance of all Air Force-owned fixed Public Address (PA) systems on Aviano Air Base. It provides guidance for obtaining new equipment, maintenance agreements for existing systems, and temporary support with portable systems. This instruction applies to all units and staff agencies operating on Aviano Air Base. 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**

Changes to this instruction include full set up Public Address (PA) and technician support for retirement ceremonies of CMSgts and above, 31 FW and group-level award ceremonies, 31 FW/CC and group-level commander's calls, and base-wide events including Relay for Life and the Breast Cancer Walk. All other official and unofficial functions will be supported with portable PA systems on a first-come, first-serve basis. Official functions at facilities with fixed PA systems will *not* be supported by mobile PA systems or technicians unless equipment is deemed inadequate or improper.

## 1. Public Address

1.1. The 31st Communications Squadron, Radio Frequency Transmission Systems work center (31 CS/SCOT) is responsible for temporary set-up and maintenance of all 31 CS owned PA equipment on Aviano Air Base. Unit-owned and non-appropriated funds (NAF) systems must have valid commercial installation and maintenance contracts. Temporary PA support with personnel and/or equipment may be requested for official functions. Unofficial functions may be supported by portable equipment on a first-come, first-served basis.

## 2. Terms Explained

2.1. Official Functions: Events directly related to military or Federal government missions or activities. These include change of command ceremonies, retirement ceremonies, award ceremonies, commander's calls, parades, dining in/out functions, Community College of the Air Force/Airman Leadership School graduations, and distinguished visitor support.

2.1.1. Retirements: The 31 CS/SCOT will support retirements for all CMSgts and Colonel or equivalent and above with a mobile PA system and technician support. All other retirement ceremonies will be supported on a first-come, first-serve basis with a signed-out portable PA system, which the requesting unit will sign out and operate.

2.1.2. Award Ceremonies: The 31 CS/SCOT will support 31 FW and group-level award ceremonies with a mobile PA system and technician support. All other award ceremonies will be supported on a first-come, first-serve basis with a portable PA system, which the requesting unit will sign out and operate.

2.1.3. Change of Command: The 31 CS/SCOT will support 31 FW and group-level change of command ceremonies with a mobile PA system and technician support. All other change of command ceremonies will be supported on a first-come, first-serve basis with a portable PA system, which the requesting unit will sign out and operate.

2.1.4. Commander's Calls: The 31 CS/SCOT will support 31 FW/CC and group-level commander's calls with a mobile PA system and technician support. Additionally, 31 CS/SCOT will support 31 FW/CCM calls. All other commander's calls will be supported on a first-come, first-serve basis with a portable PA system, which the requesting unit will sign out and operate.

2.1.5. Exceptions: The 31 CS/SCOT will support base-wide events run by private organizations. This includes events such as Relay for Life and the Breast Cancer Walk. These events are too large to be supported with a portable system, and benefit the entire base. However, these will be approved on a case-by-case basis.

2.2. Unofficial Functions: Unofficial functions are events social in nature or not directly related to military or federal missions or activities. These include picnics, luncheons, dinners, holiday parties, spouse's club functions, sporting events, religious services, and cultural celebrations not covered by paragraph 2.1.

2.2.1. For all unofficial requests contact the 31 FW/JA to ensure compliance with AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*.

2.3. Fixed PA Systems: Fixed systems are permanently installed systems, such as those in conference facilities or military clubs. In all circumstances, use of fixed PA in military clubs will be maximized by the users, and operated by the owning organizations.

2.4. Mobile PA Systems: Mobile systems are large, but transportable from one place to another for support on a temporary basis. These can only be operated and maintained by the 31 CS/SCOT work center.

2.5. Portable PA Systems: Portable systems are self-contained and available for sign-out from 31 CS/SCOT work center. They consist of a Fender Passport system, with two removable speakers and accompanying speaker wires. We will provide up to two wired microphones and an audio cable for media devices to the customer. Wireless microphones are also available on a case by case basis. These systems are operated by the requesting organization.

### 3. PA System Support

3.1. The 31 CS/SCOT will provide mobile PA systems and technicians for all official 31 FW and DoD functions requiring PA support on Aviano AB property.

3.2. Official functions at facilities having fixed PA systems whose maintenance is under civilian contract will *not* be supported with mobile PA systems or technicians unless the 31 CS/CC or delegated authority determines the existing equipment is inadequate or improper.

3.2.1. Facilities which are equipped with fixed PA systems not owned or maintained by 31 CS/SCOT include: The Chapel, Dragon Fitness Center complex, La Bella Vista Club (LBV), the Community Activity Center (CAC) and the Mass Briefing Facility (MBF). The LBV, CAC, and MBF staff, or designee, will provide PA system instruction to a representative from the organization requesting the event.

3.2.2. Rehearsals/practices for official functions will be accommodated by 31 CS/SCOT, however, they will be limited to one session. Previously scheduled official functions will have priority over rehearsals/practices.

3.3. Mobile PA support for unofficial, nonprofit, private, civic and charitable organizations is authorized only IAW AFI 65-106. These types of PA events will be supported on a case-by-case basis depending on manning and equipment availability. 31 CS/SCOT will accept requests on a first-come, first-serve basis.

3.4. Portable PA support equipment will be signed out by the user from 31 CS/SCOT and documented on the AF Form 1297, *Temporary Issue Receipt*. All equipment items will be inventoried prior to release to the user and upon return. 31 CS/SCOT will provide system operation and capabilities instruction to the user prior to release of equipment. It is the responsibility of the user identified on the AF Form 1297 to return the equipment in the condition which it was released by the 31 CS/SCOT office. If equipment is returned to the 31 CS/SCOT with damage that is identified as negligent, the borrowing unit's commander/leadership will be notified and replacement purchase will be coordinated.

