

**BY ORDER OF THE COMMANDER
505TH COMMAND AND CONTROL
WING**

**505 COMMAND AND CONTROL WING
INSTRUCTION 32- 10**

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Civil Engineering**

**CIVIL ENGINEERING FACILITY
MANAGEMENT PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 505 CCW/DS
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This document provides guidance on the 505 CCW Civil Engineering and Facilities Management program. This document will be revised as required to ensure continued adherence to specific directives and mission requirements. The OPR for this instruction is the 505 CCW Civil Engineering branch (505 CCW/CE). 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 Form 847s from the filed through the appropriate functional chain of command. Any conflicts with other directives should be brought to the attention of 505 CCW/CE. All wing facility managers are required to have access to this instruction and abide by its content. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

1. CIVIL ENGINEERING FACILITY MANAGEMENT

1.1. Designation and Assignment of Facility Manager and Alternate Facility Manager. A facility manager is a military or civilian designated by the organizational commander to carry out the responsibilities for the care and custody of assigned facilities. Facility managers should have at least 18 months of retainability/time-on-station at the time of appointment to facilitate continuity, efficiency and effectiveness.

1.1.1. The organization using the largest amount of space in a facility will be responsible for appointment of a primary and alternate facility manager. Other organizations may appoint a Facility Representative to be responsible for their area within the facility.

1.1.2. Each organizational commander will submit a facility manager letter to 505 CCW/CE to appoint primary and alternate facility managers for each facility. The 505 CCW/CE and the host base Security Forces will use the list compiled from this data to contact the facility manager and/or alternate facility manager for emergencies during non-duty hours. Information in this file will not be used for any other purpose.

1.1.3. The appointment letter, see **Attachment 2**, must contain the following information for each person: designation (primary or alternate), rank, full name, facility or facilities involved, office symbol, duty phone, home phone, and the person to be relieved (if the letter designates a replacement for an existing facility manager). Appointment letters are to be signed by the organizational commander and sent to 505 CCW/CE who will maintain copies of the letter and forward copies, as appropriate, to the host base Customer Service Unit or installation CE squadron at least 30 days prior to relieving the assigned facility manager.

1.2. Responsibilities.

1.2.1. 505 CCW/CE Responsibilities.

1.2.1.1. **Primary manager for the 505 CCW facilities program.** This program includes space requests, minor construction projects, MILCON projects and the monitoring of work orders.

1.2.1.2. Once a year, or as required, 505 CCW/CE documents new and existing space requirements, identifies any shortfalls in space to the host base Real Property Office and initiates action to acquire new and/or update existing space.

1.2.1.3. **Be familiar with facilities assigned to the entire wing.** A thorough knowledge of the system and its impact on unit operations is required to improve decision-making capability and is essential for advising the commander on facility-related issues.

1.2.1.4. 505 CCW/CE may be asked by the Wing Commander to interface with host bases, Congressional Staffers, Air Staff, Air Combat Command, Mobile District Army Corps of Engineers and contractors on Civil Engineering related issues.

1.2.1.5. Perform/supervise facility studies to determine if in-use facilities are suitable for activities to which they are assigned. Summarize studies to provide group and wing commanders with essential information with which to make facility assignment decisions.

1.2.1.6. Consider new facility requirements and major alterations to existing facilities resulting from mission changes or assignment of new people and/or equipment.

1.2.1.7. Keep wing commander, group commanders, squadron commanders, squadron facility managers, host base CE, Army Corps of Engineers, wing and Air Combat Command CE apprised of progress and problems concerning facilities.

1.2.1.8. Chair the 505 CCW Facility Working Group meetings. Collect, review and report on all facility space requests received since last meeting.

