

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE  
INSTRUCTION 21-103**



**13 JUNE 2013**

**Maintenance**

**HANGAR USE FOR NON-  
MAINTENANCE ACTIVITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 6 MOS/MXOP

Certified by: 6 MXG/CC  
(Col Roeper)

Pages: 6

---

This instruction establishes policy and procedures on hangar usage for non-maintenance activities. It is applicable to all 6th/927th Air Mobility Wing (6/927 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, and Building 1071 (Fuel Cell), which are under the direct custodial charge of the 6th Maintenance Group Commander (6 MXG/CC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This revision updates the OPR of the instruction, corrects contact information on Attachment 2 and Attachment 3, and adds Attachment 4.

- 1. The use 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 use request must be coordinated with the 6th Maintenance Group Facility Manager and approved by the 6 MXG/CC. Once a request is approved, specific details will be coordinated through the 6 MXG Facility Manager.
- 2. Non-maintenance hangar use 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 should be used in lieu of the aircraft hangars. When requesting hangar usage for non-maintenance activities, the requesting party must complete a Hangar Use Request Staff Summary Sheet (Attachment 4).
- 3. The preparation 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 2) and the Hangar Use/Clean Up Checklist (Attachment 3).

SCOTT V. DETHOMAS, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFMAN 33-363, *Management of Records*

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

*Acronym and Abbreviations*

**6MXG/CC**—6th Maintenance Group Commander

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AMW**—Air Mobility Wing

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

Attachment 2

HANGAR REQUEST CHECKLIST

Figure A2.1. Hanger Request Checklist

| <b>Hangar Requested (Circle one):</b> 1   2   3<br>(Initial in the appropriate block when item is completed)  | YES          | N/A |
|---|--------------|-----|
| <p>1. Read MacDill Air Force Base 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.<br/>                     Name of honoree: _____</p> <p>3. Staff Summary Sheet (SSS) outlining all requirements sent to the 6 MXG Facility Manager for review and routing (see Attachment 3).<br/>                     The SSS will:</p> <ul style="list-style-type: none"> <li>a. be approved by 6 AMW Director of Staff for 6/927 AMW events. b.</li> <li>be approved by requesting Group Commander for 6/927 Group events.</li> <li>c. be approved by group commanders or equivalent in the grade of O-6 or above for tenant units.</li> <li>d. specify the date, time, and facility requested, any required rehearsal dates and times, and the event termination/clean up dates and times.</li> </ul> <p>4. The requesting party has a clearly identified Point of Contact for all preparatory activities and post-event clean up.<br/>                     Name: _____<br/>                     Unit/Office _____ Symbol: _____<br/>                     Phone: _____ E- _____<br/>                     Mail: _____</p> <p>5. A date and time have been coordinated with the 6 MXG Facility Manager to conduct a pre-use briefing with the POC.<br/>                     Date: _____<br/>                     Time: _____</p> <p><b>TURN IN A COPY OF THIS COMPLETED CHECKLIST TO THE 6 MXG FACILITY MANAGER AFTER THE PRE-USE BRIEFING. THE HANGAR WILL NOT BE SCHEDULED FOR USE UNTIL THIS CHECKLIST IS ON FILE.</b></p> |              |     |
|   | Page: 1 of 1 |     |

