

**BY ORDER OF THE COMMANDER  
LITTLE ROCK AFB 19TH AIRLIFT WING**

**LITTLE ROCK AFB INSTRUCTION 32-110**

**6 DECEMBER 2013**

**Civil Engineering**

**FACILITIES MANAGEMENT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-10, *Installations and Facilities*. This instruction establishes policies and procedures for the management of real property facilities at Little Rock Air Force Base (AFB). This instruction applies to all Little Rock AFB personnel to include tenant units unless referenced (superseded by) ANGI32-1001 (This instruction modifies the guidance provided by the 32 series of Air Force publications that concern the Air National Guard (ANG)), or specific provisions relating to facility operations and maintenance outline in the host tenant support agreement. This instruction formulates specific operational and procedural policy guidance to implement execution of installation and facility programs of Air National Guard Installations and Mission Support (NGB/A7) under the authority of AFPD 32-10, *Installations and Facilities*. This instruction requires the collection and maintenance of information protected by the privacy act of 1974. The authorities to collect home telephone numbers prescribed in this instruction are 5 United States Code, 552a and Executive Order 9397. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Changes were made to reference the new position in the Air Mobility Command. **Para 3.1** was added to explain the meaning of Real Property for Civil Engineering responsibility purposes. **Para 3.1.7** changed “periodic” inspections to “monthly”. **Para. 3.1.14** Lamps will only be replaced with low mercury lamps. These lamps are identified by either a green tip or green writing on them was added in support of energy conservation. **Para. 4.4.1** added to incorporate the new electronic 332 system in CE Portal. Removed **3.4.4**. All applicable coordination’s should be made prior to submitting the request to the CE customer Service Center. This is now accomplished in the electronic program. **Para 7.6** Cipher Locks was added to address the security, maintenance, and budget issues in regards to the use of cipher locks on the base. Removed **8.2.1.3**, per Civil Engineer Operations Support the current grounds contract does not cover tree and stump removal. This will be done using GPC or in house resources. **Para. 15** was added to give guidance on sign standards on LRAFB. Para. 16. was added to address historical landmarks and buildings on the base in compliance with National Preservation Historical Act. Due to repeated request from facility managers, we have attached (**attachment 1**) a suggested inspection checklist for them to use to maintain their facilities. Changed **Para. 4.6** due to LRAFB Form 9 being obsolete. Facility managers will maintain a locally developed log for keeping records of submitted work orders and key control.

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**1. Program Objectives.** The objective of the Little Rock AFB Facility Manager program is to assist Unit commanders and staff agencies in their endeavor to ensure that all facilities are maintained and used in accordance with this instruction and other applicable directives. The facility manager (FM) is the key to effective facility use, care, energy conservation, and adjacent grounds care.

**2. General Information.**

**2.1. Facility Manager Assignment Procedures.** Organizational commanders will appoint in writing a primary and alternate FM for each facility in the organization. FM’s are considered mission essential. The commander can assign one primary, but as many alternates as needed to ensure that there is always a facility manager that can be contacted as the need arises. The sample appointment memorandum format at Attachment 2 may be used for this purpose. The appointment memorandum will be submitted to the Civil Engineer (CE) Customer Service Center (19 CES/CEOER) located in the Operations Flight in Building 536. The phone number for the CE Customer Service Center is 501-987-6553/6554.

2.1.1. Where practical, the primary duty assignment of the individual appointed as the FM should be in the building for which he/she is manager. The FM can be an officer, senior airman or above, or Department of Defense civilian employee with sufficient authority and ability to perform the assigned duties. When two or more units occupy the same facility, the unit occupying the most square footage of the facility will govern all aspects of facility management.

2.1.2. Changes in FMs must be submitted to CE Customer Service Center at least 10 days prior to change. This change will be in the form of a new appointment memorandum, signed by the organizational commander.

2.2. **Privacy Act.** Information in this instruction requires the collection of information covered by the Privacy Act of 1974. Commanders should ensure that personnel being appointed as FMs read and understand the Privacy Act Statement.

