

**BY ORDER OF THE COMMANDER  
1ST SPECIAL OPERATIONS WING  
(AFSOC)**

**HURLBURT FIELD INSTRUCTION 84-101**

**2 OCTOBER 2020**



**History**

**HURLBURT FIELD MEMORIAL AIR PARK**

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(Lt Col Pamela Wilson)

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This publication implements Air Force Policy Directive (AFPD) 84-1, *Historical Information, Property and Art*; and Air Force Instruction (AFI) 84-103, *U.S. Air Force Heritage Program*. This instruction provides for the regular maintenance and upkeep of all aircraft displays maintained by the 1st Special Operations Wing (1 SOW) and describes the membership and responsibilities of the Air Park Council. The instruction also identifies the procedures for requesting additional aircraft and the criteria for placing monuments into the Air Park. This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve (AFR), except where noted otherwise. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 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 AFI 33-360, *Publications and Forms Management*, Table 1.1 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 Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management And Information Governance Program* and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include inspection schedule changed to annually instead of quarterly, SOMDG Radiation Officer added to air park council, deleted references to AFI-84-103 since they were verbatim, changed the Civil Engineering work order request process, and removed references to a contract for washing the planes.

**1. Objective.** This instruction provides the guidance necessary to regularly inspect, clean, maintain, and paint all display aircraft in order to recognize the history of Hurlburt Field and Air Force Special Operations. This instruction also designates the Hurlburt Field Memorial Air Park Council to serve as the Executive Agency for the Hurlburt Field Memorial Air Park. Additionally, the instruction outlines procedures for maintaining and adding aircraft and monuments to the air park.

### **2. General.**

2.1. The overall custodial responsibility for display aircraft belongs to the 1 SOW/CC.

2.2. The 1st Special Operations Mission Support Group Deputy Commander (1 SOMSG/CD) will serve as the 1 SOW Historical Property Custodian (HPC) on behalf of the 1 SOW Commander, and will be the wing's primary point of contact for all issues concerning the air park.

### **3. Responsibilities.**

3.1. 1st Special Operations Mission Support Group Deputy Commander will:

3.1.1. Maintain overall responsibility for all static display air park activities.

3.1.2. Support the air park with the resources necessary to satisfy the requirements of this instruction.

3.1.3. Sign all initial and renewal historical property agreements.

3.1.4. Ensure the air park expenses are included in the annual wing budget.

3.1.5. Ensure an appointment letter is sent to the command historian (AFSOC/HO), naming the 1 SOW HPC and alternate HPC. This letter will also be kept on file in the air park continuity folder in the 1 SOW History Office.

3.2. Special Operations Maintenance Squadron Commander/Fabrication Flight will:

3.2.1. Conduct annual inspections of static display aircraft.

3.2.2. Maintain the most current copies (either paper, or preferred, electronic versions) of the aircraft AF Forms 3581s. Copies shall be provided to the HPC when requested.

3.2.3. Maintain a repaint/repair priority list for the air park based upon necessity, and coordinate resources with the 1 SOMSG/CD. Copies shall be provided to the HPC when requested.

3.3. 1 SOW History Office will:

- 3.3.1. Interface with AFSOC/HO and USAF Museum (USAFM) regarding all administrative requirements for the air park.
- 3.3.2. Maintain aircraft color, markings, and insignias documentation and ensure they are approved by the AFSOC History Office then properly installed.
- 3.3.3. Maintain all static display documentation and records.

**4. Air Park Council.**

- 4.1. The Air Park Council will serve as the Executive Agent for the Hurlburt Field Memorial Air Park.
- 4.2. Air Park Council Membership will consist of the following:
  - 4.2.1. 1st Special Operations Mission Support Group
    - 4.2.1.1. 1st Special Operations Mission Support Group Deputy Commander – Chair person.
    - 4.2.1.2. 1st Special Operations Civil Engineer Squadron Commander – Grounds representative.
  - 4.2.2. 1st Special Operations Maintenance Group:
    - 4.2.2.1. 1<sup>st</sup> Special Operations Maintenance Group Deputy Director – Aircraft representative.
    - 4.2.2.2. 1st Special Operations Maintenance Squadron Commander – Fabrication Flight representative
  - 4.2.3. 1 SOW Historian – Recorder.
  - 4.2.4. Advisors:
    - 4.2.4.1. Air Force Special Operations Command History Office representative.
    - 4.2.4.2. 1 SOFSS/Community Support Flight representative.
    - 4.2.4.3. Local community representatives as approved by the 1 SOMSG/CC.
    - 4.2.4.4. 1 SOW Comptroller Squadron representative (as required).
    - 4.2.4.5. 1 SOCONS representative (as required).
    - 4.2.4.6. 1 SOLRS representative (as required).
    - 4.2.4.7. 1 SOW Public Affairs representative (as required).
    - 4.2.4.8. 1 SOW Staff Judge Advocate representative (as required).
    - 4.2.4.9. 1 SOW Protocol representative (as required).
    - 4.2.4.10. 1 SOMDG Radiation Safety officer (as required).

