

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE
INSTRUCTION 17-104**



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Cyberspace

PUBLIC ADDRESS SUPPORT

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This instruction provides procedures for obtaining public address (PA) system support on Luke AFB. The purpose of this instruction is to provide guidance to Luke Air Force Base (LAFB) personnel on the capabilities and limitations of PA *audio* support provided by the 56th Communications Squadron (56 CS). It also provides information on alternate means of obtaining support. This instruction applies to all units and/or personnel on Luke AFB. This publication does not apply to Air Force Reserve Command Units. This publication may not be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This document is revised in its entirety and must be completely reviewed. Major changes include changed of publication series; renamed from LUKEAFBI 33-101 to LUKEAFBI 17-104; formatted in accordance with DAFI 90-160, *Publications and Forms Management*. Updated reference used throughout. It also prescribed Luke AFB Form 56, *Public Address Support Request*.

1. Definitions.

1.1. Public Address (PA) Equipment:

1.1.1. Amplifiers, mixers, microphones, speakers, and cables used to support PA requests, Luke AFB Form 56, *Public Address Support Request*.

1.2. Fixed PA System.

1.2.1. PA equipment permanently installed in a base facility.

1.3. Portable PA system.

1.3.1. PA equipment set up on a temporary, non-repetitive basis.

1.4. Full PA Support.

1.4.1. PA Program Manager(s) will set up, operate, and tear down PA equipment, and provide military ceremonial music in support of an event.

1.5. Self-Help PA Support.

1.5.1. Customers will pick up, sign for, set up, operate, and return public address equipment in support of an event.

1.6. Non-supported PA.

1.6.1. An event that will not receive any level of support from PA Program Manager personnel or equipment as outlined in [paragraph 4.3](#).

1.7. Routine PA Support Request.

1.7.1. A request that has a prescribed level of support defined in this instruction as outlined in section 3.

1.8. Non-routine PA Support Request.

1.8.1. Any request for event support off base, desiring a higher level of support than prescribed in this instruction, or not covered by this instruction.

1.9. Official Event.

1.9.1. Events directly related to military or federal government missions or activities as outlined in [paragraph 4.1](#).

1.10. Unofficial Event.

1.10.1. Events that are social in nature or others not directly related to military or federal missions or activities as outlined in [paragraph 4.2](#).

2. Responsibilities.

2.1. The Commander, 56th Communications Squadron (56 CS/CC) will:

2.1.1. Designate, in writing, a PA Program Manager, and alternate(s).

2.1.2. Be the final approval authority for non-routine PA support requests and for all off-base events.

2.2. The PA Program Manager(s) will:

2.2.1. Determine level of supportability of PA requests. Consider current mission, workload, manning requirements, equipment suitability, and equipment availability.

2.2.2. Act as the final approval authority for all routine PA support requests.

2.2.3. Notify the requesting organization event POC within two duty days of the PA request if the event is determined non-supportable.

2.2.4. Provide full PA support for official events sponsored by the 56 FW/CC, unless that event will be held at a facility furnished with a fixed PA system.

2.2.5. Have PA equipment, within existing capability, set up and fully operational 30 minutes before scheduled start time for full PA support events.

2.2.6. Develop, maintain and provide clear and concise written instructions to utilize available portable PA systems.

2.3. Requesting organizations will:

2.3.1. Submit all PA requests to the PA Program Manager(s) by using the Public Address Request Form, LUKEAFB Form 56, *Public Address Request* (Attachment 2), via e-mail at least 10 duty days before the event.

2.3.1.1. Utilize the LUKEAFB Form 56 found on the SharePoint or on the e-Publishing website.

2.3.1.2. E-mail requests to 56FW.FW.PublicAddress@us.af.mil.

2.3.1.3. Requests made less than 10 duty days before an event will be justified and signed by the requesting organization's commander.

2.3.2. Immediately notify the PA Program Manager(s) of any changes or cancellations.

2.3.2.1. A no-show letter will be generated and forwarded to the requesting organization's commander for any missed rehearsal, event set-up, self-help check-out appointment, or self-help training appointment.

2.3.2.2. Any cancellation within one duty day of scheduled event or appointment will be treated as a no-show.

2.3.3. When requesting full PA support:

2.3.3.1. Provide PA Program Manager(s) access to event location at least one hour before event start time, or earlier as determined necessary at the discretion of the PA Program Manager(s).

2.3.3.2. Provide the PA Program Manager(s) an event POC.

2.3.3.2.1. The requesting organization's event POC will be available, in person, and at the event site at least one hour before event start time and remain on site for the duration of that event.

2.3.3.2.2. PA Program Manager(s) will only accept changes, direction, and cues from the designated event POC.

2.3.3.3. Manage non-ceremonial audio/video during events.

2.3.3.3.1. For those events requiring the use of music or media beyond official ceremonial melodies, the requesting organization will provide manning, equipment, to include requisite accessory cable, and music or media content.

2.3.3.3.2. If connection capability exists in the given scenario, then the attending PA Program Manager(s) will only provide the requesting organization that connection capability to the event PA system.