### 3. Facility Manager Responsibilities.

3.1. **Responsibilities.** The FM, in cooperation with all occupants and users of a building or facility, is responsible for the care, custody, and protection of all assigned real property. Real Property is defined as the facility itself and any items permanently a part of that facility, such as Heating, Ventilation, and Air Conditioning (HVAC), plumbing, and electrical and Real Property Installed Equipment (RPIE), which are items of government-owned or leased accessory equipment, apparatus and fixtures that are essential to the function of the real property and are permanently attached to, integrated into or on government-owned or leased property. Any non RPIE bought and installed by the facility user will NOT be maintained by the BCE. Facility users are required to maintain all non RPIE. FMs serve in an administrative and advisory capacity to all occupants in their facility. FMs will:

3.1.1. Schedule initial FM training with CE Customer Service Center at 501-987-6732. Attend *annual* refresher training.

3.1.2. Maintain FM program book, which can be in electronic form. It is the FM's responsibility to provide this program book to their designated replacement to ensure continuity. The program book will contain the following:

#### Figure 1. Program Book.

Current delegation letter (Format Attachment 2)
Key Log
Work Order Log
Proof of Training
Reference Emails
Copies of active AF Form 332's

3.1.3. Assume responsibility for all keys to the facility: to include the redistribution of keys to other occupants or users as directed by the organization commander, and maintain a log of all facility keys. This log will be a local form developed by the FM. The FM is also responsible for initiating replacement of lost keys. CE will not make duplicate keys unless the FM submits an electronic 332 to the CE Customer Service Center (see paragraph 7.3 for key and lock control procedures).

3.1.4. Brief the occupants and/or users of the facility on their collective responsibility for care and protection of the property, including monetary liability for loss or damage in excess of fair wear and tear, unless it is the result of acts beyond their control. Facility abuse is any willful damage to a facility or its installed equipment. The FM, organization commander, Base Civil Engineer, and the Mission Support Group Commander all play an integral part in identifying, investigating, and resolving any possible facility abuse.

3.1.5. Ensure facility occupants do not alter the facility or real property installed equipment in any manner without FM first submitting an electronic AF Form 332 and obtaining the appropriate approval. This includes adding, moving, or removing plumbing

(including water coolers), lighting, heating, ventilation, air conditioning, or related fixtures, to include painting, wall covering, carpet, walls, and locking devices.

3.1.6. Publish rules for opening and closing the facility, including security measures to be observed at all times. If the facility is required to be secured after duty hours and is found open during Security Forces checks, the FM may be required to be present prior to the facility being secured.

3.1.7. Conduct monthly inspections, to include after darkness, of the assigned facility and installed equipment, with particular attention to doors, windows, lights, plumbing, heating, ventilation, and air conditioning equipment. Use AF Form 1219, *BCE Multi-Craft Job Order*, to annotate inspection findings, form must be signed, and can be faxed to 987-2497.

3.1.8. Inspect contracted custodial, refuse collection, and grounds maintenance services daily, or as service is provided. Report any unsatisfactory work directly to the Quality Assurance Evaluators (QAE's) at 501-987-7187 or 501-987-5540.

3.1.9. Escort facility contractors in the execution of work in restricted areas of the base. The using/requesting organization will be responsible for all escort duties concerning contractors.

3.1.10. Maintain cleanliness of grounds and parking areas within 200 ft of facility. This includes removal of debris from strong winds, thunderstorms, tornadoes, etc. Removal of snow/ice on porches, awnings, any light weight structures, sidewalks, and icicles from roof overhangs. Obtain sand and/or deicer from CE, if necessary, by calling the CE Customer Service Center.

3.1.11. Perform monthly fire inspections and follow up on any discrepancies or irregularities noted to ensure corrective action and annotate inspections either in written or automated form.

3.1.12. Consolidate all work requirements for the facility. All occupants of the facility will channel work requirements through the FM for validation, consolidation, and elimination of duplicate requirements. The FM will also maintain a log of all work submitted to the CE Customer Service Center using any locally developed form or spreadsheet that will maintain this information in a well-organized manner. This form or spreadsheet can be kept electronically.

3.1.13. Notify the CE Customer Service Center immediately in the most expeditious manner when emergencies occur. In the event of an emergency, calls will be accepted by anyone that has knowledge of the nature and location of the emergency.

3.1.14. Procure and replace all fluorescent lamps and bulbs. If the replacement requires special equipment (excluding 8' step ladder), the FM may request assistance from the CE Customer Service Center after they have procured the lamps. For energy conservation purposes, FMs will ensure that flickering fluorescent lamps are replaced promptly, due to energy usage doubling with faulty lamps. FMs will further ensure that used lamps and bulbs are properly disposed of in accordance with base Hazardous Waste Management Plan. Contact Hazardous Material Office (HAZMO) at 501-987-5247 if you have any questions regarding disposal of suspected hazardous waste. Lamps will only be replaced

with low mercury lamps. These lamps are identified by either a green tip or green writing on them.

