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Communications and Information

PUBLIC ADDRESS SYSTEMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 60 CS/SCMR (MSgt John C. Lucas)
Supersedes TAFBI 33-106, 1 December 1998

Certified by: 60 CS/CC (Lt Col Marie E. Merrick)

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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It establishes responsibilities and procedures for requesting public address (PA) system support for official and non-official military functions at Travis AFB (TAFB). This instruction applies to all units, assigned and/or associated at TAFB.

SUMMARY OF REVISIONS

Added 60 CS/CC responsibilities in paragraph **1.1.**, and expanded radio maintenance and user responsibilities in paragraphs **1.2.** and **1.3.** Defined official and unofficial events in paragraph **2.** Revised procedures for requesting PA support in paragraphs **3.1.** and **3.2.** Emphasized five duty-days notification requirements in paragraph **3.1.2.** 60 CS public address support at Delta Breeze Club and Travis Conference Center require approval from 60 AMW/CC or appointed representative paragraph **3.1.6.** Base theater PA support now under 60 SVS/SVA control. Revised **Attachment 2**, TAFB Form 321, **Public Address Support Worksheet**, dated February 2001.

1. Responsibilities:

1.1. The Commander, 60th Communications Squadron (60 CS/CC) will:

- 1.1.1. Approve all PA support not meeting five duty-day notification requirement.
- 1.1.2. Approve PA support for non-profit, civic and charitable organizations.

1.2. Radio Maintenance (60 CS/SCMR) will:

- 1.2.1. Provide and setup PA systems for base official functions.
- 1.2.2. Maintain portable PA systems for loan to base organizations for unofficial events.

- 1.2.3. Train users on setup, operation, and care of loaned PA equipment when requested.
- 1.2.4. Provide technical guidance for both official and non-official PA events.
- 1.2.5. Provide official ceremonial music for PA events.
- 1.2.6. Provide technical solutions for organizations desiring to purchase portable or fixed PA systems. 60 CS will not assume maintenance responsibilities for such systems.

2. Organizations will:

2.1.

- 2.1.1. Submit formal PA request on TAFB Form 321, submit to 60 CS/SCMR NLT five duty-days prior to scheduled PA event, exceptions will only be approved by the 60 CS/CC.
- 2.1.2. Provide music (other than ceremonial music), and operator for music if required.
- 2.1.3. Ensure AC power is available at the location (commercial or generator).
- 2.1.4. Provide security for PA equipment remaining over night. Hand receipts will be required.
- 2.1.5. Not connect unauthorized personal equipment to 60 CS equipment without authorization.
- 2.1.6. Ensure practices, requiring PA support, is kept to a minimum.
- 2.1.7. Appoint primary and alternate points of contact to resolve PA support requirements.
- 2.1.8. Inform 60 CS about any changes to original PA request within three duty days of event.
- 2.1.9. Minimize request of wireless microphones where and whenever possible.
- 2.1.10. Ensure 60 CS set-up team has access to facility a minimum of two hours prior to event.
- 2.1.11. Be fully responsible for *any and all* equipment damage during an event.

3. Definition of Terms:

3.1. Official Events : Parades, change-of-command ceremonies, VIP visits, military awards, military retirement ceremonies (E-7 and above), and open house/air shows are considered official events for the purpose of this instruction.

3.2. Unofficial Events : Organizational events including but not limited to: normal commander's calls, farewell events, parties, picnics, social gatherings, sporting events, booster club events, and association events are considered unofficial events for the purpose of this instruction.

4. Procedures for requesting public address support:

4.1. Official Events

- 4.1.1. Request PA support using TAFB Form 321. Form can be obtained from the Travis web page under Travis Air Base Forms or by calling 60 CS/SCMR.
- 4.1.2. Complete form, select appropriate block on form for official or unofficial event as listed in paragraph 2. above and submit NLT five duty days prior to scheduled event. Strict adherence to the five-duty day requirement *will* be enforced to allow for work centers primary mission of Air Traffic Control Ground Radio Communications. In addition, this will allow adequate time for

equipment operational checks, planning and coordination, and user training for official events if required.

4.1.3. Official PA events will take precedence over unofficial events.

4.1.4. Same day events will be prioritized by scope, and importance of event.

4.1.5. Organizationally owned public address systems will be utilized whenever possible.

4.1.6. 60 CS will not support events scheduled at the Delta Breeze Club or Travis Conference Center unless directed by 60 AMW/CC or appointed representative.

4.1.7. Send base theater PA support requests through 60 SVS/SVA. 60 CS no longer provides PA support at the base theater unless directed by 60 AMW/CC or appointed representative.

4.2. Unofficial Events:

4.2.1. Limited equipment is available for loan to support unofficial events (paragraph 2.2.).

4.2.2. 60 CS/SCMR will provide training if required and manning allows. Proper care and timely return of loaned equipment are essential to ensure quality customer service. A report of survey will be initiated for abused, damaged or missing equipment.

