

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

**30TH SPACE WING INSTRUCTION 32-901**

**14 MAY 2014**



**Civil Engineering**

**FACILITY CLOSURE/TURN-IN  
PROCEDURES**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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This publication extends guidance from Air Force Instruction (AFI) 32-1001, *Operations Management*; AFI 32-1004 Vol. 3, *Working in Operations Flight*; Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*; AFPD 32-90, *Real Property Management*; Department of Defense (DOD) Directive 4165.6, *Real Property Acquisition, Management, and Disposal*. This instruction applies to all 30th Space Wing and subordinate units assigned or attached to Vandenberg AFB. It provides detailed procedures for the Facility Manager to follow to ensure the smooth transfer of Air Force real property and facilities from one organization to another or to the 30th Civil Engineer Squadron (CES) for caretaker status. 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*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of the processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with the AFRIMS Air Force Records Disposition Schedule (RDS).

**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.

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## Chapter 1

### INTRODUCTION

**1.1. By assignment, the Facility Manager:** Is ultimately responsible for the facility, for notifying CES in writing of the using organization's intent to vacate the facility (see [Attachment 2](#)), and for completing a facility turn-in/closure checklist for each building they manage. Obtain a checklist for each facility you manage from the 30 SW Self-Inspection web page. For buildings with multiple occupants, each occupant is generally required to complete all applicable transfer actions for their portion of the facility. An early departing co-occupant may turn the space over to the remaining building manager without completing a checklist if the building manager agrees to include that space on the final clearance letter.

**1.2. The last organization to vacate the facility has the final responsibility for cleanup.** The keys to the facility may then be turned over to CES. CES will not accept keys until the final clearance letter (see [Attachment 3](#)) has been completely signed off by all functional areas.

**1.3. Facility managers submit a notice of intent to vacate to the Real Property Office (30 CES/CEIAP).**

**1.4. Provide all pertinent information:** On each clearance document, i.e. letter of intent to vacate and transfer or turn-in clearance letter. Verify that each facility is entered on the notification letter and that the vacate dates are correct. Verify with the using organization custodians that the closure and turn-in activities are being accomplished.

**1.5. Walk-through briefings.** 30 CES/CEIAP will brief facility managers on what the walk-through process is and what to expect during onsite visits. The walk-through is an onsite validation that all the activities and actions addressed in the Functional Area Manager's (FAM) areas of responsibility have been completed. Facility managers must ensure the facility is ready for the walk-through; clean and free of debris.

**1.6. As the responsible individual working closure and transfer issues:** Facility managers are responsible to identify and contact the following POCs within his or her organization:

1.6.1. Automated Data –Processing Equipment (ADPE) custodian,

1.6.2. Accountable and non-accountable equipment custodians,

1.6.3. Security Manager.

**1.7. After contact is made with squadron POCs, facility managers must contact these FAMs:**

1.7.1. Civil Engineering.

1.7.2. Communications.

1.7.3. Logistics Readiness.

1.7.4. Security Forces.

1.7.5. Safety.

**1.8. When all clearance actions are complete, schedule a walk-through.** This should be done within two (2) weeks. The purpose of the walk-through is to conduct an onsite validation of the

completion of the actions and activities listed in the facility turn-in/closure checklist. Mandatory attendees at the walk-through are the facility manager and a 30 CES/CEIAP representative. Afterwards, resolve any open items.

**1.9. Representatives from each of the functional areas listed in this instruction, except Base Supply will:** Conduct onsite visits to ensure that clearance activities have been accomplished prior to the walk-through. The facility manager or equipment custodian will contact the Equipment Management Unit at base supply and coordinate turn-in of assets listed on his or her unit's Custodian Authorization/Customer Receipt List (CA/CRL) or items purchased through Base Supply. Items purchased via the Government Purchase Card (GPC) will be turned in directly through the Defense Reutilization and Marketing Organization (DRMO). Base supply will process and coordinate pick up of CA/CRL or base supply assets with the facility manager or equipment custodians.

**1.10. When items are found to be incomplete at the walk-through:** Facility managers are required to follow-up with the functional area in question. Ideally, within two weeks after the walk-through open actions are completed. All incomplete actions annotated at the walk-through must be completed prior to final signoff of the clearance letter. If there is difficulty meeting the 2-week timeframe, contact 30 CES/CEIAP and provide an estimate as to when you will be complete. 30 CES/CEIAP will be the last to sign the clearance letter and accept the facility into caretaker status. After acceptance of the facility, 30 CES/CEIAP will archive the clearance letter.