#### 4.3. Air Park Council Responsibilities:

4.3.1. The Air Park Council is responsible to the 1 SOW/CC to develop, review, and recommend ground display improvements. Additionally, the Air Park Council will review and provide recommendations for the acquisition and disposition of displays.

4.3.2. The Air Park Council will convene on a quarterly basis, or more frequently as required, to discuss the current status of air park aircraft and monuments, and any new items requiring Air Park Council approval.

#### 5. Aircraft Acquisition.

5.1. The Air Park Council will submit all requests for air park aircraft additions in a letter signed by 1 SOW/CC, through the AFSOC History Office, to NMUSAF/MUC IAW AFI 84-103, *United States Air Force Heritage Program*.

#### 6. Monuments.

6.1. Any private organizations desiring to place a monument in the Hurlburt Field Memorial Air Park must send a letter to the Air Park Council through the 1 SOW History Office. The letter will include a point of contact (POC) and the following information:

6.1.1. The background of the organization.

6.1.2. The specific nature to which the monument will address, and the proposed monument citation.

6.1.3. The dimensions (written and illustrated), construction, costs, and desired location of the monument.

6.1.3.1. The dimensions and construction for monuments being placed in the Hurlburt Field Memorial Air Park will meet the following criteria:

6.1.3.1.1. At minimum, monuments shall consist of an 18 inch by 24 inch bronze plaque, mounted on a concrete base; the plaque will be mounted a minimum of 30 inches above finished grade.

6.1.3.1.2. The maximum space allowed for a large monument shall be 20 feet by 10 feet. In addition, monuments shall be no taller than 7 feet.

6.1.3.1.3. All monuments constructed of stone type material shall have a polished finish.

6.1.3.1.4. Organizations shall submit a service request through 1 Special Operations Civil Engineering Squadron for all proposed monuments. Requests shall include final site approval and any site work required for the installation of the monument.

6.1.3.1.5. Organizations placing monuments within the Hurlburt Field Air Park shall provide at a minimum, quarterly cleaning of their respective monuments.

6.1.3.2. Offers of monuments will be processed IAW AFI 51-506, *Gifts to the Department of the Air Force Domestic and Foreign Sources*. 1 SOW will not accept monuments that come with limiting conditions, high maintenance costs, or that incur some explicit or implicit responsibility (for example, an agreement to display or exhibit, or to retain at one specific location). The Air Park Council will inform potential donors that the donation is to the Air Force historical property collection and not to the 1 SOW. 1 SOW will not be held liable for any damage resulting to a monument due to natural causes, such as storm damage from a hurricane. If a monument is destroyed, the replacement must conform to the new requirements set forth in this instruction.

6.2. The 1 SOW Historian will review and coordinate the monument proposal letter through 1 SOCES, 1 SOW Judge Advocate (1 SOW/JA), and 1 SOMSG/CD. The Air Park Council will meet and discuss the addition of the proposed monument. The council will review findings of 1 SOCES, evaluating monument compliance with appearance and dimension criteria, as well as suitability of the monument with existing displays. Additionally the council will review the 1 SOW Historian's validation of the proposed monument's historical accuracy, and significance with Air Commando Heritage. Finally, the council will consider the legal review of the proposal provided by the 1 SOW/JA. Upon review of these items, the council will make a recommendation to the 1 SOW/CC; the 1 SOW/CC will have final approval/disapproval authority.

6.3. If the request is disapproved, a letter will be sent to the requesting POC stipulating why the monument was not recommended for inclusion in the Hurlburt Field Memorial Air Park.

## **7. Aircraft Sponsor Program.**

7.1. General. This program consists of Hurlburt Field units, and private organizations (subject to AFI 84-103), that have voluntarily agreed to sponsor air park displays and maintain them with volunteer personnel. (See [Attachment 2](#)).