3.1.15. Maintain close coordination with their unit and/or group Environmental Coordinator for all environmental issues, such as asbestos, lead-based paint, hazardous material storage, hazardous waste collection and disposal, and spill reporting. FMs should maintain a copy of the installation "Red Plan" for Spill Prevention, Control, and Countermeasures, which provides immediate spill reporting guidance in the event of a petroleum or hazardous material release.

3.1.16. Report vacant space to the CE Asset Management Flight, 19 CES/CEIAP, 501-987-5882 and Operations Support QAE's, 501-987-7187/5540. If a facility or parts of a facility are vacated, the FM will ensure it is left neat and clean. The FM's responsibility will be formally terminated by inspection when the property is vacated. Cleanliness of the facility will be considered during the final inspection performed by 19 CES/CEIAP.

3.1.17. Comply with cold weather procedures when required (see [paragraph 9](#)).

3.1.18. Register on CE Portal <https://a7ims.amc.af.mil/CEToolsPortal/pages/home.jsf> to gain access to the electronic 332 process.

#### 4. Procedures for Processing Work Requirements.

4.1. **Emergency Work Requirements.** Emergency facility repair requirements should be reported immediately to the CE Customer Service Center at 501-987-6553/6554. Emergency repair work is required where the condition is detrimental to the mission, or unacceptably reduces operational effectiveness. The CE goal is to complete repair work, or mitigate the emergency to a lesser condition, within 24 hours of notification. Examples of emergency conditions include:

4.1.1. Fire or safety hazards.

4.1.2. Compromise security.

4.1.3. Failure of any utility (water, sewer, gas, electric, HVAC) for an entire facility and/or entire base.

4.1.4. Stopped up toilets, when others are not available or the entire building is clogged.

4.1.5. Causes mission or work stoppage.

4.1.6. The FM will post procedures for reporting emergency work on bulletin boards in the facility, citing examples as noted above, and providing the CE Customer Service Center phone number. They will also post numbers they can be reached at for any calls other than emergencies and stress that CE will only take calls from the facility manager, except in an emergency.

4.2. **Urgent Work Requirements.** Urgent facility repair requirements should be telephoned promptly to the CE Customer Service Center at extension 501-987-6553/6554. Urgent repair work is work that is not an emergency in nature but must be responded to in an expedited manner. The CE goal is to complete urgent repair work, or mitigate it to a lesser condition within 7 calendar days of notification or receipt of materials. Examples of urgent conditions include:

- 4.2.1. Air conditioning or heating inoperative in a single room.
- 4.2.2. Any waste of utilities.
- 4.2.3. Broken window panes.
- 4.2.4. Stopped up toilets, when others are available in the building.
- 4.2.5. Broken light switches or electrical outlets.

4.3. **Routine Work Requirements.** Routine facility maintenance or repair requirements should be consolidated on a single, signed AF Form 1219 and forwarded to CE Customer Service Center through distribution, email, fax or hand carried. This form is only to be used for routine repair work. Routine work is work that is not of an emergency or urgent in nature and does not require planning or design for repair, modification, alteration, construction, or self-help improvements. The CE goal is to complete routine maintenance or repair work within 30 calendar days after identification of the requirement or receipt of materials. Routines are for issues that are not an emergency or urgent in nature, i.e. cracked window.

4.4. **Planned Work Requirements.** Work requiring planning or design for repair, modification, alteration, construction, or self-help improvements should be consolidated on a single electronic AF Form 332, *BCE Work Request*, <https://eprotools.eglin.af.mil/> and submitted to the CE Customer Service Center. With the exception of DeCA and AAFES, paper copies cannot be accepted, unless in emergency situations and the system is inoperable.

4.4.1. The FM will prepare the electronic AF Form 332. All requirements for a single facility should be included on a single AF Form 332 submission. For new work involving modification or construction, the AF Form 332 must have an email/letter from the organization commander attached, stating he/she is aware of the request and is willing to fund.

4.4.2. The description of work requested should be supported to the maximum extent possible by sketches, plans, diagrams, photographs, specifications, drawings, justification reference material (i.e. inspection safety or fire write ups or regulations). That and any other relevant data or information should be included with the form to include a clear and concise description of the location and scope of the work requested.

