

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 21-115**



**10 MAY 2013**

**Maintenance**

**AIRCRAFT SUN SHADE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This instruction extends the guidance of Air Force Instruction 21-136, *Aircraft Sun Shade Management*. It provides guidance on the use and operations of the Aircraft Sun Shade and assigns responsibilities for users of the Aircraft Sun Shade. It applies to all assigned members of the 919th Special Operations Wing (919 SOW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Introduction:** The purpose of this operations plan is to identify the intended uses of the Aircraft Sun Shade and responsibilities of the end users. Aircraft Sun Shades have the sole purpose of providing minimal protection for personnel and equipment from the elements. Aircraft Sun Shades are not intended to replace aircraft maintenance hangars.

**2. Concept of Operations:** This plan is based upon using the Aircraft Sun Shade for its intended purpose, which is to protect personnel and equipment during maintenance activities. These can be broken into four distinct activities: general maintenance, fuel cell maintenance, corrosion control, and aircraft washes.

2.1. General Maintenance: Any maintenance performed inside the Aircraft Sun Shade outside the scope of fuel cell, corrosion control, or aircraft washes. The Aircraft Sun Shade is only being utilized as a covered maintenance area. The end-user is responsible for the area while maintenance is being performed. All normal flight line practices will be observed. Production Supervisor will be the primary Point of Contact (POC) for these operations.

2.2. Fuel-Cell Maintenance: Any maintenance action with an open fuel tank and may include confined space entry (permit and/or non-permit). The Fuel Cell Supervisor and/or the Permit Supervisor will be the primary POC this activity. The Master Entry Plan (MEP) will be the governing guidance for this type of activity. The area will be demarcated as a Controlled Area for this type of activity and entrance will be limited to required personnel.

2.3. Corrosion Control: Any maintenance that involves sanding, priming, and or painting of the aircraft interior or exterior finish. The primary POC for this activity will be the Aircraft Structural Supervisor. The area will be demarcated as a Regulated Area for this type of activity and entrance will be limited to required personnel.

2.4. Aircraft Washes: Washes performed in the Aircraft Sun Shade is by contract personnel. The contractors are required to leave the Aircraft Sun Shade in the condition it was prior to use. They are responsible for discarding and/or removing any by-products of the wash service performed. **NOTE:** Any activities outside the scope of these maintenance activities will require authorization and coordination. Risk assessment and/or hazard abatement can be assessed for those activities prior to usage as required.

**3. Assignment of Responsibilities:** Responsibility for the Aircraft Sun Shade will fall into three categories: equipment accountability, equipment usage, and equipment sustainment.

3.1. Equipment accountability will be managed IAW AFMAN 23-110, *USAF Supply Manual*. The equipment custodian for account 956AF will track the equipment on the CA/CRL R-14/R-15.

3.2. Equipment usage is directly controlled by the Production Supervisor. All usage requests must be coordinated through Production.

3.3. Equipment sustainment will be IAW AFI65-601, Volume 1, Chapter 9, *Budget Guidance and Procedures*. The owning workcenter will comply with all routine maintenance and inspection activities to ensure no degradation of safety to personnel or mission accomplishment occurs. These actions will be documented on AFTO Form 244, *Industrial/Support Equipment Record* and tracked in Integrated Maintenance Data System (IMDS). Manufacturer's design drawings and specifications are maintained and stored by the owning workcenter.

**4. Control and Coordination:** Production Supervisor will control and coordinate all maintenance activities using the Aircraft Sun Shade.

**5. Support Equipment:** When aircraft maintenance is being performed in the Aircraft Sun Shade, powered and non-powered support equipment may be parked inside; however, to ensure

adequate clearance, equipment will be positioned/secured along the sides of the Aircraft Sun Shade when not in-use and at the end of the duty day. Support equipment will be removed from the Aircraft Sun Shade and secured in approved locations prior to weekends with no maintenance coverage.

**6. Emergency Procedures:** The Aircraft Sun Shade is located on the aircraft washrack location. For emergency purposes this is considered Building 3000. For inclement/severe weather, all normal flightline procedures will be followed. Personnel are required to follow all giant voice prompts and any radio instructions. The Aircraft Sun Shade will be evacuated during periods including but not limited to high winds, thunderstorms, lightning, hail, tornadoes, hurricanes, or other adverse weather. **NOTE:** The Aircraft Sun Shade is not intended to be used as a protective shelter in these situations.

ANTHONY J COMTOIS, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 2003

AFI 21-136, *Aircraft Sun Shade Management*, 20 July 2012

AFMAN 23-110, *USAF Supply Manual*, 01 April 2009

AFMAN 33-363, *Management of Record*, 1 Mar 2008

AFI 65-601V1, *Budget Guidance and Procedures*, 16 Aug 2012

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 244, *Industrial/Support Equipment Record*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFTO**—Air Force Technical Order

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**CA/CRL (R-14/R-15)**—Custodian Authorization/Custody Receipt Listing

**CC**—Commander

**IAW**—In Accordance With

**IMDS**—Integrated Maintenance Data System

**MEP**—Master Entry Plan

**MXG**—Maintenance Group

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Air Force Records Disposition Schedule

**SOW**—Special Operations Wing