1.2.1.9. Brief group and squadron commanders on the 505 CCW Facility Management Program as directed by the 505 CCW/CC.

- 1.2.1.10. Coordinate with host base CE on all directives pertaining to procedures, suspense's and policies affecting the 505 CCW and its facilities program. The 505 CCW/CE will coordinate on any information requested by other agencies regarding the 505 CCW facilities program.
- 1.2.1.11. Be the focal point for all correspondence concerning wing facilities. Advise unit commanders located at bases/locations other than Hurlburt Field, on interfacing with local CE organizations.
- 1.2.1.12. Provide assistance and training to squadron facility managers as required.
- 1.2.1.13. Serve as the focal point for the monitoring of all facility work order submissions. Ensure each work order is accomplished in a timely manner commensurate with its relative importance within the wing. 505 CCW/CE will brief submitter concerning proper coordination, as required. Upon receipt of work order, host base CE will inform 505 CCW/CE (occasionally, host base communication directly with squadron facility manager may be advised), based upon cost, complexity and urgency, of the most likely method of accomplishment. Individual facility managers will track work order progress.
- 1.2.1.14. Retain copy of AF Form 332, as submitted and track each one by group/squadron and relative priority (Hurlburt Field units only).
- 1.2.1.15. Coordinate all group/squadron requirements with the wing commander for prioritization, as required.
- 1.2.1.16. Develop programming documents for major construction or renovation projects in coordination with affected activity, host base CE as well as ACC/CE. Route each through appropriate official channels.
- 1.2.1.17. Resubmit priority changes when directed by wing/group commander.
- 1.2.1.18. Represent or accompany the wing/group commanders at all Facility Working Groups, Executive Facility Boards and Facility Boards.
- 1.2.1.19. Represent the wing commander at MAJCOM MILCON meetings
- 1.2.1.20. Address, coordinate and resolve all issues relative to wing/group facility projects between MAJCOM CE, host base CE, Army Corps of Engineers, squadron facility managers and group commanders.
- 1.2.1.21. Track in-progress projects and report to wing commander any issues that could reasonably be expected to affect estimated completion dates as required.
- 1.2.1.22. Relate wing and group commander concerns to MAJCOM CE through chain of command and to contractors via host base CE management personnel or as directed/required.
- 1.2.1.23. Report any projected shortfalls or funding issues, which may affect construction or maintenance operations, to responsible offices and chain of command.
- 1.2.1.24. Accompany host base CE, users and pertinent members when accomplishing inspection of completed projects.
- 1.2.1.25. Track and keep all required parties informed of progress and completion of tasks found lacking during inspections.
- 1.2.2. Commander responsibilities.
 - 1.2.2.1. Sign each AF Form 332 submitted by the organization for new work, modification or minor construction classified projects.
 - 1.2.2.2. Appoint a facility manager and alternate from the organization to prepare, submit and monitor the work requirement for the facilities in which the organization uses space.
 - 1.2.2.3. Ensure proper compliance with this instruction and all other applicable directives by the facilities manager/alternate facilities manager and organizational facility representative.

1.2.2.4. Through 505 CCW/CE, notify the host base Customer Service Unit and 505 CCW/CE, in writing, at least 30 days prior to any changes in facilities manager/alternate facilities manager and organizational facility representative. (See **Attachment 2**, Facility Managers Appointment Letter)

1.2.3. Facility Manager Responsibilities.

1.2.3.1. Ensure adequacy, cleanliness and good repair of all 505 CCW facilities.

1.2.3.2. Act as unit's liaison with 505 CCW/CE for all real-property maintenance and construction issues.

1.2.3.3. Assist with writing, processing and monitoring of AF Forms 332, Base Civil Engineer Work Requests.

1.2.3.4. Coordinate all maintenance and construction activities with 505 CCW/CE; soliciting, documenting and communicating all impacts of these activities on operations.

1.2.3.5. Monitor host base CES Saber Projects, construction projects and maintenance work.

1.2.3.6. Handle janitorial service contractual matters. Act as liaison with janitorial service contract personnel in monitoring contract cleaning. Stock facility's janitorial supplies for contractor.

1.2.3.7. Duplicate keys and provide a logical method for key control.

1.2.3.8. Develop and coordinate an emergency evacuation plan.

1.2.3.9. Advise 505 CCW/CE of any "non-standard" facility requirements, the repair of which may not be covered by host base CE.

1.2.3.10. Ensure unit commander understands and supports the requirement to provide work details to assist with large projects such as sandbagging facilities or loading trucks for DRMS/Recycling Center runs.

1.2.3.11. Maintain contact with the host base CE office, obtain updated phone/organization listings and file in facility manager continuity book.

1.2.3.12. Train the organization's alternate facility manager in the correct procedures for accomplishing the duties and responsibilities of this instruction.

1.2.3.13. Ensure alternate facility manager complies with this instruction and all other applicable directives.

1.2.3.14. Become familiar with this instruction, maintain changes and updates.

1.2.3.15. Maintain contact and coordinate facility information with 505 CCW/CE.

1.2.3.16. Create, receive, log-in, route and track AF Form 332, Civil Engineer Work Request, from work centers within their squadron.

1.2.3.17. Coordinate all work orders through 505 CCW/CE to ensure each job receives an appropriate amount of wing and host base emphasis. (Hurlburt Field units only). 505 CCW/CE will assist geographically separate units (GSU) with work-order facilitation, as requested.

1.2.3.18. Aggressively seek to have work orders accomplished and establish rapport within the host base CE community to ensure a cordial and mutually beneficial relationship develops.

1.2.3.19. Immediately notify 505 CCW/CE when problems arise concerning completion of work orders and/or projects that affect mission accomplishment, personnel safety or equipment degradation.

1.2.3.20. Advocate completion of squadron projects as representative of the squadron commander at meetings conducted by 505 CCW/CE, group commander, and/or wing commander.

