

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 32-1001

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Civil Engineering

**30TH SPACE WING FACILITY
MANAGER PROGRAM**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFPD 32-10, *Installations and Facilities*, and extends the guidance from AFI 32-1001, *Operations Management*. The 30th Civil Engineer Squadron (30 CES) is responsible for the development, operations, maintenance and repair of the Vandenberg AFB infrastructure, facilities, facility systems, roads, and grounds. This instruction is designed to help customers understand the Facility Manager Program, the program roles and responsibilities, and how to identify requirements. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication are: Title 5, U.S.C. 301 and Title 44, U.S.C. 3101. Forms with Privacy Act information fields have an appropriate privacy act statement or one will be provided upon request. Refer recommended changes and questions about this instruction to

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SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This version incorporates the following changes: Updating of organizational names, office symbols and phone numbers; CE organizational overview, Fixed Ladder Inventory, Energy Conservation, Water Quality, Key Control procedures; CE Workflow Process; AF Form 332, *Base Civil Engineer Work Request* process.

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Chapter 1

30TH CIVIL ENGINEER SQUADRON OVERVIEW

1.1. Operations Flight (CEO). The bulk of day-to-day work is accomplished by an in-house work force known as the Operations Flight. It is comprised of four elements and roughly 12 shops of carpenters, electricians, plumbers, heating and air-conditioning technicians, heavy equipment operators and generator technicians.

1.1.1. Operations Engineering Element (CEOE). Requirements & Optimization (CEOER), Material Acquisitions (CEOEM), Service Contracts (CEOES), and the Material Diversion Center (MDC) fall under this element. The Requirements & Optimization Section is the clearinghouse for all work requests. The Customer Service/Production Management Unit division in this section receives and processes work requests and controls responses to emergency and urgent work. The Material Acquisitions Section is responsible for maintaining material stock levels to support CE's in-house work plan, schedules, and material budget. This section also establishes the long-range material acquisition plan for the support of contracted and planned CE work. The Service Contracts Section is responsible for managing all service contracts that help keep base facilities clean and professional looking. Some of the services offered by the Service Contracts Section include: grounds maintenance, custodial services, solid waste collection and disposal, chemical toilets and entomology services. An Entomology shop is not maintained, however, the Service Contracts Section can assist facility managers with recommendations and advice concerning entomology issues. The MDC provides free issue of used government furniture to those on base and also manages the base's Qualified Recycling Program (QRP) where all recycled scrap metal, wood pallets, etc., can be dropped off for proper disposal.

1.1.2. Facility Systems Element (CEOF). Oversees the Electric (CEOFFE), Power Production (CEOFFP), and Alarm (CEOFFA) Shops. This element maintains and repairs all electrical systems, generators and power producing equipment, smoke detectors, and fire alarms.

1.1.3. Heavy Repair Element (CEOH). Oversees the Structures (CEOHS) and Horizontal Construction (CEOHP) Shops. The Structures Shop includes carpenters, locksmiths, welders and graphic illustrators in the Sign Shop. Their responsibility is to perform structural maintenance and repair work, as well as, renovations in order to maintain the quality of life for facility occupants and life expectancy of facilities. The Horizontal Construction Shop is responsible for heavy construction work to include paving, concrete work including storm drainage systems, and earth work.

1.1.4. Infrastructure Systems Element (CEOI). Oversees the Heating, Ventilation, and Air Conditioning (CEOIH) Shop, Water & Fuels System Maintenance (CEOIU) Shop, and Water Plant Operations. This element maintains all of Vandenberg's utility systems including water, sewer and gas lines, heating, ventilation, and air conditioning infrastructure, and the liquid fuels infrastructure. This element also operates two base water plants.

1.2. Engineering Flight (CEN). This flight consists of engineers, architects, project managers, and asset managers who manage the construction, renovation, maintenance, repair, energy, and portfolio optimization contracts designed to upgrade, build, and optimize new facilities while minimizing energy consumption. This flight manages work being performed via an outside

contract. Facility managers interface with this flight if the work request is designated for contract accomplishment and becomes a "project". Facility managers should be aware of any projects that are programmed against their facility and the year in which they are scheduled for funding/design/construction. Facility managers can contact CENPD, Program Development, if more information is needed (606-3235).

1.2.1. Portfolio Optimization Element (CENP). This element provides site planning, initiates project planning, oversees energy program development, and tracks a host of activity management plans and the overall base comprehensive activity management plan to support the installation master plan. The Program Development Section (CENPD) coordinates work requests that are being done as contract projects through required programming processes to obtain approvals and funding. Conducts the base's Facility Board process in which base organizations prioritize projects according to projected fiscal year funding targets. This element prepares cost estimates and approval documents for projects requiring Wing or higher approval levels and relies on the user to define their requirements so the proper approval levels can be sought. The Energy Manager Section (CENPE) develops and maintains the installation energy management plan by performing energy and water conservation audits to identify inefficient uses of energy. This section also initiates energy savings performance contracts to execute energy savings projects. The Planning Section (CENPL) tracks land use and site planning, conducts air installation compatible use zone studies, builds area development plans, manages the airfield obstruction program, plans new mission beddowns, and manages off-base planning compatible land use activities to monitor base encroachments.

1.2.2. Project Management Element (CENM). This element provides project management of large contract, SABER, and Roofing and Paving Indefinite Delivery/Indefinite Quantity (ID/IQ) projects. The Project Execution Section (CENMP) typically handles architect-engineer designs and other military construction projects being executed for base customers by the Corps of Engineers. This section also includes the SABER office, which provides project management of contract projects being executed through Simplified Acquisition of Base Engineering Requirements (SABER) and ID/IQ contract avenues. These projects are typically those which require little or no design and therefore bypass the architect-engineer design process. SABER and ID/IQ projects can range in scope (i.e. single discipline roofing or paving projects to multi-discipline electrical, mechanical, and/or structural projects) and dollar amounts. The Execution Support Section (CENME) provides in-house design and project management of "special interest" projects. These projects may involve design of memorials and marquees, interior design, or have elements that require closer coordination with respect to Vandenberg's Facilities Excellence Standard publication, anti-terrorism standards, Americans with Disability Act (ADA), or "green" sustainability design. This element also includes the Geospatial Integration Office, the base's focal point for GIS mapping data and resources.

1.3. Installation Management Flight (CEI). This flight is responsible for environmental conservation, quality, pollution prevention and restoration, real estate accountability and optimization, capital asset management, privatized housing support, resources, force management, and information technology (IT) administration.

1.3.1. Environmental Element (CEIE). This section is responsible for ensuring that all Vandenberg AFB mission requirements are supported through compliance with numerous federal, state, county, Air Force and DoD environmental laws, regulations and permits. They oversee the abatement of lead-based paint and asbestos-containing materials and track the

procurement, usage, re-issue, and/or disposal of hazardous materials. These tasks are accomplished by Facility Managers who should be aware of all asbestos-containing materials or lead-based paint in the facilities under their responsibility and be prepared to inform building occupants and affix warning signage as appropriate. Facility Managers must also be aware of the types of hazardous materials (HAZMAT) that are stored in their facilities and the legal requirements for storage. Disposal of hazardous waste and solid waste must be coordinated through CEIE. Facility Managers must also remain diligent to avoid Vandenberg's facilities becoming unintended bird nesting areas.

1.3.2. Asset Accountability Element (CEIA). This section manages and updates all base real property records, organizes space utilization review boards, tracks all 30 CES funding resources and provides financial planning, budgeting and cost accounting, monitors force management to track CE manpower and develop efficient manpower strategies, and hosts the IT administration that is the focal point for CE information management tools.

1.3.3. Housing Management Element (CEIH). This section is responsible for assigning all unaccompanied base housing, co-monitoring accompanied base housing, maintaining the dormitories and associated furnishings, as well as, maintaining the Dormitory Manager program and providing privatized housing support to the Balfour Beatty Community (BBC) Manager.

1.4. Fire Protection Flight (CEF). One of the many jobs of 30 CES is to provide fire protection services to Vandenberg AFB. The base fire department operates five fire stations on base.

