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Maintenance

**HANGAR USE FOR NON-MAINTENANCE
ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction establishes policy and procedures on hangar usage for non-maintenance activities. It is applicable to all 6th Air Mobility Wing (6 AMW) personnel/units and tenant units assigned to MacDill Air Force Base (AFB). Commanders within each unit assigned to MacDill AFB are responsible for ensuring the contents of this Instruction are followed. For the purpose of this Instruction, the term “hangar” refers to MacDill AFB hangars 1, 2, 3, 4, 5, and Building 1071 (Fuel Cell), which are under the direct custodial charge of the 6th Maintenance Group Commander (6 MXG/CC).

1. The utilization of hangars for non-maintenance activities shall be kept to a minimum and shall have no adverse impact on scheduled or unscheduled maintenance. Hangar usage is reserved for aircraft maintenance, and any other use will be accommodated on a space available basis. All non-maintenance hangar utilization must be coordinated with the 6th Maintenance Group Facility Manager and approved by the 6 MXG/CC or his/her designated representative. Once a request is approved, specific details will be coordinated through the 6 MXG Facility Manager.
2. Non-maintenance hangar utilization is limited to group, wing, and major command (MAJCOM) level functions and must be requested by, or on behalf of, group commanders or equivalents in the grade of O-6 or above. If alternate facilities are available, they must be used in lieu of the aircraft hangars. When requesting hangar usage for non-maintenance activities, the requesting party must complete a Hangar Request Checklist ([Attachment 1](#)).
3. The preparatory and post event cleaning of the hangar is the direct responsibility of the requesting unit. To facilitate coordination of hangar use and event activities, the requesting unit must identify a point of contact (POC) to the 6 MXG Facility Manager for the event. This POC shall be solely responsible for

ensuring completion of the Hangar Request Checklist ([Attachment 1](#)) and the Hangar Utilization/Clean Up Checklist ([Attachment 2](#)).

WILLIAM W. HODGES, Maj Gen (Sel), USAF
Commander

Attachment 1

HANGAR REQUEST CHECKLIST

HANGAR REQUEST CHECKLIST		
Hangar Requested (Circle one): 1 2 3 4 5	YES	N/A
<i>(Initial in the appropriate block when item is completed)</i>		
<p>1. Read MacDill Instruction 21-103, Hangar Use for Non-Maintenance Activities.</p> <p>2. The event or function is at the group, wing, or command level and event honoree is in the grade of O-6 or above or a GP/CC or equivalent. Name of honoree: _____</p> <p>3. Staff Summary Sheet outlining all requirements sent to the 6 MXG/CCE for review and consideration.</p> <p style="padding-left: 40px;">a. SSS specifies the facility required.</p> <p style="padding-left: 40px;">b. SSS specifies the event dates and times.</p> <p style="padding-left: 40px;">c. SSS specifies rehearsal dates and times.</p> <p style="padding-left: 40px;">d. SSS specifies event termination/clean up dates and times.</p> <p>4. The requesting party has clearly identified a Point of Contact for all preparatory activities and post-event clean up.</p> <p style="padding-left: 40px;">Name: _____</p> <p style="padding-left: 40px;">Unit/Office Symbol: _____</p> <p style="padding-left: 40px;">Phone: _____</p> <p style="padding-left: 40px;">E-Mail: _____</p> <p>5. A date and time have been coordinated with the 6 MXG Facility Manager to conduct a pre-utilization briefing with the POC.</p> <p style="padding-left: 40px;">Date: _____</p> <p style="padding-left: 40px;">Time: _____</p> <p>TURN IN A COPY OF THIS COMPLETED CHECKLIST TO THE 6 MXG FACILITY MANAGER AFTER THE PRE-UTILIZATION BRIEFING. THE HANGAR WILL NOT BE SCHEDULED FOR USE UNTIL THIS CHECKLIST IS ON FILE.</p>		
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Attachment 2

HANGAR UTILIZATION/CLEAN UP CHECKLIST

HANGAR UTILIZATION/CLEAN UP CHECKLIST		
Hangar Requested (Circle one): 1 2 3 4 5	YES	N/A
<i>(Initial in the appropriate block when item is completed)</i>		
Pre-Utilization		
<ol style="list-style-type: none"> 1. Coordinate with appropriate agencies for event support, i.e., communications, medical, etc. 2. Coordinate with the 6th Maintenance Squadron, Fabrication Flight (8-5010), to shut down compressor and other loud equipment during the ceremony if mission requirements permit. 3. Coordinate with the 6 MXG Facility Manager (8-8784) for ceremonial furniture package, if required. 4. Coordinate with the 6 MXG Facility Manager to set a date and time for a Post-Utilization Inspection. Date: _____ Time: _____ 5. Obtain the 6 MXG Facility Manager's approval for any special hangar configuration and the use of any equipment on the hangar floor (i.e., bleachers, comm. equip, etc.). 6. No later than 1600 the day before the scheduled event AND no later than 0700 on the day of the event, check with the 6 MXG Facility Manager (8-8784) to ensure the hangar is not in use for maintenance. 		
Post-Utilization /Clean Up		
<ol style="list-style-type: none"> 1. Ensure all event equipment and trash are removed from the hangar. 2. If the 6 MXG ceremonial furniture package was used, the 6 MXG Facility Manager will conduct a post-utilization inventory. 3. Ensure hangar is returned to its original condition. 4. Before leaving, the appointed POC will conduct a post-utilization inspection of the hangar with the 6 MXG Facility Manager. 		
<p>TURN IN A COPY OF THIS COMPLETED CHECKLIST TO THE 6 MXG FACILITY MANAGER AT THE CONCLUSION OF THE POST-UTILIZATION BRIEFING. THE EVENT POC IS RESPONSIBLE FOR THE HANGAR UNTIL ALL CHECKLIST ACTIONS ARE ACCOMPLISHED.</p>		
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