

**BY ORDER OF THE COMMANDER  
MOUNTAIN HOME AFB**

**AIR FORCE INSTRUCTION 17-210  
MOUNTAIN HOME AFB  
Supplement**



**26 APRIL 2019**

**Communications and Information**

**CEREMONIAL PUBLIC ADDRESS (CPA) SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 366 CS/SCOT

Certified by: 366 CS/CC  
(Maj Michael E. Poole)

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**AFI17-210, 16 May 2018 is supplemented as follows.** This publication provides procedures for CPA support from the 366th Communications Squadron, RF Transmissions Systems (366 CS/SCOT). It applies to all Mountain Home AFB (MHAFB) agencies and tenants. This publication will serve as a guideline for 366 CS/SCOT in providing CPA support. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. Priority Mission Requirements.** The primary mission of 366 CS/SCOT is to provide Communications-Electronics maintenance to emergency response, ground control, Land Mobile Radio, Mass Notification System, and command and control communications systems. These systems carry a high priority and have a critical impact on flight safety. All outages affecting, or potentially affecting, the flying and command and control missions will have priority over CPA support.

**2 Functions Authorized CPA Support.** Equipment is installed and readily available at the Gunfighters Club, Base Theater and Hangar 1331. Hanger 1331's system is secured, please sign out a key from 366 FW/XPR. In the event that these establishments are not desired or available, 366 CS/SCOT will provide CPA support for official military functions as outlined below:

- 2.1. Changes/assumptions/relinquishments of command
- 2.2. Retirement ceremonies for E-9s, and all officers O-6 and above
- 2.3. Wing mandated events (i.e. Wing Runs)
- 2.4. VIP visits

**3 CPA Support Not Authorized.** The following functions are not provided CPA support from 366 CS/SCOT; however, loaner systems and megaphones are available on a first-come, first-served basis:

- 3.1. Unit picnics and Parties
- 3.2. Committee picnics or parties
- 3.3. School/youth center/library functions
- 3.4. Unit sport functions
- 3.5. Fundraisers or money-making functions
- 3.6. Unit homecomings
- 3.7. Unit training day functions
- 3.8. Dining-ins/dining-outs and AF Ball
- 3.9. Retirements ceremonies for E-8 and below as well as O-5 and below
- 3.10. Deployment briefings (Pre and Post)
- 3.11. Squadron Commander's Calls
- 3.12. Practice for authorized events (more than 2 hours prior to event)
- 3.13. Any other function not outlined in paragraph 2 of this document

**4 Final Approval Authority.** 366 CS/CC (Commander) is the final approval authority on all CPA requests.

## 5. Equipment

- 5.1. Functions Authorized CPA Support. 366 CS/SCOT will provide sound equipment necessary to support official CPA requirements on MHAFB based on mission, manning, and equipment availability. This equipment is not available for loan. (Note: Podiums or any other furniture, laptops, video screens, or projectors are not provided by 366 CS/SCOT.) Laptops, projectors, and video screens can be scheduled through 366 FW/PA (Public Affairs) at 828-6800. 366 CS/SCOT can provide audio for a slide show/laptop to the CPA system if notified at time of request (see para 6). CPA equipment for official functions is available up to two hours prior to the event for set up and practice, dependent upon mission, and manning. CPA requestor must also be present during the scheduled practice and set up time. 366 CS/SCOT will NOT provide equipment and/or support for practices on days prior to the event, unless previously approved by 366 CS/CC. 366 CS/SCOT will provide only National Anthem, Air Force Song, and Ruffles and Flourishes for these functions. Official functions requiring music other than those listed above will be provided by the host of the event.
- 5.2. Functions Not Authorized CPA Support. For unofficial functions, a loaner system consisting of two handheld microphones, two speakers, speaker cable, and CD/MP3 player is available, as well as megaphones. These items are available from 366 CS/SCOT (Building 605). User is provided training on how to set up and operate the system once the items are picked up. The loaner system is available for sign-out the duty day prior to the event, and returned the duty day following the event. Users will not be in possession of the loaner system for more than five consecutive days. If a system is kept longer than five consecutive days, 366 CS/CC will send a letter to the user's squadron commander.

**6. Procedures and Requests.** Direct CPA support requests to 366 CS/SCOT no less than seven work days prior to date of the event. This allows for sufficient time to schedule equipment and manning. Organizations or committees with large or special events should submit requirements as early as possible, to ensure special needs can be met. Short-notice requests (less than seven work days) are for events that get scheduled at the last minute (e.g., Air Combat Command (ACC) commander's call, unscheduled very important person (VIP) visits, emergency squadron/wing commander's calls etc.). Requests received less than seven work days from the day of the event are routed from 366 CS/SCOT to 366 CS/CC for approval. This does not guarantee CPA support will be provided. CPA support is on a first-come, first-served basis, and can be requested via e-mailing "366 CS Public Address Request" box. Request for CPA support via e-mail will be confirmed by 366 CS/SCOT via phone or e-mail to the requestor's point of contact no later than three work days after receiving the request. If confirmation is not received within 3 days, please contact 366 CS/SCOT at 828-6055 to confirm receipt of support request.

**7. The Gunfighters Club CPA System.** The Gunfighters Club has a permanent system installed in the three main ballrooms. 366 CS/SCOT is not responsible for the operation or maintenance of these systems. Use of this system should be coordinated through the Gunfighters Club manager at 828-2105. However, 366 CS/SCOT will provide support for official functions when determined necessary by 366 CS/SCO (Operations Flight Chief). 366 CS/SCOT will provide a loaner system if needed for the Bernie Fisher and Doom rooms once a CPA request is submitted.

**8 Theater CPA Support.** The theater has a permanent system installed but 366 CS/SCOT is not responsible for scheduling use of the theater. Use of this system should be coordinated through the Community Skills Center at 828-6229. However, 366 CS/SCOT will provide support for official functions when determined necessary by 366 CS/SCO (e.g., wing commander calls). Operating instructions are provided at the theater; however, 366 CS/SCOT is available to answer questions and/or provide training. If problems or technical difficulties arise, 366 CS/SCOT can be reached at 828-6055.

**9 Hangar 1331.** The hangar has permanent system installed and 366 CS/SCOT is available to answer questions and/or provide training. Use of the hanger should be coordinated through 366 FW/XPR at 828-1449. However, 366 CS/SCOT will provide support for official functions when determined necessary by 366 CS/SCO (e.g., wing commander calls). If problems or technical difficulties arise, 366 CS/SCOT can be reached at 828-6055.

JOSEPH D. KUNKEL, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFMAN 33-363, *Management of Records*, 9 April 2015

*Abbreviations and Acronyms*

**ACC**- Air Combat Command

**AFAD** – Air Force Appreciation Day

**AFMAN**—Air Force Manual

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

**CAC**—Community Activity Center

**CAD**—Community Appreciation Day

**CC**—Commander

**CCAF**—Community College of the Air Force

**CS**—Communications Squadron (366 CS)

**CPA**—Ceremonial Public Address

**FOD**—Foreign Object Damage

**FW**—Fighter Wing (366 FW)

**IAW**—In Accordance With

**MHAFB**—Mountain Home Air Force Base

**ORE**—Operational Readiness Exercise

**ORI**—Operational Readiness Inspection

**OPR**—Office of Primary Responsibility

**PWCS**—Personal Wireless Communication System

**RDS**—Records Disposition Schedule

**SCO**—Operations Flight Commander

**SCOT**—Base Radio