

**BY ORDER OF THE COMMANDER  
ELLSWORTH AIR FORCE BASE**

**ELLSWORTH AIR FORCE BASE  
INSTRUCTION 17-210**



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**Cyberspace**

**RADIO MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Ivan D. Brown)

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This instruction implements Air Force Instruction (AFI) 17-210, *Radio Management*, 10 Oct 2017. It establishes procedures and provides guidance for Public Address support for all personnel assigned to the 28th Bomb Wing (28 BW), associated units, and tenant units assigned to Ellsworth Air Force Base (EAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020, and are disposed of IAW the Air Force Records Information Management System, Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through your appropriate functional chain of command. 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 has been revised to allow for Deputy or Acting Commanders to sign a Short Notice Request when required by the terms outlined in [paragraph 4.3.2](#).

## 1. Overview.

1.1. Temporary public address (PA) support with personnel and/or equipment may be requested for official functions.

1.1.1. Unofficial functions may be supported by portable equipment on a first-come, first-served basis.

1.2. Unit-owned and non-appropriated funds systems are the responsibility of the owning organization and must have valid commercial installation and maintenance contracts.

## 2. Responsibilities.

2.1. The 28th Communications Squadron (28 CS), Radio Frequency Transmission Systems work center (28 CS/SCOT) is responsible for temporary set-up and maintenance of all 28 CS owned PA equipment on EAFB.

2.2. The 28 CS/SCOT will provide portable PA systems for all official 28 BW, to include subordinate units, and Department of Defense functions requiring PA support on EAFB property.

2.2.1. Rehearsals/practices for official functions will be accommodated by 28 CS/SCOT, however, they will be limited to one session. Previously scheduled official functions will have priority over rehearsals/practices.

2.2.2. Official functions at facilities having fixed PA systems whose maintenance is under civilian contract will not be supported with portable PA systems or technicians unless the 28 CS/CC or delegated authority determines the existing equipment is inadequate or improper.

2.2.2.1. Facilities which are equipped with fixed PA systems not owned or maintained by 28 CS/SCOT include: The Dakota's Club, Base Theater, and Pride Hangar.

2.2.3. Portable PA support for unofficial, nonprofit, private, civic and charitable organizations is authorized only IAW AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*. These types of PA events will be supported on a case-by-case basis depending on manning and equipment availability.

2.3. The 28 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 28 CS/SCOT.

## 3. List of Functions.

3.1. 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.

3.1.1. Retirements: The 28 CS/SCOT will support retirements for all CMSgts and Colonel or equivalent and above with a portable PA system and technician support.

3.1.2. Award Ceremonies: The 28 CS/SCOT will support 28 BW level award ceremonies with a portable PA system and technician support.

3.1.3. Change of Command: The 28 CS/SCOT will support 28 BW level change of command ceremonies with a portable PA system and technician support.

3.1.4. Commander's Calls: The 28 CS/SCOT will support 28 BW/CC Commander's Calls with a portable PA system and technician support. Additionally, 28 CS/SCOT will support 28 BW/CCM calls.

3.1.5. Private Organizations: The 28 CS/SCOT will support base-wide events run by private organizations. This includes events such as Relay for Life and the Breast Cancer Walk. However, these will be approved on a case-by-case basis.

3.1.6. Exceptions: All other official functions 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.

3.2. 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 3.1](#).

3.2.1. For all unofficial requests contact 28 BW/JA to ensure compliance with AFI 65-106.

#### **4. Customer Support Requirements.**

4.1. Portable PA support equipment will be signed out by the user from 28 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. 28 CS/SCOT will provide system operation and capabilities instruction to the user prior to release of equipment. If equipment is returned to 28 CS/SCOT with damage that is identified as negligent, the borrowing unit's commander/leadership will be notified and purchase of a replacement will be coordinated.

4.1.1. Portable PA systems are self-contained and available for sign-out from 28 CS/SCOT work center. They consist of a Liberty Kit system, with two removable speakers, accompanying speaker wires, and two microphones. These systems are operated by the requesting organization.

4.1.1.1. 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. 28 CS/SCOT PA equipment will not be used as, or connected to, any system utilized on a "fee for-service" basis.

4.2. The requestor is required to provide any ancillary support to 28 CS/SCOT in order to fulfill technical support and system operability responsibilities. The requestor will:

4.2.1. Ensure 28 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.

4.2.2. Ensure the event area is prepared (stage set, flags, tables, chairs, static displays in place, etc.) 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.

4.2.3. Ensure a proper electrical source is available to power the PA system. If one is not available, the requestor must arrange generator support from 28 CES.

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

4.3. Requests for PA support will be to the 28 CS Communications Focal Point organization box, [28CS.CSC@us.af.mil](mailto:28CS.CSC@us.af.mil), no later than 10 days prior to event. Failure to do so may result in 28 CS/SCOT not supporting equipment requests due to previously scheduled events and/or manpower.

4.3.1. 28 CS/SCOT will respond to and schedule requests with the requesting customer within 72 hours of receipt. 28 CS/SCOT will inform the requesting customer of any additional information needed and/or conflicts.

4.3.2. 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 9 days prior to an event will require the request to be signed by an individual with the rank O-6 or above outlining the need for short notice PA support. Requester may contact 28 CS/SCOT directly via phone at 675-5615 for initial scheduling efforts. However, a formal request via email will still be required for tracking and documentation purposes. Mission operations will take precedence over most PA set-ups.

4.3.2.1. If an O-6 is not present for duty, (TDY, Leave, etc.) the appointed individual fulfilling their duties is authorized to sign a Short Notice Request.

4.3.3. All changes to scheduled PA requests must be submitted in writing to 28 CS/CFP as soon as possible. The requestor may do so by emailing at [28CS.CSC@us.af.mil](mailto:28CS.CSC@us.af.mil). It is the requesting customer's responsibility to ensure the change request email was received.

JOSEPH L. SHEFFIELD, Colonel, USAF  
Commander

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

**AFI 17-210**, *Radio Management*, 10 Oct 2017

**AFI 33-322**, *Records Management and Information Governance Program*, 22 Mar 2020

**AFI 65-106**, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 14 Jan 2019

**DAFI 33-360**, *Publications and Forms Management*, 30 Nov 2015

***Prescribed Forms***

None

***Adopted Forms***

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1297**, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

**28BW**—28th Bomb Wing

**28CS**—28th Communications Squadron

**28CS/SCOT**—Radio Frequency Transmission Systems work center

**AF**—Air Force

**AFI**—Air Force Instruction

**CC**—Commander

**EAFB**—Ellsworth Air Force Base

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**PA**—Public Address