2.3.3.3.3. The requesting organization will, at all times provide for the accountability and full operation of any and all equipment attached to the event PA system for the delivery of any music or media beyond official ceremonial melodies.

2.3.3.3.4. If the requesting organization's connected equipment is found to interfere with the operation of the event PA system, and the requesting organization cannot reconcile the interference before the start of the event, then the attending PA Program Manager(s) will disconnect such equipment from the event PA system for the duration of that event.

2.3.3.3.5. For those events requiring video capability via projector and screen, the requester or event POC will contact Public Affairs at 6-5853.

2.3.3.4. Provide PA Program Manager(s) a written sequence of events, with music cues highlighted, at least two duty days before the event or rehearsal start time.

2.3.3.5. Sign for all PA equipment left unattended on AF Form 1297, *Temporary Issue Receipt*.

2.3.3.6. The requesting organization will fund any equipment repair or replacement found necessary due to damage, neglect, or loss.

2.3.4. When requesting self-help PA support:

2.3.4.1. Sign out PA equipment on AF Form 1297, *Temporary Issue Receipt*, no earlier than one duty day before the event.

2.3.4.2. Ensure personnel are trained on, and comfortable with, set-up and operation of all equipment requested.

2.3.4.2.1. Familiarization training is available from the PA Program Manager(s) on an ad-hoc, mission-allowing basis, and typically requires no more than 20 minutes.

2.3.4.2.2. When familiarization training is not available, the requesting organization will utilize written instructions provided by the PA Program Manager(s).

2.3.4.3. Return all equipment clean, inventoried, and in working condition to the PA Program Manager(s) no later than 0900 the first duty day following the event.

2.3.4.4. The requesting organization will fund any equipment repair or replacement found necessary due to damage, neglect, or loss.

3. PA Support.

3.1. Full PA Support.

3.1.1. Full PA support may be requested for any official function as noted in [paragraph 4.1](#) Requesting organizations will submit a Public Address Request Form ([Attachment 2](#)) as outlined in [paragraph 2.3.1](#).

3.1.1.1. If PA Program Manager(s) are unavailable, self-help PA support will be used.

3.1.1.2. Equipment is scheduled on a first-come/first-serve basis.

3.1.2. One full PA set-up will be provided, per event. The event PA system will be assembled, remain in place, and ready for operation at the event site before rehearsal and through the duration of the event.

3.1.3. The event POC will sign for all PA equipment left at the event site via AF Form 1297, *Temporary Issue Receipt*, for those events where the PA system will be left in place and the rehearsal and event are on different dates or at different times and when those times differ by more than one hour.

3.1.4. One practice/rehearsal will be supported, on a case-by-case basis, per event.

3.1.4.1. Additional practices/rehearsals will be self-help PA supported, if PA equipment is available, by utilizing written instructions developed and provided by the PA Program Manager(s).

3.1.5. The requesting organization's event POC will be available, in person, at the event site at least one hour before practice/rehearsal start time and remain on site for the duration of the practice/rehearsal.

3.1.6. If the practice/rehearsal time changes or is cancelled, the event POC will inform the PA Program Manager at least one duty day before the practice/rehearsal.

3.2. Self-Help PA Support.

3.2.1. Self-help PA support will be requested for any official function as noted in [paragraph 4.2](#) Requesting organizations will submit a Public Address Request Form ([Attachment 2](#)) as outlined in [paragraph 2.3.1](#).

3.2.1.1. Equipment is scheduled on a first-come/first-serve basis.

3.2.2. When picking up PA equipment, the requester or event POC will sign an AF Form 1297, *Temporary Issue Receipt*, and accept responsibility for both the function and physical condition of all borrowed equipment and accessories.

3.2.2.1. Familiarization training is available from the PA Program Manager and will be provided on an ad-hoc, mission-allowing basis, and typically requires no more than 20 minutes.

- 3.2.2.2. When familiarization training is not available, the requesting organization will utilize written instructions provided by the PA Program Manager(s).
- 3.2.3. PA equipment will be picked up at the PA Program Manager(s), Building 122, by the requester or event POC.
- 3.2.4. All equipment will be picked up from the PA Program Manager(s) at 0900 on the duty day before the event and returned not later than 0900 the first duty day following that event.
- 3.2.5. The requesting organization will fund for any equipment repair or replacement found necessary due to damage, neglect or loss.

