

**BY ORDER OF THE
BASE COMMANDER**



**GRAND FORKS AIR FORCE BASE
INSTRUCTION 33-101**

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Communications and Information

PUBLIC ADDRESS (PA) SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFDPO 33-1, *Command, Control, Communications and Computer (C4) Systems*. It sets out policies and procedures relating to PA Support from the 319th Communications Squadron Air Traffic Control (ATC) Radio Maintenance Element (319 CS/SCMR) on Grand Forks Air Force Base. This instruction applies to all units assigned to the 319th Air Refueling Wing (319 ARW) and tenant units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The major changes clarify the responsibilities of the 319th Communications Squadron (319 CS) and its customers, simplify the process of requesting support, clearly distinguish between events that receive full-service and self-help support, summarize the mission of ATC Radio Maintenance, provide a means of responding to priority equipment outages during an event with little or no interruption in service, state that Compact Disk (CD) is now the only audio format provided, and implement a new program of appointing PA coordinators in each organization to receive training and operate equipment for events that are determined to be self-help.

1. General.

- 1.1. Government communications resources are for official use only and are for authorized purposes as stated in DoD Regulation 5500.7-R, paragraph 2-301, *Standards of Conduct*.
- 1.2. For the 319 ARW, the 319 CS/SCMR work center is the focal point for all PA support. The work center is located in Building 314 and can be contacted during normal duty hours at base extension 7-6438/5050 or through e-mail at 'GF Public Address Requests' on the global address list.
- 1.3. There are two types of PA support:
 - 1.3.1. Full-service: 319 CS/SCMR will set up and run the PA equipment for the event.

1.3.2. Self-help: 319 CS/SCMR will sign out and provide training on PA equipment, as required to the user, but the user operates the PA equipment for the event.

1.4. The primary mission of 319 CS/SCMR, is to provide communications-electronics maintenance to wing air traffic control and command and control communications systems. These systems carry a high priority and have a critical impact on flight safety. All outages affecting, or potentially affecting, the flying and command and control missions have priority over PA support. However, 319 CS/SCMR will work with the customer as much as possible, i.e., loan equipment out for an event.

2. Authorized/Unauthorized Events for Support and Usage. Authorized events include all military ceremonies, events, and activities. Unauthorized events are those events that are social in nature or not directly related to military missions or activities. Unauthorized events will not receive PA support. Examples of unauthorized events include but are not limited to:

- 2.1. Private Organizations events, in accordance with AFI 34-223, *Private Organization Program*.
- 2.2. 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.
- 2.3. Fund raisers or other money generating functions, such as car washes, dunk booths, etc.
- 2.4. Disc Jockeys (DJs).
- 2.5. Social events such as squadron picnics, military spouses meetings, etc.

3. Responsibilities.

3.1. The 319 ARW/CC or 319 CS/CC, will be the final approval authority in determining the level of support for all PA support requests.

3.2. 319 CS/SCMR will:

- 3.2.1. Approve PA support of authorized functions and determine the supportability of the event based on the current mission, manning requirements, and equipment availability.
- 3.2.2. Determine if the PA support will be full-service or self-help in accordance with paragraphs [4.](#) and [5.](#)
- 3.2.3. Notify the requester as soon as possible if the event is scheduled for full-service support, self-help support, or if support is unauthorized. If it is a short notice request, 319 CS/SCMR will notify the requestor whether or not the event is supportable due to workload, manning, or scheduling conflicts, etc.
- 3.2.4. Set-up and operate PA equipment for full-service support.
- 3.2.5. Establish equipment checkout time with PA coordinator for self-help support.
- 3.2.6. Provide military ceremonial music for official events. All music is provided on CD.
- 3.2.7. Schedule and conduct training for PA coordinators. Training will include setting up equipment, adjusting sound levels, playing music, and requesting support.
- 3.2.8. Maintain a copy of all PA coordinator appointment letters.
- 3.2.9. Maintain data on PA workload history and expenditures.

