



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:
NASJAXINST 1700.5B
Air Ops
15 APR 2010

NAS JACKSONVILLE INSTRUCTION 1700.5B

Subj: NAS JACKSONVILLE CEREMONIAL HANGAR 117 RESERVATIONS

Encl: (1) List of Alternate Facilities
(2) Hangar 117 Utilization Request Form
(3) Hangar 117 Approval/Denial Letter
(4) Timeline of Events for Hangar Coordinator

1. Purpose. To provide a standard operating procedure for reserving the Naval Air Station (NAS) Jacksonville Hangar 117 for ceremonial events.

2. Cancellation. NASJAXINST 1700.5A

3. Discussion. The primary purpose of NAS Jacksonville Hangar 117 is to support aircraft detachments and other operational support events or contingencies as approved by the Commanding Officer (CO) NAS Jacksonville. Properly recognizing and honoring the traditions of Navy ceremonial events, the CO NAS Jacksonville, on a not to interfere basis with operational use, makes Hangar 117 available for use by commands/activities located aboard NAS Jacksonville for change of command ceremonies, retirement ceremonies or other special events. Enclosure (1) provides a list of alternate locations at NAS Jacksonville where ceremonies can be held. Commands can coordinate directly with these locations at the phone numbers listed in enclosure (1).

4. Action. The Air Operations Department has the overall responsibility for management and scheduling of Hangar 117. The Operations Officer will assign a hangar coordinator, normally the Airfield Facilities Manager, for all reservation requests and to answer questions concerning the use of the hangar.

(a) The Hangar Coordinator will:

(1) Be available during normal working hours to accept reservation requests and to answer questions concerning the use of the hangar.

(2) Provide an electronic copy of this instruction to commands that desire to utilize the ceremonial hangar.

(3) Ensure that a completed copy of enclosure (2) is forwarded to the Fire Department, Security Officer, Public Works Department, 1st LT, and the Operations Officer for coordination. The Airfield Facility Manager will retain a copy.

(4) Complete enclosure (4), Timeline of Events for Hangar Coordinator.

(b) Operations Officer will:

(1) Upon receipt of completed enclosure (2) from requesting command, solicit feasibility of support input from Airfield Facilities Manager, Fire Department, Security Officer, and Public Works Department prior to approval decision.

(2) Provide notification, enclosure (3), to the requesting command on the approval status of the request and any alternate dates and/or times for the event if necessary.

(3) Ensure Closed Field/Quiet Hours messages are promulgated as required/as requested (not normally greater than one hour for change of command ceremonies).

(c) Requesting command/activity will:

(1) Assign an Event Coordinator (E7 or above/GS equivalent) for the scheduled event.

(2) Request Hangar 117 for ceremonial event via enclosure (2) a minimum of 45 days in advance of date of event. Request may be made by letter to the Commanding Officer, NAS Jacksonville (Attn: Code 030) or by message to NAS JACKSONVILLE FL//030//.

(3) Complete enclosure (4), Timeline of Events for Hangar Coordinator.

5. If the hangar is not properly cleaned following the event, a cleaning service may be employed to correct any remaining cleanliness discrepancies and billed to the violating

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command/activity. Misuse of the hangar may result in denial of future requests for use.


J. C. SCORBY, JR.

Distribution:
(NASJAXINST 5605.1KK)
List J-1
List X-1

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LIST OF ALTERNATE FACILITIES

<u>ACTIVITY</u>	<u>PHONE NO.</u>
Officer Club/Riverview Conference Center (MWR)	542-3122
The Zone (MWR)	542-3122
CPO Club (MWR)	542-3122
VP-30 Auditorium	542-1318
Patriot Grove	542-3400
Sea Control Training Room	542-8613
BOQ Pavilion	542-3400
Tenant Command Hangars	TENANT WING

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From: Requesting Command/Activity Commanding Officer/
Officer-In-Charge

To: Commanding Officer, NAS Jacksonville

Subj: HANGAR 117 UTILIZATION REQUEST FOR CEREMONIAL EVENT

Ref: (a) NASJAXINST 1700.5B

1. Date of Request:
2. Event type: (Change of Command, Retirement, etc)
3. Date/time of event:
4. Date/Time Hangar 117 is requested from (include set up and rehearsal requirements) to Date/Time Hangar 117 is requested to (includes clean up and take down times):
5. Are quiet hours required for this event? If so, specify times (Normally one hour and only approved for Change of Command Ceremonies).
6. Point of Contact information:
 - a. Name:
 - b. Squadron/Unit:
 - c. Phone:
 - d. Email:
7. Estimated number of people expected in attendance:
8. Additional or Special Requirements:

Enclosure (2)

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From: Commanding Officer, Naval Air Station, Jacksonville
To:

