

Administrative Changes to TINKERAFBI23-101, *Public Address Sound System/Audiovisual Presentation Support*

OPR: 72 ABW/SCOIP

References throughout to “Tinker Club” are hereby changed to “Tinker Event Center.”

6 JUNE 2024

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



**TINKER AIR FORCE BASE
INSTRUCTION 23-101**

**6 FEBRUARY 2020
Certified Current, 27 August 2024
Materiel Management**

**PUBLIC ADDRESS SOUND
SYSTEM/AUDIOVISUAL
PRESENTATION SUPPORT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

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OPR: 72 ABW/SCOIP

Certified by: 72 ABW/SC
(Mr. Floyd D. Fralish)

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This publication implements AFI 23-111, *Management of Government Property in Possession of the Air Force*. It provides guidance and procedures for requesting Public Address (PA) Sound System and Audiovisual (AV) presentation (including digital versatile disc [DVD], and liquid crystal display [LCD] projection) support from the 72d Air Base Wing Communications Directorate. It applies to OC-ALC, all major staff offices and associate organizations at Tinker Air Force Base (AFB). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System, Records Disposition Schedule.

SUMMARY OF CHANGES

This change is formatting the publication IAW AFI 33-360, *Publications and Forms Management*, which caused the publication number to change. Also, Tinker Club has been updated to Tinker Event Center in [para 5.2](#). No other content was changed.

1. Objectives.

- 1.1. Identify methods to obtain PA sound systems/AV presentation support for official functions such as retirements, military awards, press conferences, VIP visits, and change of command ceremonies.
- 1.2. Identify personnel/offices supported without unit funding.
- 1.3. Set up uniform, definite procedures to request PA sound system/AV presentation support.
- 1.4. Establish funding authorization with 72 ABW/SC and requesting organization's Resource Advisors.

2. Responsibilities.

- 2.1. The 72 ABW/SCOIP Contracting Officer's Representative (COR) or designated representative will:
 - 2.1.1. Consider requests for PA sound system/AV presentation support on a case-by-case basis depending on the availability of equipment/manpower, funding requirements, and contractual limitations. Send "Public Address Support Funding Worksheet" and Over and Above notices as required.
 - 2.1.2. Approve requests for included support functions based on the following criteria:
 - 2.1.2.1. Request is in direct support of personnel listed on the Tinker Order of Precedence list.
 - 2.1.2.2. Request does not exceed the maximum of 15 events per month as part of the basic contract.
 - 2.1.2.3. Request falls during normal duty hours Monday through Friday, 0730-1630. Other requests require Over and Above (see [para 2.1.4](#)).
 - 2.1.3. Approve requests for other functions (requests not in support of personnel listed on the Tinker Order of Precedence list) based on the following criteria:
 - 2.1.3.1. Request falls during normal duty hours Monday through Friday, 0730-1630. Other requests require Over and Above (see [para 2.1.4](#)).
 - 2.1.3.2. Customer Resource Advisor has approved and returned the "Public Address Funding Worksheet" (sent by 72 ABW/SCOIP COR) and sent a MIPR/MORD to 72 ABW/SCXX organizational email box 72 ABW/SC Financial or 72.ABW.SC.Financial@us.af.mil.
 - 2.1.4. Approve requests for functions requiring Over and Above (any request that does not fall into the above guidelines) based on the following criteria:
 - 2.1.4.1. Request falls or extends outside normal duty hours Monday through Friday, 0730-1630 or is in excess of the included 15 events per month.
 - 2.1.4.2. Customer Resource Advisor has approved and returned the "Public Address Funding Worksheet" and sent a MIPR/MORD to 72 ABW/SCXX organizational email box 72 ABW/SC Financial or 72.ABW.SC.Financial@us.af.mil.

2.1.5. Approve requests for functions requiring equipment checkout based on the following criteria:

2.1.5.1. Request is for an official government function.

2.1.5.2. Equipment is available for the date requested.

2.2. The contractor will provide the following support:

2.2.1. Provide sound equipment and handle the setup and tear down for approved requests. Practice sessions for large events will be attended depending upon the current workload of the PA work center.

2.2.2. Provide equipment checkout and training for two types of portable PA systems:

2.2.2.1. A portable PA amplifier and two speakers suitable for small, indoor groups (150 people or less). The speakers and microphones are individual components and should be requested individually if required.

2.2.2.2. Larger portable systems are available for medium sized outdoor groups (150 people to 600 people). The speakers, microphone, and amplifier are individual components and should be requested individually if required.

2.3. The requester will:

2.3.1. Submit Tinker AFB Form 505, *Request for Public Address Support*, at least 10 working days in advance of date support is required. Instructions for submission are listed on the form. This form (identified as Tinker AFB Form 505) is available through AF e-Publishing <http://www.e-publishing.af.mil/>.

2.3.2. If request falls outside of included support or extends outside normal work hours or on weekends, a funding requirement will be routed from the contractor through the COR to the customer/requester.

2.3.3. If equipment is checked out the requester must complete and sign an AF Form 1297, *Temporary Issue Receipt*. Requester is then responsible for safeguarding the equipment, set-up, operation, and take-down/return of equipment to the contractor. Any lost, damaged, or stolen equipment will be replaced by the requester.

3. Procedures.

3.1. Tinker AFB organizations will submit Tinker AFB Form 505 detailing PA sound system/AV presentation support required. Contact phone numbers are on the form. Requester will complete all blocks. Incomplete forms will delay processing.

4. Support Capability.

4.1. PA support requires close coordination between requesting organizations, 72 ABW/SCOIP CORs, and the contractor. Equipment resources are available to satisfy most requirements. However, short notice requirements and conflicting events tend to degrade support capability, and will be handled on a case-by-case basis. Items available include: LCD projectors, DVD/CD/VCR, portable projection screens, portable sound systems including amplifier, speakers with stands, wired and wireless microphones, and stands.

5. Other Available Systems.

5.1. Tinker Base Auditorium: Two types of systems are available. One configured and setup by the contractors or a smaller portable system for sign out and setup by the customer; both are suitable for large groups, commander's calls, briefings, etc. Use of the Tinker Auditorium must be coordinated with 72 FSS/CCA, 734-3566. Requests for support in the Tinker Auditorium will be submitted according to [para 2.3](#)

5.2. The Tinker Event Center ballroom has permanently installed PA and video systems suitable for most requirements. Use of the PA and video system must be coordinated with the Tinker Event Center manager when making reservations to use the facilities. PA or video support by the contractor in the ballrooms is limited to operating the Event Center provided equipment. Contractor support is only available when the club cannot support the requirement or it cannot be supported by the requesting organization. Normal request procedures ([para 2.3](#)) will be followed, and requests will be evaluated according to criteria in [para 2.1](#)

PAUL G. FILCEK, Colonel, USAF
Commander

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

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 19 November 2018

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

Prescribed Forms

TAFB Form 505, *Request for Public Address Support*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AV—Audiovisual

CD—Compact Disc

COR—Contracting Officer's Representative

DVD—Digital Versatile Disc

LCD—Liquid Crystal Display

OPR—Office of Primary Responsibility

PA—Public Address

VCR—Video Cassette Recorder

VIP—Very Important Person