

3 DECEMBER 2003



Civil Engineering

**AIRCRAFT MAINTENANCE FACILITY/
EQUIPMENT USAGE GUIDELINES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 436 MXG/CD (Lt Col Robert J. Egbert)

Certified by: 436 MXG/CC
(Colonel Maureen Cunningham)

Pages: 11

Distribution: F

This Dover Air Force Base Instruction (DAFBI) establishes guidelines and responsibilities for utilization of aircraft maintenance facilities and equipment to include aircraft for special events, ceremonies, or for use other than their intended purpose. The goal of this instruction is to provide for careful coordination and planning, ensuring facility or equipment availability and readiness for aircraft maintenance as well as special events and ceremonies. Whenever possible, organizations should consider using the AMC Museum, The Landings, Base Theater, Chapel Annex or mass briefing rooms located in the operations squadrons for special events and ceremonies.

1. Approval Authority. The 436th Maintenance Group Commander (436 MXG/CC) or Deputy Commander (436 MXG/CD) will act as the approval authority for use of all aircraft maintenance facilities or equipment 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 facilities owning commander, and received by the 436 MXG/CC no later than 14 days prior to the actual event. It must include the event point of contact (POC), facility or equipment being 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 or equipment will be returned to the facility manager/equipment owner. Facilities will be returned to original condition. The required letter format is shown in **Attachment 1**, Sample Aircraft Maintenance Facility Request Letter.

2.2. Facilities. The requested facility's owning commander will forward the request to the 436 MXG/CC for approval. Due to its use as the wing's only full-in C-5 maintenance and aircraft wash facility, Hangar 706 will be approved solely for wing commander-directed events. If Hangar 706 is approved

for use, the 436th Maintenance Operations Squadron (MOS) commander will coordinate through Plans, Scheduling, and Documentation to reserve Hangar 706 for the time period specified. Events that are not wing commander-directed where the use of another maintenance facility is desired will be approved by the MXG/CC. If the request for Hangar 711, isochronal (ISO) building, is made, the ISO stands cannot be moved from the hangar.

2.2.1. The squadron owning the facility 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 (if available), and signs available to direct crowds toward entrances, exits, and restrooms.

2.2.2. 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 any additional requirements for their event and will supply any additional restroom supplies if required.

2.3. Equipment/Aircraft. Requests for equipment or aircraft will be made in the same manner as facilities. Requests must be routed through the requester's group commander, the requested equipment owning commander, and received by the 436 MXG/CC no later than 14 days prior to the actual event. In the case of aircraft, the Maintenance Operations Squadron is the owning organization. The required letter format is shown in [Attachment 2](#), Sample Aircraft Maintenance Equipment Request Letter.

2.3.1. Requests for equipment items such as light carts, heaters, etc. require additional procedures. Transportation Working Capital Funds (TWCF) equipment utilized by the MXG to support flying squadron operations when used for purposes other than their intended use require reimbursement from Operations and Maintenance (O&M) funds, IAW AMCI 65-602, *Transportation Working Capital Funds (TWCF) Budget Guidance and Procedures*, Chapter 3.

2.3.2. When TWCF-funded assets are utilized by O&M organizations, a Standard Form 1081, **Voucher and Schedule of Withdrawals and Credits**, will be initiated. The group or squadron resource advisor with ownership responsibilities will initiate the form for TWCF reimbursements and forward to the 436 MXG/CC for inclusion with the approval letter.

2.3.3. Aircraft static display requests that require aircraft positioning in front of a specific facility will utilize the sample letter found at [Attachment 2](#). Aircraft static displays must also be routed and approved by the 436th Operations Support Squadron Airfield Manager. Static display aircraft requests will be approved on a limited basis.

3. Responsibilities.

3.1. The event POC must not assume a facility or equipment related activity will be accomplished by the owning squadron unless they are specifically asked and can accommodate the requester. For example: will operations or maintenance personnel be required for a static aircraft display? If so, this must be clearly stated. If the OG or MXG cannot perform the specific task, they will inform the requester immediately, in writing.

3.2. The event POC will take possession of the facility following the initial facility orientation and will be responsible for all event setup and cleanup operations. Cleanup operations must be completed

within 12-hours of the end of the event or ceremony. The owning commander may approve extensions to this request in advance, based on the next use requirement.

3.3. The event POC will be responsible for coordinating proposed setup with base fire prevention, 436 CES/CEFP, to ensure compliance with fire safety guidelines. Additionally, the POC will coordinate with the SFS/CC to ensure security requirements are established, addressed, and met.