1.2.3.21. Track work order progress and inform 505 CCW/CE of any difficulties with the host base.

- 1.2.3.22. Keep projects visible to all within the squadron and give squadron commanders an idea of when their projects should be accomplished. Also keep 505 CCW/CE apprised of progress.
- 1.2.3.23. Assist squadron commanders with space requests as required.
- 1.2.3.24. Write and obtain coordination on each AF Form 332 submitted by the organization and forward to the organizational commander for signature.
- 1.2.3.25. Ensure supply of the following forms is maintained for support of the organization:
 - 1.2.3.25.1. AF Form 332.
 - 1.2.3.25.2. A copy of a Maintenance Request Register.
- 1.2.3.26. Report facility misuse as conditions are observed or reported and inform 505 CCW/CE or unit commanders.
- 1.2.3.27. Maintain a maintenance request folder for each facility assigned. The folder shall include this regulation; Host Base Fire Protection Instruction, Fire Protection and Prevention; Fire Inspection Checklist (only applicable when discrepancies are noted); Host Base General Maintenance of Improved Grounds Instruction; and AF Form 3132 or equivalent (work request log) for all work requirements until they have been accomplished. After work has been accomplished, the AF Form 3132 should reflect all completed actions. This log will serve as a permanent record. The forms submitted originally may be discarded. A copy of the statement of work outlining custodial service to be provided should also be in this file.
- 1.2.3.28. Brief the users of the facility on their collective responsibility for care custody and protection of the property.
- 1.2.3.29. Ensure that facility users do not alter arrangement of, move or remove, water, heating, lighting, ventilation, air conditioning, plumbing and related fixtures, or other real property installed equipment.
- 1.2.3.30. Establish a standard procedure for making sure your facility is secure from illegal entry at all times. You should double check all doors and windows when closing up. Be sure all locks are in good working order. Security Police conduct random security checks on base facilities. If facility is not secured, facility manager will be notified and will have to respond immediately to lock doors or close windows.
- 1.2.3.31. Post 8½” by 11” signs where they can be readily seen on bulletin boards. The sign should include the following:
 - 1.2.3.31.1. The number of the facility and full name and grade of the primary and alternate facility manager with duty phone number.
 - 1.2.3.31.2. Rules for opening and closing the facility during normal duty hours and for after-hours admittance and use (including security measures to be observed).
 - 1.2.3.31.3. The procedures for reporting emergency work in the facility.
- 1.2.3.32. Indoor Maintenance**
 - 1.2.3.32.1. Establish a policy for routine inspection of the facility and conduct monthly inspections of the facility and its installed equipment for cleanliness and maintenance requirements.
 - 1.2.3.32.2. Inspect for cleanliness including all areas such as closets, stairwells, entrances, hallways and office areas. These areas should be kept neat and clean by facility occupants. Notify area occupants of any poor housekeeping and ensure corrective action is accomplished.
 - 1.2.3.32.3. Inspect windows, lights, plumbing, heating, ventilation and air conditioning equipment is required to determine the condition of the property monthly. Advise the host base Customer Service Unit (CSU) by telephone of emergency and urgent work requirements. The direct scheduled work order number and an anticipated completion date will be provided.

Submit AF Form 332 to the Customer Service Desk if the repair and maintenance requirements are of a non-emergency nature. Multiple repairs may be addressed on the same AF Form 332.

1.2.3.32.4. All facility occupants are to contact the facility manager, NOT THE CSU, when problems are identified. This is to prevent duplicate calls on the same problem.

1.2.3.32.5. Perform regular occupant maintenance such as window air conditioner filter and vent cleaning; ground, maintenance; window cleaning (as required); and light fixture replacement. Light bulbs and tubes contain Hazardous Materials and must be disposed of IAW Universal Waste disposal procedures; they may not be disposed of in dumpsters.

1.2.3.32.6. Ensure replacement of burned out or defective bulbs by the using organization if the bulbs are below 12 feet. Bulbs over 12 feet will be replaced by electrical craftsperson from host base Facility Maintenance. Bulbs below 12 feet in common use areas will be changed by persons designated by the facility manager. The facility manager will be responsible for providing the bulbs/tubes. All bulbs and florescent tubes will be purchased with a Government Purchase Card (GPC). Light bulbs for installed equipment such as exit lights can be picked up at the Self-Help store.

1.2.3.32.7. Facility managers are responsible for attempting to plunge their own clogged toilets. A plunger may be obtained from the self-help store. Only after attempting to plunge the toilets will the plumber be called.

1.2.3.33. **Outdoor Maintenance**

1.2.3.33.1. **Ensure that the areas around the facility are litter free.** The area of responsibility is considered to be, but not limited to, halfway between any adjoining facilities or up to any physical barrier, such as a fence, sidewalk or street.

1.2.3.33.2. Ensure the grounds and parking lots adjacent to their facility are maintained, including grass cutting, pruning shrubs, cleaning the parking lot and policing these areas as needed.

1.2.3.33.3. Adjust facility's lawn sprinkler system, such as replacing or adjusting sprinkler heads, timers, broken valves and small PVC pipes, 1 ½" and smaller in diameter. Tools, parts, materials and instructions for making repairs can be obtained from the self-help store. Facility manager will not attempt to remove or repair sprinkler pumps. However, they will be responsible for lockout/tag-out and draining of the pump during the threat of a freeze. Facility managers are responsible for putting system back on line when needed.

1.2.3.33.4. Perform regular occupant maintenance on the exterior of the facility, which includes, but is not limited to cleaning of exterior windows and exterior signs for single-story facilities. Clean gutters at least monthly.

1.2.3.33.5. **Watering hours.** Watering will be done in accordance with the current water conservation stage of the host base.

