

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

**341st MISSILE WING
INSTRUCTION 32-9001**



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Civil Engineer**

**UTILIZATION AND ASSIGNMENT OF
REAL PROPERTY FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction complements AFPD 32-90, *Real Property Asset Management*, and establishes procedures and guidance governing space allocations, real property manager responsibilities, utilization and assignment of all facilities at Malmstrom Air Force Base, Montana, 59402-5000, and its support installations for which real property accountability is maintained. The office of collateral responsibility (OCR) for this instruction is 341 CES/CEOSC. It applies to all personnel assigned to the 341st Missile Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB. It does not apply to the Air National Guard (ANG) or Air Force Reserve (AFRC) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

SUMMARY OF CHANGES

Changes are evident in para 2., the addition of the SOWG (para3) and the FB (para 4).

1. Request for Assignment of Facilities. Requests for assignment of facilities will be submitted by unit or squadron commanders and indorsed by group commanders on Malmstrom Air Force Base to the Real Property Officer (RPO) (341 CES/CEAOR). Each request will show accurately the established requirement for each building, facility, or land area, based on current

programming documents, authorized personnel strength, authorized equipment list, and mission letters or orders (see Attachment 1).

1.1. Request for buildings will include:

1.1.1. Current location: type, size (square footage) and use, including floor plan with present use,

1.1.2. Requested location: desired facility or land, type and size (square footage), including floor plan with proposed use itemized,

1.1.3. Justification for relocation or expansion,

1.1.4. Attach to the space request worksheet a proposed AF 332, BCE Work Request for facility modifications needed, including utilities (water, electricity, sewage, etc.), type and amount, and safety, fire, communications and security requirements,

1.1.5. Timeline: estimated time of occupancy.

1.1.6. Current UMD.

1.2. Requests for a specific building will, in addition to the above, include the facility number.

2. Assignment of Facilities. The Real Property Officer, in conjunction with the Space Optimization Working Group (SOWG), has the responsibility of presenting the Facility Board (FB) with their recommendations for proposed space use for organizations assigned or attached to Malmstrom Air Force Base. Buildings and facilities, including specialized shops, hangars, test facilities, etc., will be assigned on a priority basis, as much as possible, based on unit precedence in current volumes of the various programming documents, mission to be accomplished, and availability of facilities of the desired specifications and locations. Space allocations will be governed by AFH32-1084, *Facility Requirements*, and other published Air Force criteria. When the request for assignment of facilities involves a changed utilization or conversion, as defined in AFI32-9002, *Use of Real Property Facilities*, and is beyond the installation commander's authority, RPO will submit an AF Form 123, **Request for Changed Use of Real Property**, to the appropriate approval authorities upon FB approval of said request. Requests within the installation commander's authority will be presented to the FB, the minutes will be used to provide a record of approval or disapproval of each request.

3. Space Optimization Working Group (SOWG). Voting members of the SOWG consist of one representative from Wing Staff, one representative from each group, the Asset Manager, and the Base Civil Engineer (BCE) or Deputy BCE. Non-voting members consist of representatives for the Comptroller, Communications Squadron, Wing Anti-Terrorism Officer (ATO), Fire Department, Union, and the Real Property Officer. The SOWG will:

3.1. Meet regularly, as determined by the board chairperson, and become familiar with the buildings and facilities located on Malmstrom Air Force Base and its supported installations.

3.2. Continually review the use of facilities to ensure the fullest and most efficient use of available space and assets against the Installation Space Optimization Plan. When feasible, use space overages for one function before requesting conversion, repair or alteration of existing facilities.

3.3. Make sure that all surplus facilities are used to satisfy deficiencies, as far as practicable. This can include the adaptive reuse concept to optimize functionality.

3.4. Study and act upon all requests for changed utilization, requests for occupancy or vacancy, and conversion of real property facilities. Examine space requests to ensure conformance with AFH32-1084, *Facility Requirements*. Determine the availability of space. When two or more organizations make a request for the same facility determine which organization has the greatest need and assign the facility to that organization.

3.5. Carefully screen requirements and existing facilities prior to recommending redesignation or conversion of existing facilities to higher headquarters.

3.6. Screen utilization studies pertaining to the most effective use of existing facilities and make a recommendation for the final decision for allocation.

3.7. Ensure each group representative notifies its organizations of requests that will not be submitted to the FB for consideration. The RPO will notify tenant organizations of SOWG recommendations.

3.8. Present the FB with their recommendations for proposed space use for organizations assigned or attached to Malmstrom Air Force Base.