## Chapter 2

### PROCEDURES

**2.1. The Facility Manager is responsible to complete all necessary clearance actions listed in paragraphs 2. 2. through 2.6. in accordance with the guidelines of the functional areas identified, i.e. Civil Engineering, Communications, etc.**

#### **2.2. Civil Engineering:**

2.2.1. Provide 30 CES Real Estate Office (30 CES/CEIAP) written notice of intent to vacate or transfer the facility, see [Attachment 2](#) for letter format. Upon notification, the Real Estate office will schedule a facility inspection. The real estate manager will inform facility managers of any issues that must be resolved prior to final turn-in of the facility.

2.2.2. Submit direct scheduled work (DSW) orders or AF Form 332, *Base Civil Engineer Work Request*, to CE Customer Service (30 CES/CEOER) to correct any discrepancies in the structure or infrastructure. Notify the Real Estate office when all discrepancies have been resolved.

2.2.3. Coordinate with 30 CES for the appropriate termination of or transfer to the new owner of electric, gas, water, trash pickup, HVAC, and any other services provided to the facility. This is of particular importance when a building is to be vacated without a new owner identified or if the building is to be demolished.

2.2.4. Where the facility may contain confined spaces, ensure that appropriate signs remain posted and that the access is securely locked.

2.2.5. Contact the Service Contract Section (30 CES/CEOES) to ensure that services such as office cleaning, grounds maintenance, etc. are properly terminated or transferred.

2.2.6. Contact the 30 CES Environmental Element (CEIE) and schedule a time for a site visit. The facility will not be accepted if hazardous materials are present.

2.2.6.1. Turn-in hazardous materials and dispose of hazardous waste through the unit environmental coordinator. Issues important to 30 CES/CEIE are requirements of the environmental impact analysis, closing of hazardous materials accounts at the Base Pharmacy, turn in of any air or effluent permits, and electric vehicles.

2.2.6.2. Turn in hazardous waste to the Consolidated Central Accumulation Point (CCAP).

2.2.6.3. Turn in all environmental records associated with the facility to 30 CES/CEIE. Make certain that the facility history includes all tasks and/or processes that were accomplished within the building.

2.2.6.3.1. Housekeeping is an important issue during facility use and during the transfer process. Ensure that the following items are removed prior to turn-in/transfer:

2.2.6.3.1.1. Soaps or powders in paper or cardboard containers.

2.2.6.3.1.2. Small flammables like cleaners, lighter fluid, lubricants, cigarette lighters, propane tanks, etc.

- 2.2.6.3.1.3. Unsealed containers with spillable contents or residue.
- 2.2.6.3.1.4. Unlabeled containers with spillable contents including water or residue .
- 2.2.6.3.1.5. Batteries not in use (new or used).
- 2.2.6.3.1.6. Poisons like ant, wasp, mosquito etc.
- 2.2.6.3.1.7. Aerosol cans of any type.
- 2.2.6.3.1.8. Medications like aspirin, and ointments.

2.2.7. Operating fluids like lubricating and preservation oil can remain in equipment. Process fluids like solvents and chemicals must be removed, leaving no residue.

2.2.8. Check all areas of vacated facilities, including but not limited to closets, storage lockers, desks, sinks, under sinks, work benches, bathrooms, immediate area outside buildings (within 10 feet minimum), outside areas and yards associated with the building, crates, boxes, and ensure trash cans are empty.

2.2.9. Questions may exist as to what constitutes environmental records. These items are environmental records:

- 2.2.9.1. All records for devices or process requiring air permits, such as paint booths and abrasive-blasting booths.
- 2.2.9.2. Logs and checklists associated with any initial hazardous waste accumulation point or an accumulation site.
- 2.2.9.3. Spill plans, when required for a building, are considered environmental records.
- 2.2.9.4. Any documented hazardous material/waste handling.
- 2.2.9.5. If unsure, contact 30 CES/CEIE.

2.2.10. 30 CES Fire Protection Flight (30 CES/CEF) will not collect fire extinguishers as part of the facility closeout/turn-in, therefore, all fire extinguishers should be left with the facility. For any questions regarding fire extinguishers or facility fire suppression systems, contact 30 CES/CEF and they will inform facility managers of any fire protection actions necessary.

### **2.3. Communications:**

- 2.3.1. Contact the using organization's Automated Data Processing Equipment (ADPE) custodian to develop a plan for disposition or turn-in of all office automation equipment.
- 2.3.2. Contact the 30th Space Communications Squadron (30 SCS) customer service unit to disconnect or relocate phone lines, local area network (LAN) equipment, data circuits for alarms, data, network, and radio.
- 2.3.3. Transfer or turn in mobile communications devices such as cell phones, pagers, blackberries and radios. Contact 30 SCS customer service for advice on transferring or closing email accounts.
- 2.3.4. Notify the Plans Section of COMSEC changes.
- 2.3.5. Notify administration personnel of phone number changes.

