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Communications and Information

PUBLIC ADDRESS/SOUND SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 CS/SCMEB (MSgt LeAnn Hugeback) Certified by: 3 SPTG/CC (Col T. W. Van Splunder)
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This instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and is used in conjunction with AFIs 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*; 33-103, *Requirements Development and Processing*; 63-124, *Performance Based Contracts (PBSC)*; and AFMAN 23-110, *USAF Supply Manual*. It establishes responsibilities and outlines procedures for obtaining public address (PA) system support. The purpose of this instruction is to provide guidance to Elmendorf AFB personnel on the capabilities and limitations of PA support provided by the 3rd Communications Squadron. This instruction also provides information on alternate means of obtaining support. This instruction applies to all units on Elmendorf AFB, except for the US Air Force Reserve and Air National Guard units and members.

1. Definitions:

- 1.1. Fixed PA System.** A system permanently installed in a base facility.
- 1.2. Portable PA System.** A system set-up on a temporary non-repetitive basis for any function of short duration.
- 1.3. Portable PA System for Sign Out.** A system signed out by the requesting office, set-up on a temporary, non-repetitive basis for any function of short duration.
- 1.4. Routine PA Request.** Any request for PA support with 10 or more duty day's notice.
- 1.5. Short-Notice PA Request.** Any request for PA support with 4 – 9 duty day's notice.
- 1.6. Emergency PA Request.** Any request for PA support with less than 72 hours notice.
- 1.7. Official Function.** A direct military related function such as a change of command, retreat, retirement ceremony, dining-in, commander's call, etc. The official function PA request will be routed through the requesting unit's commander to the 3 CS/SCMEB work center. PA requests for functions supporting base community relations, such as heritage associations, Boy Scouts, Special

Olympics, or other special events must be routed as above with additional coordination through 3 WG Public Affairs office to be deemed official.

1.8. Unofficial Function. A function whose primary intent is to entertain. Portable PA support for events such as unit parties, picnics, sporting events is considered unofficial and can only be supported if authorized by the 3 CS/SCME in writing.

2. Responsibilities:

2.1. The primary mission of 3 CS/SCMEB, air traffic control (ATC) Radio, is to provide maintenance to air traffic control communications systems. These systems carry a high priority and have a critical impact on flight safety. Any outage affecting, or potentially affecting, the flying mission has priority over PA support.

2.2. The Customer:

2.2.1. Responsible for reserving the facility where a fixed or portable system will be used (i.e. base theater, Susitna and Kashim Club, and so forth)

2.2.2. Coordinate the use of fixed PA systems through the appropriate responsible agency.

2.2.3. Provide podiums for use during the event. **NOTE:** The theater, the Susitna and Kashim Clubs each have a podium available for use in these facilities.

2.2.4. Building custodians are responsible for providing fixed PA equipment in facilities used by base personnel. Base Contracting (3 CONS) will assist units requiring fixed/portable PA systems with contract support for installation and maintenance in accordance with AFI 63-124, *Performance Based Service Contracts (PBSC)*. ATC Radio Maintenance maintains/operates 3 CS equipment installed in the base theater. (Refer to paragraph 3.1, this instruction, for further guidance).

2.2.5. Provide a meal at no cost to the operator of PA system when supported function includes a meal for guests.

2.3. The 3rd Communications Squadron:

2.3.1. Provide portable PA equipment to support official functions and approved unofficial functions.

2.3.1.1. Set-up PA equipment for retirement ceremonies for pay grades 0-5 or equivalent rank or civilian pay grade and above, E-8 or equivalent rank or civilian pay grade and above; or hosted by Group Commander or above. For other retirement ceremonies, portable PA systems can be signed out (see paragraph 3.3, this instruction).

2.3.1.2. Provide portable sign out equipment for commander's calls and change of command events at squadron/unit level organizations on a first come, first served basis. Permanently installed systems at the base theater and Susitna Club are available to routinely support these types of functions.

2.3.1.3. Under no circumstances will a PA system be provided for any profit making events in accordance with AFI 65-106.

2.3.2. ATC Radio Maintenance personnel will not be tasked to operate fixed PA systems belonging to another unit unless approved by the 3 CS/CC.

2.4. The 3 CS/SCME, is the approval authority for all requests for portable PA set-ups to be accomplished by the ATC Radio Maintenance work center, except those specifically authorized by paragraph 1.7, this instruction. The 3 CS/SCME determines the level of support given when there is a conflict between two different PA set-ups at the same time.

2.5. ATC Radio Maintenance, 3 CS/SCME, or 3 CS/SCM may cancel PA set-ups or remove PA equipment from operation if personnel or equipment safety is threatened (that is, during inclement weather).