1.4.1. Fire Department Headquarters (Building 10660) - For Non-Emergency Assistance:

1.4.1.1. Dispatch - 606-5380

1.4.1.2. Administration - 606-3111

1.4.1.3. Prevention - 606-4680

1.4.2. North VAFB

1.4.2.1. Station #1 (Flight Line)

1.4.2.2. Station #2 (Cantonment Area)

1.4.2.3. Station #3 (Golf Course)

1.4.3. South VAFB

1.4.3.1. Station #4 ()

1.4.3.2. Station #5 ()

1.4.3.3. Hot Shot Quarters ()

1.5. Readiness and Emergency Management Flight (CEX). Prepares, maintains, and monitors Civil Engineer operations plans and supporting documents for mobility, response, and recovery operations. This flight monitors the Prime Base Engineer Emergency Force (Prime BEEF), Air Base operability, hazardous materials emergency response, emergency operations, and associated training. Readiness and Emergency Management also maintains and inspects nuclear, biological, chemical (NBC) and conventional protective clothing and equipment, conducts NBC and

conventional detection, warning, and reporting activities training, and prepares for peacetime response to use of Weapons of Mass Destruction (WMD) including Shelter-In-Place procedures.

1.6. Explosive Ordinance Disposal Flight (CED). Responsible for clearing any actual or potential explosive hazards discovered on Vandenberg AFB. These hazards range from flares dropped by helicopters to old munitions and suspicious packages. They also provide external support for the local community.

1.7. Range Support Flight (CEU). Provides direct contact and support to the launch community represented on Vandenberg AFB. Additionally, this element manages the Launch Operations and Support Contract (LO&SC) responsible for maintenance and repair work on launch infrastructure and support facilities.

Chapter 2

FACILITY MANAGEMENT RESPONSIBILITIES

2.1. Designating the Commander Responsible for the Facility. If facilities are occupied with multiple organizations, the organization which occupies the most square footage will have primary facility manager responsibility. Commanders, through their Facility Manager, will typically:

2.1.1. Officially request work by submitting an AF Form 332, *Base Civil Engineer Work Request*.

2.1.2. Notify the Production Management Unit (PMU) in CEOER when relieving or appointing a facility manager at least 10 days in advance. The commander must submit a Facility Manager Appointment Letter to the PMU (see [Attachment 2](#) for letter format).

2.2. PMU. Will schedule and provide a mandatory briefing on duties and responsibilities to all newly appointed facility managers. Thereafter, an annual refresher class will be scheduled to provide information on any changes in CE operations which may affect the Facility Manager. If new guidance comes out prior to the annual refresher training, PMU will forward the information out to all facility managers via the facility manager e-mail distribution listing.

2.3. Facility Manager.

2.3.1. Identify and control occupant requests for all work requirements needed to maintain and/or upgrade the facility to ensure mission readiness and a quality work environment. Except for emergencies, 30 CES will ONLY coordinate with the commander or facility manager when creating or reviewing a work order submitted for approval and will provide all feedback to those individuals.

2.3.1.1. If a work order is designated for contract accomplishment there will be occasions when other unit representatives may be asked to participate in design reviews to lend their expertise to design details that the commander or facility manager are not required (but highly encouraged) to be involved in.

2.3.2. Serves as the commander and facility occupants' representative to the Base Civil Engineer (BCE) for any work needed on real property or Real Property Installed Equipment (RPIE), regardless of their status as a military member, federal employee, or a contractor supporting the Air Force.

2.3.3. Notify CE Customer Service (CEOER) regarding a deployment or TDY. Submit a memorandum naming a temporary Alternate or Primary FM for your facilities prior to departing. Notify CEOER upon return from deployment or TDY to reassume FM duties.

2.3.4. Submit and monitor service work requests made to 30 CES using the AF Form 332, *Base Civil Engineer Work Request*.

2.3.5. Manage organization's facility management program, complying with all duties outlined in this publication.

2.3.6. It is the facility manager's responsibility to provide escorts and access to secured areas if needed to complete authorized work.

2.3.7. Attend annual Facility Manager Training. This is a mandatory appointment and failure to attend will result in leadership receiving a no-show notification.

Chapter 3

FACILITY MANAGEMENT

3.1. Safety. Facility managers are responsible for periodically inspecting their facilities for potential safety hazards and reporting them to the proper agencies. Utilize AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, to ensure that all safety requirements are being met. For critical facilities such as spacecraft or launch vehicle processing and launch facilities, Facility Managers shall, at a minimum, also comply with AFSPCMAN 91-710, *Range Safety User Requirements Manual*. If an AF Form 332 is needed to correct a safety violation, attach the write-up to the form.

3.1.1. Inspection of Ladders. Inspection of all real property fixed ladders inside and outside of a facility is required to be performed by CE and documented by the facility manager every three (3) years in accordance with AFI 91-203, Para. 7.4.3.1. A ladder inventory and inspection log will be maintained in the facility manager binder. Facility manager shall notify CEOER of any discrepancies noted by CE during fixed ladder inspections. With regard to ladder access requirements, AFI 91-203, Para. 7.4.2.6. states that where unauthorized use of a fixed ladder is a problem, the facility manager or security department shall ensure the ladders are secured from unauthorized access. Ladders available to public access require guarding to prevent unauthorized access. Typically, the bottom seven (7) feet shall be guarded. Examples of guarding include the use of a fence with locked gates and making the bottom portion portable or spring loaded and available only as needed. Additionally, there must be a warning sign prohibiting access by unauthorized persons.

3.1.2. Facility managers whose facilities contain significant Asbestos Containing Material (ACM) - as determined by the Asbestos Program Manager in 30 CES/CEIE - are required to receive initial and recurring asbestos awareness training. Squadron/Unit Commanders are responsible for ensuring that affected facility managers receive this training and that it is documented in their personnel records. Contact the Installation Management Flight to schedule asbestos awareness training at 606-1921.

3.1.3. Heating, Ventilation and Air Conditioning (HVAC). AFI 91-203, Para. 10.10. states that Facility managers shall ensure that IAW ANSI/ASHRAE 62.1-2010, *Ventilation for Acceptable Indoor Air Quality*, office HVAC systems shall be inspected as needed. A recommended interval is distinct to individual models (at least semiannually or annually is suggested), to prevent the buildup of dust, mold and/or parasites. Filters shall be changed as needed. Do not cover air vents or obstruct air flow from registers. Do not place furniture, equipment or materials where they interfere with air movement or thermostats. Facility Managers shall ensure that rooms meet temperatures of 68 to 78 degrees F for a comfortable office environment. Whenever possible, workers shall be located away from vents to avoid direct contact with hot or cold air.

3.2. Security. Facility managers establish standard procedures for ensuring all facilities are secure from illegal entry. Any mechanical or structural deficiency that results in an unsecured facility constitutes an emergency and should be called into CEOER immediately at 606-0010 during duty hours or the DCC at 606-1856 during after duty hours (see [Paragraph 4.1.2.1](#)).

3.2.1. Security Forces patrols conduct regular security checks of base facilities. If Security Forces finds an unsecured building (door unlocked, window open, etc.) during non-duty hours, the facility manager will be called to secure the facility. A follow-up DD Form 1569, *Incident/Complaint Report*, will be sent to the commander for action. For questions concerning building security, contact the Security Forces Crime Prevention Section, 606-2655; the Resources Protection Section, 605-0759; or the Law Enforcement Desk, 606-3911.

3.3. Anti-Terrorism/Force Protection. During times of heightened FPCON levels, the facility manager is responsible for ensuring the facility meets all requirements outlined in the appropriate FPCON checklist. Once an FPCON change occurs, it should be reported to the applicable Unit Control Center (UCC). Facility managers should be conducting facility walkthroughs periodically to assess security and AT/FP concerns. Any suspicious packages or other potential AT/FP issues should be reported to the Law Enforcement Desk immediately at 606-3911.

