

1 DECEMBER 2000



Facilities

**AIRCRAFT MAINTENANCE FACILITY USAGE
GUIDELINES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes guidelines and responsibilities for utilization of aircraft maintenance facilities for special events and ceremonies. The goal of this instruction is to provide for careful coordination and planning, ensuring facility availability and readiness for aircraft maintenance as well as special events and ceremonies. Whenever possible, organizations should consider using the Northwest Connection, Base Theater, Holiday Park Pavilion, Chapel Annex, or mass briefing rooms located in the operations squadrons for special events and ceremonies.

1. Approval Authority. The 62 LG/CC or CD will act as the approval authority for use of all aircraft maintenance facilities for special events and ceremonies.

2. Procedures:

2.1. Submit requests in writing. Requests must be routed through the requester's group commander, the requested facility's owning commander, and received by the 62d Logistics Group Commander (62 LG/CC) no later than 14 days prior to the actual event. It must include the event point of contact (POC), facility requested, date requested, event date and description, event duration, proposed setup and number of people attending the event. The event POC is responsible for ensuring all safety directives are in full compliance. The request must specify the date and time setup will begin and end, and the date and time the facility will be returned to the facility manager in its original condition. The required letter format is shown in **Attachment 1**, Sample Aircraft Maintenance Facility Request Letter.

2.2. The requested facility's owning commander will forward the request to the 62 LG/CC for approval. Due to its use as an aircraft wash facility, Hangar 4 will be approved solely for wing commander-directed events. If Hangar 4 is approved for use, the 62 MXS Maintenance Flight Commander/Chief (62 MXS/LGMT) will coordinate with 62 LSS/LGLP (Plans, Scheduling, and

Documentation) to reserve Hangar 4 for the time period specified. Hangar 4 will not be used after 1 Nov 00. Hangar 1 will be approved solely for wing commander-directed events.

2.3. The facility's owning squadron and event POC will conduct an initial facility orientation, ensuring overall facility readiness. At a minimum, this orientation will include heating operation, lighting operation, parking availability, safety concerns, restroom locations, distinguished visitor accommodations, and signs available to direct crowds toward entrances, exits, and restrooms.

2.4. The owning squadron will turn over the facility in an operationally clean condition. Operationally clean is defined as an adequately clean condition to conduct safe and orderly aircraft maintenance. The restrooms will be clean and stocked with standard supplies. The event POC will be responsible for submitting a McChord AFB Form 8, Request/Appointment for Detail, at Attachment 2, to clean the facility to the required standard for their event, and will supply any additional restroom supplies for their event.

2.4.1. The event POC will be responsible for submitting a McChord AFB Form 8, Request/Appointment for Detail, at Attachment 2, to clean the facility to the required standard for their event, and will supply any additional restroom supplies for their event.

3. Responsibilities:

3.1. The event POC must request detail support by submitting a McChord AFB Form 8, Request/Appointment for Detail, at Attachment 2, for all activities associated with the event to include all placement of aircraft and equipment, set-up, clean-up, decorations, etc. Do not assume a facility-related activity (detail/tasking) will be accomplished by the owning squadron unless they are specifically tasked.

3.2. The event POC will take possession of the facility following the initial facility orientation and will be responsible for all event set-up and clean-up operations. Clean-up operations must be completed within 12 hours of the end of the special event/ceremony. Extensions to this requirement may be approved by the owning commander based on the next-use requirement for the facility.

3.3. The event POC will be responsible for coordinating proposed set-up with base fire prevention 62 CES/CEFP ext. 4-9017, to ensure compliance with fire safety guidelines.

3.4. The event POC must request any aircraft static displays directly in front of an aircraft maintenance facility in writing. The request must be approved by the 62 AGS Maintenance Supervision office (62 AGS/LGG, 4-3661), 62 LSS Plans, Scheduling and Documentation (62 LSS/LGLP, 4-5166) and the 62d Operations Support Squadron Airfield Manager (62 OSS/OSAA, 4-2854) at least 14 days in advance of event. Due to severe C-17 ramp space constraints and the inability to taxi around static display aircraft in this position, the ability to support these requests will be limited.

3.5. The facility's owning squadron and event POC will conduct a post-use inspection to verify facility cleanliness and appearance equal to its original condition.

THOMAS P. TOOLE, Col, USAF
Commander, 62d Logistics Group

Attachment 1

SAMPLE AIRCRAFT MAINTENANCE FACILITY REQUEST LETTER

Date: _____

MEMORANDUM FOR 62 Event POC's Commander

Event POC's Group Commander
Facility Manager's Squadron CC
LG/CC
Event POC's Group Commander
In Turn

FROM: (Event POC Rank/Full Name)

SUBJECT: Request Use of Aircraft Maintenance Facility for Special Event/Ceremony

1. I (did) (did not) consider using the McChord AFB Clubs, Base Theater, Holiday Park Pavilion, Chapel Annex, and mass briefing rooms located in the airlift squadrons for this special event/ceremony. Maintenance hangers should **NOT** be requested unless all other options are determined to be insufficient for the requested function.

2. I request use of (please circle):
 - a. Hangar 4, 62 MXS (Hangar 1 Effective 1 Nov 00)
 - b. Nose dock 1, building 1167, 62 AGS
 - c. Nose dock 2, building 1166, 62 AGS
 - d. Aircraft wash facility, building 1178, 62 LSS

3. The following required information is provided:
 - a. Event POC Rank/Full Name: _____
 - b. Telephone #: _____
 - c. Event Description: _____
 - d. Estimated Number of Attendees: _____
 - e. Event Start and End Date(s)/Time(s): _____

f. Set-up Date(s) and Time(s): _____

g. Clean-up Date(s) and Time(s): _____

h. Return Date to Owning Squadron (NLT 12 hours after event): _____

4. Proposed set-up requirements include any stages, bleacher, sound equipment, tables, and chairs, etc. Coordination is required to ensure all items are permitted in this facility.

5. I understand the event POC will coordinate a date and time for post-event inspection of the facility with the owning squadron no later than 12 hours after the event.

6. I will comply with all guidance in 62 AWI __.

Rank/Printed Full Name/Signature

1st Ind, (Event POC's Squadron CC)

Date: _____

To: Event POC's Group CC

Concur/Nonconcur

Event POC's Squadron Commander

2nd Ind, Event POC's Group CC

Date: _____

To: Facility Manager's Squadron CC

Concur/Nonconcur

Event POC's Group Commander

3rd Ind, Facility Manager's Squadron CC

Date: _____

To: 62LG/CC

Concur/Nonconcur

Facility Manager's Squadron CC

4th Ind, 62 LG/CC

Date: _____

To: Event POC's Group Commander

Approved/Disapproved

Commander, 62 LG

5th Ind, Event POC's Group Commander

Date: _____

To: Event POC

Your request was approved/disapproved.

Event POC's Group Commander