7.1.1. Sponsor nominations will be received and reviewed by the Air Park Council.

7.1.2. Air Park Council will forward recommendations to 1 SOW/CC for approval.

## **8. Maintenance of Air Park Aircraft.**

8.1. General. Maintenance of the air park aircraft will be conducted in accordance with AFI 84-103, Chapter 7 and the appropriate Technical Order (TO) Dash 3 structural repair manual.

8.2. Annual Inspection. The 1 SOMSG/CD will coordinate with the 1 SOMXG/DD to visually check all external and internal areas, where accessible, for active corrosion. The inspection and any discrepancies, such as paint, structural maintenance, and wash requirements, will be documented on the applicable AF Form 3581, USAF Museum Aerospace Vehicle Static Display Maintenance Log. Inspection results will be ranked in priority order from worst condition to best condition, and the listing will be used to inform decisions on which aircraft will receive annual funding for the next refurbishment.

8.3. Aircraft Washes. Display aircraft will be washed through an unfunded request or with volunteers. The 1 SOMXG/QAE shall document aircraft wash inspections on their Performance Assessment Reports and maintain copies for a period of 3 years.

8.4. Minor Repairs. Perform minor maintenance on static display aircraft as mission allows. All discrepancies and corrective action will be documented on the appropriate aircraft AF Form 3581s .

**9. Preparation Maintenance of Aerospace Vehicles.** The “*Instructions for Preparation and Maintenance of Aerospace Vehicles*” at Attachment B are excerpted from the Historical Property Agreement. Follow these instructions for any aircraft being prepared for exhibition in the airpark to ensure the safe display of the item.

**10. Air Park Flags.**

10.1. The Hurlburt Field Air Park displays all 50 United States and POW/MIA Flags. The POW/MIA and U.S. Flag will be continuously displayed. The 50 State Flags however will only be flown during events and holidays approved by the 1 SOW/CC.

10.2. 1 SOFSS maintenance team with assistance from the Honor Guard will maintain and manage the flags in the Air Park. Funding for flag replacement will be provided by 1 SOFSS.

JOCELYN J. SCHERMERHORN, Colonel, USAF  
Commander

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Unified Commands*, 7 September 2017

DODD 5400.7, DoD Freedom of Information Act Program, 5 April 2019

DODI 5025.01, *DOD Issuances Program*, 22 May 2019

DODM 5200.1, *DoD Information Security Program: Overview, Classification, and Declassification*, 28 July 2020

AFPD 33-3, *Information Management*, 20 June 2016

AFPD 84-1, *History and Heritage Management*, 18 June 2020

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 84-103, *United States Air Force Heritage Program*, 21 May 2015

AFMAN 33-326, *Preparing Official Communications*, 30 July 2019

HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 19 July 2017

T.O. 00-5-1, *Air Force Technical Order System*, 15 October 2006

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 3581, *USAF Museum Aerospace Vehicle Static Display Maintenance Log*

AF Form 3580, *Aircraft Acceptance, Condition, and Safety Certificate*

***Abbreviations and Acronyms***

AC—Administrative Change

AFDPO—Air Force Departmental Publishing Office

**ATTACHMENT 2****UNITED STATES AIR FORCE HERITAGE PROGRAM (USAFHP) INSTRUCTIONS  
FOR PREPARATION AND MAINTENANCE OF AEROSPACE VEHICLES****SECTION A-GENERAL****A. Information:**

1. This instruction covers the requirements for the preparation and preservation of aerospace vehicles for static display by an Air Force organization within the USAFHP or other Federal organizations, borrowing aerospace vehicles from the National Museum of the United States Air Force (NMUSAF).
2. These requirements are designed to return and/or maintain the aerospace vehicle in as near original configuration as possible and to render them suitable for display.
3. Generally, all reconditioning, repairing, and refinishing will be accomplished in accordance with current Air Force directives and instructions and in a manner that would not modify it in any way, thereby altering the original form, design, or the historical significance of, said property. Deviations from this standard must be requested in writing and approved by the NMUSAF unless the requestor is DoD, then the major command is the approval entity.

