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**Civil Engineering**

**CIVIL ENGINEER MANUAL PROGRAM**

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(Mr Gregory A. Smith)

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installation and Facilities*. It establishes the Civil Engineer Manual (CEM) Program, explains the purpose and content of these specialized publications, and prescribes governing procedures and standards. It authorizes AFGSC/MES to develop and issue these specialized publications to support Intercontinental Ballistic Missile (ICBM) systems and miscellaneous specialized systems. This instruction applies to all organizations responsible for operating, maintaining, repairing, constructing, training, testing, and altering ICBM Real Property/Real Property Installed Equipment (RP/RPIE). This instruction does not apply to the Air Force Reserve Command or Air National Guard units. Refer recommended changes and questions to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. 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.mv.af.mil/gcss-af61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF REVISIONS**

This document has been substantially revised and must be completely reviewed. This publication removed references to Air Force Space Command and changed them to Air Force Global Strike Command (AFGSC). In addition, it removed references to the Civil Engineer Flight (CEF) and changes those references to the Missile Engineer Squadron (MES).

**1. Responsibilities.** AFGSC/MES is authorized to develop and issue CEMs. AFGSC/MES Systems Integration Flight will publish a CEM Index bi-annually, as a minimum.

**2. Title, Purpose, and Intended Users.** CEMs constitute the official medium for disseminating technical information, instructions, and safety procedures to personnel assigned to organizations responsible for the operation and maintenance of the systems identified in the purpose statement.

**3. Subject Matter.** The basic type of subject matter included in CEMs is essential descriptive, operating, and maintenance information required for ICBM systems and other systems requiring specialized data.

**4. Format Prescribed.** The CEM equipment and system manuals shall be prepared in the format specified by local directives.

**5. Numbering, Revising, and Indexing.** CEMs will be numbered, changed, revised, supplemented, and indexed IAW the CEM Index, AFGSCI 32-1005, *ICBM Real Property/Real Property Installed Equipment Responsibilities*; TO 00-5-1, *AF Technical Order System*; and MIL-STD 38784, *DoD Standard Practice for Manuals, Technical: General Style and Format Requirements*. CEMs will be reviewed annually IAW current publication management policies.

**6. Distribution and Requisition:**

6.1. Restricted releasability publications (formally referred to as Distribution X) – Stocked and issued by the OPR. Established and requested copies by letter, electronic mail, facsimile, or telephone to HQ AFGSC MES/MESI, 250 S. Peterson Blvd., Peterson AFB CO 80914-4554, FAX: 692-2750, Phone DSN: 692-2720/2896.

6.2. Local reproduction is not authorized. Requisition copies IAW para 6.1. above.

**7. Backup Stock.** Backup stock required by CEM users will be maintained by AFGSC/MES.

**8. Security Classification Guidance.** Security provisions of DoDI 5200.1, *DoD Information Security Program*, shall be observed during all phases of CEM preparation, development, processing, printing, and distribution.

**9. Record Sets.** The official CEM record sets will be established and maintained by AFGSC/MES.

**10. Maintenance of Libraries.** Maintain CEM libraries IAW TO 00-5-1, Air Force RDS which may be found on-line at <https://afrims.amc.af.mil>, and AFGSC 32-1005, *ICBM Real Property/Real Property Installed Equipment Responsibilities*.

ANN L. MITCHELL, SES-2, DAF  
Director, Logistics, Installations  
and Mission Support

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

CEM Index - *Index of Civil Engineer Manuals*

TO 00-5-1, *AF Technical Order System*

AFGSCI 32-1005, *ICBM Real Property/Real Property Installed Equipment Responsibilities*

DODI 5200.1, *DoD Information Security Program*

MIL-STD 38784, *DoD Standard Practice for Manuals, Technical: General Style and Format Requirements*

***Terms***

**Civil Engineer Manuals (CEMs)** - The official medium for disseminating technical information, instructions, and safety procedures to personnel assigned to the organizations responsible for the operation and maintenance of RP/RPIE weapon system equipment.

**Equipment Manuals** - Equipment manuals are bound, numbered volumes of commercial and federal data pertaining to end items of equipment and individual components.

**System Manuals** - System manuals are bound, numbered volumes of technical data pertaining to operation and maintenance of entire systems.

***Abbreviations and Acronyms***

AFGSC - Air Force Global Strike Command

AFGSCI - Air Force Global Strike Command Instruction

CEM - Civil Engineer Manuals

DoD - Department of Defense

IAW - In Accordance With

ICBM - Intercontinental Ballistic Missile

MES - Missile Engineer Squadron

RP - Real Property

RPIE - Real Property Installed Equipment

TO - Technical Order