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This instruction implements AFD 32-10, *Installations and Facilities*. It establishes a standard control system for receipt and processing AF Form 332, Base Civil Engineer Work Request.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Responsibilities.** These instructions are applicable to all assigned and attached units.

**2. Purpose of Work Request:**

2.1. AF Form 332 is used to request and obtain approval for the following kinds of work:

2.1.1. Non-Self Help Work. Requirements for the following types of work that are identified by organizations other than Civil Engineering (CE) Division:

2.1.1.1. All construction requirements including the removal or installation of real property installed equipment.

2.1.1.2. All reimbursable work and services.

2.1.1.3. All non-reimbursable work and services.

2.1.2. Self-Help Work. AF Forms 332 will be submitted to the Civil Engineering Division:

2.1.2.1. When an organization can accomplish all or part of a maintenance and/or repair requirement, but needs materials and/or partial manpower support from the Civil Engineering Division .

2.1.2.2. For all construction work regardless of whether materials or CE Division manpower

support is required .

2.2. AF Form 332 is required for maintenance and repair of real property.

2.3. Self-Help will not be used for the following type of work unless specifically approved by the Installation Commander or the Base Civil Engineer.

2.3.1. Maintenance, repair, construction of, or tampering with electrical, plumbing, heating, air conditioning, or other utility wiring, fuses, fuse boxes, painting, meters, equipment, or systems.

2.3.2. Construction of real property.

2.3.3. Application of soil sterilizers or insect or rodent control preventatives.

### **3. Initiation of AF Form 332:**

3.1. Non-Self Help Work:

3.1.1. The requester will:

3.1.1.1. Complete AF Form 332, in quadruplicate and retain copy three in accordance with instructions on the reverse side of the form, leaving Block 4 blank.

3.1.1.1.1. All known requirements for a single building or facility (block 7) will be included on a single AF Form 332 submission. Requirements for different buildings or facilities must be included on separate submissions.

3.1.1.1.2. The description of work being requested (block 8) should be supported by sketches, plans, diagrams, specifications, photographs, drawings, and any other information that will provide a clear, complete description of the location and scope of the work being requested and upon which an adequate estimated cost of the work can be based.

3.1.1.1.3. Proper care of a facility is the responsibility of the person to whom it is assigned. When a commander or building manager determines that damage has occurred to their facility through carelessness, negligence, or malice, they will initiate AF Form 332 immediately, including in block 8 the name, grade, social security account number, and organization of the individual responsible for the damage.

3.1.1.1.4. Justification (block 9) must be complete, factual and should indicate urgency of the request, if appropriate. Reference to requirements established by directives will be stated in such context that requirements can be fully understood by reviewing and approving authority not having ready access to the reference .

3.1.1.1.5. AF Forms 332 requesting local manufacture will be accepted by Civil Engineering only when initiated by Base Supply. Requests for local manufacture of equipment type items will be submitted in accordance with provisions of AFM67-1, Volume 4, Part One, Chapter 18. Requests for local manufacture of expendable type items will be submitted in accordance with the provision of AFM 67-1, Volume 3, Part Two, Chapter 8 .

3.1.1.1.6. Forward completed form through the building manager to the appropriate organizational commander, division chief, or designated representative for signature in block 11. The Commander or Division Chief will review the AF Form 332 with respect to need, urgency, and duplication of previous requests. If approved for submission, they will complete blocks 10 and 11 and forward the original and three copies of the AF Form 332 coor-

dination (medical, security, fire protection, ground safety, etc). The final coordination should be Civil Engineering.

3.2. **Self-Help Work:** AF Form 332 for this category of work be prepared and submitted as described in paragraph 3.1.1. Block 8 will include: "Request permission to \_\_\_\_\_  
\_\_\_\_\_". "The following materials are required: \_\_\_\_\_". "The following materials will be furnished: \_\_\_\_\_", and/or "The proposed contract cost is: \_\_\_\_\_."

4. The Base Civil Engineer will be notified in writing of any designated representative other than those indicated in paragraph 3.1.1.6.

F. BAXTER LANE, Colonel, USAFR  
Commander