

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION  
32-9001**



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**Civil Engineering**

**FACILITIES PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*. It provides guidance and procedures on streamlining and managing 944th Fighter Wing (944 FW) facilities resources. It applies to all 944 FW unit commanders and building custodians. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through unit publication/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

### **SUMMARY OF CHANGES**

This revision revises the facilities program manager from 944th Emergency Management Air Reserve Technician (ART) (944 CES/CEX) to 944 FW Program Analyst ART (944 CES/CEOS) (para 2), and includes service contracts up to \$2,500.00 (para 3.1.2.). A margin bar indicates newly revised material.

**1. Facilities Program.** The goals of this program are:

- 1.1. Provide a central point of contact within the 944 FW regarding civil engineering projects for the 944 FW.
- 1.2. Provide guidance to building custodians regarding policies and procedures of the 944 FW and 56th Civil Engineer Squadron (56 CES).
- 1.3. Organize a facilities review board to provide commanders a periodic update and overview of projects affecting their organizations.

1.4. Provide coordination between 944 FW Commander (944 FW/CC), facilities program manager, and facilities resource advisor (RA).

**2. Facilities Program Manager.** The 944 CES/CEOS will be appointed to manage the daily operations of this program. This individual will serve as the point of contact (POC) for 944 FW building custodians and 56 CES, manage the 944 FW facilities resources, and provide advice to the facilities RA. The duties and responsibilities of the 944 FW facilities program manager (944 CES/CEOS) are:

- 2.1. Perform as the 944 FW Luke Priority Work (LPW) program manager.
- 2.2. Coordinate, log, and track all incoming AF Forms 332, *Base Civil Engineer Work Request*, for projects involving 944 FW resources. **Note:** Minor repairs reported to 56 CES Service Calls (56 CES/CEOEE), such as inoperable toilets, etc., do not need to be tracked.
- 2.3. Provide weekly update briefings to commanders on current status of work projects.
- 2.4. Attend 56 CES planning meetings to monitor the progress of 944 FW projects.
- 2.5. Attend 56th Fighter Wing (56 FW) facilities working group and facilities board meetings.
- 2.6. Provide assistance to building custodians when questions or problems arise.
- 2.7. Advise facilities program liaison/RA on project prioritization and funding.

**3. Program Liaison.** The 944th Mission Support Group Commander (944 MSG/CC) will be appointed as wing program liaison with the following duties and responsibilities:

- 3.1. Perform as facilities RA for the 944 FW/CC.
  - 3.1.1. Approving official for all facilities on AF Form 9, *Request for Purchase*, requests, to include automated business services system (ABSS) transactions.
  - 3.1.2. Approving official for all facilities government purchase card (GPC) transactions and AF Form 4009, *Government Purchase Card Fund Site Authorization*, transfer of GPC funds. **Note:** The 944 FW Safety office will review purchases before they are approved. **Note:** Transactions will include small construction projects under \$2,000.00, supplies/facilities repairs up to \$2,500.00 and service contracts up to \$2,500.00.
- 3.2. In the absence of the facilities program manager, the wing program liaison will attend 56 FW facilities working group and facilities board meetings.

**4. Unit Commanders.** All commanders or staff agency chiefs who have a facility within their direct control will:

- 4.1. Appoint a primary and alternate building custodian by letter of designation.
- 4.2. Ensure the policies as directed in this program are complied with.
- 4.3. Attend, when possible, the 944 FW quarterly facilities review board.

**5. Building Custodians.** The following procedures will be used for processing AF Form 332:

- 5.1. Review and coordinate each work request; sign Block 5 as the requester. **Note:** Only wing, group or squadron commanders are authorized to sign an AF Form 332.

5.2. Ensure AF Forms 332 are completed correctly and signed by unit commander. **Note:** Wing or group commander must sign requests for master keys.

5.3. Work involving changes or modifications to the structure in any way, must be coordinated with the unit commander, 944 FW Safety (944 FW/SE), 56 FW Ground Safety (56 FW/SEG), and 56 CES Fire Protection Flight (56 CES/CEFI). All AF Forms 332 will need to be coordinated through Civil Engineer Environmental Flight (56 CES/CEV) and also through 56th Bio-Environmental Engineer Flight (56 AMDS/SGPB). The AF Forms 332 will need to be approved by 56th Civil Engineer Squadron Operations Flight (56 CES/CEO) before any work is accomplished.

5.4. When an AF Form 332 states funding will be provided by the unit, ensure unit RA has coordinated on the form and prepared appropriate fund transfer documents, transferring funds to the 944 FW facility account. When wing facilities' funds are to be used, ensure facilities RA has coordinated on the form.

5.5. After all coordination is complete; provide completed AF Form 332 to the facilities program manager (944 CES/CEOS) for final coordination/submission. Facilities program manager must review and sign AF Forms 332 for tracking purposes.

JOSE R. MONTEAGUDO, Col, USAFR  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 32-90, *Real Property Asset Management*, 6 August 2007

***Adopted Forms***

AF Form 9, *Request for Purchase*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4009, *Government Purchase Card Fund Site Authorization*

***Abbreviations and Acronyms***

**ABSS**—Automated Business Services System

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**ART**—Air Reserve Technician

**GPC**—Government Purchase Card

**LPW**—Luke Priority Work

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RA**—Resource Advisor