

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

**TRAVIS AIR FORCE BASE
INSTRUCTION**



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Cyberspace

PUBLIC ADDRESS SYSTEMS

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Certified by: 60 CS/CC
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This instruction implements AFPD 17-2, *Cyberspace Operations*. It establishes responsibilities and procedures for requesting public address (PA) system support for official and non-official military functions at Travis Air Force Base (TAFB). This instruction applies to all units, host and/or tenant on or associated with TAFB to include Air Force Reserve. 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 847s from the field through Major Command (MAJCOM) publications/forms managers. 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 (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is revised and must be completely reviewed. Major changes include: Updated guidance and procedures of type of PA support available; clarification on requesting PA support; and update for requesting organization's responsibilities.

1. Responsibilities.

- 1.1. The Commander, 60th Communications Squadron (60 CS/CC) will:
 - 1.1.1. Approve all PA support not meeting the 5 duty day notification requirement.
 - 1.1.2. Approve PA support for non-profit, private, civic and charitable organizations.
 - 1.1.3. Approve PA support for non-appropriated fund activities.
- 1.2. **Radio Frequency Transmission Systems (60 CS/SCOT) will:**
 - 1.2.1. Provide set up and manned support for Full PA Support events listed in **Paragraph 2**.
 - 1.2.2. Maintain a limited number of portable systems for sign-out and provide training for Limited PA Support events listed in **Paragraph 3**.
 - 1.2.3. Provide official ceremonial music for PA events.
 - 1.2.4. Provide recommendations of audio system vendors for organizations desiring to purchase portable or fixed PA systems.
 - 1.2.5. Not assume maintenance responsibilities for any PA systems outside of 60 CS assets.
 - 1.2.6. Not provide manning to PA events for tenant wings with communications personnel assigned to their subordinate organizations (e.g. CRW, 349th). These units must self-operate PA systems, either through means of purchasing own equipment or signing out 60 CS equipment.
 - 1.2.7. Not provide non-ceremonial music for PA events (i.e. Pandora, radio, etc) or function as “disc jockeys” during any event. Ceremonial music consists of Ruffles and Flourishes, National Anthem, To the Colors, Reveille, Retreat, and Air Force Song.
- 1.3. **Requesting Organizations will:**
 - 1.3.1. Submit formal PA request on the 60 CS SharePoint site NLT 5 duty days prior to scheduled PA event, exceptions must be approved by 60 CS/CC.
 - 1.3.2. Clearly identify PA support requirements in PA request.
 - 1.3.3. Operate the PA system themselves for Limited PA Support events and/or when playing non-ceremonial music for an event.
 - 1.3.4. Ensure AC power is available at the location (commercial or generator).
 - 1.3.5. Provide security for PA equipment remaining overnight. Hand receipts will be required.
 - 1.3.6. Never connect personal equipment to 60 CS equipment without permission.
 - 1.3.7. Appoint a primary and alternate point of contact to coordinate PA support requirements.
 - 1.3.8. Have a point of contact in place at the start time listed on the PA request form.
 - 1.3.9. Inform 60 CS about any changes to original PA request NLT 3 duty days prior to the event.

1.3.10. Ensure 60 CS set up team has access to facility a minimum of 2 hours prior to event.

1.3.11. Be fully responsible for any and all equipment damages incurred during an event.

2. Full PA Support.

2.1. Official base functions will be supported based on mission, manning, and equipment availability within the 60 CS/SCOT. Official functions defined in this instruction, for the purpose of PA support, are military ceremonies and direct military related functions.

2.2. Fixed PA or sign-out equipment should be used to the maximum extent possible and if direct 60 CS/SCOT support cannot be provided. Examples of manned official functions include, but are not limited to:

2.2.1. Group level and above official functions and ceremonies.

2.2.2. Group level and above commander's calls.

2.2.3. Group level and above organizational change-of-command ceremonies.

2.2.4. O-6/E-9 and above retirements.

2.2.5. Functions as directed by the 60th Air Mobility Wing Commander (60 AMW/CC).

2.3. The 60 AMW/CC can task the 60 CS/CC to provide PA support for Distinguished Visitors (DVs) and special functions deemed in the best interest of Travis AFB.

2.4. Duty uniform for personnel providing PA support is normally the utility uniform. By request and on a case-by-case basis, blues or proper civilian attire may be worn if the customer request and 60 CS/SCOT approves it.

2.5. For events occurring during meal times, the requesting organization will provide a meal or allow personnel providing PA support a meal break.

2.6. 60 CS/SCOT reserves the right to cancel PA set-ups or remove equipment from operation if the safety of personnel or equipment is threatened. Higher priority maintenance may also affect technician availability to provide support as determined by the Noncommissioned Officer in Charge (NCOIC), RF Transmissions Systems.

