

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

**ROBINS AIR FORCE BASE  
INSTRUCTION 33-309**



**20 OCTOBER 2021**

Certified Current on 19 February 2026  
**Communications and Information**

**PUBLIC ADDRESS (PA) SYSTEMS**

---

**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: 78ABW/SCOIV

Certified by: 78ABW/ SC  
(Mrs. Danielle Little)

Supersedes: ROBINSAFBI33-109,  
16 JUNE 2017

Pages: 7

---

This instruction implements AFD 33-3, *Information Management*. This instruction establishes responsibilities and outlines procedures for obtaining public address (PA) system support. The purpose of this instruction is to provide guidance to Robins Air Force Base (RAFB) personnel on the capabilities and limitations of PA *audio* support provided by the 78th Air Base Wing Communications Directorate (78 ABW/SC). This instruction also provides information on alternate means of obtaining support. This instruction applies to all units and/or personnel on Robins AFB. This publication does not apply to Air Force Reserve Command Units unless requesting 78 ABW/SC support. This publication may not be supplemented at any level. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the 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 AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

*SUMMARY OF CHANGES*

**This document is substantially revised and must be completely reviewed.** Summary of effective changes lists as follows: paragraphs [1.4](#), [2.3](#), [2.4](#), [2.5](#), [3.3](#).

## 1. Responsibilities:

### 1.1. Organizations requesting PA support will:

1.1.1. Submit an official request using the "IT Help" (Shield Icon) on their desktop. Once at the site, search for "Public Address" The form must be filled out and submitted no later than 10 calendar days before the event (to include any applicable practice event). In the event the "IT Help" (Shield Icon) cannot be accessed, submit the request utilizing the 78 ABW/SCOIV Public Address organizational mailbox. 78 ABW/SCOIV personnel will send confirmation email to the customer within 2 business days of receipt. Confirmation email must be signed and returned ASAP to ensure scheduling. The customer may call 468-0066 to inquire about the status.

1.1.2. Customer will provide personnel to pick-up and operate audio equipment for events not supported by 78 ABW/SCOIV personnel. Supported events are defined in **paragraph 3**.

1.1.3. Customer will provide 78 ABW/SCOIV support personnel a written sequence of events (script), to include highlighted music cues, at least 24 hours before the event start time, if supported by 78 ABW/SCOIV.

1.1.4. Customer will immediately notify 78 ABW/SCOIV of any changes or cancellations.

1.1.5. If meals are served during the event, a meal will be provided at no charge to the 78 ABW/SCOIV personnel working the event.

### 1.2. The 78 ABW/SCOIV (Wireless and Radio Communications work center) will:

1.2.1. Provide portable PA equipment to support OFFICIAL functions only.

1.2.2. Determine supportability of PA requests based on current mission, manning requirements, and equipment availability. The primary mission of 78 ABW/SCOIV is to provide personal wireless and radio communications to base personnel. This mission will have priority over all PA support.

1.2.3. Contact the requester within 2 business days of receipt of official PA request.

1.2.4. Will be on site 1 hour prior to the scheduled event start time unless otherwise coordinated with event point of contact.

1.3. 78ABW/SC is the final authority to determine the level of support given when there is a conflict between two different PA setups at the same time.

1.4. 78ABW/SCOIV, 78 ABW/SCO, or 78 ABW/SC may cancel PA setups or remove PA equipment from operation if personnel or equipment safety is threatened (i.e., during inclement weather).

1.5. 78ABW/SCOIV can provide training to personnel responsible for fixed PA systems such as the Base Theater. Call 468-0066 to arrange date and time for training.

## 2. Procedures:

2.1. Obtaining fixed PA equipment. Fixed PA systems installation should be obtained through the Base Contracting Office. Permanently installed PA systems are justified and procured by submitting an Information Technology Service Manager (ITSM) ticket via Unit Personal Wireless Communications Systems (PWCS) Manager. 78 ABW/SCOIV may be used as a technical consultant for any PA system acquisition.

2.2. Obtaining organizationally supported portable PA system support:

2.2.1. Requesting units must submit a request through the “IT Help” (Shield Icon) as outlined in [paragraph 1.1.1](#) Equipment is scheduled on a first-come, first-served basis.

2.2.2. PA equipment can be picked up by calling 468-0066, and coordinating with 78 ABW/SCOIV. The return of the equipment will be arranged at time of pick-up. No-show letters will be sent to unit commanders (CCs) for equipment not returned on time.

2.2.3. All PA equipment is signed for on an *AF Form 1297, Temporary Issue Receipt*. Equipment must be returned in the condition it was issued. Coil and tape or tie cables to prevent tangling. Identify broken parts, problems, or discrepancies when the equipment is returned. The customer is responsible for any lost or damaged equipment. Training will be provided at the time of pickup to ensure the customer can operate the equipment.