Subj: RESERVATION REQUEST FOR HANGAR 117

Ref: (a) NASJAXINST 1700.5B
(b) Hangar 117 Utilization Request Form

1. Per reference (a) and as requested by reference (b) subject to operational support requirements, the use of Hangar 117 is approved/disapproved for preparation, use and clean up from (date/time). Should emergent operations require the use of Hangar 117, we will provide the event POC with as much advance notice as possible in order to relocate.
2. Due to operational commitments, additional spaces for Official Party reception rooms or VIP waiting rooms may or may not be available during your event.
3. (If a Change of Command event) Air Operations Department will, upon request, coordinate quiet hours message/NOTAM for your change of command.
4. Please have your event coordinator/action officer carefully review reference (a) and then contact NAS Jacksonville Air Operations Airfield Facilities Manager at 542-3176 to begin/continue coordination effort.
5. For base access and/or Security related issues, your POC should contact Chief of Police at 542-0969 ext. 126 or Assistant Chief of Police at 542-0969 ext. 127 to discuss the opening, closing and other requirements for Hangar 117 access gate. Your POC should also contact NAS Jacksonville Pass & ID Supervisor at 542-1470 to initiate coordination for non-DOD guests onboard the installation. Guest access to the station and/or the event is the responsibility of the requesting command. Failure to coordinate these requirements may result in denial of access for guests.

/S/

Copy to:
Operations Officer
Public Works Officer
Security Officer
Fire Department
Admin Officer
Unit POC

Enclosure (3)

Time Line of Events for Ceremonial Event in Hangar 117

1. 45-60 days (or more) prior to event:

REQUESTING COMMAND/AGENCY COORDINATOR

- Submit the Hangar 117 Utilization Letter/Message.

HANGAR COORDINATOR

- Ensure Hangar is available on the requested date. If it is not available, provide the requesting command/activity POC with a list of alternate dates for consideration.

- Forward the request to the Airfield Facilities Manager, Fire Department, Security Officer, Public Works Department, 1st LT for coordination and the Operations Officer approval.

- Provide Hangar Utilization Request Confirmation to Command/Agency POC and begin dialog.

- Notify NAS Jacksonville 1st LT at (904) 542-3400, chairs, portable P/A system and other ceremonial items.

2. 30 days prior to the event:

REQUESTING COMMAND/AGENCY COORDINATOR

- Conduct Initial hangar walk through with Hangar Coordinator to identify additional requirements (rooms, etc.) and note any discrepancies for repair.

- Submit a quiet hours request if applicable to Air Operations for review. (Only for Change of Command Ceremonies)

3. 7 days prior to the event:

HANGAR COORDINATOR

- Conduct final coordination with Requesting Command/Agency Coordinator and Public Works Department 1st LT on the pick up of chairs and other ceremonial items and set-up time for the P/A system.

REQUESTING COMMAND/AGENCY COORDINATOR

- Contact fire prevention at (904)542-3928 to ensure deluge system is disabled prior to event and enabled afterward (recommend min 12hrs prior to set up for event). Note: Command/Agency is responsible for posting a fire watch once deluge system is deactivated.

- Contact Hangar Coordinator for the set-up time.

- Contact Security Department for flight line access and parking.

4. 3 days prior to event:

HANGAR COORDINATOR

- Conduct a walkthrough with the Requesting Command/Agency event POC of the hangar, office spaces requested and the heads.

- Check out any required keys for the event to the Requesting Command/Agency Coordinator.

REQUESTING COMMAND/AGENCY COORDINATOR

- Conduct a walkthrough with the Hangar Coordinator of the hangar, office spaces requested and the heads. It is the Requesting Command/Agency Coordinator's responsibility to ensure spaces are clean and properly set up for the event.

- Conduct an inventory to ensure all items are present and to document any missing/damaged items.

- Coordinate with the Public Works Department 1st LT with the pick up of event equipment and the delivery of equipment after the event.

5. 1 day prior to event:

REQUESTING COMMAND/AGENCY COORDINATOR

- Stage display aircraft as applicable.

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6. Event Day:

HANGAR COORDINATOR

- Post Event: Conduct hangar inspection of all spaces used during the event with the Requesting Command/Agency event POC.

REQUESTING COMMAND/AGENCY COORDINATOR

- Ensure fire deluge system is disabled during event and enabled afterward. If the requesting command wishes for the system to be disabled the day before, they must provide a fire watch during the disable time period.

- After event conduct a hangar, office space and head clean up.

- After event coordinate with Public Works Department 1st LT ensuring that all event equipment is properly returned and/or properly secured.

- After event contact Hangar Coordinator for cleanliness and acceptance inspection of hangar and spaces used.

- Return all keys to the Hangar Coordinator.

7. Next business day following event:

HANGAR COORDINATOR

- Return Hangar keys to the Airfield Facilities Manager office.