## 2.4. Logistics Readiness.

2.4.1. **Supply.** All types of equipment and supplies must be identified, inventoried, labeled, and turned in prior to the walk-through. The equipment custodian must properly account for all items on the using organization's CA/CRL associated with the facility. Additionally, all non-accountable personal property must be inventoried. Please contact the Equipment Accountability Element (30 LRS/LGRMCE) @ 605-5235 for assistance.

2.4.2. **Transportation.** Notify the Traffic Management Section (30 LRS/LGRDF) @ 606-0900 to arrange for equipment or materials that require shipment. Additional actions that may be required are: clearance of government vehicle credit cards, funds for vehicle repair costs, and disposition of government vehicles. Please contact Vehicle Management and Analysis for any information on the aforementioned topics @ 606-7386. Finally, Vehicle Operations Dispatch can be reached at 606-5714 should you need any additional transfer support.

## 2.5. Security Forces:

2.5.1. Contact Security Forces Operations (S3) to deactivate alarmed facilities 63 facilities are listed in 30 SW Plan 31-101, Integrated Defense Plan, Attachment 1 to Appendix 14 to Annex C).

2.5.2. Contact the Information Protection Office to clear containers of classified information and have them inspected, turn in unit security containers, track and forward security information files, pending security clearances, and terminate agreements with long-term contractor(s).

2.5.3. Contact the Installation Security Section (S5SS) to deactivate restricted areas and project access termination date.

2.5.4. An optional action that should be considered is to notify 30 SFS Operations of bulk movements of property to off base locations to prevent needless detentions or investigations, particularly after duty hours.

**2.6. Safety.** Notify and coordinate with Base Ground Safety Office (SEG) of turn-in date and accomplish a Safety site visit. Additional coordination will be made with 30 SW Range Safety (30 SW/SEAL) for turning in critical facilities used for launch vehicle or space vehicle processing.

**Table 2.1. Clearance Point Lead-Time Requirements**

<b>CIVIL ENGINEERING:</b>	
Real Estate	120 Days
Environmental	90 Days
Service Contracts	60 Days
Production Management	90 Days
Fire Protection	30 Days
<b>COMMUNICATIONS:</b>	
Automated Data Processing Equipment (ADPE)	90 Days
Customer Service	90 Days
Operations	90 Days
<b>SUPPLY:</b>	
Equipment Management	60 Days
Personal Property	60 Days
<b>SECURITY FORCES:</b>	
Administration	60 Days
Information/Personnel Security	30 Days
Operations	30 Days
<b>TRANSPORTATION:</b>	
Traffic Management	60 Days
Operations	60 Days
<b>SAFETY:</b>	
Base Safety	30 Days

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Commander

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

30 SW Plan 31-101, *Integrated Defense Plan*

AF Form 332, *Base Civil Engineering Work Request*

AFI 32-1001, *Operations Management*

AFI 32-1004, *Working in Operations Flight*

AFPD 32-10, *Installations and Facilities*

AFPD 32-90, *Real Property Management*

DOD Directive 4165.6, *Real Property Acquisition, Management, and Disposal*

***Adopted Forms***

AF 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADPE**—Automated Data Processing Equipment

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**CA/CRL**—Custodian Authorization/Customer Receipt List

**CCAP**—Consolidated Central Accumulation Point

**CES**—Civil Engineer Squadron

**COMSEC**—Communications Security

**DOD**—Department of Defense

**DRMO**—Defense Reutilization and Marketing Organization

**DSW**—Direct Scheduled Work

**FAM**—Functional Area Manager

**GPC**—Government Purchase Card

**HVAC**—Heating, Ventilation, and Air Conditioning

**IAW**—In Accordance With

**LAN**—Local Area Network

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

Attachment 2

SAMPLE INTENT TO VACATE LETTER

Figure A2.1. Sample Intent to Vacate Letter

MEMORANDUM FOR 30 CES/CEIAP Date  
 FROM: YOUR UNIT/YOUR OFFICE SYMBOL  
 SUBJECT: Transfer of Facility to the Base Real Property Office

1. This organization intends to transfer the following facilities to the Base Civil Engineer (BCE):

FACILITY NUMBER	SQ. FEET	FACILITY NUMBER	SQ. FEET

2. The facilities will be vacated on \_\_\_\_\_.

3. Open work orders against this facility (s) are \_\_\_\_\_  
 \_\_\_\_\_.

4. These work orders should be cancelled (Yes\_\_\_\_\_) (No\_\_\_\_\_) Reason Given: \_\_\_\_\_  
 \_\_\_\_\_.

5. All furniture has been transferred to the new organization, transferred out through the Contracting Property division, or turned in to DRMO. Organizational equipment/supplies and personal property have been removed from the facility, or facilities. Facilities and surrounding areas are clean and free of trash. Cleaning materials, paint, and/or other hazardous materials have been removed and properly disposed of.