4. Facilities Board (FB). The FB members are the Wing Commander, who is the Chairman, one representative from each group, and the Base Civil Engineer. The FB will:

4.1. Meet regularly, at least semi-annually (March and November of each year) or as determined by the board chairperson, and become familiar with the buildings and facilities located on Malmstrom Air Force Base and its supported installations.

4.2. Make final decision on SOWG recommendations for proposed space use for organizations assigned or attached to Malmstrom Air Force Base.

5. Installation Commander, 341st Missile Wing (341 MW/CC). The 341 MW/CC will:

5.1. Establish guidance and procedures for the Facility Board, the Base Civil Engineer, the Real Property Office, Unaccompanied Housing Office, the unit or squadron commander, and the facility managers.

5.2. As chairperson of the FB, provide judgment for the utilization, assignment, and occupancy of all buildings and facilities on Malmstrom Air Force Base and its geographically separated installations.

6. Base Civil Engineer (BCE). The BCE will:

6.1. Make sure requirements needed to eliminate deficiencies which prohibit the successful accomplishment of the mission are shown in current program documents.

6.2. Study facilities, real property management data, inventory and reporting ways to ensure correctness and compatibility of real property management records.

6.3. Chair the Space Optimization Working Group (SOWG) which reviews and studies all space requests prior to making recommendations to the FB for space allocations.

6.4. Ensure local administrative controls are in effect to prevent duplication of Civil Engineer reports and data.

6.5. Prepare and disseminate to unit or squadron commanders the tasks and procedures that deal with real property facilities that may be levied by the FB.

7. Asset Management Flight. The Real Property Officer (RPO) will:

- 7.1. Keep base real property management records.
- 7.2. Make sure that real property management reports, programs, and statistics submitted to higher headquarters are accurate and complete.
- 7.3. Prepare and submit recommendations on the use, disposal, inactivation, acquisition, or major changes of buildings and facilities to the right authority.
- 7.4. When an organization vacates a facility, make sure the facility is cleared with only "reasonable wear and tear," and the ground area is properly cleaned before the responsible unit or squadron commander is relieved of responsibility.
- 7.5. Implement procedures that deal with changed utilization studies. Facilitate the Space Optimization Working Group (SOWG) which reviews and studies all space requests prior to making recommendations to the FB for space allocations.
- 7.6. Carefully screen all requests for facility assignments to make sure conformance with, AFH 32-1084, *Facility Requirements*.
- 7.7. Prepare and present to the FB, for approval, listings and studies of proposed redesignations and conversions.
- 7.8. Notify the requesting agency of approval or disapproval of requests for space.
- 7.9. Administer control of keys to vacant buildings.

8. Unaccompanied Housing Manager: The Unaccompanied Housing Manager will:

- 8.1. Perform surveys for the utilization of enlisted personnel dormitories and recommend allocations to the FB through the RPO, based on an equitable allocation formula.
- 8.2. Make sure that dormitories are not used for purposes other than intended utilization.
- 8.3. Control the assignment and termination of enlisted personnel billets.

9. Unit Commander or Squadron Commander. The unit or squadron commander will:

- 9.1. Upon approval of the FB, take occupancy of buildings and facilities.
 - 9.1.1. Initiate a space utilization request (see Attachment 1) for any relocation, additional space or changes in utilization of space presently assigned by FB to the unit or squadron.
 - 9.1.2. In the event the FB disapproves the request, the unit or squadron commander may turn in a new request for an alternate area and submit for action by the FB at the next regular meeting. It is the unit or squadron commanders responsibility to ensure that no facility or any portion thereof is utilized for other than its present authorized designation as listed on the HAF-LEE(AR) 7115 Real Property Inventory Detail List maintained by the Real Property Officer until final FB approval.
- 9.2. The responsible unit or squadron commander for a facility is determined by the organization using the largest portion or area in a building or facility. Responsibility for smaller portions of buildings or facilities used by organizations, other than the unit to which

the building is assigned, may be redelegated on a hand receipt basis to an officer of the unit actually occupying the lesser portions. All contacts with the RPO will be by the unit or squadron commander having primary responsibility for the facility.

9.3. The responsible unit or squadron commander assigns a facility manager for each building or facility. An individual designated as a facility manager will be an officer, noncommissioned officer, or a civilian with sufficient authority to perform the responsibilities of a facility manager as stated in paragraph 9. Production Control (341 CES/CEOC) will be advised in writing by the responsible unit or squadron commander of the initial assignment of facility managers, i.e. building number, organization, name, grade, duty telephone, and home telephone number. When a facility manager is reassigned, the responsible unit or squadron commander will appoint another facility manager by submitting a new letter within ten days (see Attachment 2). The responsible unit or squadron commanders should submit, at a minimum, a facility manager verification letter semi-annually.