4.4.3. Approval of work requests is based on the justification provided. As such, justification should be complete, factual, indicate the urgency of the request, and include the impact on the organization/mission if the work is not accomplished. The statement of requirements and attachments must be clear and concise so it can be fully understood by reviewing and approving authorities. References to regulations, manuals, and directives are not adequate justification. The AF Form 332 should also include the required date of completion. All back-up paperwork should be attached, to include, safety write-ups and portion of regulations that apply.

4.5. **Work Requests Requiring Communications Support.** Work requests requiring communications support (e.g., installation, removal, replacement, and repair of telephone circuits or communications cables) will require advance approval by the 19th Communications Squadron (501-987-5401/5403). Approval is obtained through your squadron Telephone Control Officer (TCO). Your TCO will enter a request thru the CS automated system. The requester must contact 19 CS no less than 30 days in advance of any

work requiring relocation of communications equipment. Conduit installation is the responsibility of the CS/user when the conduit is being installed specifically for communication purposes.

**4.6. Facility Manager's Civil Engineer Work Request Log.** If the FM has responsibility for more than one facility, a separate maintenance request register must be maintained for each facility. To properly control all work requests, the FM should enter the following items on the locally developed work order request log:

- 4.6.1. Complete description of work being requested.
- 4.6.2. Location of work (building number, room number, etc.).
- 4.6.3. Avenue used to request work (i.e., Telephone, AF Form 1219, and AF Form 332).
- 4.6.4. Date submitted or time called in.
- 4.6.5. Work order or work request number given by customer service representative.
- 4.6.6. Date of completion of corrective action.
- 4.6.7. Estimated Delivery Date of parts (if this information is available), if a repair cannot be made because parts must be ordered.

**5. Self-Help Program.** The self-help program is a resource multiplier, especially in a resource constrained budget environment. Self-help is an effective alternative to manage limited resources to more effectively improve the quality of life for our personnel. Not only does self-help save money, but it also fosters a pride of ownership and involves the users in maintaining what they have. The self-help program's primary purpose is minor maintenance and repair.

**5.1. Base Self-Help Store.** The base Self-Help Store is located in Building 530.

5.1.1. Issue of material from the Self-Help Store will be limited to approved FMs and alternates. The CE Customer Service Center will provide the Self-Help Store with a current facility manager list. Materials which are common maintenance and repair items are readily available for issue to customers. Items needed in large quantities (more than one i.e. two boxes of ceiling tiles) will be ordered, via electronic AF Form 332. If ordered, partial release of materials will be handled on a case-by-case basis.

5.1.2. Prior to any self-help activities that would disturb any portion of the facility, FMs will submit an AF Form 332 to the CE Customer Service Center in accordance with procedures outlined in paragraphs 4 and 5, and obtain approval. Requests will clearly identify the entire scope of the project. This is critical so that the proper steps can be taken to ensure personnel are not exposed to the hazards of asbestos or lead based paint during the course of the project.

5.1.3. The Self-Help Store will provide customers with available tools to accomplish tasks for materials being issued. The store maintains a supply of common tools, such as hammers, screwdrivers, wrenches, and power tools available for immediate issue. Tools issued to customers will be signed for (via AF Form 1297), and will have a suspense date for their return. Customers will be held accountable for tools issued, and reimbursement will be required for lost or destroyed tools. If tools are not returned within 3 days of job completion the supported commander may be requested to take appropriate action.

5.1.4. Contact the Self Help Store for information concerning minor maintenance and repair tasks, which can be accomplished Self Help.

5.1.5. Organizations are *not* authorized to perform maintenance on equipment items such as furnaces, boilers, air conditioning system, exterior electrical systems, or other utilities such as gas, fuel, water, and sewer systems.

## 5.2. Self-Help Projects Requiring CE Support.

5.2.1. FMs, and appointed alternates, are authorized to perform minor maintenance and repair on their facilities via self-help projects. Self-help projects must be processed on an electronic AF Form 332 and submitted to the CE Customer Service Center for approval. The procedures for submission of the request are the same as for any other work request (see para 4.4), except the donated resources section of the AF Form 332 will be completed. Approval is based on the evaluation of the following:

5.2.1.1. If the work is valid and required.

5.2.1.2. If the requester has the technical capability and resources available to complete the job.

5.2.1.3. What CE support will be required if the requester has limited capability.

5.2.1.4. Whether or not it would be economical to accomplish under CE supervision. Self-help work may not always be cost effective and the BCE is ultimately responsible for all work on real property.