**B. Security Requirements:**

1. Aerospace vehicles on display and undergoing preparation for display shall be kept secure from unsupervised personnel. Aerospace vehicles will be maintained with sufficient security to ensure that it is protected from vandalism and theft or unauthorized removal of components.
2. Any theft or unauthorized removal of components shall be immediately reported to the local law enforcement agency and by the next working day to NMUSAF/MUC. This must be followed by a report of the investigation of the incident within 30 days.
3. All canopies, doors, access hatches, and access plates, except for one entrance door, will be permanently sealed shut by any of the following methods to prevent unauthorized entry:
  - a. Bolting through the hatch to internal crossbars placed across the opening. These can be fabricated from sturdy steel strapping or channel iron.
  - b. Riveting the door securely to the jamb section.
  - c. Attaching hasps internally and securing with inside padlock.
  - d. Whatever method is employed to secure doors and access hatches, the crevices remaining will be filled with caulking compound or elastic putty to prevent internal damage from rain, snow, dust and ice. The access door that is not permanently sealed must be secured by a hasp welded or riveted in place. Multiple locks (two or three) are preferable, each with separate key

or combination. This technique will reduce the possibility of unauthorized access but will provide emergency entrance for authorized personnel.

### **C. Maintenance Records:**

1. Whenever items are permanently removed, the removal and disposition of such items shall be annotated on the AF Form 3581.
2. All work items that are accomplished shall be listed and signed off on a maintenance log (AF Form 3581).
3. Utilizing the AF Form 3581, a detailed accounting will be maintained by the borrower of all items removed or installed with the date of installation/removal and the name of the individual accomplishing the work.
4. Copies of all maintenance records must be returned to NMUSAF/MUC with the loan renewal for preservation.

## **SECTION B--REQUIREMENTS**

### **A. Demilitarize All Armament Systems and Explosive Material:**

1. Disarm all systems in accordance with the applicable Aircraft Technical Orders and certify action on AF Form 3580 (or later equivalents). **Warning:** All disarming must be accomplished by a fully qualified ordnance systems specialist. Documentation of these actions must be sent to NMUSAF/MUC.
2. Aircraft intended for outdoor display must have all weapons 30mm or less (machine guns, cannons) removed. Only simulated weapons may be used.

### **B. Prepare Powerplant for Display:**

1. Disconnect and drain all water and oil lines, tanks, valves, and pumps. Reconnect lines and reinstall plugs after draining. (Ref Applicable T.O.s)
2. Clean excess oil and grease from exterior components of engines. (Ref T.O. 2R-1-84).
3. Check power plant cowling for corrosion and damage. Repair and refinish as necessary for display. (Ref Applicable -3 T.O.)
4. Install intake and exhaust protective covers. Use standard covers if available or suitable substitutes.

5. Clean and preserve propeller(s). (Ref Applicable -2 T.O.). Treat any affected areas and refinish to standard configuration. (Ref T.O. 1-1-691)

**C. Defuel and Purge Fuel Systems:**

1. Defuel and purge all fuel tanks and check for safety with a combustible gas indicator. Source: Fire Department/Bio-environmental. (Ref T.O. 1-1-3)

2. Disconnect and drain all fuel lines, valves, sumps, pumps, etc. Reconnect lines after purging. (Ref TO 1-1-3 and Applicable – T.O.)

3. Drain water injection systems and deicing fluids whenever found. (Ref T.O. 1-1-3)

**D. Prepare Landing Gear:**

1. Release high-pressure air from all landing gear shock struts. (Ref Applicable -2 T.O.)

2. Clean and preserve struts. (Ref T.O. 1-1-691)

3. Clean all wheels and other landing gear components. (Ref T.O. 1-1-691)

4. Check and remove corrosion. Repaint to standard configuration. (Ref T.O. 1-1- 691 and T.O. 1-1-8)

5. Check all tires for excessive wear and adjust pressure as required. (Ref T.O. 4T-1-3)

6. Secure all retractable landing gear in the down position with positive locking devices.

**E. Prepare Hydraulic Systems:**

1. Dissipate hydraulic system pressure and release air from hydraulic accumulators. (Ref Applicable -2 T.O.)

2. Disconnect and drain all hydraulic lines, reservoirs, valves and pumps. Reconnect and reinstall drain plugs after draining. (Ref Applicable -2 T.O.)

3. Clean all exposed finished surfaces of actuating rods, hydraulic cylinders, locks, and valves. Other hydraulic equipment will be cleaned and coated with corrosion preventative compound.

**F. Prepare Oxygen Systems:**

1. Release oxygen, both gaseous and liquid, from all systems. (Ref Applicable -2 T.O.)

2. Stow all oxygen masks, bottles, and hoses. Remove all oxygen masks from aircraft displayed outside and store in a secure area conducive to preservation.
3. Install dust plugs in filler valves and recharge hoses.