3.2.10. Maintain PA equipment.

3.3. Organizations requiring PA support will:

3.3.1. Appoint a primary and alternate PA coordinator by letter.

3.3.1.1. PA coordinators must contact 319 CS/SCMR to schedule training.

3.3.1.2. Only trained PA coordinators are authorized to pickup and operate equipment for self-help PA support. Organizations are highly encouraged to utilize PA coordinators for requesting and coordinating full-service support.

3.3.2. Submit PA requests as soon as they become aware of the requirement for support. requests submitted less than 10 duty days prior to the event start date are considered short notice and may not be supported due to mission requirements or equipment availability. Blanket requests for recurring events are not accepted.

3.3.2.1. Submit requests by filling out the Public Address Request Form on the 319 CS Intra-net page.

3.3.2.2. All requests must contain:

3.3.2.2.1. A description of the event.

3.3.2.2.2. The date, time, and location of the event.

3.3.2.2.3. Whether or not the 319 ARW/CC, other senior leadership, or other VIPs will be in attendance.

3.3.2.2.4. A point of contact with phone number.

3.3.2.2.5. The number of microphones and podiums required and a description of any specialized requirements (i.e. connecting audio from a customer provided laptop computer, VCR, or cassette tape player to the PA system). Please be aware the 319 CS/SCMR has limited quantities of this kind of equipment and may not be able to fully support these requirements. If specialized support is required, please contact 319 CS/SCBV at extension 7-4130 for further assistance.

3.3.3. Provide the following when receiving full-service support (as identified in paragraph 4. below):

3.3.3.1. Written sequence of events with music cues, i.e. script.

3.3.3.2. Access to the venue at least 3 hours prior to arrival of participants, if not sooner.

3.3.3.3. Electrical power within 100 feet of the venue. If this is not possible, 319 CS/SCMR has a generator to provide power, but be aware of the noise this will cause.

3.3.3.4. Music if other than military ceremonial music is required. Music must be in good taste and non-offensive in nature. Also, the music must be free for use, not copyrighted.

3.3.3.5. An operator to cue music and appropriate security for the equipment if 319 CS/SCMR personnel must leave for a priority mission outage as determined by the 319 CS/CC or designated representative.

3.3.4. Provide the following when receiving self-help support (as identified in paragraph 5. below):

- 3.3.4.1. A PA coordinator to setup and operate the equipment.
- 3.3.4.2. A PA coordinator to sign out and return equipment to 319 CS/SCMR during normal duty hours and in a timely manner (i.e. the next duty day).
- 3.3.4.3. Appropriate security for the equipment.
- 3.3.4.4. Replacement of equipment if any is damaged due to negligence, abuse, or misuse.

4. Full-Service Support. Official base functions will be supported based on mission, manning, and equipment availability. Self-help equipment may be issued if full-service support cannot be provided. Examples of official functions that will normally receive full-service support include but are not limited to:

- 4.1. Wing and above official briefings and seminars.
- 4.2. Wing/group commander's calls.
- 4.3. Change-of-command ceremonies.
- 4.4. Major/MSgt and above retirement ceremonies.
- 4.5. Wing NCO/SNCO/Chief induction ceremonies.
- 4.6. Professional Military Education graduation ceremonies.
- 4.7. Dining-In and Dining-Out dinners held on Grand Forks AFB.
- 4.8. Wing or group military awards and recognition ceremonies.
- 4.9. 319 ARW sponsored, base-level ceremonies and events of official military nature.
- 4.10. Functions as directed by the 319 ARW/CC or 319 CS/CC.

5. Self-Help Support. For those events that do not fall into the full-service category but are still official in nature, 319 CS/SCMR will loan self-help PA equipment to the appropriate PA coordinator. Examples of self-help events include but are not limited to:

- 5.1. Squadron and below commander's calls.
- 5.2. Group or squadron briefings and seminars.
- 5.3. Squadron awards and recognition ceremonies.
- 5.4. Morale parties and functions including holiday functions, hail-and-farewells, and retirement dinners.
- 5.5. Group and squadron sporting events.
- 5.6. Nonprofit, civic, and charitable events.
- 5.7. Group or squadron ceremonies and events of official military nature off base.

MARK F. RAMSAY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 33-1, *Command, Control, Communications and Computer (C4) Systems*

AFI 34-223, *Private Organization (PO) Program*