4.2.3. Loaned PA equipment will be prioritized by scope and importance of event.

4.2.4. Ceremonial music is available upon request. No other music support will be provided.

4.2.5. 60 AMW/CC or 60 CS/CC may deem an unofficial event official per guidelines.

4.3. Available Public Address Systems:

4.3.1. 60 CS/SCMR is willing but not required to, slightly alter any of the below listed PA systems, when required, with the approval of the workcenters NCOIC. Any event deemed too large or complicated for 60 CS/SCMR will be referred to a commercial source for support.

4.3.2. Official Event PA Systems:

4.3.2.1. Basic PA System: Best for small gatherings up to seventy-five people. Set-up will consist of one microphone, one CD or tape player, and two small speakers. This basic system is recommended for military award and promotion ceremonies.

4.3.2.2. Intermediate PA System : Best for medium sized gatherings of seventy five to one hundred fifty people. Set-up will consist of two microphones, one CD or tape player, and two medium speakers. Set-up is recommended for change of commands, retirements, and promotion ceremonies.

4.3.2.3. Advanced PA System . Best for large sized gatherings of up to two hundred fifty people. Set-up will consist of up to four microphones, one CD or tape player, and four medium or large speakers. Set-up is recommended for base-wide and flight line events, change of commands, and retirement ceremonies.

4.3.3. Unofficial Event PA Systems.

4.3.3.1. Basic PA System . Best for small gatherings up to seventy-five people. Loaned equipment will consist of one microphone and a maximum of two small speakers. Recommended for squadron functions, sporting events and heritage functions.

4.3.3.2. Intermediate PA System . Best for medium sized gatherings of seventy-five to one hundred fifty people. Loaned equipment will consist of one microphone, one CD or tape player and two medium speakers. Recommended for commander's call, sporting events and squadron functions.

4.3.3.3. Advanced Sign Out PA System . Best for large sized gatherings of up to two hundred and fifty people. Loaned equipment will consist of two microphones, one CD or tape player and two large speakers. Recommended for large outdoor fundraisers or squadron activities.

5. Prescribed Forms: TAFB Form 321.

JACK F. PETERS, Col, USAF
Director, Wing Staff

Attachment 1

GLOSSARY OF REFERENCES, AND SUPPORTING INFORMATION

References

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

Attachment 2

SAMPLE PUBLIC ADDRESS SUPPORT REQUEST

60th Communications Squadron			
REQUEST FOR PUBLIC ADDRESS SUPPORT			
NOTE: MANDATORY FIVE DUTY DAY ADVANCE NOTICE			
1. TO:	2. FROM: (ORGANIZATION/OFFICE)	3. DATE OF REQUEST	
REFER TO TAFBI 33-106 FOR GUIDANCE			
4. EVENT IS OFFICIAL <input type="checkbox"/> UNOFFICIAL <input type="checkbox"/>		5. TYPE OF SYSTEM REQUIRED BASIC <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> ADVANCED <input type="checkbox"/>	
6. TITLE OF EVENT		7. DATE	8. TIME
9. LOCATION		10. ALTERNATE LOCATION	
11. OFFICIAL CEREMONIAL MUSIC REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>		NOTE: ONLY OFFICIAL CEREMONIAL MUSIC WILL BE PROVIDED BY 60 CS	
12A. WILL A COMPUTER OR VCR BE CONNECTED TO THE PA SYSTEM? YES <input type="checkbox"/> NO <input type="checkbox"/>		12B. POC FOR AUDIO (NAME/GRADE/OFFICE/PHONE)	
13. WILL A CD OR CASSETTE PLAYER BE REQUIRED? YES <input type="checkbox"/> CD PLAYER NO <input type="checkbox"/> <input type="checkbox"/> CASSETTE PLAYER		NOTE: REQUESTER MUST PROVIDE AN OPERATOR FOR CD/TAPE OPERATION	
14. JUSTIFICATION AND SPECIAL INSTRUCTIONS:			
<small>REFER TO TAFBI 33-106 FOR ORGANIZATIONAL RESPONSIBILITIES. PRIMARY OR ALTERNATE SIGNATURE REQUIRED IN BLOCK 15.</small>			
15. REQUESTING OFFICIAL, POC OR PROJECT OFFICER		16. GRADE	17. PHONE
PRIMARY			
ALTERNATE			
(TO BE COMPLETED BY 60TH COMMUNICATIONS SQUADRON PERSONNEL ONLY)			
19. TO: (NAME/GRADE/OFFICE SYMBOL)		20. FROM:	
21. FAX NUMBER	22. VOICE NUMBER	23. FAX NUMBER	24. VOICE NUMBER