3.5. Requests for PA support will be submitted via by the PA calendar request link on the 31 CS SharePoint no later than 10 days prior to event. Failure to do so may result in the 31 CS/SCOT not supporting equipment requests due to previously scheduled events and/or manpower. 31 CS/SCOT will respond to and schedule requests with the requesting customer

within 72 hours of receipt. 31 CS/SCOT will inform the requesting customer of any additional information needed and/or conflicts.

#### 4. Customer Support Requirements

4.1. Use of fixed PA systems not supported by 31 CS/SCOT: Customers will coordinate use of non 31 CS fixed PA systems with the appropriate equipment manager (Chapel, LBV, CAC, and MBF).

4.2. The requesting customer will include all required information when filling in the SharePoint request:

4.2.1. Routine Requests: Submit all routine requests no later than 10 days prior to event. Requesting customer (official and unofficial events) will submit request to 31 CS/SCOT via e-mail to the Public Address SharePoint site at <https://ice.usafe.af.mil/sites/31MSG/CS/paCalendar/default.aspx>.

4.2.2. Short Notice Requests: A short notice request is one defined as submitted 9 days or less prior to the event. Any request submitted less than 5 days prior to an event will require an MFR signed and submitted by their Flight Commander or above outlining the need for short notice PA support. See attachment 2 for template. The MFR will be submitted via email to [31cs.scotr-rftransmission@us.af.mil](mailto:31cs.scotr-rftransmission@us.af.mil). Requester may contact 31 CS/SCOT directly via phone at 632-8811 for initial scheduling efforts. However, a formal request via the SharePoint site will still be required for tracking and documentation purposes. Mission operations will take precedence over most PA set-ups.

4.3. All changes to scheduled PA requests must be submitted in writing to 31 CS/SCOT as soon as possible. The requestor may do so by emailing at [31cs.scotr-rftransmission@us.af.mil](mailto:31cs.scotr-rftransmission@us.af.mil). It is the requesting customer's responsibility to ensure the change request email was received.

4.4. The requestor is required to provide any ancillary support to 31 CS/SCOT in order to fulfill technical support and system operability responsibilities. The requestor will:

4.4.1. Ensure 31 CS/SCOT personnel have access to the event area a minimum of one hour prior to the start of the event, and provide a safe environment for equipment operation during the function.

4.4.2. Ensure the event area is prepared (stage set, flags, tables, chairs, static displays in place) before PA set up can begin. This allows for the safe routing of required cabling, minimizes set up time, and eliminates the need to relocate equipment.

4.4.3. Ensure a proper electrical source is available to power the PA system. If one is not available, the requestor must arrange generator support from 31 CES/Power Production or 31 MXS/AGE for flightline events.

4.4.4. Coordinate additional equipment or connections to the sound system by other organizations (VCR, projector, computer, media etc.) prior to the event.

#### 5. Customer Support Requirements

5.1. The 31 CS/SCOT personnel are not authorized to operate fixed PA systems owned by other organizations. These include the Chapel, LBV, MBF, CAC, etc. Any support needed

from or by the organizations affiliated with these buildings must be contacted directly by the requesting customer

5.2. The 31 CS/SCOT personnel will not provide unofficial music and disc jockey services for any PA set up.

5.3. Portable PA systems are designed for voice projection and are to be employed primarily as speech/music amplification systems. The equipment can amplify recorded music, but is designed for speech intelligibility, not music sound quality. These systems **will not** be employed as live concert/band sound reinforcement/augmentation. Systems designed for this purpose may be procured by individual units at their expense through local vendors. 31 CS/SCOT PA equipment will not be used as, or connected to, any system utilized on a “fee-for-service” basis.

5.4. The 31 CS/SCOT will provide training to personnel assigned to units owning PA systems upon request. Training is also provided to personnel planning to sign out portable PA systems from 31 CS/ SCOT.

5.5. Units that require organizational PA equipment are responsible to obtain funding necessary to purchase this equipment. The maintenance/ownership of this equipment will be the responsibility of the purchasing organization.

BARRE R. SEGUIN, Brigadier General, USAF  
Commander

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

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

AFI65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 06 May 2009

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

**CAC** —Community Activity Center

**LBV** —La Bella Vista

**MBF** —Mass Briefing Facility


**NAF** – Non appropriated Funds

**PA** – Public Address

Attachment 2

MEMORANDUM FOR SHORT NOTICE PUBLIC ADDRESS REQUEST

Figure A2.1. Memorandum for Short Notice Public Address Request.

	<p>DEPARTMENT OF THE AIR FORCE 31ST FIGHTER WING (USAF)</p>	<p><b>DATE</b></p>
<p>MEMORANDUM FOR <u>31 CS/SCO</u> <u>31 CS/SCOT</u></p>		
<p>FROM: <b>YOUR UNIT</b></p>		
<p>SUBJECT: Short Notice Public Address Request</p>		
<p>1. In accordance with Aviano ABI33-10, <b>YOUR UNIT</b> is requesting short notice Public Address support. A short notice request is one that is less than 10 days prior to the event. We understand that this request will put an undue burden on the 31 Communications Squadron mission.</p> <p><b>2. Reason for short notice request.</b></p> <p>3. We understand that our request is not guaranteed to be supported and will be handled on a case-by-case basis.</p>		
<p>Approved/Disapproved</p>	<p><b>FIRST MI LAST, RANK, USAF FLIGHT CC OR HIGHER</b></p>	
	<p>x _____ Operations Flight CC/Flight Chief</p>	