1.2.3.34. **Natural Disaster Preparation.** Facility managers are responsible for all actions required during natural disasters as described in host base Full Spectrum Threat Response directives. Contact the 505 CCW/XP Readiness Section for details.

1.2.3.35. GSUs shall suppelment this Operating Instruction with local area operating procedures as required.

1.2.4. **Responsibilities of Others.** 505 CCW personnel, contractors and other tenants will:

1.2.4.1. Ensure repair, cleanliness and attractive appearance of areas allocated to their work center and respective common-use areas. This includes ensuring prompt turn-in of excess supplies, equipment and furniture. Coordinate turn-in actions with 505 CCW/CE for supply/transportation section and Defense Reutilization & Marketing Service (DRMS)

1.2.4.2. Ensure AF Forms 332 are completed for self-help work requests and any other modification or repair to the facility. Coordinate all work requests through the building facility manager.

1.2.4.3. Ensure all facility work (repair and maintenance, remodeling, e.g.) is approved by the facility manager and coordinated with 505 CCW/CE (or Group/CC for GSUs) and all impacted work centers. Provide written coordination and conduct a site survey with the facility manager at least 24 hours in advance of starting work. Ensure all workers are briefed by the facility manager.

1.2.4.4. Ensure all communications and electrical wiring is placed in the wall.

1.2.4.5. Ensure carpets in office areas and computer centers are shampooed on a semiannual basis. Cleaning supply equipment is usually available through host base Self-Help Store or this may be contracted. If the host base has a blanket contract for carpet cleaning, the facility manager should contact CE for the CE carpet cleaning POC to schedule cleaning.

1.2.4.6. Provide military personnel for detail with the facility manager, as required.

1.2.4.7. Ensure that all changes to cipher door combinations are reported to the facility manager (and 505 CCW/CE for Hurlburt Field units).

2. ASSET MANAGEMENT

2.1. **EPA, DoD, State.** Increased emphasis has been placed by the Environmental Protection Agency (EPA), Department of Defense (DoD) and each State concerning hazardous waste. All facility managers will manage all hazardous materials and waste in accordance with local, state, federal and host base rules and regulations. Failure to dispose of hazardous waste in an approved manner may result in criminal liable. Contact the host base Asset Management Office for local procedures.

2.2. **Disposal of Hazardous Waste.** Common hazardous materials and wastes are: used tires, fluorescent lamps, batteries, thermostats, aerosol spray cans, (including empties) latex paints, enamel paints and thinners, paint stripper, adhesives, flammable and corrosives, non flammable and non corrosive cleaners, oils, fuels (all types), hydraulic fluid, antifreeze, e.g. Precautionary measures must be in place to prevent spillage. For disposition/disposal instructions of hazardous material/waste, contact the host base Civil Engineer Asset Management Flight.

2.2.1. **Dumpster-Diving.** Certain items are not permitted to be disposed of in ordinary trash containers. The host base Asset Management flight conducts random checks of dumpsters to ensure hazardous materials are not being disposed of improperly. Proper disposal instructions as well as a list of hazardous items may be found in the host base Hazardous Waste Management Guide. Contact the host base Asset Management shop for a copy of this guide.

2.2.2. **Hazardous Materials Storage and Handling.** Each facility having use of hazardous materials should have a hazardous materials storage locker. Individuals handling hazardous materials will be trained to the level required by AFI. Training is available from the host base.

2.2.3. **Flammables Storage and Handling.** Each facility having use of flammable materials should have access to a flammable storage locker. Contact your host base Asset Management Flight for recommendations for purchasing lockers and flammable storage requirements. Flammable materials will not be stored inside facilities other than those specifically approved and marked for their storage.

2.3. **Recycling.** The 505 CCW actively supports the Air Force recycling program.

2.3.1. The Hurlburt Field Recycle Center is located in building 91360, behind the east side Fire Station, by the back gate. You may contact them at 884-7577. (For non-Hurlburt units, contact the host base Asset Management flight.)

2.3.2. The following items are accepted at most Recycling Centers:

2.3.2.1. Paper, cardboard, aluminum cans toner cartridges, Styrofoam peanuts and some wooden pallets. Storage containers are provided for paper and aluminum cans in work areas by the Recycling Center.

2.3.2.2. All fluorescent, metal halide and high-pressure sodium bulbs must be turned in for mandatory recycling. Contact local Hazardous Waste / Asset Management office for details.

2.3.2.3. At Hurlburt Field, cardboard may be deposited in any of the 22 cardboard recycling trailers located around the base or taken directly to the recycle if in large quantities. Other host bases have similar programs and collection points.

2.3.2.4. Facility managers should call their host base Recycling Center to coordinate pick-up or arrange for a time and location to drop off items.

2.3.2.5. The recycling program is continually expanding. Facility managers will be contacted when new items are added to the recyclable list.

2.3.2.6. Scrap metals and unserviceable items may be taken to the recycling center or turned in to the Defense Reutilization and Marketing Office through Base Supply Turn-In Unit.

2.4. **Irrigation Systems.** Facility managers must follow their host base conservation policy. Hurlburt Field policy is: Underground irrigation systems must be placed on shallow wells. All new systems must have timers, rain sensors and a flow meter installed. All requests for new systems will require a permit from the Northwest Florida Water Management district and must be coordinated with ISOCES/CEA.