3.4. Key Control. Keys will only be issued to facility managers from the Civil Engineer Structures Lock Shop (30 CES/CEOHS). All keys will be signed over to the facility manager on AF Form 1297, *Temporary Issue Receipt*, and this form will be stored in the facility folder in the Lock Shop. Key control starts when the keys are issued. Facility managers should issue all keys on an AF Form 2432, *Key Issue Log* (or locally generated equivalent). Master keys should be strictly controlled by the unit commander and facility manager. Additional master keys will only be issued to facility managers with a signed MFR from the Unit Commander. A copy of the MFR will be stored in Lock Shop facility folders.

3.4.1. Key Duplication. Facility managers and commanders responsible for facilities are the only personnel authorized to request key duplication or replacement. This is accomplished by submitting an AF Form 332 to CEOER. Upon satisfactory review of the request, a Direct Schedule Work (DSW) number will be assigned. Requests for these keys will be accepted as long as they are not for personal convenience or to take the place of those lost through negligence.

3.4.2. U.S. Government Property. Keys issued are the property of the U.S. Government. If a key is tampered with or duplicated, disciplinary action will be taken; only the 30 CES Lock Shop has the authority to cut/issue new keys. Lost keys will be replaced at the individual's expense.

3.4.3. Lost/Stolen Keys. Any person losing keys must notify their immediate supervisor and facility manager immediately to ensure against compromising the facility's security. The facility manager will notify the Real Property office by telephone or in person and follow-up by submitting a lost key report.

3.4.3.1. If a key is lost or stolen, the facility manager will determine impact and notify 30 SFS, if applicable, due to security reasons. The facility manager will notify the 30 CES Lock Shop with a written lost key report for filing in the appropriate facility folder for historic purposes. This form will be used to inform 30 SFS that a facility has lost the ability to secure government property effectively.

3.4.3.2. Upon receiving notice of a compromised area due to lost or stolen keys, the Real Property office may:

3.4.3.2.1. Have all affected cores replaced, if deemed necessary.

3.4.3.2.2. Re-issue keys to affected area, if applicable.

3.4.3.2.3. Notify section/unit involved that the cost for re-keying an area due to lost/stolen keys or duplicated keys is their responsibility. The unit's Resource Manager will provide a JON # which will be written on the BCE Work Request 332.

3.4.4. GSA Containers and Equipment Items. Safes are not real property and are the responsibility of the user. All parts/labor provided by CE will be reimbursed by the owner of the equipment. Any work provided by CE will be on a case by case basis.

3.4.4.1. Security Managers are responsible for the numbering and management of their unit's security containers. AFTO Form 36, *Maintenance Record for Security Type Equipment*, should be maintained and kept with each container for duration of its use. These forms will be utilized by Lock Shop personnel to troubleshoot any problems with the container. Combination changes should be performed by the user, and Standard Form 700, *Security Container Information*, utilized. If a user is new to the process of changing a combination, they should contact their unit Security manager to inquire about how to change the combination. Security Managers should maintain a listing of all combination locks in their unit, and maintain directions for the proper use of each type. If information is required, they should contact the DoD Lock Program. The 30 CES Lock shop will provide training on combination locks on a case by case basis.

3.4.4.2. Information for security containers and responsibilities of users can be found on the DoD Lock Program website. Federal/DoD specifications and troubleshooting guides can also be downloaded. Contact the Technical Support Hotline to obtain information about security requirements. **Call the DoD Lock Program Technical Support Hotline (800) 290-7607, (805) 982-1212, DSN: 551-1212; <https://portal.navfac.navy.mil/portal/>**

3.5. Energy Management. The facility manager has the most direct influence in helping meet base energy reduction goals. Facility managers should periodically evaluate facility use to ensure responsible energy practices are being applied. Detailed energy conservation tips are available in the 30 SW Facility Manager Energy Conservation Handbook. Facility managers can obtain a copy from the Base Energy Manager who can be contacted at 606-0772. Energy conservation tips facility managers should monitor:

3.5.1. Thermostats are set at correct temperatures (78 degrees in summer, 68 degrees in winter).

3.5.2. Windows and doors are closed during heating and cooling.

3.5.3. Lights are turned off after hours or when not in use.

3.5.4. Unused equipment is turned off.

3.5.5. Plumbing fixtures (sinks, commodes, urinals, showers, etc.) not wasting water due to leaks.

3.6. Water Quality. Vandenberg AFB is required by permits and regulations to prevent and reduce pollutants in wastewater, storm water and drinking water. For additional guidance, contact 30 CES/CEIE, Water Resources Program Manager, at 606-7541.

3.6.1. Discharge to Grade (DTG): Accumulated and high pressure wash water may contain contaminants. Prior to release of water to grade, obtain an approved DTG Form from 30

CES/CEIE. Examples are storm water accumulated in secondary containment, underground structures, cooling water, etc. Contact 30 CES/CEIE for guidance before surface cleaning with high pressure water or high pressure steam. Reference: 30 SW Plan 32-7041-A, *Wastewater Management Plan*, Appendix 11.

3.6.1.1. Contact 30 CES/CEIE for guidance on discharge of any waters containing chemicals to the sanitary sewer system.

3.6.2. Release of anything other than storm water into storm drains or ditches is prohibited by federal regulations and state permit. Use Best Management Practices (BMPs) to prevent chemicals, materials or sediment from entering into storm drains. BMPs include good housekeeping, spill prevention, waste disposal, erosion and sediment control.

3.6.3. Connecting to VAFB Water Supply: There are only two approved connection points to the VAFB water supply. Contact the 30 CES Horizontal Shop at 606-6165 for more information regarding access to these points. All other connections to VAFB water supply sources not fitted with an approved backflow prevention assembly (BPA) are prohibited. This measure has been implemented for force protection measures per AFI 32-1066, *Backflow Prevention Program*.

3.7. Evacuation Procedures. The facility manager is responsible for ensuring building evacuation procedures are followed and building occupants are aware of proper evacuation procedures.

3.7.1. Buildings with an occupancy of 10 or more will establish an emergency action plan (EAP) in accordance with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

3.7.2. Evacuation routes and rally points should be determined and posted around the facility and at each exit.

3.8. Shelter-in-Place (SIP) Procedures. The facility manager will assist in SIP standup and execution regarding buildings and occupants in accordance with the direction of the Shelter Commander and/or the Shelter Supervisor. In these situations, facility managers will normally be instructed to use SIP through email alert or a phone call from the UCC. Certain FPCON changes may require shelter-in-place actions as well.

3.8.1. The facility manager should conduct an initial building assessment to determine what protective actions are practical for the building and what hazardous materials are stored or used in or near the building.

3.8.1.1. Once the initial assessment is complete, contact the Civil Engineer Readiness Flight (30 CES/CEX) to schedule an assessment and develop the shelter plan. [Attachment 5](#) includes some tips for sheltering in place, evacuating the building, and suggested items for a shelter-in-place kit.

3.9. Service Contracts. Facility managers should be knowledgeable of the services the facility receives through service contracts (grounds maintenance, refuse collection, custodial services, etc.) and what these services include. The CE Service Contracts section (see [Paragraph 1.1.1](#)) can provide specific information on facility's service contracts.

3.9.1. If a problem arises, the facility manager should contact the CE Service Contracts section. They are the only office authorized to communicate with the contractor. Neither the

facility manager nor the building occupants should approach the contractor or the contractor's employees.

3.10. Fire Prevention. Fire Prevention is everyone's responsibility, but it is the facility manager's responsibility to ensure building occupants maintain good housekeeping practices and are aware of fire reporting procedures, location and use of fire extinguishers, and evacuation routes and procedures. 3.10.1. Fire Inspections. Fire Inspectors will coordinate regular fire prevention visits to each facility. Facility managers will accompany fire inspectors on these visits. The facility manager will take action to correct fire safety concerns addressed by the fire inspector. If concerns cannot be corrected on the spot, an AF Form 1487, *Fire Prevention Visit Report*, will be established documenting violations. Facility managers are required to submit an AF Form 332 to 30 CES to correct these deficiencies. Attach a copy of the AF Form 1487 to the AF Form 332.

