

**BY ORDER OF THE SUPERINTENDENT
UNITED STATES AIR FORCE ACADEMY**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 33-304**

17 MAY 2018



Communications and Information

***PRESENTATION/PUBLIC ADDRESS AND
VIDEO TELECONFERENCING 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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 10 CS/SCXS

Certified by: 10 CS/SCX
(Mr. Christopher Fell)

Supersedes: USAFAI 33-304,
20 June 2011

Pages: 8

This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. This instruction implements policies and procedures relating to presentation and public address (P/PA) and video teleconferencing (VTC) support from the 10th Communications Squadron (10 CS). This instruction applies to all United States Air Force Academy (USAFA) personnel. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a tier number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is 10CS. 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).

SUMMARY OF CHANGES

Major changes include required mandatory statements in the introduction paragraph, clarification of retirement ceremony support and additional of self-help support guidance.

1. Organizational Policy.

1.1. The 10 CS must ensure efficient and cost effective use of its resources while providing professional products and services to meet official Air Force mission requirements. Whenever a request for P/PA or VTC services is not clearly official, the request must be reviewed and approved/disapproved by the Contract Officer's Representative (COR), 10 CS/SCXS. The 10th Air Base Wing Commander (10 ABW/CC) is the final approval authority for exceptions to this instruction. Approval of any P/PA or VTC services outlined in this instruction is contingent upon contract workload and/or funding status.

1.2. P/PA and VTC services provide on-site support and maintenance for equipment they own, utilize or have otherwise been designated to operate or maintain by contract. On-base locations requiring these services may include venues such as the Association of Graduates (AOG) when these facilities have been reserved as the location for the execution of an official function or event.

2. General Guidelines for Official Products and Services.

2.1. The use of 10 CS contract personnel and equipment is restricted to official mission support. Customers must certify an official need for services requested.

2.2. Specifically prohibited is the use of government personnel, equipment or supplies for personal use or revenue producing activities.

2.3. Nonspecific justification and usage requests will not be supported for any service.

2.4. Requirements will be met utilizing available manning and as scheduling allows, IAW this instruction and 10 CS contractual terms.

2.5. When overlapping requests cannot be accommodated due to contractual shortages or limitations, a priority system will apply (see paragraph 4, Prioritization of Work Requests).

3. Requesting Products and Services.

3.1. P/PA and VTC support are requested by submitting USAFA Form 99, *Presentations/Public Address Support Request*, to the 10 CS Communications Focal Point (CFP). This form is available electronically at the AF E-publishing website. The CFP can be reached at 333-HELP (4357) or 10cs.cfp@us.af.mil.

3.2. Submit support requests to the 10 CS CFP no less than ten business 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. Requests received less than ten business days from the day of the event are routed to the 10 CS COR for approval. This does not guarantee P/PA or VTC support will be provided. In general, support is offered on a first-come, first-served basis.

3.3. Requests for support must be endorsed by authorized personnel. Requests will only be accepted directly from cadets when they are the coordinating official for approved USAFA mission support events. All requests from cadets must include a point of contact (POC) that is either a faculty member, Air Officer Commanding (AOC) or Academy Military Trainer (AMT) that is familiar with the requirement.

3.4. Customers will be notified within two duty days of receipt of request of any support conflicts.

3.5. Support conflicts will be resolved between the service provider, the requestor and the 10 CS COR.

4. Prioritization of Work Requests.

4.1. A production priority system will apply to requests for services and will be applied when parallel requirements are unsupportable by available manpower. Requirements will be categorized as Priority 1, Priority 2, or Priority 3 as interpreted from the work order request.

4.1.1. Priority 1. Requirements from the Superintendent, Protocol and active duty general officers, as well as urgent requests, where failure to deliver products or services would seriously or negatively impact a USAFA special event or mission.

4.1.2. Priority 2. General category for routine support requirements.

4.1.3. Priority 3. Special requests requiring approval by exception.

4.2. Other Priority placement factors:

4.2.1. Task assessment will be made to evaluate urgency, mission impact, agency supported, complexity, available resources, and significant factors pertaining to work within the same priority.

4.2.2. Mediation between the customer and the 10 CS COR will occur when conflicting requirements must displace work in progress or scheduled.

5. Authorized/Unauthorized Event Support.

5.1. Authorized events include official military ceremonies and events. Unauthorized events are those events that are purely social in nature or not directly related to military missions or activities. Exceptions to the policies described in this instruction must be approved or requested by the 10 ABW/CC. P/PA and VTC services may be subject to cancellation or rescheduling at any time due to emergency or priority workload, and may also incur limitations in association with the availability of contract funds and/or personnel.

5.2. Examples of authorized events include:

5.2.1. Events approved by the USAFA Event Committee as "hosted by" USAFA.

5.2.2. Official ceremonies (e.g., retirement) for Colonel/CMSgt and above assigned to USAFA. Official ceremonies for long-term or senior civilians may only be supported by exception, as directed by leadership. Retirement support is provided for the official ceremony only. Additional lunches, banquets or dinners are not authorized for support.

5.2.3. Change of Command ceremonies.

5.2.4. The 10 ABW and above official briefings and seminars.

5.2.5. Group level (e.g., 10th Mission Support Group/Medical Group) or above military/civilian awards and recognition ceremonies.

5.2.6. The 10 ABW endorsed "No-Fee" events coordinated by the 10th Force Support Squadron (10 FSS) such as the annual base-wide picnic and the Holiday Tree Lighting Ceremony.

5.2.7. Nonrevenue generating Category A, Mission Sustaining, and Category B, Basic Community Support Activities, as described in AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*.