3. Limited PA Support.

3.1. Sign-out portable PA systems required for unit functions can be signed out from 60 CS/SCOT. Examples of events authorized for support with a signed out PA include but are not limited to:

3.1.1. Squadron level and below commander's calls.

3.1.2. Squadron level and below events and seminars.

3.1.3. Squadron awards/recognition ceremonies.

3.1.4. Hail and farewells, retirement dinners.

3.1.5. Sporting events, fun runs, etc.

3.2. Portable PA systems will be available on a first-come, first serve basis. Training will be provided as necessary at the time of pickup. System can be picked up at building 243 the

duty day prior to the event and must be returned by 1500 hours the next duty day after the event. System will not be signed out longer without arrangements scheduled in advanced.

4. Procedures for Requesting PA Support.

4.1. Full PA Support Procedures.

4.1.1. Request PA support using 60 CS SharePoint site.

4.1.2. Complete SharePoint request NLT 5 duty days prior to scheduled event. This will allow adequate time for equipment operational checks, planning and coordination and user training for official events, if required. **Note:** Strict adherence to the 5 duty day requirement will be enforced to allow for the work center's primary mission of Personal Wireless Communication Systems and Ground Radio Communications. 60 CS has no manpower allocations for public address; it is provided as a courtesy and mission permitting.

4.1.3. Full PA support events will take precedence over Limited PA support events.

4.1.4. Same day events will be prioritized by scope and importance of event.

4.1.5. Permanent and organizationally owned PA systems will be utilized when possible.

4.1.6. 60 CS will not support events scheduled at the Delta Breeze Club or Travis Conference Center unless directed by 60 CS/CC.

4.1.7. Organizations must request and gain access to the base theater through 60 FSS/CCS.

4.2. Limited PA Support Procedures.

4.2.1. Request PA support using 60 CS SharePoint site.

4.2.2. Complete SharePoint request NLT 5 duty days prior to scheduled event. This will allow adequate time for equipment operational checks, planning and coordination, and user training for official events, if required.

4.2.3. Proper care and timely return of loaned equipment is essential to ensure quality customer service. A report of survey will be initiated for abused, damaged, or missing equipment.

4.2.4. Loaned PA equipment will be prioritized by scope and importance of event.

4.2.5. Ceremonial music is available upon request. No other music support will be provided.

4.2.6. 60 AMW/CC, 60 AMW Grp/CCs, or 60 CS/CC may upgrade a Limited PA Support request to a Full PA Support requirement.

5. Available PA Systems.

5.1. Permanent/Fixed PA Systems.

5.1.1. Permanent PA systems are available for use through 60 CS/SCOT.

5.1.1.1. Base Theater (user must reserve the base theater through 60 FSS/CCS. Once location is reserved, contact 60 CS/SCOT for PA support).

5.1.2. The following are permanent PA systems on TAFB. Use of these PA systems must be coordinated through the owning agency:

- 5.1.2.1. Building 381 Auditorium (60 FSS).
- 5.1.2.2. Building 31 MXG Atrium (60 MXG).
- 5.1.2.3. 6 ARS Auditorium.
- 5.1.2.4. 9 ARS Auditorium.
- 5.1.2.5. Travis Conference Center Ballroom/Dandelion Room (FSS).
- 5.1.2.6. Building P1 (60 LRS).
- 5.1.2.7. DGMC Auditorium.
- 5.1.2.8. Delta Breeze Club (FSS).

6. Organizationally Owned PA Systems.

6.1. Organizations are authorized to purchase their own equipment to meet individual unit needs. Units with frequent, extended, or special requirements should consider this option. Units will procure their own funding for the purchase of PA systems.

6.2. 60 CS/SCOT may be used as a technical consultant on PA acquisitions. The 60 CS will not install or maintain unit purchased PA systems unless explicitly specified in a memorandum of agreement between the requesting unit commander and the 60 CS/CC.

JEFFREY W. NELSON, Colonel, USAF
Commander, 60th Air Mobility Wing

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

AFPD 17-2, *Cyberspace Operations*, 12 April 2016

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AC—Alternating Current

AFRIMS—Air Force Record Information Management System

AMW—Air Mobility Wing Commander

ARS—Air Refueling Squadron

CC—Commander

CRW—Contingency Response Wing

CS—Communications Squadron

CV—Vice Commander

DGMC—David Grant Medical Center

FSS—Forces Support Squadron

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MSG—Mission Support Group Commander

MXG—Maintenance Group

NLT—No Later Than

OPR—Office of Primary Responsibility

PA—Public Address

RDS—Records Disposition Schedule

TAFB—Travis Air Force Base