

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE (AMC)**



**MACDILL AIR FORCE BASE  
INSTRUCTION  
32-151  
18 DECEMBER 2018**

*Certified Current 6 JUNE 2023  
Civil Engineering*

**HANGAR USE FOR NON-  
MAINTENANCE ACTIVITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Clifton D. Reed)

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This publication implements Air Force Policy Directive 32-90, *Real Property Asset Management*. It is applicable to the 6th Air Mobility Wing (AMW)/927th Air Refueling Wing (ARW) personnel/units and tenant units assigned to MacDill Air Force Base (AFB). This instruction establishes guidance and procedures on hangar usage for non-maintenance activities. Commanders within each unit assigned to MacDill AFB are responsible for ensuring the contents of this instruction are followed. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). 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. This publication may not be supplemented or further implemented/extended. 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. 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.

## ***SUMMARY OF CHANGES***

This is a rewrite of MacDill Air Force Base Instruction (AFBI) 21-103, same subject. Major changes include changing series to align under facilities; changing control number to avoid confusion from other publications; certifying and approval authority update; Hangar Request Checklist removal; Hangar Use Request SSS Sample format and routing update; SharePoint calendar/template location for scheduling.

**1. Overview.** 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. For the purpose of this instruction, the term “hangar” refers to MacDill AFB Hangars 1, 3, and 4, which are under the direct custodial charge of the 6th Maintenance Group Commander (6 MXG/CC. 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 6 MXG 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. Maintenance will clean-up any chemical or maintenance related spills prior to non-maintenance use of hangar.

### **2. Roles and Responsibilities.**

2.1. 6 MXG/CC is the approval authority for use of hangars for non-maintenance activities.

2.2. Group Commanders or equivalents in the grade of O-6 or above (or on their behalf) must request non-maintenance hangar use which is limited to group, wing, combatant command, and major command (MAJCOM) level functions.

2.3. Requesting Unit.

2.3.1. Identifies Point of Contact (POC)

2.3.2. Is responsible for preparation and post event cleaning of the hangar.

2.3.3. Ensures coordination with 6 MXG Facility Manager.

2.4. 6 MXG Facility Manager.

2.4.1. Coordinates with maintenance function to clean up chemical and maintenance spills prior to non-maintenance hangar use if required.

2.4.2. Schedules pre-use and post-use meetings, and explains POC expectations.

2.5. Maintenance Operations (MXO)

2.5.1. Ensures coordination of request of non-maintenance use of hangar is routed to approval authority.

2.5.2. Maintains non-maintenance hangar use schedule.

### **3. Procedures.**

3.1. Non-maintenance hangar use is limited to group, wing, combatant command, and major command (MAJCOM) level functions. If alternate facilities are available, they should be used in lieu of the aircraft hangars.

3.2. When requesting hangar usage for non-maintenance activities, the requesting party must complete a Hangar Use Request Staff Summary Sheet (See sample at Attachment 3). To

facilitate coordination of hangar use and event activities, the requesting unit must identify a POC on AF1768. A digital sample of AF1768, *Staff Summary Sheet*, is available at the following SharePoint location: <https://eim.amc.af.mil/org/6mxg/HangarCalendar/default.aspx>.

3.3. Approved AF1768 will be sent to MXO to initiate workflow for group leadership approval or denial of non-maintenance hangar use. This may result in returning approval of an alternate hangar location if requested hangar is not available for requested event.

3.4. 6 MXG Facility Manager will ensure any spills from maintenance activities are cleaned and support equipment is removed from Hangar prior to approved scheduled non-maintenance use.

3.5. 6 MXG Facility Manager will contact POC with location, date and time for pre and post use meetings.

3.6. The event POC will attend both required meetings with the 6 MXG Facility Manager or designated representative, and will ensure hangar has been cleaned after event prior to post use meeting.

3.7. The POC shall be solely responsible for ensuring completion of the Hangar Use/Cleanup Checklist (See sample at Attachment 2). A digital copy of Hangar Use/Cleanup Checklist on AF2519, *All Purpose Checklist*, is available at the following SharePoint location: <https://eim.amc.af.mil/org/6mxg/HangarCalendar/default.aspx>.

3.8. This publication is only for short-term ceremonial use less than 5 days. For longer use of real property, requests must comply with AFI 32-10142, *Facilities Board*.