3.10.1. Fire Evacuation Drills. 30 SWI 32-102, *Fire Prevention*, requires at least one fire evacuation drill per year. If fire alarms are to be used, arrange for their use at least one day prior. Conduct fire evacuation drills more often than annually in accordance with Table 3.9.2 in the Space Wing instruction.

Table 3.1. Fire Evacuation Schedule

Location	Drill Schedule
Child Development Center	Monthly
Home Day Care Providers	Monthly
Youth Center	Monthly
Public Assemblies	Quarterly

3.10.2. Fire Safety Documentation. Facility managers are responsible for maintaining all fire safety documentation for their facility. Facility managers must complete the following actions monthly:

3.10.2.1. Test emergency lighting and document findings.

3.10.2.2. Test exit lighting and document findings.

3.10.2.3. Visually inspect fire extinguishers and document findings. Questions to consider include: Is the extinguisher accessible/not obstructed? Does pressure gauge read correctly? Does the extinguisher have an inspection tag? Is the pin and seal in place?

3.10.2.3.1. Fire extinguishers are required to be certified annually. Contact the Fire Prevention office for coordination.

3.10.3. Fire Reporting. All fires, regardless of size, must be reported to the Fire Department. If a fire breaks out in a facility, the following steps will be followed:

3.10.3.1. Activate the fire alarm.

3.10.3.2. Notify the Fire Department, providing the building number, street name, landmarks, etc. (call 911 from base phone; call 734-4117 from a cell phone or other commercial line on VAFB; or use a runner or mobile radio). Please note that calling 911 from a cell phone on VAFB will put caller through to the Santa Barbara County call center and will require them to connect caller to the Vandenberg Fire Department call center, delaying emergency response times.

3.10.3.3. Attempt to extinguish small fires only if safe to do so. Personnel safety is paramount.

3.10.3.4. Assemble in a safe location clear of emergency operations. Account for facility personnel.

3.10.3.5. Indicate fire location and accountability to response crews but do not re-enter the facility until cleared by the Fire Department.

3.10.4. Welding, cutting, brazing, grinding or soldering other than in an approved welding shop requires permission from the Fire Department and the issuance of AF Form 592, *USAF Welding, Cutting and Brazing Permit*. Permits must be requested at least 2 business days in advance from the Fire Prevention office.

3.10.5. Flammable Storage Lockers. In accordance with 30 SWI 32-102, a letter requesting approval for the flammable storage locker must be submitted to the Fire Prevention office before any locker can be used. An inventory sheet will be maintained and posted on each locker. Flammable liquids inside a building will be stored according to AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

3.11. Trash Dumpsters and Enclosures. Trash dumpsters and enclosures will be kept neat and clean.

3.11.1. Storage of trash dumpsters and bins of any kind is not allowed in mechanical rooms.

3.12. Grounds and Shrubbery Surrounding Facility. Grounds and shrubbery surrounding the facility will be properly maintained.

3.13. Facility Abuse. Facility abuse can be defined as any damage or loss which is due to misconduct or negligence in the use, care, custody, or safeguarding of real property facilities or systems.

3.13.1. When facility damage is discovered, report it to the commander (or equivalent), and contact the Security Forces Law Enforcement Desk.

3.13.2. Security Forces will do an incident report for the record and forward a copy to the responsible unit commander.

3.13.3. The facility manager will prepare an AF Form 332 with the commander's signature and forward it to CEOER.

3.13.4. Customer Service will direct the 30 CES Planning Section (CEOER) to conduct a cost estimate which will be forwarded to the facility manager.

3.13.5. Once the organizational commander has completed a Report of Survey (ROS) investigation, forward a copy of the findings to 30 CES.

3.13.6. Reimbursement actions will be completed through the ROS process as identified by the unit charged with the damage.

3.14. Unsanitary Conditions. Facilities found to have excessive litter, over turned trash cans or loose trash in dumpster enclosures will be deemed in violation of Facilities Abuse requirements.

3.14.1. The facility manager is responsible for ensuring trash cans and enclosures for their facilities are clean and serviceable. Damaged cans and enclosures must be reported to CEOER.

3.14.2. Procedures for Addressing Unsanitary Condition.

3.14.2.1. Once identified, a notice for record will be sent to the facility manager and the organization commander. The notice will identify the problem and state that the responsible organization has two weeks from the time of identification to rectify the deficiency.

3.14.2.1.1. Immediate corrective action will be taken by 30 CES without two-week notice to responsible organization if any of the below conditions exist:

3.14.2.1.1.1. At the direction of the installation commander;

3.14.2.1.1.2. At the direction of the Base Civil Engineer; or

3.14.2.1.1.3. Situation deemed an imminent hazard (i.e. Hazardous condition exists or hazardous materials have been improperly disposed of, etc.).

3.14.2.2. If the deficiency is not corrected during the two-week requirement, a corrective action work request will be initiated by 30 CES. 30 CES will be reimbursed by the organization or individual responsible for all expenses to restore the real property. Reimbursement actions will be completed through the report of survey process as identified by the unit charged with the damage.

3.14.3. Unsanitary Condition Assessments. Units may be responsible for corrective measures taken at other facilities if it is determined the situation arose due to negligent actions at their facility.

3.14.4. Facility managers will not be responsible for clean-up of illegal dumping by other units on their facility if the illegal dumping is reported to 30 CES/CEIE before it is reported as a nuisance.

3.14.4.1. If the responsible unit for the illegal dumping can be determined, then the responsible source unit may be allowed 24 hours to take their own corrective action before billable actions are initiated by 30 CES.

3.15. Record Keeping. It is recommended that each facility manager maintain a continuity book with a chronological record of maintenance and repair work done in the facility. This book will be used as a reference only and will help ensure no duplicate work is being requested. The table below lists the recommended contents of this book.

Table 3.2. Continuity Book

Tab 1:	General information
a.	FM appointment letter, training certificate, and this instruction
b.	Energy Management Guide
c.	ACM/LBP Pamphlet (If Applicable)
Tab 2:	Suspense copies of AF Form 332s (awaiting Work Request Review Board action)
Tab 3:	Current work order status letters indicating WRRB actions
Tab 4:	Entry log for all emergency and urgent service calls
Tab 5:	Key control log for all keys assigned and facility key plot plan (AF 2432, or locally generated equivalent)
Tab 6:	Fixed Ladder inventory and inspection dates
Tab 7:	ACM/LBP Surveys (If Applicable)
Tab 8:	Force Protection Condition Checklists

3.16. Light Bulbs. Facility managers are responsible for overseeing the replacement of light bulbs ten feet or less above the ground. Anything over ten feet is maintained by 30 CES. Contact CEOER for assistance. Light bulbs can be purchased at building 5500, Base Service Store, by organizations using a Government Purchase Card (GPC).

3.17. Electrical Circuit Panels. Ensuring circuit panels are properly labeled is the responsibility of facility managers. This may take some coordination with other building occupants.

3.18. Customer Service Tracking. In an effort to ensure customers are provided with the best service possible, CEOER has created a Customer Service Survey (see [Attachment 7](#)). Upon completion of a work order or DSW, facility managers complete the survey and return it to Customer Service or send it through the base distribution system, addressed to 30 CES/CEOE. These surveys will be included in the work order folder that is returned to facility managers when the work order is closed out. They may also be obtained by the technicians performing the work.

3.19. Facility Closeout Procedures. When an organization is vacating a facility and turning it over to another organization for use, the Real Property Management office (30 CES/CEIAP) has procedures that must be followed. Please contact 30 CES/CEIAP for more information.

3.20. Hazardous Waste. Regulations to protect public health and the environment identify which items constitute hazardous waste or "universal waste" (u-waste). As of February 9, 2006, all "u-waste" items were banned from regular trash disposal. It is illegal to dispose of hazardous waste in garbage, storm drains, or on the ground. Chemicals illegally disposed of can be released into the environment and contaminate the air, water and food.

3.20.1. Disposal. Some hazardous waste materials can be recycled or safely disposed of at VAFB's Centralized Accumulation Point (CAP).

