

BY ORDER OF 22D AIR REFUELING
WING COMMANDER (AMC)

*MCCONNELL AIR FORCE BASE
INSTRUCTION*



21-109

18 JULY 2023

Maintenance

*OPERATION OF HANGAR DOORS AND
AIRCRAFT HANGARING*

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Robert G. Meadows II)

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This instruction is the source document for qualifying maintenance personnel to operate hangar doors and is applicable to all personnel who operate hangar doors. This instruction is the source document for all aircraft hangaring operations. This publication implements *DAFMAN 91-203 Air Force Occupational Safety, fire, and health Standards*. It establishes procedures to ensure the protection of aircraft, personnel, and facilities. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual AFI 33-322, Records Management and Information Governance Program, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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.

1. RESPONSIBILITIES:

1.1. Each commander and supervisor affected will ensure compliance with this instruction.

1.1.1. Only personnel approved by the Squadron Commander and trained in accordance with this instruction and DAFMAN 91-203 are authorized to operate doors and train others. This will be tracked in MyTraining or G081, which is the system of record to document personnel qualified and/or authorized to perform hangar door operations.

1.1.2. Hangar door training will consist of: initial training and refresher training depending on unit and individual needs.

1.1.3. Training will be conducted by the Maintenance Qualification Training Program (MQTP), facility managers and/or supervisors. An approved lesson plan by Quality Assurance (QA) will be used for all proficiency training. Unit training managers will load, update and track training using appropriate course codes in G081. IAW 91-203 training shall include, at a minimum, door hazards, emergency procedures (including manual door operation) and safe operation.

1.1.4. MXG training shall be documented in each individual's MyTraining or in G081 using the applicable course code for the associated hangar door. A separate TBA or G081 course code is required for each different style hangar door. TBA or G081 course codes will be for hangars 10, 1124, 1125, 1126, 1166, 1176; 1107 and manual doors in Hangars 1108, 1111, 1128, 1129, 1218. Additionally, annual hangar door awareness training will be documented in G081 using course code SAFE001100/1101.

1.2. Building custodians are responsible for the following:

1.2.1. Monitor the status of the doors and manage Civil Engineer (CE) work orders for required maintenance. Assign an urgent priority to all work orders that affect safety or normal door operation.

1.2.2. Notify the Maintenance Operations Center (MOC) ext. 4000, CE and the Fire Department of any door malfunction that causes lockout/tagout procedures to be initiated. Only qualified personnel and/or the designated contractor, designated by G081 course code SAFE002024, will implement and remove lockout/tagout procedures. Doors that can be moved manually will be identified as such on the tag. Building custodians must maintain a lockout/tagout logbook and track all doors that qualified personnel/CE/Contractors have locked-out/tagged-out. MOC will coordinate any hangar door maintenance outside normal duty hours.

1.2.3. Group Facility Manager will brief the MXG/CC monthly on any hangar door discrepancies, repair status and get-well date of all inoperable door systems.

2. PROCEDURES:

2.1. All hangar door operations will be done by qualified individuals per this instruction. All hangar door operating instructions will be located on all applicable hangar doors.

2.2. When severe weather threatens (lightning within five miles or winds exceeding 34 knots), MOC personnel will notify all production supervisors, who will ensure their respective hangar doors are closed.

2.3. When the ambient air temperature is 32 degrees Fahrenheit (0 degrees Celsius) or below, the hangar doors will be kept closed until aircraft or equipment have reached hangar and will only be opened when aircraft is positioned for entry or exit and closed immediately thereafter.

2.4. All hangar doors should be kept closed whenever possible to prevent bird entry. To preclude damage to the bird entry barriers in hangar 1107, do not open the doors any further

than necessary into the door closet area. Floor/door alignment marks must be observed when closing doors in hangar 1107.

2.5. KC-46 aircraft will only park in hangars 1124, 1125 and 1126.

3. AIRCRAFT HANGARING:

3.1. The tow supervisor will ensure:

3.1.1. Hangar doors are properly operated, opened and closed per operating instructions located on hangar door.

3.1.2. All ceiling mounted air ducts and lifelines that could strike the aircraft are properly positioned to provide adequate clearance.

3.1.3. The aircraft is towed along the proper tow path for the intended spot and maintenance action (e.g., PE, wash, jack, paint) and centered properly on the correct center line and wheel parking spots.

3.1.4. The aircraft is properly positioned tail-in for all painting operations in hangar 1124 North.

3.2. Due to the design of hangar 1107, there may be times when adjacent aircraft and hangar doors require movement to allow neighboring aircraft to be positioned properly. In those cases, both tow supervisors and a Pro-Super will meet, discuss and brief the full plan of aircraft and door movements. The protection and safety of aircraft and personnel will be maintained at all times. Two aircraft shall not be positioned with tails full-in (diagonally), in hangar 1107 slots 2 and 3.

3.3. When parking an aircraft in any hangar, the tow supervisor will complete section 1 and 2 of the Aircraft Hangaring Requirements (AHR) Checklist located on the 22 MXG/QA Sharepoint site. The AMXS/MXS Pro-Super or Expediter will provide the checklist and the tow supervisor will ensure the checklist is signed legibly and placed in the front of the aircraft forms binder once all the actions of the checklist are complete.

3.3.1. When removing an aircraft from a hangar, the tow supervisor completes section 3 and 4 of the same checklist and provides the completed checklist back to the AMXS/MXS Pro-Super. The Pro-Super will verify that all items of section 3 and 4 have been completed satisfactorily.

GEORGE N. VOGEL, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, Records management and Information governance Program, 27 Jul 2021

DAFMAN 91-203, Air Force Consolidated Occupational Safety Instruction, 24 Mar 22

Prescribed Forms

No Forms or IMTs prescribed by this publication.

Adopted Forms

No Forms or IMTs prescribed by this publication.

Abbreviations and Acronyms

DFMAN—Department of Air Force Manual

AFRIMS—Air Force Records Information Management System

CE—Civil Engineer

IAW—In Accordance With

MOC—Maintenance Operations Center

MQTP—Maintenance Qualification Training Program **MXG**—Maintenance Group

MXS—Maintenance Squadron

OPR—Office of Primary Responsibility