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

JOHN I. PRAY, JR., Colonel, USAF
Commander

Attachment 1

SAMPLE AIRCRAFT MAINTENANCE FACILITY REQUEST LETTER

Date: _____

MEMORANDUM FOR Event POC's Commander
Event POC's Group Commander
Facility Manager's Squadron Commander
436 MXG/CC
Event POC's Group Commander
In Turn

FROM: Event POC Rank/Full Name

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

1. I (did) (did not) consider using the AMC Museum, The Landings, Base Theater, Chapel Annex, etc. for special event / ceremony. Maintenance hangars should NOT be requested unless all other options are determined to be insufficient for the requested function. (Provide justification for use of maintenance facility).

2. I request use of (please circle):

- a. Hangar 706, 436 AMXS full-in maintenance/wash hangar
- b. Nose Dock 945, 436 CMS Fuel Cell
- c. Hangar 711, 436 EMS ISO hangar

3. The following required information is provided:

- a. Event POC Rank/Full Name: _____
- b. Telephone No: _____ Cell No: _____
- c. Event Description: _____

d. Estimated Number of Attendees: _____

e. Event Start and End Date(s)/Time(s): _____

f. Setup Date/Time: _____

g. Cleanup Date/Time: _____

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

4. Proposed setup requirements include any stages, bleachers, 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 pre- and post-event inspection of the facility with the owning squadron as soon as approval is received.

6. I will comply with all guidance in the *DAFBI 32-201*

Rank/Printed Full Name/Signature

1st Ind, Event POC's Squadron CC Date: _____

Concur/Nonconcur

Event POC's Squadron Commander Signature

2nd Ind, Event POC's Group Commander

Date: _____

Concur/Nonconcur

Event POC's Group Commander Signature

3rd Ind, Facility Manager's Squadron Commander

Date: _____

Concur/Nonconcur

Facility Manager's Squadron Commander Signature

4th Ind, 436 MXG/CC

Date: _____

Approved/Disapproved

436 MXG/CC Signature

5th Ind, Event POC's Group Commander or Deputy

Date: _____

To: Event POC

Your request was approved/disapproved

Event POC's Group Commander or Deputy Signature

Attachment 2

SAMPLE AIRCRAFT MAINTENANCE EQUIPMENT REQUEST LETTER

Date: _____

MEMORANDUM FOR Event POC's Commander
Event POC's Group Commander
436 OSS/CC (Static Aircraft Only)
436 MOS/CC
436 MXG/CC
Event POC's Group Commander
In Turn

FROM: Event POC Rank/Full Name

SUBJECT: Request Use of Aircraft Maintenance Equipment or Static Aircraft for Special Event/
Ceremony

1. I request use of (please circle):

a. Equipment item: _____

b. C-5 Aircraft

2. The following required information is provided:

a. Event POC Rank/Full Name: _____

b. Telephone No: _____ Cell No: _____

c. Event Description: _____

d. Estimated Number of Attendees: _____

e. Event Start and End Date(s)/Time(s): _____

f. Special configuration (if required): _____

g. Personnel (if required): _____

h. Return Date to Owning Squadron: _____

3. Proposed setup requirements for aircraft include types of washes (i.e. interior or exterior), if crew chief or aircrew member is required, location, aircraft configuration (i.e., visor up, ramps extended, knelt, etc). OSS/CC along with MXG/CC coordination is required to ensure all requirements can be met.

4. I will comply with all guidance in the *DAFBI 32-201*

Rank/Printed Full Name/Signature

1st Ind, Event POC's Squadron CC

Date: _____

Concur/Nonconcur

Event POC's Squadron Commander Signature

2nd Ind, Event POC's Group Commander

Date: _____

Concur/Nonconcur.

Event POC's Group Commander Signature

3rd Ind, OSS/CC (Aircraft Only)

Date: _____

Concur/Nonconcur. We (can) (can not) meet personnel requirements.

OSS/CC Signature

4th Ind, 436 MOS/CC

Date: _____

Concur/Nonconcur

436 MOS/CC Signature

Attach: SF 1081 (when required)

5th Ind, 436 MXG/CC

Date: _____

Approved/Disapproved

436 MXG/CC Signature

6th Ind, Event POC's Group Commander or Deputy

Date: _____

To: Event POC

Your request was approved/disapproved

Event POC's Group Commander or Deputy Signature

cc: OSS/CC (aircraft requests only)