**G. Prepare Electrical Systems:**

1. Remove aircraft batteries and turn in to battery shop, DRMO or other authorized organization. (Ref Applicable -2 T.O. or as locally required)
2. Remove dry cell batteries from frequency meters and other equipment as applicable. (Ref Applicable -2 T.O.)

**H. Prepare Electronic Systems:**

Leave all electronic equipment that is not reclaimed installed. Stow all connectors from equipment that has been removed.

**I. Miscellaneous Utilities:**

1. Remove bottles from all fire extinguisher systems, dissipate and reinstall. Caution: Ensure all chemicals are disposed of in accordance with established base procedures. (Ref Applicable -2 T.O.)
2. Drain and clean entire drinking water system. (Ref Applicable -2 T.O.)
3. Drain, clean, and reinstall coffee jugs and water jugs.

**J. Prepare Airframe:**

1. Check airframe for corrosion and treat affected areas. (Ref T.O. 1-1-691)
2. Clean all debris and foreign material from interior of fuselage. (Ref T.O. 1-1-691)
3. Check airframe for external damage and repair. (Ref Applicable -3 T.O.)
4. Cover all openings that will allow the entrance of water or other foreign matter that may have a corrosive or other deteriorating effect. Use standard covers if available, or suitable substitutes. Additional protection may be incorporated for aerospace vehicles displayed outside.
5. Check all fuselage, wing, and empennage drain holes for obstructions. Aerospace vehicles displayed outside may necessitate additional drain holes to ensure proper drainage. Drain holes should be periodically probed to ensure they are not obstructed. Inspect for water trapped in

lower portions of fuselage. If water is present, comply with instructions contained in applicable technical order for removal and correction.

6. Clean and treat lavatory and relief facilities. (Ref T.O. 1-1-691)

7. Check all astrodomes and plastic panels for crazing and damage. Repair and/or replace as necessary. Clean all plastic panels thoroughly with soap and water. (Ref T.O. 1-1-691)

### **K. Prepare Control Surfaces:**

1. Check all metal control surfaces for corrosion and treat affected areas. (Ref T.O. 1- 1-691)

2. Check all control surfaces for external damage and repair areas as necessary. (Ref Applicable - 3 T.O.)

3. Inspect all fabric-covered control surfaces, repair or re-cover as necessary. (Ref T.O. 1-1A-11)

4. Check all control surfaces, attaching mechanisms for loose rivets and/or sheared bolts and make necessary repairs. (Ref Applicable - 3 T.O.)

5. Secure all moveable surfaces in a neutral position with positive locking devices.

### **L. Radiation Safety:**

1. No restoration activity or access to the interior will be permitted until an interior and exterior radiation survey has been completed.

2. NMUSAF/MUC will require evidence of a radiation survey when an aerospace vehicle is initially acquired for display. In accordance with AFI 84-103, subsequent surveys will be required if radioactive material is discovered. Complete removal of all radioactive material negates the need for subsequent survey.

3. Explanatory information regarding the radiation survey is provided in AFI 84-103, Chapter 9 and Attachment 5. Further questions may be directed to NMUSAF/MUR (Radiation Safety), (937) 255-8716 or DSN 785-8716.

### **M. Final Preparation:**

1. Secure aerospace vehicles by attaching tie down restraints to surface attaching points and to major structural parts of the item. Tie down restraints, including surface attaching points, should be of sufficient strength to withstand the expected wind condition for the locality.

2. Place aerospace vehicles on surface concrete or asphalt of sufficient strength to support its weight. This will not apply if the recipient, with the permission of the NMUSAF, has

mounted the aerospace vehicle on a pylon attached to its structural members. Coordinate with base Civil Engineering and/or structural engineer.

3. Aerospace vehicles that are normally supported on pneumatic tires should be placed on display stands. Tires should be inflated and or checked to maintain normal tire shape.
4. Remove all antenna wires that could serve as a bird roost.
5. Install bird proofing on all aircraft openings, including intake and exhaust covers.
6. Flag or cover protruding objects of a hazardous nature.

**N. Coordination:**

1. Forward one signed copy of AF Form 3580, Aircraft Acceptance, Condition, and Safety Certificate to:

NMUSAF/MUC  
1100 Spaatz Street  
Wright Patterson AFB OH 45433-7102  
[NMUSAF.Loans@us.af.mil](mailto:NMUSAF.Loans@us.af.mil)

2. Retain one copy of the AF Form 3580 for your permanent file.
3. Deviation from the procedures outlined in this attachment must be requested in writing and require written approval prior to deviation.