2.5. **Other Asset Management Concerns.**

2.5.1. **Asbestos.** All work order requests (self-help projects, demolitions, renovations, e.g.) must be reviewed by host base Asset Management Flight to determine if any asbestos containing materials will be affected by the performance of the work. Any work requests identified as requiring potential asbestos abatement activities will be flagged and a complete asbestos survey and/or abatement will need to be performed before work commences. All funding for asbestos activities will need to be built into the work request/project.

2.5.2. **Lead-Based Paint.** All work order requests (e.g., self-help projects, demolitions, renovations) must be reviewed by the host base Bio Environmental Management Flight to determine if any lead-based paint will be affected by the performance of the work. Bio Environmental will make the determination on acceptable removal methods and required personal protection.

3. **SERVICE CONTRACTS**

3.1. **Custodial Service.**

3.1.1. Facility managers should inspect custodial service as frequently as service is provided and report any unsatisfactory work to the host base Maintenance Engineering QAE no later than 0830 the next duty day after the service was performed. **Do not go to the contractor personally.** The statement of work, frequency of cleaning and areas to be cleaned will be provided to each facility manager by the host base Contract Administrator each time the contract changes. This information is also provided upon request. To report discrepancies in any work, please complete an AF Form 714, Customer Complaint, and hand carry or fax it to the host base.

3.2. **Refuse Collection.**

3.2.1. Questions concerning refuse collection should be directed to the Host base Civil Engineering Maintenance Engineering QAE. **Facility managers are responsible for ensuring no unauthorized items are disposed of in the dumpsters by their facilities.** Unauthorized items include hazardous materials, construction debris, appliances, furniture and recyclable

materials. Contact Maintenance Engineering to dispose of construction debris (e.g., scrap wood, concrete). Serviceable and/or unserviceable items and scrap metal should be turned in to the local Base Supply Turn-in Unit or Recycle Center.

3.3. Grounds Maintenance.

3.3.1. Facility managers should inspect their areas to ensure a proper level of care has been provided. Areas which require more attention should be pointed out to the contractors while they are present. If this cannot be done, log and report unsatisfactory work to host base CE Customer Service and 505 CCW/CE.

3.3.2. Short-notice grounds maintenance requirements. During times Distinguished Visitors will be arriving and the grounds will need attention, contact the host base CE Contract Monitor. Hurlburt Field units should also contact 505 CCW/CE. The possibility exists that we may schedule our regularly scheduled services at an earlier date to accommodate this requirement.

4. ENERGY CONSERVATION

4.1. **Energy Conservation Instructions.** Energy conservation is a vital concern for all facility managers and unit commanders. For any questions on energy guidelines, call the host base Energy Manager. Below is a checklist to help implement the energy conservation program.

4.1.1. Check window air conditioner filters weekly. Inspect for cleanliness and serviceability. When needed, clean or replace the filter.

4.1.2. Ensure doors going from a conditioned air space to an unconditioned air space have good seals and thresholds to minimize escape of conditioned air.

4.1.3. The Facility manager should survey assigned facilities to identify reduction or elimination of unneeded lighting. During the survey annotate for future reference when an inspection occurred and when a function has changed the arrangement of office furniture.

4.1.4. Ensure facility occupants shut off fluorescent and incandescent lights when out of the area longer than 5 minutes. Especially remember to turn lights off during lunch when no one is in the area.

4.1.5. Brief and emphasize the need for everyone to be concerned about energy conservation. Have building occupant brief facility manager when something seems irregular in order to evaluate the situation.

4.1.6. Water heaters are set at 105 degrees F. CE craftsmen will check the temperature.

4.1.7. Building thermostats will be set at the AFI mandated settings of 68 degrees F for heating and 78 degrees F for cooling.

5. THE FACILITY PRIORITY AND FUNDING PROCESS

5.1. **Overview.** Facility management is a large issue that consumes much of a wing budget. With limited resources available, the best utilization of those resources must be closely watched and priorities established. The host base Facility Working Group, Executive Facility Board and the Facility Board each provide progressive levels of oversight until the wing commander has the best insight into their facility program and the most information possible from which to base their decisions. Projects are "racked and stacked" and executed based upon available funding. With this information in hand, the wing commander approves or modifies the recommended priorities and then directs the execution of the wing facilities plan.

5.2. Facility Board Process.

5.2.1. The 505 CCW/CC manages space in all facilities currently assigned by the host base. Space requirements which are over and above what can be met by 505 CCW must be verified, validated, documented and submitted to the host base for consideration and/or action. Once

submitted, 505 CCW requests enter the host base facility board process and are subject to their rack and stack.

5.2.2. The 505 CCW/CE is the wing representative to the ISOCES during the Hurlburt Field Facility Board process. Geographically separated units should appoint a local POC to represent their interests at their bases.

5.2.3. **Space request procedures.** Units finding they require more space must first perform an exhaustive search within all of their currently assigned facilities before identifying this requirement to 505 CCW/CE.