3.20.2. Each unit's Hazardous Waste Management POC or 30 CES/CEIE can answer any questions on disposal of hazardous waste. For additional information on u-waste, personnel can also check the Department of Toxic Substances Control (DTSC) Web site.

3.20.3. Some of the commonly banned items which cannot be safely disposed of in the trash include:

3.20.3.1. Fluorescent lamps and tubes (includes metal halide lamps, and sodium vapor lamps).

3.20.3.2. Batteries. Includes all batteries (AAA, AA, C, D, button cell, 9-volt, and all others) both rechargeable and single use and lead-acid batteries (i.e. car batteries).

3.20.3.3. Computer and television monitors. Monitors are currently considered hazardous waste and require recycling or disposal (cathode ray tube (CRT), liquid crystal diode (LCD), and plasma monitors).

3.20.3.4. Electronic devices. Includes computers, printers, VCRs, cell phones, telephones, radios, and microwave ovens.

3.20.3.5. Mercury-Containing Items.

3.20.3.5.1. Electrical switches and relays. These contain about 3.5 grams of mercury each. Mercury switches can be found in chest freezers, pre-1972 washing machines, sump pumps, electric space heaters, clothes irons, silent light switches, automobile hood and trunk lights, and ABS brakes.

3.20.3.5.2. Thermostats that contain mercury. There is mercury inside the sealed glass "tilt switch" of the old style thermostats (not the newer electronic kind).

3.20.3.5.3. Pilot light sensors. Mercury-containing switches are found in gas appliances such as stoves, ovens, clothes dryers, water heaters, furnaces, and space heaters.

3.20.3.5.4. Mercury gauges. Gauges, such as barometers, manometers, blood pressure, and vacuum gauges contain mercury.

3.20.3.5.5. Mercury thermometers. Mercury thermometers contain about a half gram of mercury. Many health clinics, pharmacies and doctor offices will exchange new mercury-free fever thermometers in place of old ones.

3.20.3.5.6. Mercury-added novelties. Examples include greeting cards that play music when opened; athletic shoes (made before 1997) with flashing lights in soles; and mercury maze games.

3.20.3.6. Household and Landscape Chemicals.

3.20.3.6.1. Flammables and poisons. Includes solvent-based (oil) paints and reactive and explosive materials.

3.20.3.6.2. Acids, oxidizers and bases, including some pool chemicals and cleaners.

3.20.3.6.3. Pesticides and herbicides. Pesticides and herbicides cannot be disposed in the trash. Consult the product label or 30 CES/CEIE.

3.20.3.7. Paints and Solvents. Includes latex paints, oil-based paints, non-empty aerosol paint/solvent cans, and solvents such as paint thinner, finger nail polish remover, etc.

3.20.3.8. Building Materials.

3.20.3.8.1. Asbestos. Includes some older kinds of cement and concrete, roofing, flooring and siding. More information on asbestos in base facilities is available from 30 CES/CEIE.

- 3.20.3.8.2. Treated Wood. Includes wood that is treated with Chromium Copper Arsenate (CCA) or creosote.
- 3.20.3.9. Automobile-Related. Antifreeze, batteries, motor oil and filters, and tires (note that tires are not considered hazardous, but automotive tires are banned from the trash for other reasons).
- 3.20.3.10. Compressed gas cylinders. Includes propane tanks used for BBQ or plumbing.
- 3.20.3.11. Needles and sharp objects generated in home health care. Includes hypodermic needles, syringes, blades, needles with attached tubing, syringes contaminated with bio-hazardous waste, acupuncture needles, and broken glass items such as Pasteur pipettes and blood vials.
- 3.20.3.12. PCB-containing materials. Includes paint and ballasts that contain Polychlorinated Biphenyls (PCB).
- 3.20.3.13. Photo waste (silver bearing).
- 3.20.3.14. Industrial Waste Receptacles. Each facility must inspect trash receptacles used to collect industrial shop waste and ensure they do not contain hazardous waste. Facility managers must ensure that hazardous materials, hazardous waste and recyclables are not disposed of in trash receptacles and conduct periodic spot inspections. Retain inspection records IAW the Air Force Records Disposition Schedule Records to document who performed inspection, when, where, and what was observed, any special occurrences or deficiencies are to be recorded, photos if available. Establish an ongoing program to inform all personnel of prohibited materials in the MSW stream.

Chapter 4

THE WORK FLOW PROCESS

4.1. Work Categories.

4.1.1. Self-Help Work. There are many instances where an individual or organization may have the ability and desire to accomplish minor work themselves. This work can be accomplished through the CE Self-Help program. Self-help should be the first option for completing work. Facility Managers must indicate they desire self-help on the AF Form 332 prior to submitting.

4.1.1.1. Submit an AF Form 332 to Customer Service for approval prior to initiating work. Upon receipt of a 332, CEOER will determine whether this work is beyond the scope of a DSW, defined in **Paragraph 4.1.2**. If the work is beyond that scope it will be forwarded to multiple base agencies for coordination. Once this has been completed, an estimate will be developed and the Work Request will be forwarded to the Work Request Review Board for final approval/disapproval and routed for completion. The 30 CES process for approval of AF Form 332 is detailed in **Paragraph 4.3** and **Attachment 3**. The requester must furnish labor and may also supply materials/funds from unit resources. After the request is approved by 30 CES to commence with self-help work, the CE Planning Section will plan the work, order materials, and call the requestor to pick up materials upon arrival. Once the project begins, 30 CES will inspect as necessary to ensure quality craftsmanship, coordinate support, and ensure timely completion. Customer Service can provide specific details for self help work procedures.

4.1.2. Direct Scheduled Work (DSW). DSW is work that does not require detailed planning. These are jobs that require less than 50 hours to complete. They will be completed by 30 CES. DSW is classified as emergency, urgent, or routine as defined below. Emergency/Urgent DSWs are the only type of work request that can be called into Customer Service rather than submitted through the CE Tools Portal. Facility managers must provide details about the request to Customer Service Controllers to ensure proper job classification.

4.1.2.1. Emergency. Work is required to eliminate conditions that are detrimental to overall mission, life threatening, or if not corrected, may cause substantial property damage. Emergency work is needed to provide adequate security to areas subject to compromise, eliminate serious health hazards, prevent serious fire or safety hazards, or protect valuable equipment and property. An emergency will always include, but is not limited to, failure of major utility, fire protection, or security alarm systems. Failure of critical air conditioning system, loss of heat, water, and gas or sewers backing up when the entire system is affected, may be designated an emergency. Emergency work must be called in to Customer Service and they will make the final determination of work classification based on information provided. Emergency work requests will be completed or secured within 24 hours. Some examples of emergency work requests are below:

4.1.2.1.1. Overflowing commodes or clogged sewer lines. **NOTE:** A single clogged commode in a facility with other functioning commodes is an example of what is not considered an emergency.

