

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING**

**GRISSOM AIR RESERVE BASE  
INSTRUCTION 91-203**



**22 JULY 2021**

**Safety**

**HANGAR DOOR OPERATIONS AND  
MARKINGS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction supplements Air Force Manual (AFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. This instruction provides safety guidelines and establishes procedures and responsibilities for Grissom Hangar Door Operations. It applies to all individuals at all levels of the 434 Air Refueling Wing (ARW), including, but not limited to, tenant units, visitors, contractors, concessionaries, and the Base Operating Services (BOS) contractor, excluding the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 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. Responsibilities.** All personnel who operate electric hangar doors shall become familiar with this instruction in addition to the information directed in the AFMAN 91-203 and any Air Force Guidance Memorandums attached to that regulation. This will help ensure strict compliance, provide maximum safety of personnel, and prevent damage to equipment.

**2. Training requirements for electrically operated hangar doors:**

2.1. All commanders or designated representatives must enforce hangar door training requirements. Supervision will select and authorize personnel to receive the training required to operate electric hangar doors in accordance with (IAW) AFMAN 91-203.

2.2. A qualified hangar door operator/trainer of the 434 Maintenance Group (MXG) can serve as hangar door operator trainer. These individuals will provide hands on training in operation of electric hangar doors. Training will be documented using AF Form 2426, *Training Request and Completion*/class roster or equivalent, which will be returned to the Maintenance Office of Training (MXOT) for entry into Net-Centric Reservist Management Application (ARCNet). A list of all MXG personnel authorized to operate hangar doors is available electronically on ARCNet and can be reviewed as required.

2.3. For individuals not assigned to the MXG, certified individuals will serve as trainers and complete AF Form 2426 or equivalent and return it to their commander or designated representative to document receipt of proper training. The commander or designated representative will forward a letter of delegation to the 434 Maintenance Group Commander (MXG/CC).

2.4. At a MINIMUM, hangar door training must consist of the following: **(T-3)**

2.4.1. Read and understand this publication.

2.4.2. Demonstrate the dangers of operating hangar doors.

2.4.3. Understand the purpose and operation of all switches.

2.4.4. Show where the minimum door opening markings are and understand their purpose.

2.4.5. Explain the Clear Zones and their functions.

**3. Awareness Training.** Hangar doors have the potential to be very dangerous and potential loss of life may occur if personnel are not properly trained to perform hangar door operations. All personnel who routinely visit, work, or pass through hangar facilities must receive initial and annual refresher hangar door awareness training, regardless of Air Force Specialty Code or duties. This training is part of and listed as Maintenance Safety Block Training in ARCNet.

**4. Documentation:**

4.1. All types of electrically operated hangar doors must have a separate training and course. Courses for Grissom Personnel are loaded in ARCNet as follows:

4.1.1. Maintenance Safety Block Training (Hangar Door Awareness) 12 months recur.

4.1.2. Grissom Hangar Door Operation Docks 1 & 3 (one-time).

4.1.3. Grissom Hangar Door Operation Dock 2 (one-time).

4.1.4. Grissom Hangar Door Operation Dock 6. (one-time).

4.2. All Hangar Door training (Awareness & Operator) will be documented in ARCNet for Maintenance Group personnel. Personnel without ARCNet access for training will be documented on AF Form 55, *Employee Safety and Health Record* or equivalent, which will be updated annually.

## 5. Hangar Door Operations (normal conditions):

5.1. Only properly trained and documented operators will open or close electric hangar doors. Door operators will visually check the doors, inside and out, door bays, alcoves, and door wells ensuring all areas are clear for movement.

5.2. Ensure hangar doors' sounding devices are operational IAW AFMAN 91-203. Discontinue operation any time the warning bells malfunction, and notify a MXG supervisor to lock out the system until repaired.

5.3. For aircraft movement, ensure the doors are open to a point at or beyond the yellow floor markings (75' 5") and the overhead door is fully up prior to aircraft movement.

5.4. When closing the doors with aircraft in place, ensure main aircraft wheels are located in the painted boxes and the nose gear is centered on the yellow line. This will ensure the aircraft is centered correctly in the hangar.

5.5. Inspect donut padding on inner horizontal adjusting hangar doors for security and condition. Ensure the inner horizontal adjusting doors that go around aircraft fuselage are adjusted to proper height before closing hangar door entirely. **CAUTION:** To avoid possible damage to hangar door and/or aircraft, operator must pay close attention to the adjustment height of horizontal (donut) door. **(T-3)**

5.6. When hangar doors are opened they will always be opened a minimum of 10 feet. Overhead doors, when opened, will always be fully opened. **(T-3)**

## 6. Hangar Door Operations (adverse conditions): (T-3)

6.1. For Electrical/Manually Operated hangar doors, in addition to items indicated in item five, the following items apply:

6.1.1. Inspect the door tracks for snow/ice accumulation prior to any door operation. Remove all ice/snow from tracks prior to door operation. If necessary, apply heat until all ice/snow is removed and doors are able to move.

6.1.2. When the outside temperature is 40°F or below, hangar doors will remain closed until the point that aircraft or equipment are ready to move into or out of the hangar.

6.1.3. For aircraft movement in these conditions, the tow supervisor is responsible for minimizing the door open time. For equipment, it is the responsibility of the member making the movement.

## 7. Additional Safety Procedures:

7.1. Regarding vehicle operations around hangars, vehicles will not be left unattended behind aircraft in hangars.

7.2. This Instruction mandates the implementation of clear space requirements for the safety of all personnel. At the end of the duty day, all support equipment, AGE, panel racks and high reaches will be removed from behind the aircraft.

7.2.1. Exception: during aircraft PE Inspections, stationary work platforms may remain as long as all wheels and casters are locked.

THOMAS O. PEMBERTON, Col, USAF  
Commander

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

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018

AFGM 2020-01, Air Force Guidance Memorandum to AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 8 September 2020

DAFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020, Corrective Actions applied on 15 September 2020

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 2426, *Training Request and Completion*

AF Form 55, *Employee Safety and Health Record*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**ARCNet**—Net-Centric Reservist Management Application

**AFRIMS**—Air Force Records Information Management System

**AGE**—Aircraft Ground Equipment

**ARW**—Air Refueling Wing

**ARWI**—Air Refueling Wing Instruction

**CC**—Commander

**IAW**—In Accordance With

**MXG**—Maintenance Group

**MXOT**—Maintenance Office of Training

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

***Terms***

**ARCNet**—IMDS for Mobility

**Hangar**—A large building with an extensive floor area, typically for housing aircraft.

**Nose Dock**—Large structure used to store or repair aircraft, also referred to as a hangar