

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**GOODFELLOW AIR FORCE BASE  
INSTRUCTION  
17-102  
8 JUNE 2017**

Certified Current 22 DECEMBER 2025

**Communications and Information**

**PUBLIC ADDRESS SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 17 CS/SCOIR

Certified by: 17 CS/CC  
(Maj Stephen D. Maddox)

Supersedes: GOODFELLOWAFBI33-  
102, 13 August 2014

Pages: 5

---

This instruction implements and expands policy and provides guidance on the procurement of fixed, mobile and portable public address (PA) systems support on Goodfellow AFB as found in AFPD 17-1, *Cyberspace Support*. It applies to all organizations on Goodfellow AFB that own or need support for PA systems. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

### **SUMMARY OF CHANGES**

This publication replaces GOODFELLOWAFBI33-102, 13 August 2014

**1. Responsibilities of 17th Communications Squadron.** The primary mission of 17th Communications Squadron Radio Frequency Transmission Systems section (17 CS/SCOIR) is to provide communications-electronics maintenance to radio-based command, control, and communications systems serving GOODFELLOW AFB. Unless directed by the 17 CS/CC, support of these systems has higher priority than Public Address (PA) support. Maintenance, to

include scheduled preventative maintenance inspections, will not be deferred to support PA requests. Public address support is provided on a non-priority basis.

**2. PA Requests.** All requests for PA support must be submitted using the official GOODFELLOWAFB Form 36, *Public Address Support Request*. This form must be submitted at least 5 business days prior to the event. Any requests submitted less than 5 business days prior to the event must be signed by the requesting unit's commander and approved by the 17 CS/CC.

### **3. 17 CS/SCOIR Support.**

3.1. Manning and Equipment. 17 CS will provide manning and equipment to support the following prioritized functions:

3.1.1. Wing or Group level: Commander's Calls, Dining Ins/Outs, and award ceremonies.

3.1.2. Official functions with an O-6 (or equivalent) and above Distinguished Visitor or Guest Speaker.

3.1.3. Squadron-level Change of Command ceremonies.

3.1.4. Retirement ceremonies for O-6, E-9, civilian equivalents, and above.

3.1.5. Graduation ceremonies attended by 17 TRW/CC or with visiting O-6 or civilian equivalent and above.

3.1.6. Any official function where the 17 TRW/CC has tasked 17 CS to provide PA support.

3.2. 17 CS will only provide equipment and instructions for the following functions.

3.2.1. Official Squadron, Group, or Wing Level Functions not listed in [paragraph 3.1](#) above.

3.2.2. 17 CS/SCOIR will provide training for equipment in the Event Center, base theater and portable PA equipment.

3.2.3. The base theater sound rack key will only be signed out to individuals who have completed the training on the base theater sound rack.

### **4. Additional Support.**

4.1. PA support for unofficial, nonprofit, private, civic and charitable organizations is authorized only with the written approval of 17 TRW/CC following 17 TRW/JA legal review.

4.1.1. These types of PA events will be supported on a case-by-case basis depending on manning and equipment availability.

4.1.2. Unofficial functions are events social in nature or not directly related to military or federal missions or activities. Examples of unofficial events include, but are not limited to: picnics, luncheons, dinners, parties, spouse's club functions, sporting events, religious services and cultural celebrations.

**5. Non-17 CS Equipment.** 17 CS/SCOIR personnel will not operate fixed PA systems **owned by other organizations**. This includes the High Bay fixed PA system, the Event Center bar area PA system, or any other PA equipment **not owned by 17 CS**. Owning units are responsible for

their own operation. 17 CS may provide training and instruction to units on how to operate their systems on a case-by-case basis.

MICHAEL L. DOWNS, Colonel, USAF  
Commander

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

AFPD 17-1, *Cyberspace Support*, 12 April 2016

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

***Prescribed Forms***

GOODFELLOWAFB Form 36, *Public Address Support Request*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFRIMS**—Air Force Records Information Management System

**OPR**—Office of Primary Responsibility

**PA**—Public Address

**RDS**—Records Disposition Schedule

## Attachment 2

**THEATER PUBLIC ADDRESS EQUIPMENT USE AGREEMENT TEMPLATE****(Official Letterhead)**

MEMORANDUM FOR 17 CS/SCOT

FROM: *Requester's Office Symbol*

SUBJECT: Theater Public Address Equipment Use Agreement

1. The undersigned has received training valid for 1 (one) year from the date of signing and understands the following for use of the theater rack:
  - a. The Yamaha equalizer will NOT be adjusted.
  - b. All battery powered equipment will be turned off at the end of the event.
  - c. The podium body pack transmitters and the phantom power supply unit will be secured in the rack at the end of the event.
  - d. Wireless microphone channels will NOT be changed.
  - e. Scan converter will not be adjusted.
  - f. Levels will be monitored during use to ensure amplifier and speakers are not over-driven.
  - g. Equipment will NOT be removed from the rack.
  - h. Cables and wires will not be moved on any equipment
  - i. Power will be applied/removed by using the main power switch on the top right of the rack. Do not remove power from individual pieces of equipment.
  - j. Rack will be secured at the end of the event.
  - k. The key will be returned immediately following the event or the next duty day if event concludes after normal duty hours.
2. The undersigned recognizes that signing out a theater rack key is also accepting responsibility for the theater rack and insuring that the mixer and other effects stay at default levels and settings after use.
3. The undersigned is not responsible for trouble shooting the theater rack. Should they encounter any problems, they are to call the radio shop immediately at 325-654-4318.

NAME, RANK, USAF  
ORGANIZATION