4.1.2.1.2. Smell of smoke or natural gas.

- 4.1.2.1.3. Arcing electrical wires.
 - 4.1.2.1.4. Broken water mains.
 - 4.1.2.1.5. Inoperative fire alarm or suppression system.
 - 4.1.2.1.6. Broken windows or doors which must be secured after normal duty hours. A cracked window is not generally considered an emergency.
 - 4.1.2.1.7. Roof leaks jeopardizing operations or substantial loss of government property. If the government property can be moved to prevent water damage, the leak will not be coded an emergency. If possible, move all equipment/furniture and cover with plastic. For safety reasons, CE personnel will not fix or inspect roof leaks during rain storms.
 - 4.1.2.1.8. Loss of utilities/power to a facility.
 - 4.1.2.1.9. Loss of air conditioning for mission-essential equipment. **NOTE:** Loss of comfort air conditioning will not be termed an emergency.
 - 4.1.2.1.10. Loss of refrigeration for perishable materials.
- 4.1.2.2. Urgent. Work does not have an immediate impact on mission effectiveness, safety, security, or equipment. If not fixed in a timely manner, the condition could escalate into an emergency. Urgent work will be completed or secured within 7 duty days of the request being submitted to 30 CES. Urgent requests must be called in by the facility manager. Examples of urgent work are below:
- 4.1.2.2.1. Loss of isolated utility in facility (No power in one or two outlets in a facility, one commode clogged-up with one or more commodes functioning, etc).
 - 4.1.2.2.2. Isolated roof leaks not threatening damage to high value property or causing safety concerns.
 - 4.1.2.2.3. Cracked windows with potential to break and cause a security problem.
- 4.1.2.3. Routine. Routine work requests are defined as all maintenance other than emergency or urgent which is necessary to maintain and operate facilities and protect them from further deterioration/damage. Routine requests must be submitted on an AF Form 332. Approved routine work will be completed within 30 duty days of request or receipt of material.
- 4.1.3. Work Order (AF Form 332). Work Order requests are for projects that require detailed planning. A planned work order requires the completion of an AF Form 332 and may require the AF Form 103, *Base Civil Engineer Work Clearance Request*, and/or an AF Form 813, *Request for Environmental Impact Analysis*, if applicable. Only facility managers and organization commanders are the authorized to submit an AF Form 332.
- 4.1.3.1. Requests for work on base infrastructure (electrical systems, heating, ventilation, air conditioning systems, water and sewer systems, etc.) must be submitted by the facility manager, but will normally be at the direction of a 30 CES technician or engineer.
 - 4.1.3.2. Requests for facility projects (renovations, relocation of internal utility/electrical systems, improvements requests, demolition, etc.) must be requested by the organization commander.

4.1.3.3. All requests for exterior work must be submitted with a map showing the exact location of the requested work. A request will not be processed without this map.

4.1.3.4. All work orders that require a completed Form 103, *Base Civil Engineer Work Clearance Request*, must have this coordinated and approved before work can begin. This process is explained in [Paragraph 4.2.1](#)

4.1.3.5. An AF Form 813, *Request for Environmental Impact Analysis*, may be required prior to work. The Environmental Element (CEIE) will note whether an AF Form 813 is required during initial coordination. These forms are completed by the organization doing the work (SABER, CEO, CEN, etc.). In some cases, the requester may be required to complete this form.

4.1.4. 30 CES Work Flow Process.

4.1.4.1. [Attachment 3](#) shows a flow chart of the basic CE work flow process.

4.1.4.2. The first input occurs with Customer Service, regardless if request is made via phone or an AF Form 332. The Customer Service Controller will determine how the work request will be handled and the required documentation. If Customer Service determines that the work can be done via DSW, a DSW number will be created and forwarded to the appropriate shop for scheduling.

4.1.4.3. If the requested work requires detailed planning or requires over 50 man-hours to complete, the requestor will need to fill out the AF Form 332 and return it to CEOER via the CE Tools Portal website. [Attachment 4](#) provides step-by-step instructions for filling out this form. CEOER will forward this request out to selected base agencies for coordination and planning. They will assign a work order number and process the request upon approval at the Work Request Review Board.

4.1.4.4. During the coordination phase, the work request will be sent to Comprehensive Plans, Installation Management, Fire Department, Ground Safety, Bio-Environmental, Real Property, Communications, Customer Service, Facilities Excellence, and any applicable CE Shop.

4.1.4.5. After the work request has been fully coordinated and a cost estimate is completed, it will proceed to the Work Request Review Board (WRRB), which is chaired by the Operations Flight Commander or Deputy. The WRRB is comprised of Operations Flight element chiefs, as well as, Programs Development and Environmental Element representatives as required. The function of the board is to evaluate all information provided on the original work request and determine the method of accomplishment. Not all work requests will be seen at this board; most work requests can actually be approved off-line if there are no questions or additional coordination on them required.

4.1.4.6. The Facility Manager or representative will be invited to attend to answer questions or provide a justification to the WRRB chair. The board determines how best to meet customer needs and approves, disapproves, or tables requests for a follow-on review. If a Facility Manager fails to attend a WRRB where their request is on the agenda, they risk this request being tabled for consideration until they attend a WRRB.

4.1.5. Contract Project. If the WRRB determines that a work request is outside the scope of CE in-house capabilities, they will be forwarded to the Engineering Flight Program

Development Element. A project number will be assigned, along with the method of contract, and the type of work identified will be used to acquire funding. There are several methods of contract that the Engineering Flight uses to accomplish work. They include working with other construction contracting agencies (e.g. the Corps of Engineers and the Air Force Civil Engineer Center), Simplified Acquisition of Base Engineer Requirements (SABER), Indefinite Delivery/Indefinite Quantity (ID/IQ), Launch Operations and Support Center (LO&SC), and Contract by Requester. The funding time frame will depend on many factors including size of the project, impact on the mission, and whether the requester will provide funds. Most projects must be presented at the semi-annual Facility Board chaired by the Wing Commander. The Wing Commander will approve a prioritized list of projects that CE will fund from AFSPC's budget. Customers will need to lobby the Facilities Board for funds for their work requests. The Engineering Flight Program Development Element (CENPD) conducts the Facilities Board semi-annual cycle which has its meetings in the March/April and October/November timeframes. Typically, the meetings have two/three preparatory meetings before the Wing Commander-chaired Facilities Board. The preparatory meetings review the various funding programs, including Sustainment, Restoration & Modernization (SRM) and Military Construction (MILCON), and provide base customers the opportunity for them to advocate their facility needs before deputy group commander representatives for prioritization within the AFSPC funding targets. Facility Managers who need to learn more about the Facilities Board process and schedule can contact the CENPD Element Chief at 606-3235.

4.1.6. Contract by Requester. Contract by requester is used when an organization procures its own contractor to accomplish work. CE must review and approve the work before it can begin using the AF Form 332 process. The project will also be closed out with CE using the IWIMS Form 327 that is provided to the requester upon completion of the work. The Form 327 is used to track work order status. Required signatures for closeout include the planner, shop chief, authorizing official, material acquisition, on-site job coordinator, and the Operations Flight Chief or Deputy.

4.1.7. In-House Project. Multiple CE shops may need to provide support for in-house work orders. The shop who will accomplish the majority of the work will be assigned as the lead.

4.2. Work Clearance.

4.2.1. When work will or has the potential to interrupt base utilities, traffic flow, airfield operations, disturb asbestos, or presents other hazards, an AF Form 103 is required prior to work being started. Examples are excavations, demolition, work on or near roads or airfield, large projects, and new construction. Also, coordinating agencies can request a 103 be completed as notification for when work is about to begin.

4.2.1.1. The individual, organization, or contractor accomplishing the work is responsible for completing the AF Form 103. If this requirement is ignored and damages are incurred, all costs for repairs will be charged to the responsible party.

4.2.1.2. A work request should be completed within 30 days prior to the start of construction.

4.2.1.3. Work Clearance Requests must be signed and approved by the Operations Flight Commander or Deputy (CEO or CEO-1), Chief/Deputy of Engineering (CEN), or their representative. Before starting work, the person carrying out the excavation must

physically be in possession of a valid AF Form 332, AF Form 103, and AF Form 813 (if required). An exception to this rule is that for DSW work; an AF Form 332 is not required to process an AF Form 103. Plans must identify underground services, utilities, and environmental concerns in the area. The clearance will remain valid for up to one year from the date of final approval. The approving official may reduce this time period on a case-by-case basis. For work around base-owned utilities, a clearance is only valid for six months. If a non-base-owned utility is affected, the requester must update the USA number every 14 calendar days if excavation continues beyond 14 days.

4.2.1.4. Excavations. An approved Work Clearance Request is required for any interior or exterior excavation regardless of depth. This type of clearance requires marking underground utilities in the area of excavation. Organizations involved include CE (electrical, water, sewer, and gas), Air Force Element Launch Communications (fiber), commercial providers (cable television, natural gas, electrical, water), and Installation Management among others.

4.2.1.5. The requester is responsible for clearly marking the planned excavation prior to organizations coming out to mark utilities. The requester is also responsible for maintaining markings.

4.2.1.5.1. Planned excavations must be marked IAW USA guidelines using the appropriate color-coded, chalk-based paint or colored/flagged stakes. Color-code for marking underground utility lines: Red – Electric; Yellow – Gas/Oil/Steam; Orange – Communication/CATV; Blue – Water; Green – Sewer; Pink – Temporary Survey Markings; White – Proposed Excavation Boundaries.