6. An inventory of keys has been performed and a list is attached for each facility noted above.

7. Please remove the current names from the facility manager’s list:  
 \_\_\_\_\_ (PRIM/ALT) \_\_\_\_\_ (PRIM/ALT)  
 \_\_\_\_\_ (PRIM/ALT) \_\_\_\_\_ (PRIM/ALT)  
 \_\_\_\_\_ (PRIM/ALT) \_\_\_\_\_ (PRIM/ALT)

8. The new facility manager’s are (if known):  
 \_\_\_\_\_ (PRIM/ALT) \_\_\_\_\_ (PRIM/ALT)  
 \_\_\_\_\_ (PRIM/ALT) \_\_\_\_\_ (PRIM/ALT)  
 \_\_\_\_\_ (PRIM/ALT) \_\_\_\_\_ (PRIM/ALT)

9. Please contact (Name) \_\_\_\_\_ (Phone) \_\_\_\_\_ to  
 arrange a pre-final inspection of these facilities.  
 (Printed Name of Requestor) \_\_\_\_\_ (Phone) \_\_\_\_\_

Attachment 3

SAMPLE FACILITY TRANSFER/TURN IN CLEARANCE LETTER

Table A3.1. Clearance Sample

Departing Organization:	Building Number:	Posted:
Walk-Through Date:		
Occupied Space Description:	Final Occupant:	<input type="checkbox"/> Yes <input type="checkbox"/> No
POC:	Exceptions:	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*\*\*\*\* FOR EACH FACILITY \*\*\*\*\*

These final clearance points are normally signed off during the walk-through but can be signed off in lieu of walk-through except Real Estate. Facility managers should have already been in contact with each of the functional representatives to ensure these actions have been taken and completed in a manner that is required for facility clearance. 30 CES/CEIAP accepts keys to the facility when they sign and is the last functional area to sign.

CLEARANCE POINT: CIVIL ENGINEERING – 30 CES/CEIAP (605-6292 or 606-4918)

This Facility Is Ready for Turn Over:  Yes  No (Specify in the “caveat section”)

Are there Mechanical Rooms in This Facility?  Yes  No

The Mechanical Rooms in This Facility are Clear:  Yes  No

Letter Addressing:

You no longer require use of the facility.

You’re requesting removal of the Building Manager names from the 30 CES/CEIAP records.

CLEARANCE POINT: ENVIRONMENTAL – 30 CES/CEIE (605-0408)

Air permits for the building must remain open  Yes  No (Specify in the “exception section”)

Possible LBP issue  Yes  No Location: \_\_\_\_\_

Possible asbestos issue  Yes  No Location: \_\_\_\_\_

Possible RAD issue  Yes  No Location: \_\_\_\_\_

Possible Hazmat issue  Yes  No Location: \_\_\_\_\_

Are there Hazmat inventory listings required  Yes  No  Copy Attached

Possible other issue(s)  Yes  No (Specify in the “exception section”)

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

CLEARANCE POINT: COMMUNICATIONS - 30 SCS (606-7198 or 606-9224)

Is there communication equipment requiring access or maintenance in this facility?

( ) Yes ( ) No (Specify in the "exception section")

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

CLEARANCE POINT: SUPPLY – 30 LCG (606-4583 or 606-0860)

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

CLEARANCE POINT: SECURITY FORCES - 30 SFS (606-6224 or 605-0759)

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

CLEARANCE POINT: TRANSPORTATION – 30 LRS (606-6931)

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

CLEARANCE POINT: SAFETY 30 SW/SEG (606-5213 or 606-8805)

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

CLEARANCE POINT: REAL ESTATE OFFICE – 30 CES/CEIAP (605-6292 or 606-4918)

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

**FORMAL AUTHORIZED EXCEPTIONS TO FUNCTIONAL APPROVALS:** This area is for the purpose of identifying those exceptions, i.e. communication, civil engineering accesses, that would be included in the letter to the Base Conversion Agency (BCA).

Formal Exception: \_\_\_\_\_

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

Formal Exception: \_\_\_\_\_

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

Formal Exception: \_\_\_\_\_

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

Formal Exception: \_\_\_\_\_

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_

Formal Exception: \_\_\_\_\_

Authorized Functional Manager Name (Printed): \_\_\_\_\_

Authorized Signature at walk-through Clearance Point: \_\_\_\_\_

Date: \_\_\_\_\_