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Communications and Information

PUBLIC ADDRESS SUPPORT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AMC policy and guidance on Public Address (PA). It outlines the procedures for scheduling PA support for official and non-official functions. It applies to all organizations on Dover Air Force Base.

1. Priority: Radio maintenance personnel, whose primary mission is airfield maintenance, provide public address support. Any equipment outage listed as a Priority 1 on the airfield Priority restoral listing takes precedence over public address support. In the event manpower is required to respond to a priority 1 outage, the Communications Squadron Commander has the authority to cancel any public address support. The Public Address office maintains a limited number of portable systems that are available on first come first served basis. All public address support is provided at the discretion of the Communications Squadron Commander.

2. Request procedures:

2.1. Contact the Public Address office via letter, telephone, or electronically. Receive and complete a request form (**Attachment 3**). When approved, a confirmation will be sent to requestor.

2.1.1. Public Address office 436 CS/SCMR/PA 639 Evreux St. Rm. 135 Dover AFB DE 19902.
E-mail <mailto:Public.Address@dover.af.mil>

3. Requestor responsibilities :

- 3.1. Make all requests for official function support at least 10 days prior to event.
- 3.2. Make all requests for non-official functions at least 15 days prior to the event.
- 3.3. Provide escorts or clearances required for entry into set-up area.
- 3.4. Provide security for equipment as required.

3.5. Provide any specialized music as required (Public Address office maintains a library of standard military music).

3.6. Repair and/or replace any equipment damaged by user.

4. Approval process:

4.1. Requests for PA support will be approved by the 436 CS Mission Systems Flight Commander if the following six criteria are met:

4.1.1. The event is an "Official Function."

4.1.2. Equipment is available and capable of meeting the event requirements.

4.1.3. The request is received at least 10 days prior to the event.

4.1.4. The facility does not have an existing system capable of supporting the event.

4.1.5. No more than one practice session is required.

4.1.6. The event is no more than one day in length.

4.2. If an official function does not meet the criteria in para. 4.1, support will then be provided only with the express authorization of the 436th Communications Squadron Commander.

4.3. Non-official functions can be supported only with the express authorization of the 436th Airlift Wing Commander. These requests must comply with DOD 5500.7-R, section 3-211. (See [Attachment 2](#)) and be submitted to 436 AW/JA for legal review. Requests for support of non-official functions must be submitted at least 15 days prior to the event.

5. Provisions for support in a facility with an existing PA capability: See approval process section

5.1. The Communications Squadron will not provide support in these facilities. Public address technicians will only operate Communications Squadron equipment. Event requirements will be kept within the capabilities of the facility hosting the event.

6. Procedures for documenting PA support: 436 CS/SCMR/PA will maintain a log of all events to include number of events that require portable equipment support, number of man-hours on fixed systems, miles traveled, man-hours for travel, and notice given in days.

S. TACO GILBERT III, Colonel, USAF
Commander

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

Official Function—Direct military duty events such as commanders calls, dining ins/outs, change of command ceremonies, military recognition ceremonies, parades, or where the Wing Commander has tasked the unit to provide communications support for VIPs.

Public address support—Provide, set up, install, remove, operate, or repair portable or fixed sound reinforcement, projection or public address equipment.

Sound reinforcement equipment—Fixed or portable equipment used to amplify sound in one area, used to enhance a presentation or an address.

Projection equipment—Fixed or portable equipment that produces large-scale computer and/or video images, used to enhance a presentation or an address.

Public Address system—Fixed system equipment used to distribute sound throughout multiple areas.

Attachment 2**EXCERPT FROM JOINT ETHICS REGULATION (JER), DOD 5500.7-R****3-211. Logistical Support of Non-Federal Entity Events**

a. The head of a DOD Component command or organization may provide DOD employees in their official capacities to express DOD policies as speakers, panel members or other participants, or, on a limited basis, the use of DOD facilities and equipment (and the services of DOD employees necessary to make proper use of the equipment), as logistical support of an event sponsored by a non-Federal entity, except for fundraising and membership drive events, when the head of the DOD command or organization determines all of the following:

1. The support does not interfere with the performance of official duties and would in no way detract from readiness.
2. DOD community relations with the immediate community and/or other legitimate DOD public affairs or military training interests are served by the support.
3. It is appropriate to associate DOD, including the concerned Military Department, with the event.
4. The event is of interest and benefit to the local civilian community, the DOD Component command or organization providing the support, or any other part of DOD.
5. The DOD Component command or organization is able and willing to provide the same support to comparable events that meet the criteria of this subsection and are sponsored by other similar non-Federal entities.
6. The use is not restricted by other statutes (see 10 U.S.C. 2012 (reference (f)) which limits support that is not based on customary community relations or public affairs activities) or regulations.
7. No admission fee (beyond what will cover the reasonable costs of sponsoring the event) is charged for the event, no admission fee (beyond what will cover the reasonable costs of sponsoring the event) is charged for the portion of the event supported by DOD, or DOD support to the event is incidental to the entire event in accordance with public affairs guidance.

b. The head of a DOD Component command or organization may provide, on a limited basis, the use of DOD facilities and equipment (and the services of DOD employees necessary to make proper use of the equipment), as logistical support of a charitable fundraising event sponsored by a non-Federal entity when the head of the DOD Component command or organization determines (1) through (6) of subsection 3-211.a. of this Regulation, above, and the sponsoring non-Federal entity is not affiliated with the CFC (including local CFC) or, if affiliated with the CFC, the Director, OPM, or designee, has no objection to DOD support of the event. OPM has no objection to support of events that do not fundraise on the Federal Government workplace (which is determined by the head of the DOD Component command or organization.)

c. Speeches by DOD employees at events sponsored by non-Federal entities are not precluded when the speech expresses an official DOD position in a public forum in accordance with public affairs guidance.

d. Involvement of DOD resources in air shows sponsored by non-Federal entities is approved or disapproved by the Office of the Assistant Secretary of Defense (Public Affairs).

Attachment 3

EXAMPLE REQUEST FORM

- a. Organization or Agency to be supported: _____
- b. 2 Points of Contact and their Extensions: _____

- c. Type of Event (Commander's Call, etc.): _____
- d. Date/Time of Event: _____
- e. Length of Event: _____
- f. Location of Event: _____
- g. Requirements (check necessary items):
 - Audio
 - Music
 - Microphones
 - Projector
 - VCR
 - Computer
 - Podium
- h. Practice Session Date/Time: _____
- i. Location of Practice Session: _____