4. Event Support.

- 4.1. Full PA support will be provided to the following events, unless the events will be held at a facility furnished with a fixed PA system:
 - 4.1.1. Wing official briefing.
 - 4.1.2. Wing Commander's Call.
 - 4.1.3. Wing/Group Change of Command ceremony.
 - 4.1.4. E-9/O-6, and above, retirement ceremonies.
 - 4.1.5. Wing Chief promotion/recognition ceremonies.
 - 4.1.6. Wing awards/recognition ceremony.
 - 4.1.7. Any function as directed by the 56 FW/CC.
- 4.2. Self-Help PA support will be utilized for the following events:
 - 4.2.1. Any squadron level or below events.
 - 4.2.2. E-8/O-5, and below, retirement ceremonies.
 - 4.2.3. Group/squadron military awards/recognition ceremonies.
 - 4.2.4. Morale events or holiday parties.
 - 4.2.5. Hails and farewells.
 - 4.2.6. Heritage observances.
 - 4.2.7. Nonprofit, advocacy, civic, and charitable events.
 - 4.2.8. Group/squadron sporting events.
- 4.3. Non-supported events consist of:
 - 4.3.1. Fundraising events.
 - 4.3.2. Events for money generating functions.
 - 4.3.3. Events for personal use or gain.
 - 4.3.4. PA Program Manager(s) performing as disc jockeys.

5. Fixed PA Systems.

5.1. Organizations responsible for facilities furnished with fixed PA systems will budget for, and fund, all new and replacement fixed PA system resources, to include maintenance and repair, upgrades, and installation or removal costs, for amplifiers, mixers, microphones, speakers, and all related subassemblies or accessories for fixed PA systems housed therein.

5.2. Managers for those facilities furnished with fixed PA systems will provide access for requesting organizations to utilize the fixed PA systems housed therein; facilities include, but are not limited to, Club Five Six, the Falcon Dunes Clubhouse, the NOSC, Hanger 999 and the Base theater.

5.3. Requesting organizations will:

5.3.1. Coordinate access to, and use of, fixed PA systems with the Facility Manager of those facilities furnished with fixed PA systems.

5.3.2. Operate fixed PA systems for events held in facilities furnished with fixed PA systems.

5.4. For those events held in facilities furnished with fixed PA systems, the fixed PA systems will be used.

JASON M. RUESCHHOFF
Brigadier General, USAF
Commander, 56th Fighter Wing

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms

Luke AFB Form 56, *Public Address Support Request*

Adopted Forms

AF Form 1297, *Temporary Issue Receipt*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFPD—Air Force Policy Directive

CC—Commander

CS—Communications Squadron

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

FW—Fighter Wing

LAFB—Luke Air Force Base

OPR—Office of Primary Responsibility

PA—Public Address

POC—Point of Contact

RDS—Records Disposition Schedule

SCO—Operation Flight

Attachment 2

PUBLIC ADDRESS SUPPORT REQUEST SAMPLE

Figure A2.1. Public Address Support Request.

PUBLIC ADDRESS SUPPORT REQUEST		
NOTE: ALL BLOCKS MUST BE COMPLETED OR REQUEST WILL BE DELAYED.		
Event Title <input style="width: 95%;" type="text"/>	Exact Location of Event <input style="width: 95%;" type="text"/>	Date Submitted <input style="width: 95%;" type="text"/>
Organization <input style="width: 95%;" type="text"/>	Type of Event <input style="width: 95%;" type="text"/>	
Level: <input type="checkbox"/> Base / Wing <input type="checkbox"/> Group <input type="checkbox"/> Squadron <input type="checkbox"/> Other		
POC (Primary) Full Name and Grade <input style="width: 95%;" type="text"/>	Phone Number <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
POC (Alternate) Full Name and Grade <input style="width: 95%;" type="text"/>	Phone Number <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
Event Date <input style="width: 95%;" type="text"/>	Event Start Time <input style="width: 95%;" type="text"/>	End Time (Approx) <input style="width: 95%;" type="text"/>
Practice Date <input style="width: 95%;" type="text"/>	Practice Time <input style="width: 95%;" type="text"/>	
Estimated Number of Attendees <input style="width: 95%;" type="text"/>	Name of Equipment Operator <input style="width: 95%;" type="text"/>	
Additional Information: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Short Notice Signature <div style="border: 1px solid black; height: 20px; width: 300px; margin-top: 5px;"></div>		
Send to 56FW.FW.PublicAddress@us.af.mil		
Terms of Service:		
<ol style="list-style-type: none"> 1. Only audio support is provided. For those events requiring video capability via projector and screen, the requester or event POC will contact Public Affairs at 6-5853. Please note that audio interfacing cables must be provided if video or Power-Point has audio. If any slides or audio must be played; requesting unit must provide personnel to operate said equipment. 2. Events are prioritized by Full PA Support and Self-Help PA Support, and then on a first-come first-serve basis. Practices will be supported mission allowing. 3. Requests made less than 10 duty days before an event will be justified and signed by the requesting organization's commander IAW LUKEAFBI 17-104. Support will be provided depending upon equipment availability. 4. Submit all requests to 56FW.FW.PublicAddress@us.af.mil. 5. Submission of PA Request acknowledges agreement to the terms of service and LUKEAFBI 17-104 which can be found on the 56th Communications Squadron Share-Point https://usaf.dps.mil/teams/aetc-luk-56msg-cs/56_SCO/SCOK/SCOKP/LUKE%20PUBLICATIONS/Forms/AllItems.aspx or on the e-Publishing website. 		

Luke AFB Form 56, 202303XX

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