4.2.1.5.2. If an unmarked utility is located, the excavator will stop work and notify the utility representative immediately. If any utility is damaged, the excavator must immediately notify CEOER and the agency that owns the utility and provide the location, type of utility damaged (if known), extent of damage, name and phone number where excavator can be reached.

4.2.1.5.3. The excavator must contact USA to renew any non-base-owned utility markings (such as GTE) in the field and must report any renewal information to a CEOER representative.

4.2.1.5.4. Unless otherwise stated in Government contract documents or by the responsible organization, the excavator shall hand dig within five feet on either side of the marked utility.

4.2.1.5.5. Power equipment may be used where utilities are noted to remove existing pavement or floor surface, if it has been determined that there are no utilities in the pavement or floor and to break the surface of the soil (top four inches).

4.2.1.6. If the utility is not found after hand excavating 60 inches on each side of the mark indicating the utility location, the excavator will contact the appropriate utility representative for a more precise location. If the utility still cannot be found, the excavator may proceed cautiously under advisement of the utility owner (**Note:** The 60 inch boundary does not apply to depth; the excavator will be held liable for any damage to utilities within the marked area).

4.2.1.7. Aircraft or Vehicular Traffic Interruptions. If proposed work interrupts traffic, whether aircraft or vehicular, a work clearance must be sought. Road closures and traffic pattern modifications must be coordinated through 30 SW Public Affairs for base-wide notification. Contact Public Affairs at 606-3595 for more details. Any work near the airfield that could impact air operations must be coordinated through Base Operations.

4.2.1.8. Fire and Intrusion Alarm Interruptions. Any work with the potential to affect fire alarm systems will be coordinated with the Fire Department and 30 CES/CEOFA (Alarm Shop) representatives. Any work with the potential to affect intrusion alarm systems will be coordinated with 30 SFS and 30 CES/CEOFA (Alarm Shop) representatives.

4.2.1.9. Interior/Exterior Environmentally Sensitive Work. Any work which will include demolition, HAZMAT abatement, or the potential to disrupt vegetation, wildlife and/or habitat, archaeological sites, HAZMAT, electrical, HVAC, or other interior utilities must be coordinated through the Comprehensive Planning office (30 CES/CENPL) and Environmental (30 CES/CEIE).

4.2.1.10. Removal of Temporary Facilities. Demolition projects, to include removal of temporary facilities, require notification to the Air Pollution Control District (APCD). If the temporary facility meets the below criteria, the APCD can treat the temporary facility as a unit exempted from notification. The APCD requires an email or written statement attesting to the below criteria prior to the temporary facility being moved. The 30 CES Installation Management is the point of contact for these notifications. If a facility is thought to be covered by this exemption, please contact 30 CES/CEIE. Exception criteria:

4.2.1.10.1. It must have been on-site less than one calendar year;

4.2.1.10.2. It is a single unit and not a double-wide or multiple units;

4.2.1.10.3. It has a trailer tongue and wheels or it is being "moved", not actually demolished or burned; or

4.2.1.10.4. It has not been placed onto a permanent foundation.

4.2.1.11. CE Customer Service maintains a list of all required organizations and contacts for coordination of the AF Form 103.

Chapter 5

USEFUL RESOURCES FOR FACILITY MANAGERS

5.1. See [Table 5 1](#) for Common 30 CES Phone Numbers.

Table 5.1. Common 30 CES Phone Numbers

30 CES Phone Numbers	
Customer Service	606-0010
Customer Service Alt 1	606-3152
Customer Service Alt 2	606-1614
Customer Service Alt 3	605-3073
Damage Control Center (After-Hours Emergencies)	606-1856
Readiness & Emergency Management Flight	606-4021
Fire Department (Prevention)	606-4680
Program Development	606-3235
Installation Management	606-1921

5.2. Computer Resources. There are several locations on the network where facility managers can go to access helpful information. The first is a shared folder CEOER maintains that houses facility manager information such as needed forms, facility manager guidance, training slides, the current facility manager list, and any other information or guidance that could be useful for a facility manger to have. The folder can be found in a shared location at \\vafbfile5\30cesfiles\30_CES_FACILITY_MANAGER_PROGRAM. The Installation Management Flight has also created a very useful website on the Intranet that provides information on Installation Management Flight issues and policies. It is located on the intranet at https://intranet/30_msg/30-ces/Environmental/index.asp.

NINA M. ARMAGNO, Colonel, USAF
Commander

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

AFPD 32-10, *Installations and Facilities*, 27 March 1995
AFI 32-1001, *Operations Management*, 1 September 2005
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2004
30 SW Facility Manager Energy Conservation Handbook
30 SW Plan 32-7041-A, *Wastewater Management Plan*, Appendix 11
AFI 32-1066, *Backflow Prevention Program*, 17 October 2007
30 SWI 32-102, *Fire Prevention*, 2 May 2005
AFSPCMAN 91-710, *Range Safety User Requirements Manual*, 01 July 2004

Adopted Forms

AF Form 103, *Base Civil Engineer Work Clearance Request*
AF Form 332, *Base Civil Engineer Work Request*
AF Form 592, *USAF Welding, Cutting and Brazing Permit*
AF Form 813, *Request for Environmental Impact Analysis*
AF Form 847, *Recommendation for Change of Publications*
AF Form 1168, *Statement of Suspect/Witness/Complaint*
AF Form 1297, *Temporary Issue Receipt*
AF Form 1487, *Fire Prevention Visit Report*
AF Form 2432, *Key Issue Log*
AFTO Form 36, *Maintenance Record for Security Type Equipment*
DD Form 1569, *Incident/Complaint Report*

Abbreviations and Acronyms

ACM—Asbestos Containing Material
BCE—Base Civil Engineer
BPA—Backflow Prevention Appliance
CAP—Centralized Accumulation Point
CED—Explosive Ordinance Disposal
CEF—Fire Protection Flight
CEI—Installation Management Flight

CEN—Engineering Flight
CEO—Operations Flight
CEOER—Customer Service/Requirements & Optimization
CEX—Readiness and Emergency Management Flight
DSW—Direct Schedule Work
DTG—Discharge to Grade
EAP—Emergency Action Plan
FPCON—Force Protection Condition
GPC—Government Purchase Card
GSA—Government Supply Agency
HAZMAT—Hazardous Material
ID/IQ—Indefinite Delivery/Indefinite Quantity
LBP—Lead Based Paint
MILCON—Military Construction
PMU—Production Management Unit
RPIE—Real Property Installed Equipment
SABER—Simplified Acquisition of Base Engineer Requirements
SRM—Sustainment, Restoration & Modernization
UCC—Unit Control Center
WRRB—Work Request Review Board

