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OPR: 21 SCS/SCSB (2d Lt James A. Conway)

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The OPR for this supplement is 21 SCS/SCSB (2d Lt James Conway). This supplement extends the guidance of Air Force Instruction (AFI) 33-103, *Requirements Development and Processing*, 18 Mar 99. This supplement describes 21 SW procedures for use in conjunction with the basic AFI. It applies to all activities supported by the Base Visual Information Support Center (BVISC)/Public Address (PA) Support (SCSB), 21st Space Communications Squadron, to include tenant units receiving host support. This supplement also applies to US Air Force Reserves and Air National Guard tenants at Peterson AFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule.

SUMMARY OF REVISIONS

This publication incorporates 21 SW specific information regarding PA support, Base Visual Information Manager (BVIM) responsibilities, and functions and services of the BVISC. It changes paragraph **8**. and adds paragraphs **9. (Added)**, **10. (Added)**, **11. (Added)**, and **12. (Added)**

8. Forms Prescribed. 21 SW Form 131, **Request for Public Address Support** is available electronically.

9. (Added) This supplement prescribes procedures for requesting PA support. It applies to all persons and activities assigned to Peterson Complex.

9.1. (Added) The 21st Space Communications Squadron, Base Visual Information Support Center, provides PA support for official military functions and activities.

9.2. (Added) Support for official functions on the Peterson AFB Complex is left to the discretion of the BVIM.

9.3. (Added) Personnel and activities that need PA systems support for non-military functions outside the Peterson AFB Complex must route the request through the 21 SW Public Affairs Office. Public Affairs

will log these requests, staff them with the Judge Advocate (JA), and forward the package to the 21 MXG/CC with a recommendation for approval/disapproval based on Air Force and DoD guidance. The group commander will review such requests for ability to support and mission impact, review Public Affairs and JA recommendations and determine which activities should be supported. The 21 SW Public Affairs Office will function as a sponsor for activities falling within these guidelines and therefore, will initiate the 21 SW Form 131 if the requested support is approved.

10. (Added) The requesting official must:

10.1. (Added) Submit a 21 SW Form 131, Request for PA Support, not later than 10 calendar days before the event. The 21 SW Form 131s should be addressed to 21 SCS/SCSB (Bldg 418), Stop 2337, and may be faxed to DSN 834-7625. Event requests submitted *less than 10 days prior* to the event must be justified by a commander or equivalent, and will be considered only if personnel and equipment are available.

10.2. (Added) Coordinate with all other organizations and services that may be required to support the function, such as the 21st Civil Engineer Squadron, and those responsible for the Officers' and Enlisted Open Mess, base auditorium, parade grounds, dining facility, base chapel, etc.

10.3. (Added) Ensure 115-120 volt, 60-Hertz alternating current power is available at the event site.

10.4. (Added) Provide a meal for the technician(s) if the technician(s) is/are required to perform/monitor an event that extends through normal meal times, (i.e. luncheons, banquets, etc.).

10.5. (Added) Provide an individual who is familiar with the ceremony to direct or cue presentations and/or audio. Requestor should collaborate with PA support personnel prior to the event.

10.6. (Added) Immediately notify the PA Systems Support Center at 556-4101, or the base Visual Information Support Center at 556-4153, with any changes to or cancellation of the original request.

11. (Added) The designated Base Visual Information Support Center representative will approve or disapprove all official and non-official requests.

12. (Added) The Base Visual Information Support Center (Bldg 418):

12.1. (Added) Provides PA systems support for all requests approved by the 21 MXG/CC, CSO, or BVISC's designated representative.

12.2. (Added) Completes set-up of equipment not later than thirty minutes before the actual start of the event.

12.3. (Added) Provides compact disc recordings of Ruffles and Flourishes, Canadian/U.S. National Anthems, Army Song, Navy Song, and the Air Force Song. All other cassette tapes or compact discs, to be played during the event, must be provided by the requester.

12.4. (Added) Provides technical guidance and training as needed.

12.5. (Added) Is not responsible for the procurement of recordings needed for any event and does not provide any recording services, but will provide technical assistance, if required.

12.6. (Added) Provides AV Equipment checkout. Audio-visual equipment (VCRs, screens, or projectors) may be checked out for self-help official use at the same location (Bldg. 418). These items are also man-

aged by 21 SCS/SCSB (Base Visual Information Support Center). Self-help checkout of audio-visual equipment may be reserved for future pickup by calling 556-4101 or 556-8452.

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Commander