

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



**TINKER AIR FORCE BASE
INSTRUCTION 84-103**

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History**

AIRPARK MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements requirements outlined in AFI 84-103, *US Air Force Heritage Program*. This publication applies to all personnel assigned to Tinker Air Force Base (AFB). This publication does not apply to the United States Space Force. It establishes the policies, responsibilities and procedures for static displays, listed on United States Air Force National Museum (NMUSAF) Account #3086 that are located at the Charles B. Hall Airpark, Tinker AFB, and guidance for airpark activities, maintenance and display changes. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), 72 ABW/XP, using the AF Form 847, *Recommendation for Change of Publication*, route AF Form 847 from the field through appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records information Management System, Records Disposition Schedule. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This document is substantially revised and needs to be completely reviewed. Major changes include: responsibilities of tasked organizations to show the 72 SFS has the primary responsibility of ensuring US and POW/MIA flags are flown with the Tinker AFB Honor Guard, 72 FSS/FSZH serving as the alternate for this responsibility. References to the 72d Air Base Wing Wartime/Contingency Plans Division, 72 ABW/XPX are hereby changed to 72d Air Base Wing Plans and Programs office, 72 ABW/XP. References to Tinker AFB Honor Guard, 72 FSS/FSVH are hereby change to the Tinker AFB Honor Guard, 72 FSS/FSZ.

1. Airpark Management.

1.1. The Historical Property Custodian (HPC) for Tinker AFB is the 72d Air Base Wing Plans and Programs office, 72 ABW/XP. The HPC is responsible for all static displays assigned to 72 ABW for accountability, any modifications to those displays, modifications to the park and management and scheduling of the events within the airpark. This includes, but is not limited to, any future memorials, aircraft displays, plaques, trees, flower beds, or other type of displays within the park. The responsibility for general management of static displays assigned to other organizations will remain with those units.

1.2. The HPC will be the single point of contact for all activities within the park. The HPC will serve as the Real Property Facility Manager and is responsible for calling in maintenance and repair issues to the 72 ABW Civil Engineering (72 ABW/CE) Service Call Desk. Any organization wishing to obtain permission to conduct ceremonies, arrange visits/events, perform maintenance or place displays or memorials as identified in **paragraph 1.1** must submit the request and justification for such actions in writing to the HCP, 72 ABW/XP Workflow e-mail: 72abw.xp@us.af.mil

1.3. Requests for additions, deletions and/or modifications to current or future memorials, displays, signage, etc., will be presented to the HPC to be staffed for final approval. The HPC will provide justification for any decisions, favorable or unfavorable, in writing. New real property work will be requested on an AF Form 332, *Base Civil Engineer Work Request*, and submitted to 72 ABW/CE Service Call Desk for processing.

2. Responsibilities.

2.1. 72 ABW/CC will appoint a qualified Department of Defense (DoD) civilian or military personnel as the HPC.

2.2. The appointed HPC will be responsible for static display issues and will:

2.2.1. Prepare and execute, funds permitting, a mechanism (Statement of Work) for the maintenance, cleaning and painting of the aircraft displays.

2.2.2. Maintain all documentation lists/records/decisions regarding new displays.

2.2.3. Maintain lists of contacts to ensure historical accuracy/integrity.

2.2.4. Coordinate with 72d Comptroller Squadron (72 CPTS) and the Air Force Sustainment Center Procurement Directorate, Operational Contracting Division (AFSC/PKO), to ensure timely submission of documentation for contract support.

2.2.5. Provide guidance on the maintenance and documentation requirements of static display aircraft.

2.2.6. Annually inspect assets on static display to ensure discrepancies are properly identified, documented and corrected.

2.2.7. Record all maintenance actions on AF Form 3581, *USAF Museum Aerospace Vehicle Static Display Maintenance Log*, and file in the asset continuity folder.

2.2.8. Accomplish annual static display assessments to ensure discrepancies in the aerospace vehicles' structural integrity are properly identified, documented and corrected.

2.2.9. Establish a corrosion control maintenance schedule for all aircraft static displays.

2.2.10. Ensure the structural integrity of all static displays.

2.3. All organizations/functions will coordinate any use, activities and matters associated with the airpark or access thereto with the HPC office prior to scheduling any events/activities.

2.3.1. HPC will maintain an events/activity matrix/calendar for proper planning.

2.4. The 72d Security Forces Squadron, 72 SFS, will have primary responsibility to ensure US and POW/MIA flags are properly flown from their respective flag poles. In the instance where the 72 SFS is unavailable to complete the task, the Tinker AFB Honor Guard, 72 FSS/FSZH, will serve as the alternate for this responsibility.

2.5. 72 ABW/CE will:

2.5.1. Supply power to aircraft and surrounding grounds as required. Examples include, but are not limited to, externally mounted lights on the aircraft and external grounds lighting.

2.5.2. Maintain the grounds and facilities within the airpark.

2.6. 72 SFS will:

2.6.1. Unlock the entrance to the airpark at dawn and no later than 0800 each day of the year.

2.6.2. Lock the entrance to the airpark at sunset each day of the year.

2.6.3. Conduct random security patrols/walk-through visits and report findings to HPC.

2.6.4. Maintain the keys for the US and POW/MIA flagpoles at the 24-hour Visitors Center.

2.7. The 72 ABW Command Chief Master Sergeant, 72 ABW/CCC, will provide replacement US and POW/MIA flags.

3. Maintenance Procedures.

3.1. General management and maintenance of static displays/memorials rests with the owner or organization that is assigned accountability responsibility through their respective asset management guidance. The owner or organization is responsible for washing, painting, and other maintenance as required to prevent deterioration and cosmetically maintain the display.

3.2. The 72 ABW will contract washing, maintenance and painting of its static displays using an established budget, approved statement of work and contracting vehicle recommended by 72 CPTS. Funds permitting, each aircraft will be washed annually; and maintenance will be performed to prevent deterioration and to cosmetically maintain the appearance of the display. The minimum goal is to paint at least one aircraft each year so each aircraft is repainted approximately every 3-5 years.

4. Funding.

4.1. The HPC will project and identify costs to repair and maintain static displays in the 72 ABW Execution Plan submission. Additional costs above those identified during Execution Plan submission will be identified as an unfunded requirement. An Emergency Specialty (ESP) Code should be used to capture all costs associated with this program. Contact 72 CPTS/FMA to obtain a current ESP code.

PAUL G. FILCEK, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI84-103, *US Air Force Heritage Program*, 22 May 2015, AFI 84-103 AFGM2020-01, 16 June 2020

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

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

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

DoD—Department of Defense

ESP—Emergency Specialty

HPC—Historical Property Custodian

NMUSAF—National Museum of the United States Air Force

OPR—Office of Primary Responsibility

POW/MIA—Prisoner of War/Missing in Action

US—United States