2.6. Will not provide disc jockey services for any PA set-up.

3. Procedures:

3.1. ATC Radio Maintenance is not responsible for procurement, installation or maintenance of PA systems for other base units. Fixed PA systems can be obtained as outlined in AFI 33-103, *Requirements Development and Processing*. Installation and maintenance should be obtained through the Base Contracting Office. Permanently installed PA systems are justified and procured by the using organization in accordance with Table of Allowance 006 and AFMAN 23-110. ATC Radio Maintenance may be used as a technical consultant on PA system acquisition by properly submitting an AF Form 3215, *C4 Systems Requirements Document*, through 3 CS/SCX.

3.2. For a short notice or emergency PA request, the requesting organization will submit one copy of 3WG Form 12, *Public Address Support Request*, to 3 CS/SCME. The 3WG Form 12 must be approved and signed by 3 CS/SCME. After approval, the requesting organization will hand-carry or fax the 3WG Form 12 to the ATC Radio Maintenance work center in Building 11-535 or fax 552-2090.

3.3. Obtaining Portable PA Systems for Sign Out to the office of primary responsibility (OPR) for Official Functions and Approved Unofficial Functions:

3.3.1. ATC Radio Maintenance, 3 CS/SCMEB, has portable systems for checkout. Call 552-2366/3901 for availability/suggestions on portable systems. Training is provided at the time of receipt to ensure the OPR can operate the equipment. PA equipment signed out can be picked up at building 11-535, 1 duty day prior to the event and must be returned no later than 0800 the first duty day after the event.

3.3.1.1. Call ATC Radio Maintenance at 552-2366/3901 for guidance in requesting PA support. 3WG Form 12 must be filled out through the coordination/ authorization blocks and submitted to ATC Radio Maintenance, e-mail Elmendorf Public Address@elmendorf.af.mil, fax 552-2090, telephone number 552-2366, not less than 10 duty days prior to the day of the event. This is to provide adequate time for processing and scheduling, and also provide the requesting unit time to locate an alternate source in the event a request is denied or cannot be satisfied. Follow paragraph 3.4.1.1, this instruction, for format procedures. Forms are filed in the ATC Radio Maintenance work center. They are destroyed after the 3 month cutoff or when no longer needed, whichever is sooner.

3.3.1.2. All PA equipment is signed out on an AF Form 1297, *Temporary Issue Receipt*, at the time it is borrowed. Equipment must be returned in good condition. Coil and tape or tie cables to prevent tangling prior to turn in. Identify broken parts, problems, or discrepancies when the equipment is returned. The OPR is responsible for any lost or damaged equipment.

3.4. Requesting portable PA equipment set-up by ATC Radio Maintenance:

3.4.1. The following procedures will be followed when requesting portable PA systems support by ATC Radio Maintenance.

3.4.1.1. The Public Address Support Request must have the following information:

3.4.1.1.1. Type of ceremony.

3.4.1.1.2. Ceremony for whom/what.

3.4.1.1.3. Ceremony location.

3.4.1.1.4. Date of ceremony.

3.4.1.1.5. Time of ceremony.

3.4.1.1.6. Number of personnel expected to attend.

3.4.1.1.7. Uniform requirements.

3.4.1.1.8. Distinguished speaker.

3.4.1.1.9. Type of music.

3.4.1.1.10. Special requirements.

3.4.1.1.11. Organization and point of contact, with phone number.

3.4.1.1.12. If outside, inclement weather decision, with date and time of alternate location.

3.4.1.1.13. Signature block and signature of requesting unit's commander or designated representative.

3.4.1.2. Portable PA request for location outside the perimeter of Elmendorf AFB must be requested, in writing, to 3 WG Public Affairs office and approved by 3 WG/CV.

3.4.1.3. The requesting unit POC will be contacted regardless of support. If approved, the POC will be contacted for confirmation and for any additional information that may be required. The unit POC is required to contact ATC Radio Maintenance if changes occur and encouraged to contact us with questions or concerns at 552-2366/3901. POCs will also be contacted the day before the event to coordinate any final changes.

3.4.1.4. ATC Radio Maintenance personnel will normally accompany equipment they set-up to ensure continuous operation unless precluded by higher priority mission requirements or lack of manpower. If a ATC Radio Maintenance technician cannot stay or is not required to stay with the system, the PA system users will be required to sign an AF Form 1297, *Temporary Issue Receipt*, for the equipment. Organizations requesting PA equipment music support (cassette, CD) will provide a person to start and stop music at the appropriate times.

3.4.1.5. Official functions will be supported by the full complement of PA equipment at the final ceremony only. Sound requirements for practices must be scheduled in advance. OPRs may sign out a portable PA system for practices, if available.

3.4.1.6. All agencies (that is, base visual information, public affairs, local media, and so forth) requesting interface with the 3 CS PA system will be connected and tested not less than 1 hour prior to the start of an event. ATC Radio Maintenance needs to be notified for any planned

interface not less than 2 days in advance. Should this additional equipment cause interference with the PA system, the ATC Radio Maintenance technician is authorized to disconnect equipment and deny the interface.

4. Forms Prescribed. 3WG Form 12, *Public Address Support Request*.

ROBERTUS C.N. REMKES, Colonel, USAF
Commander