5.2.2. The Civil Engineer Operations Flight will obtain planning and other support for self-help projects, monitor progress, conduct in-progress inspections, and final inspection. Self-help work will not be started until the appropriate authority has approved the work and the requester has been notified to pick up material.

5.2.3. The requester or occupant may, with prior approval, retain ownership of privately owned equipment installed under self-help procedures provided that appropriated funds are not used, and only if upon removal the facility is returned to its original condition. A certification to this effect will be accomplished by the requester and retained in the real property file by the CE Real Estate Section, until the equipment is removed. The occupant should state on the AF Form 332 if ownership is to be retained by someone other than the government. Materials, supplies, and equipment for alterations and minor construction will not be furnished unless ownership of the finished project will be passed to the government.

5.2.4. Under no circumstances will facility occupants use the Government Purchase Card (GPC) for any type of repair, maintenance, construction or alteration of a facility. CE is mandated to track all costs related to Air Force Real Property and must use CE GPCs to ensure these costs are accurately accrued against the facility.

5.3. **Self-Help Pest Control.** The CE Entomology Section provides pest control services for base facilities; however FMs may perform self-help pest control if it is in the best interests of the mission (as determined by CE). However, they must promptly provide information on chemicals used to the CE Entomology Section in accordance with AFI 32-1053, *Integrated Pest Management Program*, Pest management is located in Building 241 (501-987-6581). Contact Entomology for information concerning self-help pest control.

## 6. Fire Prevention.

6.1. **Responsibilities.** Fire prevention is everyone's job. Not only are you responsible for real property as a FM for a given facility, but you are also responsible to other individuals for ensuring a safe environment – free from the possible outbreak of fire. If each of us does our part, the goal of fire prevention can be met. This section is designed to provide guidance to FMs in the establishment and execution of an effective fire prevention program. Air Force policy requires the establishment of an effective fire prevention program and charges each of us with the responsibility of ensuring its success. Refer to LRAFBI 32-2001, para 1.2.2., (*Fire Protection and Prevention*) for facility manager responsibilities in regards to fire prevention.

6.2. **Fire Hazards.** A fire hazard is defined as an existing condition or situation which, if not corrected, could result in undesired ignition and subsequent fire or rapid spread of fire causing personal injury, loss of life, loss of materials, and the destruction of property. All fire hazards must be corrected immediately. Fire prevention is concerned with the elimination of fire hazards through the efforts of all personnel.

## 7. Key and Lock Control for Real Property Facilities.

7.1. **Applicability.** Key and lock procedures will be followed by all facility managers in obtaining duplicate keys and changing locks on real property facilities. It applies to all assigned, attached, and tenant organizations, and to all officer, enlisted, civilian personnel and contractors at Little Rock AFB. Only the CE locksmith will accomplish re-keying of facilities. Locksmith services are provided by the CE Operations Flight.

7.2. **Responsibilities.** The FM is responsible for all keys to his/her assigned facility(ies) and must ensure they are accounted for upon re-assignment, PCS, retirement, or separation. Transfer of facilities from one organization to another must be approved by the base Facility Board Working Group. FMs will use a locally developed log to maintain positive key control.

7.2.1. The CE locksmith will issue keys only to the FM. Keys to buildings or structures that are vacant or pickled are the responsibility of CE Real Estate Section.

### 7.3. Issuance of Duplicate or Replacement Keys.

7.3.1. The FM will submit electronic AF Form 332 for duplicate or replacement keys and vault combination changes to the CE Customer Service Center for approval. CE Customer Service Unit (CSU) will notify the FM when and where they may be picked up. After changes have been made, the FM will add new keys to the key inventory. When complete re-keying of a facility is necessary, three master keys will be issued. Subsequent master keys must be requested in accordance with paragraph 7.3.3. below.

7.3.2. Replacement of keys lost through neglect must first be paid for by the individual responsible before a replacement will be made. The unit commander, through his/her FM, will submit an electronic AF Form 332, along with an attached DD Form 1131, *Cash Collection Voucher*, to the CE CSU.

7.3.3. Requests for issuance or replacement of master /sub-master keys and re-coring actions must be requested by the FM on an electronic AF Form 332, with an attachment from the commander, approving the request and will be responsible for funding. It is

required to be approved by the Base Civil Engineer, Deputy Base Civil Engineer, or the Chief/Deputy Chief of the Operations Flight. Facilities requiring re-coring due to negligence will be funded by the unit having ownership of the facility.