5.2.3.1. Unit facility managers must survey their facilities for all workspaces to ensure they are being properly used as such. Workspaces should not be reserved for printers, copiers, faxes, refrigerators, storage, snack areas, e.g. Workspaces should be occupied by assigned unit personnel.

5.2.3.2. After verifying all existing workspaces are occupied, the facility manager must inventory any space which might be able to be converted into workspace. Determine the number of additional workspaces which may be constructed in the available space and advise the squadron commander.

5.2.3.2.1. In accordance with AFH 32-1084, the 505 CCW/CC has determined that, where possible, the smallest acceptable work area should be no less than 52 SF per person.

5.2.3.2.2. If required, ask 505 CCW/CE for assistance in determining your space requirements. This may be performed by 505 CCW/CE even if not specifically requested.

5.2.3.2.3. If no space is available in current squadron facilities, submit a space request through the squadron and group commanders to 505 CCW/CE.

6. COORDINATION OF SPACE ALLOCATION.

6.1. **Coordination of Space Allocation.** 505 CCW/CE is the focal point for space allocation. All proposed changes in the use of space (to include any remodeling that requires changes in heating and ventilation, power, and/or communications systems such as telephone or network connections will be coordinated with this office. A letter to 505 CCW/CE will suffice as coordination for changes internal to a directorate (e. g., MS, XP). When a change in the allocation of space is required between directorates, 505 CCW/CE is responsible for staffing the reallocation of space. GSUs should follow the directions of their respective Group Commanders. 505 CCW/CE is always available to lend assistance if required.

7. MILCON DESIGN & CONSTRUCTION.

7.1. **Requirements Determination.** New mission, increased manning and mission growth are the three major factors impacting wing space requirements. Periodically, 505 CCW/CE will calculate space requirements and brief results during the Facility Board.

7.1.1. **Site Surveys.** When required, 505 CCW/CE will request an official site survey through HQ ACC/A3. This will be accomplished after an internal investigation has taken place and will be in coordination with HQ ACC/A7.

7.2. Design.

7.2.1. The 505 CCW/CE will be the primary point of contact for all facility designs.

7.2.2. Any/all correspondence with the Architectural/Engineering firm (A/E) and/or 1 SOW, 99 ABW, 377 ABW, Chugach Management Services, HQ ACC and/or Army Corps of Engineers (COE), related to facility design, will be coordinated with and routed through 505 CCW/CE.

7.3. Construction.

7.3.1. The 505 CCW/CE will be the primary point of contact for all MILCON construction issues.

7.3.2. Any/all correspondence with the MILCON construction contractor, Architectural/Engineering firm (A/E) and/or 1 SOW, 99 ABW, 377 ABW, Base Contractor, HQ ACC and/or Army Corps of Engineers (COE), related to facility Design and/or construction, will be coordinated with and routed through 505 CCW/CE.

7.4. **MILCON Coordination.** During both design and construction, all facilities related issues such as furnishings, communication/computer, audio-visual and power requirements, e.g., must be coordinated with 505 CCW/CE.

8. NATURAL DISASTER/HURRICANE

8.1. Preparatory Procedures.

8.1.1. During natural disasters and hurricanes, facility managers must maintain close coordination with the 505 CCW Unit Control Center (UCC). The Chief of Wing Readiness (DSN 579-9072/9073) is responsible for standing up the 505 CCW UCC. Facility managers must maintain a current listing of UCC phone numbers in their facility logbook.

8.2. Sandbags (Hurlburt Field).

8.2.1. **Wing Storage & Distribution.** 505 CCW/CE maintains storage of 1,500-2,000 sandbags for use at Hurlburt Field during emergency situations. During an emergency, facility managers will be contacted and 505 CCW/CE pallets of sandbags will be pre-positioned via forklift to strategic locations near wing facilities (see Attachment 3). Once sandbag pallets are pre-positioned, units must compose details to assist facility managers in placing sandbags around each facility, including the mechanical room(s).

8.2.2. During tropical storm and hurricane conditions, the pre-positioning of sandbags will be done at the time called for in the appropriate HURCON checklist.

8.2.3. **Three bags high.** Properly sandbagged facilities will have sandbags at all entrances, tightly stacked end-to-end, three (3) bags high.

8.2.4. **Requirements.** Facility managers should know how many sandbags are required for each of their facilities. Forward a list of the number of sandbags each of your facilities requires to 505 CCW/CE and maintain a copy of this list in your facility manager's notebook.

8.3. **Facility Tie-Down/Secure Lists (Hurlburt Field).** Facility managers should be aware of articles around their facilities which require securing in the event of a hurricane. These items should be listed as well as the procedure used to secure them. This will include where the securing devices are located. Straps, chains, ropes, e.g., should be kept in a location easily located during these times. Forward a copy of these lists to 505 CCW/CE.

8.4. **Coordination with UCC (Hurlburt Field).** Facility managers will report facility preparation problems and completion to unit UCC representative for forwarding to the Wing UCC.

8.5. **Post Requirement Clean-Up (Hurlburt Field).** When sandbags are no longer required, units will form details to re-palletize their sandbags in the pre-position delivery location. Contact 505 CCW/CE when pallets are ready to be moved. A forklift will be dispatched to recover the pallets and return them to covered storage in the Jeep Pen (building 90008).