2.3. Practices/rehearsals will be supported on a case-by-case basis. Event practices supported by 78 ABW/SCOIV, paragraph 3, will be kept to a minimum and be entrusted to the unit if at all possible. If the requesting unit is having a practice before the day of the event, 78 ABW/SCOIV will be given an opportunity to assemble the PA system before the practice and may leave the equipment in place until the official event concludes. 78 ABW/SCOIV will provide the requesting unit with an *AF Form 1297, Temporary Issue Receipt*, and training on how to control the systems on/off and volume functions. If this is not possible, the organization can utilize a *sign-out* portable PA system, if available, for the practice event.

2.4. For supported events, 78 ABW/SCOIV personnel will normally stay with the equipment to ensure continuous operation unless precluded by higher priority mission requirements or lack of manpower resources. In the event a 78 ABW/SCOIV technician cannot stay, or is not required to stay with the system, the PA system user will be required to sign an *AF Form 1297, Temporary Issue Receipt*, for the equipment. The 78 ABW/SCOIV technician(s) will be utilized to run official ceremonial music only (i.e., National Anthem, Air Force Song, Ruffles and Flourishes, etc.). The requesting organization wishing to use music that does not fall within that category (i.e., pop, jazz, rap, etc.) will need to provide an individual to start/stop the music at appropriate times. 78 ABW/SCOIV technician(s) will not play copy righted audio or video without the proper documentation.

2.5. All agencies (i.e., Public Affairs, and local media) requesting interface with the 78 ABW/SCOIV PA system will have their device connected and tested no later than 1 hour before the start of any event. Should this interfacing equipment interfere with the 78 ABW/SCOIV PA system, the 78 ABW/SCOIV technician is authorized to disconnect the equipment and deny the interface.

### 3. Event Support.

3.1. Events supported with 78 ABW/SCOIV manpower and either fixed or portable PA system equipment:

- 3.1.1. Wing Commander's Calls.
- 3.1.2. Wing Change of Command Ceremonies.
- 3.1.3. E-9/O-6 and above Retirement Ceremonies.
- 3.1.4. Functions as directed by the Wing Commander.

3.2. Self-Support: The following list identifies types of events supported with portable PA sign-out systems:

- 3.2.1. All group/squadron level and below events.
- 3.2.2. Morale parties/functions including holiday parties, hails and farewells, heritage observances, and retirement dinners.
- 3.2.3. Nonprofit, civic, charitable events.
- 3.2.4. Group/Squadron Sporting Events.
- 3.2.5. Retirement Ceremonies other than those listed in **paragraph 3.1.3**

3.3. Events that will not be supported: Unofficial functions are events social in nature or not directly related to military missions or activities.

- 3.3.1. Other events as outlined in DoD 5500.7-R, *Joint Ethics Regulation*.

LINDSAY C. DROZ, Colonel, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 34-223, *Private Organizations Program*, 13 December 2018

AFI 63-124, *Performance-Based Services Acquisition (PBSA)*, 1 August 2005

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*, 15 January 2019

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

AFPD 33-3, *Information Management*, 8 September 2011 DoD 5500.7-R, *Joint Ethics Regulation*, 17 November 2011

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

*Abbreviations and Acronyms*

**AFI**—Air Force Instruction

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**SC**—Communications Directorate/Director

**DoD**—Department of Defense

**RAFB**—Robins Air Force Base

**PA**—Public Address

**SCO**—Operations Division

*Terms*

**Fixed PA System**—A system permanently installed in a base facility. The Base Theater and Heritage Club have existing fixed PA systems capable of supporting most events.

**Portable PA System**—A system set up on a temporary, non-repetitive basis for *any* function (Official or Unofficial) of short duration. This system is *signed-out* by the requesting office.

**Official Function**—A function designed with the primary intent not to entertain. Events such as Wing Commander Calls, Wing Award Ceremonies, and Wing Change of Command events are considered official and are supported by 78 ABW/SCOIV. Events Group or Squadron (or equivalent) level and those events that have a committee assigned (i.e., SNCO Recognition Ceremony, Chief's Induction Ceremony, Anniversary Gala, other formal events) are considered official and are supported by a committee member, trained by 78 ABW/ SCOIV personnel.

**Unofficial Function**—A function designed with the primary intent to entertain. Events such as luncheons, unit parties, picnics, and sporting events are considered unofficial and are supported by a signed-out, portable PA system if assets are available. Official functions have priority and *unofficial function* requests will be reviewed on a case-by-case basis.