7.3.4. One set of Grand Master keys are authorized for the following personnel, who will sign for their receipt and turn-in:

- 7.3.4.1. Wing Commander.
- 7.3.4.2. Wing Vice Commander.
- 7.3.4.3. Mission Support Group Commander.
- 7.3.4.4. Base Civil Engineer.
- 7.3.4.5. CE Operations Flight Commander.
- 7.3.4.6. CE Operations Flight Deputy.
- 7.3.4.7. Fire Chief.
- 7.3.4.8. Fire Shift Supervisor.
- 7.3.4.9. Security Forces.

7.4. **Safes.** Free standing safes are not Air Force real property and therefore CE does not maintain them. The user is required to obtain services from a local vendor.

7.5. **Privately owned vehicles/office doors.** Civil Engineering is not authorized to unlock privately owned vehicles or office doors. Persons needing these services must contact a local locksmith for POVs and contact the FM or Law Enforcement Desk for office doors.

7.6. **Cipher Locks.** Push button mechanical lock devices have become a very popular device to allow users to access their facilities/rooms without the use of a key. A very common justification received is the cipher lock will provide additional security. The fact is cipher locks provide less security. Cipher lock combinations can be easily compromised and provide no true accountability of access control, where key issuance/control does. Civil Engineer and Security Forces discourage the use of cipher locks. Cipher locks are not considered real property and therefore funding will be the responsibility of the user. Once funding has been secured CE will order and install the locks. The user will be responsible for all maintenance and repairs to the lock after it is installed. Additionally, CE Structures personnel are not trained to work on cipher locks, this could result in additional expenses for the user to get a private bonded locksmith after normal duty hours. In most cases the locks cannot be repaired and have to be replaced. Replacement locks will be funded by the user and installed by CE. Should the decision be made to remove the cipher lock the user will be responsible for funding a new keyed door lock, new door, and paint costs to finish the door.

7.7. **Backup Generators.** Backup generators are only authorized for mission critical functions as outline in AFI 32-1063 and Engineering Technical Letter (ETL) 11-21 (HQ Air Force Civil Engineer Support Agency (HQ AFCESA)). Backup generators (RPIE installed or portable) will only be authorized by HQ AFCESA/CEO. A new authorization is required if the mission of the facility changes. MAJCOM/A7s shall revalidate authorizations every five years and forward validation reports to HQ AFCESA/CEO for review.

7.7.1. FM's in facilities with backup generators will receive annual certification on normal operations and emergency procedures for these generators. This training will be conducted and training record maintained by CE Power Production shop personnel. A copy of the training record will be furnished to FM upon request.

7.7.2. FM will include inspection of the generator in their monthly facility inspection. This inspection will consist of checking the fuel tanks and lines for visible leaks and/or damage. Any discrepancy will be called into CE Customer Service Call Center immediately.

7.7.3. CE Power Production will perform preventative maintenance inspections (PMI) on the generators as required, to include a full-system test of the generator and automatic transfer system (ATS). This test will require an actual disconnect from commercial power supplied to the ATS and will be performed during peak load periods to ensure proper ATS operation, generator capacity, and overall system reliability. Simulations or use of key/test switch is not allowed. The FM's will be required to sign the AFCEA Form 487, *Emergency Generator Operating Log*, after every full system test, verifying proper function of all building equipment and systems while operating under generator operation. IAW ETL 11-21, the using organization cannot deny CE permission to accomplish a full-system test. However, CE shall make every effort to accommodate the user's mission operations within the testing month, but in no case shall the time since the last full-system test exceed 6 months. Exception: A full-system test can be denied one time, if approved by the MAJCOM/CV in writing; effectively, the maximum time between full-system tests is 12 months. If the MAJCOM/CV directs that a full-system test not be performed, the Base CE shall advise the Wing Commander in writing that second postponement will result in decertification and removal of the RPIE generator from the facility. The MAJCOM/CV may not delegate this authority.

## 8. Base Beautification and Anti-Litter.

8.1. **Responsibilities.** This chapter establishes responsibilities and outlines procedures for the maintenance, repair, and improvement of grounds at Little Rock AFB. It is applicable to all assigned, attached, and tenant organizations. Limited funding and manning dictate that all base organizations take an active part in the base beautification and anti-litter program.