9. GROUND/FIRE SAFETY

9.1. **Ground/Fire Safety.** Routine ground safety inspections are accomplished by the wing and host base safety office facility managers will coordinate with 505 CCW/SE and applicable 505 CCW/SE instructions. Fire safety inspections are done by the host base fire department. Safety policy instructions can be found on the wing SharePoint site.

9.2. **Fire Safety.** Each facility manager is responsible to the unit commander for the fire-safe condition of all facilities under their jurisdiction. Facility managers will:

- 9.2.1. Accompany the CES fire prevention inspector during the fire prevention visit and take corrective action on fire hazards or discrepancies found during the inspection.
- 9.2.2. Accomplish those fire prevention duties outlined elsewhere in this instruction, Air Force directives and as outlined in the facility managers Fire Prevention Checklist.
- 9.2.3. Check all fire extinguishers, exit lights and emergency lights on a monthly basis to ensure proper operating condition and document this inspection in the facility manager facility folder for each facility. Emergency lights and exit lights shall be tested for no less than 30 seconds once a month, and no less than 1 ½ hours once per year. Report all discrepancies either via telephone or on AF Form 332, Base Civil Engineer Work Request, to the host base Civil Engineer Squadron Customer Service for corrective action. Discrepancies involving fire extinguishers should be referred to the Fire Prevention Office for assistance.
- 9.2.4. Ensure the Emergency 911 label is attached to every telephone.
- 9.2.5. Ensure all personnel are knowledgeable of fire and emergency reporting, evacuation, and installed fire suppression and alarm systems activation procedures.

10. COMMAND RELATIONSHIPS

10.1. **Geographically Separated Units.** Day-to-day space requirements at the geographically separated units should be addressed at the group level. Each group commander has local final authority over the allocation of space within their facilities. The wing commander has final authority. Space requirements which exceed available facility space should be forwarded to 505 CCW/CE and addressed within the local support base Facility Working Group process. Any add/alter or MILCON requirements growing from the Facilities Board shall be forwarded to 505 CCW/CE for coordination.

10.1.1. Group commanders must review and act upon locally generated space requests. 505 CCW/CE is available for assistance.

10.1.2. All 505 CCW MILCON issues will be routed through 505 CCW/CE for coordination and action. 505 CCW/CE will participate in all MILCON Site Surveys, Charrettes, and MILCON design meetings as well as follow-on construction, fit-out, facility commissioning and acceptance.

10.1.3. 505 CCW/CE will be the POC for all MILCON discussions with HQ ACC/CE, host base, Army Corps of Engineers, A/E firm and the MILCON construction contractor.

10.1.4. GSU facility managers will keep 505 CCW/CE apprised of any problems they might encounter with their host base Civil Engineering function or their equivalent.

10.2. **Tenants.** On bases where units of the 505 CCW are tenants, local base regulations dictate our CE/Maintenance procedures. The appearance of the exterior of our facilities must remain within local base standards, but the interiors of our facilities can follow ACC standards.

10.3. **MAJCOM.** All communications with host bases and MAJCOMs in regard to facilities issues should be coordinated with 505 CCW/CE, who is the single POC for facilities and construction for the 505 CCW.

11. MEETINGS

11.1. **Space Use.** For Hurlburt Field units, a wing Space Allocation Meeting (SPAM) to request, discuss and help determine space requirements within units making up the wing will be held no less than quarterly. GSUs will determine/review their specific space requirements at the group command level. Group commanders are responsible for proper space allocation at their locations. Requirements needing 505 CCW/CE attention and recommendation may be brought forward at any time. In all space allocation cases, the wing commander's decision/approval is required.

11.1.1. **Attendees.** 505 CCW/CE, wing facility managers, squadron commanders, other interested parties such as wing staff agency chiefs and directors.

11.2. **MILCON Coordination.**

11.2.1. **Attendees.** 505 CCW/CE, Unit MILCON Representative(s), Architect/Engineer, MILCON construction contractor, other interested parties. Scheduled as required.

11.2.2. **Communications.** 505 CCW/CE, Unit MILCON Representative(s), 505 CS representative, Architect/Engineer, MILCON construction contractor, 1 SOW, Base STEM, other interested parties. Scheduled as required.

11.2.3. **Security.** 505 CCW/CE, 505 TRG/SF, unit representative(s), 1 SOW. Scheduled as required.

11.3. **Host Base Facilities Board.** 505 CCW/CE will attend the monthly Host Base Facilities Board and facility managers are welcome to attend. Facility managers at GSUs are encouraged to attend Host Base Facilities Board meetings at their respective location.

