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BEALE AIR FORCE BASE**

**BEALE AIR FORCE BASE INSTRUCTION
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Communications and Information

PUBLIC ADDRESS SUPPORT

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(Col Stephen G. Hoffman)

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This publication implements Air Force Policy Directive 33-1, *Cyberspace Support*. This publication applies to all units and tenants on Beale Air Force Base, to include Air Force Reserve Command (AFRC) Units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using an Air Force Form 847, *Recommendation for Changes of Publication*; route AF Forms 847 from 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 Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Responsibilities.

- 1.1. The 9th Communications Squadron Commander (9 CS/CC) is the approval authority for fixed and mobile Public Address (PA) support for unofficial functions, to include support for non-appropriated funds (NAF), nonprofit, civic and charitable organizations.
- 1.2. The 9 CS/CC is the approval authority for fixed and mobile emergency and short-notice PA support requests for official functions.
- 1.3. The Operations Flight Commander, 9th Communications Squadron (9 CS/SCO) or designated representative, is the approval authority for all routine PA support for official functions.
- 1.4. The Radio Frequency (RF) Transmission Systems, 9th Communications Squadron (9 CS/SCOT), provides PA support according to this instruction.

2. Terms

- 2.1. Official Functions: Events directly related to military or federal government missions or activities. These include changes-of-command, commanders' calls, parades and retirement ceremonies.
- 2.2. Unofficial Functions: Social events not related to military or federal government missions or activities. These include picnics, luncheons, dinners, parties and spouses' club functions.
- 2.3. Fixed PA Systems: Permanently installed systems such as those in Dock 6, building 2474 (Base Theater) and building 2425 (Community Activity Center).
 - 2.3.1. The Dock 6 fixed PA system is to be only operated by the 9 CS/SCOT technicians. The unauthorized user will be responsible for any costs associated with maintenance, parts or technical assistance to repair this fixed PA system.
- 2.4. Mobile PA Systems: Systems that are easily transportable from one place to another and provide support on a temporary basis. These systems are set up and maintained by 9 CS/SCOT.
- 2.5. Portable PA Systems: Self-contained and available for sign-out from 9 CS/SCOT. These systems are set up by the borrowing unit
- 2.6. Short-Notice Request: Requests for PA support with less than 10-calendar days notice.
- 2.7. Emergency PA Request: Requests for PA support with less than 36-hours notice.
- 2.8. Routine PA Request: Requests for PA support with 10-calendar days or more notice.
- 2.9. Wireless Microphones: Microphones that do not require external cabling (i.e., handheld and lapel microphones).

3. Public Address Systems Support.

- 3.1. The 9 CS/SCOT:
 - 3.1.1. Will provide mobile PA systems and technicians for official functions requiring PA support at group level and above.

- 3.1.1.1. The 9 CS/CC has the authority to further restrict the mobile PA support, if 9 CS/SCOT manpower is insufficient or low. The 9 CS/SCOT will sign out portable PA systems for events held at the Squadron level and below. Using organizations will return portable PA systems no later than the following duty day. During high volume PA requests, using organizations will return portable PA systems immediately after the using organization's event. 9 CS/SCOT will identify this requirement when the mission dictates. Additionally, using organizations will be required to sign an AF Form 1297, *Temporary Issue Receipt*, and will be responsible for reimbursing 9 CS/SCOT for any losses or damages to the signed out portable PA system.
- 3.1.2. Wing or group official functions at facilities having fixed systems will not be supported with mobile PA systems, unless existing systems are inoperative or considered inadequate as determined by 9 CS/SCOT.
- 3.2. Public address support of unofficial, nonprofit, civic and charitable organizations with fixed or mobile PA systems is only authorized with written approval from the 9 CS/CC.
- 3.3. Unofficial, nonprofit, civic, charitable events, sporting activities, picnics and retirement dinners may be supported by providing the requester with a portable PA system and instructions on how to set up and operate the system. Portable PA systems are available on a first-come, first-serve basis. Using organizations will return portable PA systems by the following duty day. During high volume PA requests, using organizations will return portable PA systems immediately after the using organization's event. 9 CS/SCOT will identify this requirement to using organization when mission dictates. Additionally, using organizations will be required to sign an AF Form 1297, and will be responsible for reimbursing 9 CS/SCOT for any losses or damages to the signed out portable PA system.
- 3.4. PA support is not authorized for the following:
- 3.4.1. Events located off base.
 - 3.4.2. Profit-making organizations and fund-raising activities for Department of Defense contractors.

4. Priority Mission Requirements and Cancellation of Support.

- 4.1. The primary mission of 9 CS/SCOT is to provide communications-electronics maintenance to the 9 RW. All equipment outages will have priority over PA support. In addition, 9 CS/SCOT reserves the rights to cancel equipment set up or remove equipment from operation if personnel or equipment safety is threatened (i.e., inclement weather).

5. Customer Support Requirements.

- 5.1. Event Point Of Contact (POC) will submit a request using the Beale Form 4, *Public Address Request Form*. Requestor will submit this form to the 9 CS/SCOT Public Address Support organizational email account. Wing and Group support requests must be submitted at least 10 duty days prior to an event.
- 5.2. To ensure optimum sound quality, using organizations are highly encouraged to follow the training that 9 CS/SCOT technicians will provide on how to operate and speak into the microphones. 9CS/SCOT is not responsible for poor quality audio or feedback when using organizations do not follow provided guidance.

5.3. 9 CS/SCOT technicians will provide standard AF ceremonial music upon request. The event POC will be required to provide any other music to 9 CS/SCOT technicians on a compact disc. The event POC should make this music requirement known at the time of scheduling. Additionally, the event POC must be available one hour prior to, and during the event. 9 CS/SCOT technicians will only follow the direction of the event POC.

6. Technical Assistance.

6.1. The 9 CS/SCOT does not provide engineering/design services for PA systems.

6.2. The 9 CS/SCOT is not responsible for installation or maintenance of PA systems procured by units on Beale AFB. Units may request technical advice by contacting the SCO Maintenance Superintendent/Section Chief, 9 CS/SCO (634-2624)

6.3. With the exception of Dock 6, the Base Theater, and the CAC, the 9 CS/SCOT will not be tasked to operate fixed PA systems.

7. Public Address Equipment Operations and Maintenance Policy.

7.1. The 9 CS/SCOT will not be tasked to provide music and disc jockey services for PA set ups. 9 CS/SCOT will provide a limited selection of official ceremonial music upon request.

7.2. The 9 CS/SCOT will provide training to units owning PA systems and to personnel who sign out a portable PA system from 9 CS/SCOT. Training includes power on/off procedures, system set up and tear-down procedures, system and microphone operation, system adjustments and basic troubleshooting procedures. Units may request training by contacting 9 CS/SCOT, 634-2030.

DOUGLAS J. LEE, Col, USAF
Commander, 9th Reconnaissance Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

Prescribed Forms

Beale Form 4, *Public Address Request Form*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

9 CS/CC—Communications Squadron Commander

9 CS/SCO—Operations Flight Commander

9 CS/SCOT—RF Transmission Systems

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

C4—Command, Control, Communications and Computer

CAC—Community Activity Center

CD—compact disc

CS—Communications Squadron

NAF—Non-Appropriated Funds

OPR—Office of Primary Responsibility

PA—Public Address

POC—Point of Contact

RDS—Records Disposition Schedule

RF—Radio Frequency

Terms

There are no terms in this instruction