STEPHEN P. SNELSON, Colonel, USAF  
Commander

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

Air Force Policy Directive 32-90, *Real Property Asset Management*, 06 August 2007

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 32-10142, *Facilities Board*, 14 May 2013

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

AF IMT Form 2519, *All Purpose Checklist*

***Abbreviations and Acronyms***

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

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

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

**AMW**—Air Mobility Wing

**ARW**—Air Refueling Wing

**MAJCOM**—Major Command

**MXG**—Maintenance Group

**MXO**—Maintenance Operations

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

Attachment 2

HANGAR USE/CLEANUP CHECKLIST SAMPLE

Figure A2.1. Hangar Use/Cleanup Checklist Sample

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA HANGAR REQUEST CHECKLIST for Hangar _____ (Write in hangar number above)		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	N/A	INIT
	PRE-USE: Requesting unit will: Facility manager will indicate "YES" or "N/A" during pre-use meeting (item 1, 2, 3, 5 and 8). POC will initial in "INIT" on items 1-6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.	Coordinate with appropriate agencies for event support (e.g. communications, medical).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Coordinate with the 6th Maintenance Squadron (6 MXS), Fabrication Flight (828-5010) and Electrical & Environmental Shop (828-9652), to shut down loud equipment for the duration of the ceremony, if mission requirements permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Coordinate with 6 MXG Facility Manager (828-8763) for ceremonial furniture package, if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Coordinate with 6 MXG Facility Manager to set a date and time for After-Use Inspection. Date/Time: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Obtain 6 MXG Facility Manager's approval for any special hangar configuration and the use of any equipment on the hangar floor (e.g. bleachers, speakers, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Confirm with the facility manager prior to 1600 on the day before the scheduled event that hangar is not in use for maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	POST-USE/CLEAN-UP: POC will initial in "INIT" on item 7, 9, and 10. Facility manager will initial in "INIT" on 8 and 11, and retain IAW AFREMS RDS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Ensure all event equipment and trash are removed from the hangar.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	If 6 MXG ceremonial package was used, the Facility Manager will conduct post-use inventory before storage, and list any damaged or missing items below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ensure hangar is returned to its original condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Before leaving, appointed POC will conduct a post-use hangar inspection with 6MXG Facility Manager. POC signature _____ Facility Manager signature _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Completed checklist retained by 6 MXG Facility Manager at the conclusion of Post-Use Briefing. The event POC is responsible for the hangar until all checklist actions are accomplished.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 3

HANGAR USE REQUEST SSS SAMPLE

Figure A3.1. 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/CC	Coord		6	6MXG/CC	Approve/Disapprove	
2	6MXO/6MXOP	Coord		7			
3	6MXO/CC	Review		8			
4	6MXG/CCE	Review		9			
5	6MXG/CD	Coord		10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
SUBJECT							DATE
Request Use of Hangar [#] for [UNIT] and [EVENT]							
SUMMARY							
Attachments							
<p>1. The [UNIT] would like to reserve Hangar [#], [DATE and TIME(s)] for a [EVENT] for [NAME and RANK].</p> <p>2. We would like to use the Hangar on [DATE and TIME(s)] for rehearsal and set-up.</p> <p>3. [List requested equipment, e.g. tables, chairs, stage, etc.].</p> <p>4. We would like to schedule the pre-use brief with applicable facility manager [DATE and TIME]</p> <p>5. The point of contact information is listed below.</p> <p>//SIGNED//                      [POC NAME and RANK]                      [UNIT/OFFICE SYMBOL]                      [POC EMAIL ADDRESS]                      [POC PHONE NUMBER]</p> <p>*****NOTES*****</p> <p>1. The staff summary sheet will be approved by:                      a. 6 AMW Director of Staff for 6/927 AMW events.                      b. Group Commanders for 6/927 Group events.                      c. Group Commanders or equivalent in the grade of O-6 or above.</p> <p>2. Aircraft maintenance that requires hangar space has priority.</p> <p>3. 6 MXG reserves the right to cancel on short notice due to aircraft maintenance requirements.</p> <p>4. It is the requester's responsibility to have a backup plan.</p> <p>5. Hangar 3 is standard choice. Hangars 1, 4, and Bdg 1071 (Fuel Cell) are on a case-by case basis.</p> <p>6. Requesting unit is responsible for contacting the following:                      6 OSS (Base Operations) for Quiet Hours                      6 CS for audio equipment                      6 AMW/CCP for Protocol Event Guidance/DV lounge</p>							