MUSTAFA R. KOPRUCU, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 10 May 2010
AFH 32-1084, *Facility Requirements*, 01 September 1996

Prescribed Forms:

AF Form 673, *Air Force Publication/Form Action Request*

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*
AF Form 332, *Base Civil Engineer Work Request*
AF Form 3132, *General Purpose*

Abbreviations and Acronyms

ACC-Air Combat Command

CE-Civil Engineer

CES-Civil Engineering Squadron

CSU- Customer Service Unit

DRMS-Defense Reutilization & Marketing Service

FOUO-For Official Use Only

GPC- Government Purchase Card

GSU- Geographically Separate Units

HURCON- Hurricane Condition

MILCON-Military Contractor

OPR-Office Of Primary Responsibility

POC-Point Of Contact

Attachment 2

**SAMPLE FACILITY MANAGER/UNIT ENVIRONMENTAL COORDINATOR
APPOINTMENT LETTER**

(Use appropriate letterhead)

MEMORANDUM FOR 505 CCW/CE

FROM:

SUBJECT: Facility Manager/Unit Environmental Coordinator Appointment Letter

1. The following personnel are appointed facility managers for buildings:

| Name | Grade | Pri / Alt | Office Symbol | Duty Phone | Home Phone |
|-------------|--------------|------------------|----------------------|-------------------|-------------------|
|-------------|--------------|------------------|----------------------|-------------------|-------------------|

2. This letter supersedes any previous letters, same subject.

Commander Signature Block

Privacy Act of 1974 as amended applies. This memo may contain information which must be protected IAW DoD5400.11R and is for Official Use Only (FOUO)

Attachment 3

SAMPLE SPACE REQUEST LETTER

(Use appropriate letterhead)

MEMORANDUM FOR [Appropriate Group or Deputy Group Commander]"
505 CCW/CE
IN TURN

FROM: [Requesting Organization Squadron Commander]

SUBJECT: [How to make a space request]

1. All requests for space must be made in an official "in turn" memorandum format (IAW AFH 33-337 "Tongue and Quill, 30 Jun 97" – pages 155-6). The request should come from the organization commander and be coordinated by the appropriate group commander, and finally 505 CCW/CE (505 CCW/CE) for validation and execution.
2. The following information should be included in the request:
 - a. Amount of space required and any proposed location.
 - b. Reason and justification for additional space request.
 - c. Required date of need and total duration.
 - d. Any special requirements (comm, utilities, security...)
 - e. Any resources requestor can provide (funds, labor, furniture...)
 - f. Point and means of contact for request.
3. The point of contact for this memorandum is (name of your POC) at (phone).

Organization Commander's Signature Block

Attachment 4

505 CCW Campus Sandbag Plan

505 CCW Campus Sandbag Plan

● Initial Drop ● Relocated ● LAST—if extras



Attachment 5

USEFUL NUMBERS - HURLBURT FIELD

1SOCES Specific

1SOCES/CEOC Service Call 884-6683/6684
1SOCES/CECS Saber 884-4551
1SOCES/CEOF Facility Maintenance 884-7656
Self-Help Store 884-2378
Lock Shop 884-6192
HVAC 884-7947
1SOCES/CEOH Heavy Repair 884-7657
Entomology 884-6173
Grounds Maintenance 884-6962
1SOCES/CEOE Maintenance Engineering 884-3815
1SOCES/CEOE Service Contracts 884-7370
Custodial QAP 884-7960
1SOCES/CEA Asset Management Flight 884-4651
Energy Conservation 884-7591
1SOCES/CEFT Fire Prevention 884-2910
1SOCES/CERR Real Property 884-68 60

Other Base Agencies

Communications 884-8745
Bio-Environmental 881-4778
Safety 884-2611
Security Forces 884-7252
Airfield Operations 884-4491

505 CCW Specific

505 CCW/CE – 505 CCW/CE 884-9039
505 CCW/CE – Facilities Superintendent 884-9012
505 CCW/SE – Safety 884-9402
505 CCW/SF – Security Forces 884-1664/1681

Attachment 6

USEFUL NUMBERS - NELLIS AFB

99 CES Specific

Service Call 652-1856/2652/7779

Saber 652-8434

Operations Superintendent 652-3315

Self Help Center 652-7808

Entomology 652-5613

Utility Section 652-4246

HVAC Shop 652-2935

Service Contracts 652-9178

Engineering 652-3049

Johnson Controls 652-2297

Fire Chief 652-4577

Real Estate 652-3302

Bio-Environmental Compliance 652-4288

Other Base Agencies

99 Communications 652-2666

99 Security Forces 652-2311

505 OS Specific

Facility Manager 652-8542

Security 652-9883

Visitor Requests 652-9759

Attachment 7

USEFUL NUMBERS - KIRTLAND AFB

377 ABW Specific

Real Estate 846-2453

Quality Assurance 846-2769

Utilities 846-6707

Fire Department Branch Chief 846-8220

CE Safety/CEF Safety 843-6705

Asset Management Branch 846-2751

ECAMP, POLs Program Manager 843-3484

HAZMAT Program Manager 846-9014

Chugach Management Services Specific

Service Call 846-8222

Base Planner 846-4174

Real Property 846-7910

Operations 846-2771

Service Contracts/QA 846-6704

Grounds 846-1803

Irrigation 846-1803

Gardener 846-1803

Electrical 846-1 55

Mechanical 846-5294

HVAC 846-5294

Entomology 846-8508

Structures 846-7999

Locksmith 846-7999

Carpenter 846-6497