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HANGAR 7 USE INSTRUCTION

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This instruction provides guidance to organizations that require the use of Hangar 7. This includes all Federal and non Federal agencies. It outlines user's responsibilities and those of the custodians of Bldg 2040 (a.k.a. Hangar 7). This instruction does not apply to disaster relief efforts, Real-world Non-combatant Evacuation Operations (NEO), or Contingency Operations.

HANGAR 7 USE INSTRUCTION

Section A—General

1. Purpose:

To provide guidance on the user's responsibilities, procedures for acquiring use of Hangar 7, and general points of contact for requirements.

2. Objectives:

Clarification of user responsibilities and proper procedures for requesting use of the hangar.

3. User Responsibilities:

The user will be responsible for contacting and coordinating as needed with Hickam AFB agencies for services, event set-up, or reconstitution of the hangar.

3.1. 15 LG/LGX is building custodian for the open area of the hangar and the stand-alone office (alternate Deployment Control Center) located in the hangar. They are not responsible for moving assets within the building to accommodate the user or for any set-up/special preparations for events.

3.2. To request use of the hangar, the user must submit a written request to 15 LG/LGX NLT two weeks prior to date required. This request will include the dates the hangar is needed, purpose for use and whether any flag officers, DVs etc., may be present.

3.2.1. Once hangar use is approved by 15 LG/LGX, the user will be required to sign a Letter of Agreement (Figure 1.1) for hangar use. The person who signs the letter is acknowledging understanding of responsibilities for use and their obligation to restore the hangar to original configuration (Figure 1.2). The letter also recommends having an alternate location in the event the hangar's use is rescinded with little or no-notice because of real-world events.

3.2.2. Without a signed copy of a letter of agreement for hangar use the facility will not be released for use.

3.2.3. The user is responsible to provide all necessary security, support equipment, and fire-suppression equipment as required.

3.2.4. Depending on purpose for use, prior to the user occupying the hangar, 15 LG/LGX will do a walk-thru with the user to survey condition and configuration. This will serve as the baseline for hangar reconstitution expectations.

3.2.5. This facility is shared by Air Force Reserve units and the 735 AMS. The offices and their restrooms are off limits to users (unless specifically requested and approved in advance). It will be the user's responsibility to ensure their personnel comply with this instruction.

3.2.5.1. Any damage to the hangar or its contents will be assessed to the using organization. This includes affixing items to the walls, roof, or floor that leave permanent marks when removed. If carelessness or maliciousness is observed, 15 LG/LGX reserves the right to rescind the use request or disapprove future requests.

3.2.5.2. If user is a non Federal agency there must be a DoD individual present during the periods of use. Exceptions to this will only be granted by 15 ABW/CC or designated representative.

4. General Points of Contact

This section provides points of contact for common requests. If the user has requirements for other support or services and doesn't know who to contact, 15 LG/LGX will assist to find source for support.

Building (Open Hangar Area) Custodian, 15 LG/LGX, call 449-1116 (FAX 449-6166)

To conduct large passenger movements, call 735 AMS/TRO at 449-6919

To contact 15 OSX (flying units), call 449-1927

To contact Wing Safety (15 ABW/SE), call 449-8543

To request billeting arrangements (15 SVS), call 448-5999

To request bleacher installation/removal, call 15 SVCS at 448-4640/41

To request the curtains be installed, call 15 CES at 449-6061

To request the hangar be swept out call 15 CES at 449-1826

To request a large U.S. Flag to be hung from one of the doors, call 449-2200

For transportation requirements, call 15LG/LSD Vehicle Dispatch at 449-1742

To request a large trash pick-up, call 15 CES at 449-6047

To have the port-a-toilets serviced or verify last date of service, call 449-6047

To acquire public announcement equipment, call 15 CS at 449-3214

To acquire posted flags, contact 15 ABW/CCP (Wing Protocol) at 449-0420

ALBERT F. RIGGLE, Colonel, USAF
Commander, 15th Air Base Wing

Attachment 1

SAMPLE HANGAR 7 USE AGREEMENT LETTER



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM FOR 735 AMS

17 May 02

FROM: 15 LG/LGX

SUBJECT: Hangar 7 Use Request

1. Your request to use Hangar 7 is approved for the dates of _____.
2. 15 ABWI 20-101 governs user responsibilities regarding use of the hangar, several items from the instruction are covered below:
 - a. This facility is shared by several work centers. **Please brief your personnel not to enter offices in facility to use telephones; there's a pay phone in the hangar.**
 - b. Clean the hangar of spills and return it to original configuration (if anything was moved). Pick up trash and empty all trash cans; don't throw trash in recycling bins.
 - c. Bathrooms will be locked. Please utilize Porta-Johns located outside the hangar.
3. These guidelines are necessary to ensure all personnel using the facility are provided a quality environment. Your assistance in keeping this facility clean and properly maintained is greatly appreciated. **Be advised, mission requirements take priority and you may lose use of the hangar with little advance notice.**
4. If you have questions concerning the use of this facility, please contact Capt Andrews at 449-0094.

//Signed//
Deanna L. Westenhaver, Capt, USAF
Chief, Logistics Plans Division

I agree to the terms above and will ensure we adhere to 15ABWI 20-101 and all actions are accomplished before we vacate the hangar:

Rank/Name	Signature	Unit/Phone Number/Date
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Attachment 2

HANGAR 7 CONFIGURATION DIAGRAM

Figure 1.2. Hangar 7 Configuration Diagram.