Attachment 3

HANGAR USE/CLEAN UP CHECKLIST

Figure A3.1. Hangar Use/Clean Up Checklist

| <b>Hangar Requested (Circle one):</b> 1   2   3<br>(Initial in the appropriate block when item is completed)   | YES | N/A |
|--|-----|-----|
| <p><b>Pre-Use</b></p> <p>Requesting unit will:</p> <ol style="list-style-type: none"> <li>1. Coordinate with appropriate agencies for event support (e.g., communications, medical).</li> <li>2. Coordinate with the 6th Maintenance Squadron (6 MXS), Fabrication Flight (828-5010), to shut down compressor and other loud equipment for the duration of the ceremony, if mission requirements permit.</li> <li>3. Coordinate with the 6 MXG Facility Manager (8-8763) for ceremonial furniture package, if required.</li> <li>4. Coordinate with the 6 MXG Facility Manager to set a date and time for a Post-Use Inspection.</li> </ol> <p>Date: _____</p> <p>Time: _____</p> <ol style="list-style-type: none"> <li>5. Obtain the 6 MXG Facility Manager's approval for any special hangar configuration and the use of any equipment on the hangar floor (e.g., bleachers, comm equip).</li> <li>6. No later than 1600 hrs the day before the scheduled event <b>AND</b> no later than 0700 hrs on the day of the event, check with the 6 MXG Facility Manager (8-8763) to ensure the hangar is not in use for maintenance.</li> </ol> <p><b>Post-Use/Clean Up</b></p> <ol style="list-style-type: none"> <li>1. Ensure all event equipment and trash are removed from the hangar.</li> <li>2. If the 6 MXG ceremonial furniture package was used, the 6 MXG Facility Manager will conduct a post-use inventory before storage.</li> <li>3. Ensure hangar is returned to its original condition.</li> <li>4. Before leaving, the appointed POC will conduct a post-use inspection of the hangar with the 6 MXG Facility Manager.</li> </ol> <p><b>TURN IN A COPY OF THIS COMPLETED CHECKLIST TO THE 6 MXG FACILITY MANAGER AT THE CONCLUSION OF THE POST-USE BRIEFING. THE EVENT POC IS RESPONSIBLE FOR THE HANGAR UNTIL ALL CHECKLIST ACTIONS ARE ACCOMPLISHED.</b></p> |     |     |
| Page: 1 of 1   |     |     |

Attachment 4

HANGAR USE REQUEST SSS SAMPLE

Figure A4.1. Hangar Use Request SSS Sample

| STAFF SUMMARY SHEET  |                 |                                     |               |  |                                |        |                                     |                    |               |  |
|--|-----------------|-------------------------------------|---------------|--|--------------------------------|--------|-------------------------------------|--------------------|---------------|--|
| TO   | ACTION          | SIGNATURE (Surname), GRADE AND DATE |               |  | TO                             | ACTION | SIGNATURE (Surname), GRADE AND DATE |                    |               |  |
| 1  | Requesting Unit | Coord                               | Click to sign |  |                                | 6      | 6 MXG/CC                            | Approve/Disapprove | Click to sign |  |
| 2  | 6 MOS/MXOP      | Coord                               | Click to sign |  |                                | 7      |                                     |                    | Click to sign |  |
| 3  | 6 MOS-CC        | Review                              | Click to sign |  |                                | 8      |                                     |                    | Click to sign |  |
| 4  | 6 MXG/CCS       | Review                              | Click to sign |  |                                | 9      |                                     |                    | Click to sign |  |
| 5  | 6 MXG/CD        | Coord                               | Click to sign |  |                                | 10     |                                     |                    | Click to sign |  |
| SURNAME OF ACTION OFFICER AND GRADE  |                 |                                     | SYMBOL        |  | PHONE                          |        | TYPIST'S INITIALS                   |                    | SUSPENSE DATE |  |
| SUBJECT  |                 |                                     |               |  |                                |        |                                     |                    | DATE          |  |
| Request Use of a Hangar [#] for [UNIT and EVENT]   |                 |                                     |               |  |                                |        |                                     |                    |               |  |
| SUMMARY  |                 |                                     |               |  |                                |        |                                     |                    |               |  |
| <p>1. The [UNIT] would like to reserve a Hangar [#], [DATES and TIMES] for a [EVENT] for [NAME] and RANK]</p> <p>2. We would like to use the Hangar on [DATE and TIME] for the rehearsal and set-up.</p> <p>3. [WHAT EQUIPMENT IS BEING REQUESTED LIKE TABLES, CHAIRS, STAGE, ETC]</p> <p>4. The point of contact information is listed below.</p> <p style="margin-left: 40px;">//SIGNED//<br/>[POC]</p> <p>*****NOTES*****</p> <p>1. Aircraft maintenance that requires hangar space has priority.</p> <p>2. 6 MXG reserves the right to cancel on short notice due to aircraft maintenance requirements.</p> <p>3. It is the requester's responsibility to have a backup plan.</p> <p>4. Hangar 3 is standard choice. Hangars 1 &amp; 2 are on a case-by-case basis.</p> <p>5. Requesting unit is responsible for contacting the following:<br/>         6 OS5 (Base OPS) for Quiet Hours<br/>         6 CS for audio equipment</p> |                 |                                     |               |  |                                |        |                                     |                    |               |  |
| AF IMT 1768, 19840901, V5  |                 |                                     |               |  | PREVIOUS EDITION WILL BE USED. |        |                                     |                    |               |  |