9.4. Periodically screen the requirements for facilities utilized by his or her organization and, wherever possible, consolidate functions in order to use a minimum for floor space, especially enlisted personnel dormitories and administrative and supply facilities.

9.5. Ensure that surplus buildings or space under his or her jurisdiction are locked and secured until relinquished directly to the RPO.

9.6. Consider assessing liability for damage, other than "reasonable wear and tear," inflicted on assigned property or real property installed equipment in accordance with AFMAN23-220, *Reports of Survey for Air Force Property* (or other appropriate mechanism for assessing liability).

9.7. Ensure security, cleanliness and care of the interior, exterior, and the area within 50 feet of the facility.

9.8. Make sure government-installed property will not be removed, exchanged, transported, or loaned between buildings, organizations, or individuals.

9.9. Sign AF Form 332 for duplication of master keys to the buildings and facilities used by his or her organizations.

9.10. When vacating space or a building, accomplish the following:

9.10.1. The custody of a building completely vacated by an organization to allow for maintenance/repair, renovations, alteration, or disposal will be returned to RPO.

9.10.2. Make arrangements with RPO for physical inventory of any building or space vacated. Ensure all discrepancies in the condition of the building and Real Property Installed Equipment (RPIE) therein or space, have been accounted for or satisfactorily explained.

9.10.3. The responsible unit or squadron commander will ensure all keys, properly identified, are turned into the RPO.

9.10.4. Submit a letter returning the facility to the RPO and obtain written acceptance of the facility by the RPO thereby relinquishing his or her responsibilities for the facility.

10. Facility Manager. The facility manager will:

10.1. Be responsible for the issuance of building keys, to include keeping records of keys outstanding and returning of keys from personnel prior to reassignment.

10.1.1. For duplication of a building's master key an AF Form 332, **BCE Work Request**, must be submitted with the commander's information located in items 11-13. For all other keys, the facility manager can fill out items 11-13.

10.2. Publish security policies and rules for opening and closing of the building and facility during duty hours and after-duty hour admittance.

10.3. Brief occupants and users of the building and facility on their collective responsibility for the care, custody, and protection of the property, including pecuniary liability for loss or damage in excess of "reasonable wear and tear."

10.4. Take immediate action to account for missing or damaged property.

10.5. Institute good housekeeping practices; ground maintenance within 50 feet of the facility; conservation of utilities and extinguishing of lights when not needed and outside lights during daytime hours; and safety policies..

10.5.1. Make sure trash and refuse pickup stations are maintained in a clean and sanitary condition within 50 feet of a building or facility. Make sure trash and refuse containers are of the proper type and are adequate in number for the requirements of the occupants of the building or facility. Inspect as often as necessary to make sure that trash and refuse are discarded properly so as to eliminate fly and rodent breeding and to prevent littering.

10.5.2. During winter months ensure all sidewalks and walkways are free of ice and snow within 50 feet of a building or facility.

10.5.3. Make energy conservation a priority. Check assigned areas on a regular basis for energy saving opportunities. Purchase the most efficient light bulbs/tubes and clean light diffusers. Ensure windows are closed to allow HVAC systems to operate properly. Report all utility problems, i.e. insufficient heat or air conditioning, dripping faucets, and leaking toilets and urinals.

10.6. Conduct monthly inspections of the assigned building or facility and the RPIE within, with particular attention to doors, windows, glass, lights, plumbing, heating, ventilation, and air conditioning equipment.

10.7. Initiate timely action for repair and maintenance of the facility by one of the following methods:

10.7.1. Emergency: Contact Customer Service/Service Call at extensions 6137 or 6138 (daytime) or extension 6206 (evenings and weekends). A direct scheduled work order (DSW) will be opened. The emergency will be responded to within 24 hours.

10.7.2. Routine Work:

10.7.2.1. Direct Scheduled Work Order (DSW): The facility manager can simply call Customer Service and request the work. A DSW will be assigned if minor repairs do not require detailed planning.

10.7.2.2. AF Form 332, **BCE Work Request**. An AF 332 must be submitted to Customer Service by the facility manager when requested work adds or removes RPIE or if the work requires detailed planning. The Unit Commander must complete items 11-13 on the AF Form 332. At a minimum the AF Form 332 must be coordinated with Safety and the Fire Department and Bio-Environmental with the exception of requests for signs and duplication of building keys.

