



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
JBPHH HI 96860-5102

JBPHHINST 2180.1
JB6
25 APR 2016

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 2180.1

Subj: PUBLIC ADDRESS EQUIPMENT AND SUPPORT

Encl: (1) 15WG Form 13 Request for Public Address Support

1. Purpose. Joint Base Pearl Harbor-Hickam (JBPHH) through the 747th Communication Squadron (747CS) and the Navy JB6 will provide two levels of Public Address (PA) equipment and support for official military ceremonies.

2. Scope and Applicability. Official PA support is only available to O7 and above who are officially presiding over an event. While it is encouraged commands utilize facilities with wired PA equipment installed, this instruction provides awareness of availability and the process for obtaining PA equipment for support at locations where there is no existing PA system. This instruction is applicable to all commands residing as tenants on JBPHH.

3. Information

a. Preferred facilities with wired PA equipment:

- (1) Sharkey Theater
- (2) Hickam Memorial Theater
- (3) Ford Island Conference Center
- (4) Lockwood Hall
- (5) Hickam Officers Club

b. Limited PA Support. For official military events which do not meet the O7 and above presiding requirement, a portable PA kit is available for check out. Transportation, setup, teardown, and facilitation of equipment will not be provided. External equipment cannot be patched into or used with the issued PA kit. Other equipment available for check out includes wireless microphones, speakers, compact disc or MP3 player enabled speaker system, and official ceremonial music. Equipment familiarization training is provided for signed-out equipment.

c. Complete PA Support. For O7 and above presiding over an event, PA equipment and support is available upon request. This includes transportation, setup, operation, and tear down of all

necessary wireless and wired microphones, speakers, compact disc players, etc. Reservations for support are a first come first served basis. There is no bumping. Complete PA support is restricted and can only be provided within the JBPHH fence line and does not include the JBPHH annexes.

4. Process. Request must be received at a minimum of 10 working days prior to the event.

a. Commands that cannot access the Air Force SharePoint site are required to complete 15WG Form 13 Request for Public Address Support, enclosure (1). Include a diagram of ceremony set up as well as event script. It is the requester's responsibility to keep the PA technicians current regarding all script changes.

(1) Air Force requests should be submitted via SharePoint at:
<https://hickam.eis.pacaf.af.mil/647%20ABG/747%20CS/SCO/SCOT/SCOTT/SitePages/Home.aspx>.

(2) Navy requests should be sent via e-mail to JB6 support group at CNI_PRLH_JB65@navy.mil.

b. Batteries for all sign-out system equipment typically use "AA" or 9V, however are not provided.

c. Requesting command is responsible for safeguarding PA equipment from theft and damage. The requesting command is also required to repair or replace any damaged equipment. Requestor will be notified within seven working days from return.



S. KEEVE

Distribution: JB6

Share Drive Location: S:\PRLH\CNRH\Joint

Base\Admin\INSTRUCTIONS\Instructions & Notices\JOINT BASE
INSTRUCTIONS\2016\JBPHHINST 2180.1 Public Address Equipment and
Support

Web Page Address:

http://www.cninavy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/about/jbphh-instructions.html

REQUEST FOR PUBLIC ADDRESS SUPPORT

Public Address Policies

1. Transmission Systems will support **official military functions only**.
2. Transmission Systems requires at least a **10 duty day in advance** notice prior to all Public Address events. Request within 10 days may be rejected based on availability and importance.
3. Technician Support is only required for events with an official party member O7 and above.
4. When available, equipment may be signed out for events excluded by above policies. Transmission Systems is capable of providing training for the Public Address equipment. Requesting unit must provide a person to operate the equipment.
5. Setup for event practices are not required, but may be supported when equipment and manning is available.
6. We provide **ONLY** audio support; customers are responsible for any and all visual support requirements (computer/projector, etc.).

Type of Request	<input type="checkbox"/> Setup	<input type="checkbox"/> Sign Out
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REQUESTING AGENCY

Name	Unit	Contact #

EVENT INFORMATION

Event Title	Date of Event <small>Select Date</small>	Start Time <small>Select Time</small>	Stop Time <small>Select Time</small>
Location of Event	Practice Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Practice Date / Time <small>Select Date</small> <small>Select Time</small>	
Requested Setup Time <small>Setup at <small>Select Time</small></small>	Equipment Pickup & Return Time for Sign Out <small>Pickup at <small>Select Time</small>. Return at <small>Select Time</small>.</small>		

EQUIPMENT REQUIREMENTS

Equipment	Quantities	Equipment	Quantities
Speakers	<small>Select Quantity</small>	Podium	<small>Select Quantity</small>
Microphones	<small>Select Quantity</small>	Auxiliary Cables	<small>Select Quantity</small>

Music Required (Specify):

MISCELLANEOUS

Anticipated Audience Size	Ranking Official Member	Uniform Requirements for Technicians
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747 CS USE ONLY

TECHNICAL SOLUTION/COORDINATION

Assigned To			
Site Survey	Completed <input type="checkbox"/>	Not Required	<input type="checkbox"/>

Comments:

E-MAIL COMPLETED FORM TO: 747cs.scottparequests@us.af.mil (Hickam) or CNI_PRLH_JB65@navy.mil (Pearl Harbor)