Attachment 2

SAMPLE FACILITY MANAGER APPOINTMENT LETTER

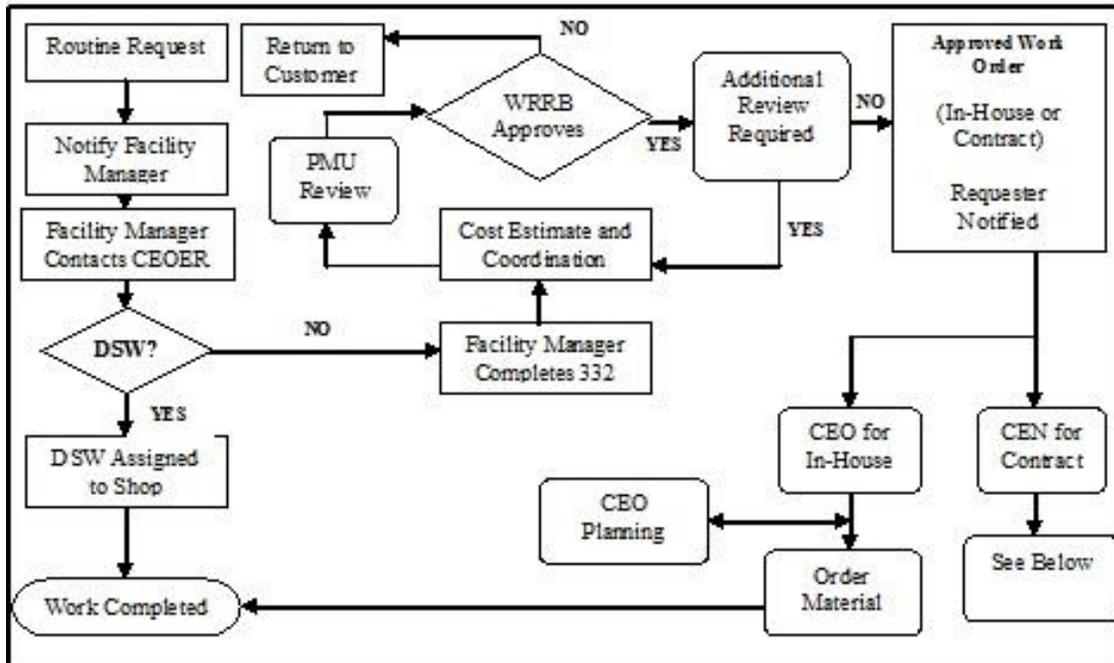
Figure A2.1. Sample Facility Manager Appointment Letter

	Date												
MEMORANDUM FOR 30 CES/CEOER													
FROM: Unit/CC													
SUBJECT: Facility Manager Appointment – Building XXXX													
1. The following personnel are designated as Real Property Facility Managers:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Building Number</u></th> <th style="text-align: left;"><u>Pri/Alt Name</u></th> <th style="text-align: left;"><u>Rank</u></th> <th style="text-align: left;"><u>Office Symbol</u></th> <th style="text-align: left;"><u>Duty/Home Phone</u></th> <th style="text-align: left;"><u>E-mail Address</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Building Number</u>	<u>Pri/Alt Name</u>	<u>Rank</u>	<u>Office Symbol</u>	<u>Duty/Home Phone</u>	<u>E-mail Address</u>							
<u>Building Number</u>	<u>Pri/Alt Name</u>	<u>Rank</u>	<u>Office Symbol</u>	<u>Duty/Home Phone</u>	<u>E-mail Address</u>								
* Facility managers are assigned as either primary or alternate. An organization can assign as many alternates as the commander feels is necessary, but there will only be one primary for each facility.													
Primary Signature/Date: _____													
Alternate Signature/Date: _____													
2. This memorandum supersedes all previous versions, same subject.													
3. PRIVACY ACT INFORMATION - The information in this memorandum is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.													
Signature Block Squadron Commander or Equivalent													

Attachment 3

30TH CIVIL ENGINEER SQUADRON WORK FLOW PROCESS

Figure A3.1. 30th Civil Engineer Squadron Work Flow Process



Attachment 4

INSTRUCTIONS FOR THE COMPLETION OF AF FORM 332

Table A4.1. AF Form 332 Instructions

The document, used by the Base Civil Engineer to accept work requests, is the AF Form 332, <i>Base Civil Engineer Work Request</i> . Below are some hints that will help the requestor complete this form.	
Block	Action Required
Section I – To Be Completed by Requestor	
Block 1	Organization of Requestor
Block 2	Office Symbol of Requestor
Block 3	Date submitted request to CE
Block 4	For BCE Use Only
Block 5	Name and phone number of individual requesting the work
Block 6	Date that the work request should be completed (NOTE: Completing this block will help CE understand the urgency of the requirement. Please provide supporting justification in Block 9. By the requestor filling out this block, it does not imply that CE will complete the work by this date)
Block 7	Enter the building or facility number of where the work is being requested
Block 8	Enter a detailed description of what work is being requested. It is imperative that the requester add as much detail as possible. The better description of work provided, the better CE will be able to meet customer needs. Attach any sketches, plans, diagrams, specifications, photographs, maps, and any other information that would provide a complete description of location and scope of work
Block 9	State the justification of the work required. If the work is required to clear a safety write-up (or any other type of write-up) include a copy of that write-up
Block 10	Indicate any resources the organization will donate or furnish
Block 11-13	The requesting squadron/unit commander will provide their information and sign as the requestor for all work requests for facility type projects. The individual requesting infrastructure projects can sign as the requestor. Examples of infrastructure projects include work to the heating/cooling/ventilation system, electrical systems, or water/sewer system, work to fix a safety or fire inspection write-up, etc. In many instances, customers will be directed to request this work by someone from an outside organization. These are the typically work requests that directly impact the mission, life of facilities or health and well-being of building occupants
Block 14	Coordination blocks must be signed by Environmental (30 CES/CEIE), Ground Safety (30 SW/SEG), Fire Protection (30 CES/CEF), Bio-Environmental Engineering (30 MDOS/SGOAB), and CE Base Planning (30 CES/CENPL).
Section II/III/IV – For BCE Use Only	

Attachment 5**FACILITY MANAGER'S EMERGENCY ACTION PLAN****Figure A5.1. Facility Manager's Emergency Action Plan**

The most up-to-date Facility Managers Emergency Action Plan can be found by completing the following

1. Open Internet
2. Type in <https://eis.afspc.af.mil/unit/30sw/30ces/CEX/default.aspx> on your address bar
3. Click on EM Representative Information (On the Left Side Under Documents)
4. Click on Shelter-in-Place and Active Shooter Guidance (Folder)
5. Click on Training (Folder)
6. Click on Facility Managers Emergency Action Plan (Word Doc)

Attachment 6**RECOMMENDED FACILITY INSPECTION CHECKLIST****A6.1. Monthly.****A6.1.1. Facility Interior.**

- A6.1.1.1. Mechanical rooms, dumpsters, and enclosures clean and free of debris
- A6.1.1.2. Grounds and shrubbery are properly maintained
- A6.1.1.3. Doors, windows, and locks operate correctly
- A6.1.1.4. Exterior lights operating correctly
- A6.1.1.5. Overall condition of facility structure (roof, protective coatings, etc.)
- A6.1.1.6. Potential safety hazards

A6.1.2. Facility Exterior.

- A6.1.2.1. Door and window locks operating properly
- A6.1.2.2. Sinks, toilets, fountains free of leaks
- A6.1.2.3. Light fixtures operating properly
- A6.1.2.4. Thermostats set properly (78 degrees summer, 68 degrees winter)
- A6.1.2.5. Fire extinguishers properly mounted and inspected
- A6.1.2.6. Overall condition of facility (carpets, wall coverings, ceiling tiles, etc.)
- A6.1.2.7. Potential safety hazards

A6.2. Annually.

- A6.2.1. Audit key issue log for accuracy
- A6.2.2. Inspect fixed ladders for damage and corrosion
- A6.2.3. Review AT/FP plans
- A6.2.4. Review Emergency Action Plans
- A6.2.5. Review facility managers continuity book for accuracy

Attachment 7

CUSTOMER SERVICE SURVEY

Figure A7.1. Customer Service Survey



30th Civil Engineer Squadron

Vandenberg AFB, California

Customer Service Survey

In order to determine the quality of service provided to you, our valued customers, we request that you complete the following questionnaire pertaining to the work described. To complete the questionnaire please fill in the requested information, then circle the appropriate response to the questions using the following scale.

(1 = Poor, 5 = Outstanding)

Once completed, simply forward this letter to our office through the base distribution system (Organization: 30 CES/CEOER) or fax it to 606-9273. **Thank You.**

Description of Work Performed: _____

Work Order #: _____ **Bldg #:** _____

Timeliness of Service:	5	4	3	2	1	N/A
Quality of Work:	5	4	3	2	1	N/A
Courtesy of Craftsmen:	5	4	3	2	1	N/A
Overall Service Provided:	5	4	3	2	1	N/A

Comments (optional): _____

If you would like us to contact you, please provide the following information:

Name: _____

Organization: _____ Duty Phone Number: _____

Please send completed questionnaire to:

30 CES/CEOER
 1172 Iceland Ave, Building 11439
 Vandenberg AFB, CA 93437