10.8. Make sure assigned space is used as approved by the FB. Report all vacant building space to the base RPO. Lock and post "OFF LIMITS" signs on vacant areas or closed buildings. Ensure vacant space remains vacant until space is allocated by the FB.

10.9. Make sure changes in the real property or RPIE are brought to the attention of the RPO.

10.10. Make sure building or facility occupants and users do not alter the arrangements of, or remove RPIE, i.e., permanent water, heating, lighting, ventilation, air conditioning, plumbing and related fixtures.

10.11. Make sure the building or facility is left in a clean, orderly condition when vacated. Facility manager's responsibilities will be formally terminated when the property is accepted by the RPO.

11. Forms Adopted: This instruction adopts AF Form 123, **Request for Changed Use of Real Property** and AF Form 332, **Base Civil Engineer Work Request**.

MICHAEL E. FORTNEY, Colonel, USAF
Commander

ATTACHMENT 1**SPACE UTILIZATION REQUEST MEMO TEMPLATE**

MEMORANDUM FOR 341 CES/CEAOR

SUBJECT: Space Utilization Request, Building XXXX

FROM:

1. Attached is a space request worksheet in support of (PUT YOUR ORGANIZATION'S NAME) space request (Atch 1). Request the Space Optimization Working Group (SOWG) review and Facility Board approve. No moving will occur until final Facility Board approval is obtained.

2. If you have any questions, please call XXXX.

(Name) (Rank), USAF
Commander

Attachments:

Space Request Worksheet

1st Ind, (YOUR group commander)

Concur with this space request to be submitted to Space Optimization Working Group for review and recommendation for approval to the Facility Board.

(Name) (Rank), USAF
Commander

ATTACHMENT 2
SPACE REQUEST WORKSHEET

DATE: _____ **POC:** _____

EXTENSION: _____

REQUESTING ORGANIZATION: _____

STATUS OF REQUEST: Permanent or Temporary

Begin Date: _____ End Date: _____

TIMELINE: When is the space need and what is the driving factor: _____

CURRENT LOCATION: Building: _____ Square Footage(SF): _____

Attach a floor plan of the building showing utilization of all your current space. A floor plan can be obtained from 341 CES/CEPTD (Drafting) at extension 6944. In each room list the number of personnel and the use of the area. Example: Secretary (1); Conf Rm(0)

REQUESTED LOCATION: Building: _____ Square Footage(SF): _____

Attach a floor plan of the requested area/building showing proposed utilization of the area, i.e. Secretary (1); Conf Room (0)

JUSTIFICATION FOR SPACE REQUEST: State what has caused the need for additional or different space. For administration space, keep in mind the average net SF authorized is 108 SF per person, this includes office area and support space. AFH 32-1084, *Facility Requirements*:

Authorized Space: _____ SF

Total Requested Space: _____ SF

Set up an appointment with 341 CES/CEAOR at extension 6209 for calculations of authorized square footage.

WORK REQUIRED: Be specific, listing any and all modifications needed to the requested area to support your usage (consider safety, fire suppression, vaults, secured areas, electrical requirements, etc.) A draft AF Form 332 will have to be submitted with the package so CE can perform cost estimates.

CE REVIEW: Estimated cost to facilitate move: \$ _____

Itemize telephone and computer needs in the new area so the Communications Squadron can perform cost estimates.

CS REVIEW: Estimated cost to facilitate move: \$ _____

Attachments:

1. Current Floor Plan, Bldg _____
2. Requested Floor Plan, Bldg _____
3. Current UMD

ATTACHMENT 3

SAMPLE LETTER FOR FACILITY MANAGER CHANGE

MEMORANDUM FOR 341 CES/CEOSC

Date

FROM: (Responsible unit or squadron commander and telephone number)

SUBJ: Change of Facility Manager

1. The following person(s) are relieved as Facility Manager(s):

<u>Primary</u>	<u>Alternate</u>
(name)	(name)
(rank)	(rank)
(building numbers)	(building numbers)

2. The following person(s) are appointed as New Facility Managers(s):

<u>Primary</u>	<u>Alternate</u>
(name)	(name)
(rank)	(rank)
(duty phone)	(duty phone)
(FOUO) (home phone)	(home phone)
(building numbers)	(building numbers)
(using organizations)	(using organizations)
(office symbol)	(office symbol)

(SQUADRON OR UNIT COMMANDER)

Commander

cc: Persons Concerned

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