

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY  
INSTRUCTION 33-103**

**05 FEBRUARY 2003**

**Communications**

**PUBLIC ADDRESS SUPPORT REQUEST**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction prescribes procedures for obtaining public address (PA) support. It applies to all USAF Academy activities. It implements AFD33-1, *Command, Control, Communications, and Computer (C4) Systems*.

### **SUMMARY OF REVISIONS**

Updated instruction to reflect current office symbols. A bar ( | ) indicates revisions from the previous edition.

**1. What Public Address Support Does.** Public address support is furnished for official military functions only. This support is based on equipment and technician availability. Quality support requires close coordination between the requester and the 10th Communications Squadron Public Address Maintenance (10 CS/SCRMP) office. Events that do not meet the above requirement of "official military functions" may be supported by the use of signed out PA equipment if the equipment is available. The requester will receive instructions from PA technicians on how to connect and operate the system and will assume responsibility for the safety and security of the equipment.

### **2. How to Request Support:**

2.1. Request PA support on USAFA Form 79, **Public Address Support Request**, at least 15 days prior to the scheduled event. The fact that an event may be outlined in another instruction or plan does not preclude the requirement that a USAFA Form 79 be submitted. Emergency or short-notice events will be supported if manning permits. Contact Public Address Maintenance to coordinate support. Followup immediately with USAFA Form 79.

2.2. There are a limited number of wireless microphone systems available. Coordinate with Public Address Maintenance for availability.

2.3. With the exception of Arnold Hall auditorium, a PA technician will stand by for all functions where visiting general officers, civilian equivalents, or higher are scheduled to speak. PA technicians will stand by for all functions where general officers assigned to the Academy are utilizing wireless microphones. For support at Arnold Hall auditorium, contact Theatre Management (34 TRW/SDAT).

2.4. It is the responsibility of the requester (not 10 CS/SCRMP) to obtain and transport ancillary equipment such as video equipment. The requester should identify all ancillary equipment that will be used on the USAFA Form 79 to ensure equipment compatibility. All such equipment must be in place at least 1 hour prior to event start time. The PA technician will interconnect the ancillary equipment with the 10 CS system. If compact discs are to be played at the event, the requester must ensure they will be available prior to the event start time.

**3. Form Prescribed. USAFA Form 79, Public Address Support Request**

KRISTEN A. DOTTERWAY, Lt Col, USAF  
Commander, 10th Communications Squadron