5.2.7.1. Category A programs are essential to the military mission and are authorized all support.

5.2.7.2. Category B activities are closely related to Category A activities and are essentially community support programs. To qualify for support, these activities may not generate revenue.

5.2.8. At the discretion of the 10 CS Director (10 CS/CL), events may be authorized support if the 10 ABW/CC, 10 ABW Command Chief (10 ABW/CCC), USAFA Command Chief (USAFA/CCC), or an Active Duty General Officer are scheduled speakers and/or honored guests.

5.2.9. Cadet Squadron commissioning ceremonies. Cadet Squadrons will utilize 10CS loaner Public Address Systems for cadet Squadron commissioning ceremonies. 10CS will reserve eight (8) loaner Public Address systems for graduation week.

5.3. Examples of unauthorized events include but are not limited to:

5.3.1. Events sponsored by private organizations, in accordance with AFI 34-223, *Private Organizations (PO) Program*. This includes events associated with Cadet Clubs and the AOG.

5.3.2. Concerts by parties other than those officially sanctioned by the Air Force as being military in nature or serving a military need (such as recruitment).

5.3.3. Fund raising functions such as car washes, dunk booths, golf tournaments, etc.

5.3.4. Events held at Nonappropriated Fund Category C facilities.

5.3.5. Social events such as squadron picnics, military spouses meetings, cadet class parties, holiday parties, local school graduations, going away parties, retirement ceremonies (other than those outlined in para. 5.2.2), etc.

5.3.6. Individual cadet commissioning ceremonies.

5.3.7. Unofficial events held at off-site locations. Off-site is defined as any facility not within USAFA entry control gates.

5.3.8. Events held at commercial locations that have P/PA systems for hire or rental.

6. Self-Help Support. Organizations may request use of a self-help public address system and projector for official organizational events. The use of self-help equipment will be requested on a USAFA Form 99 and must be pre-approved by the COR. Self-help equipment will not be loaned for personal use. Equipment available for self-help use is limited and provided on a first-come, first-served basis.

7. Special Event Support Requests.

7.1. Events outlined in local instructions and USAFA plans require the submittal of a USAFA Form 99 to receive services. This ensures accurate understanding of customer requirements.

7.2. Support requests involving new technology, long-term completion, or high costs may require additional coordination. These requests should be submitted early to allow time for assessment and preparation of proper technical solutions.

7.3. Major support projects (i.e. Corona, Cadet Graduation, etc.) will require planning meetings with all project officers and production elements involved to insure delineation of responsibilities and available support services.

8. VTC Support.

8.1. Locations of VTC services are Building 4199 for up to SECRET-level VTCs and the Superintendent's Conference Room for up to SECRET-level VTCs.

8.2. The VTC host must provide 10 CS with the necessary conference connection information.

9. Facilities with In-house Systems.

9.1. The following facilities have in-house systems, which can be utilized by the customer as self-service for unofficial events.

9.1.1. Falcon Club (Bldg 3120): The facility has one sound system that can be used in any combination of rooms for only one event. The system includes wireless microphones, CD player, and wired microphones. The Force Support Squadron, 10 FSS/FSVC, is the POC for the Falcon Club.

9.1.2. Arnold Hall (Bldg 2302): The theater system is operated by 10th Force Support Squadron (10 FSS/FSWR) personnel. The ballroom has a large drop down screen and ceiling mounted projector with computer and video connections. The ballroom also has wired microphone connections. The banquet room has no P/PA equipment. The POC for the ballroom is 10 FSS/FSWR.

9.1.3. Base Theater (Bldg 5136): Access and authorization to use the base theater are controlled by the Preparatory School, USAFA/PL. The theater has a large screen on stage and a projector located in the projection booth. The P/PA system is located in the projection booth and includes wireless microphones, CD player, computer with audio connection and wired microphones.

9.1.4. Press Box (Bldg 4900): Access and authorization to use the Blue & Silver Room are controlled by the Athletic Department, USAFA/ADSFS. The P/PA system includes wireless microphones, wired microphones, computer with audio connection, CD player, Flat Panel TVs and a DVD player.

10. Organizational Purchase of P/PA Systems.

10.1. Organizations may justify and procure permanently installed and portable P/PA systems in accordance with Allowance Source Code 006AB00 and AFH 23-123 V3, *AF Equipment Management*.

10.2. Purchase of P/PA systems will be coordinated through 10 CS. Requirements must be submitted through the organizational Computer Requirements Officer (CRO) via the Cyberspace Infrastructure Planning System (CIPS). The 10 CS will provide information on recommended portable systems and ensure that in-house systems are in compliance with frequency guidelines and supportable technology.

10.3. All upkeep and maintenance of organizationally owned portable PA systems are the responsibility of the owning organization.

STEPHEN R. DAY, GS-14, DAF
Director, 10th Communications Squadron

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

AFH 23-123 V3, *AF Equipment Management*, 8 Aug, 2013

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

AFI 34-223, *Private Organizations (PO) Program*, 8 Mar, 2007

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIs)*, 6 May 2009

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

AFMAN 33-363_USAFASUP, *Management of Records*, 6 September 2016

AFPD 33-3, *Information Management*, 8 September 2011

Prescribed Forms

USAF Form 99, *Presentations/Public Address/VTC Support Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AMT—Academy Military Trainer

ANG—Air National Guard

AOC—Air Officer Commanding

AOG—Association of Graduates

CFP—Communications Focal Point

CIPS—Cyberspace Infrastructure Planning System

COR—Contract Officer's Representative

CRO—Computer Requirements Officer

OPR—Office of Primary Responsibility

P/PA—Presentation and Public Address

POC—Point of Contact

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

VTC—Video Teleconference