8.2. **CE Contracted Services.** CE provides custodial, refuse collection, and grounds maintenance services via support contractors, and ensures compliance with requirements through Quality Assurance Evaluators (QAE) on staff. It is important that FMs are aware of contractor responsibilities and report non-compliance to the CE Customer Service Center or the QAE.

8.2.1. The grounds maintenance contractor is responsible for the following:

8.2.1.1. Cutting, trimming, and edging grass to maintain a height of 2-4 inches on improved grounds.

8.2.1.2. Cutting grass to maintain a height of 7-14 inches on semi-improved grounds and the airfield.

8.2.1.3. Pruning and trimming trees as directed by the QAE on improved and semi-improved areas. Minimum safety clearances of 14 feet over streets, 12 feet over

driveways, 8 feet over walk areas and 4 feet from buildings will be maintained. Topping and de-horning are not permitted. Trimming/pruning of trees around utility poles/power lines is not within the responsibility of the contractor.

8.2.1.4. Pruning shrubs annually or as required to maintain their natural growth characteristics. New growth will not be allowed to exceed 8 inches. Minimum clearance from buildings, utilities and other obstructions shall be 6 inches.

8.2.1.5. Maintaining hedges at their natural mature height and shape.

8.2.1.6. Pruning broadleaf evergreens and flowers annually or as required to maintain a minimum clearance of minimum of 6 inches from buildings, sidewalks, or other obstructions.

8.2.1.7. Policing base grounds for litter/trash, not including parking lots and forested areas.

### **8.3. Organizational Responsibilities.**

8.3.1. Organizations, through their FMs, are responsible for the following:

8.3.1.1. Familiarizing themselves with grounds maintenance contract requirements.

8.3.1.2. Reporting noncompliance to the QAEs at 501-987-5540 or 501-987-7187.

8.3.1.3. Informing facility occupants and personnel of the contractor responsibilities.

8.3.1.4. Discarding refuse only in approved receptacles. Dumpsters are located throughout the base and are emptied on a regular schedule. All refuse will be placed in a dumpster, not inside or around the dumpster enclosure.

8.3.1.5. Ensure HAZMAT (Hazardous Material) of any kind, including paint, fluorescent light bulbs, thinners, oil, automotive fluids, household cleaners, etc., are not placed in any dumpster. They should be taken to HAZMO at Bldg 1575.

8.3.1.6. Keeping refuse containers and dumpsters policed of all trash, and covers and gates closed.

8.3.1.7. Policing of facilities and parking lots for trash.

8.3.1.8. Ensuring that facility occupants do not throw litter, trash, or other foreign objects on the streets, sidewalks, or grounds around their facilities at any time.

8.3.1.9. Ensuring that all recycling collection points are setup as needed and maintained once setup.

8.3.1.10. Mandate and ensure all employees participate in the recycling program. This requires distribution and enforcement of wing/unit/building policies and procedures. The process for implementing and enforcing this program will be accomplished by briefings or training sessions. Document the briefings and/or training on a written record for assessment purposes.

8.3.1.11. Ensuring that facility occupants support (i.e. encourage occupants) the recycling program by separating/bagging cardboard, brown paper bags, newspaper, white and colored paper plastics, aluminum and metallic containers, scrap metal, all glass, wire, cooking oil/grease, batteries- rechargeable and lead acid .

8.3.1.12. Ensuring the recoverable products are free of contaminants.

8.3.1.13. Ensuring all refuse/trash containers are free of recyclable materials.

8.3.1.14. Ensuring the collection point is maintained regularly to discourage the presence of pests, rodents, and odors.

8.3.1.15. Conducting periodic walk-through inspections to ensure compliance with this instruction.

8.3.1.16. Refer all questions and advisement to 19 CES/CEIE, Qualified Recycling Program Manager.

8.3.1.17. Ensuring that ONLY the facility manager has the key to the bulk recycling container located outside of the building; verifying that only sorted, bagged, and approved material goes into the container. Additional bags and bins are available at the Recycling Center. Pickup needs to be coordinated with the Recycling Center Staff (501-987-6611).

8.3.1.18. Ensuring that ALL recyclable material is transported to the Recycling Center, 1568 Lachmund Drive during normal business hours (0700-1500L).

**8.4. Anti-Litter Enforcement.** The Security Forces monitor acts of littering and, when appropriate, prepare a DD Form 1569, *Incident/Complaint Report*. Violators may be subject to disciplinary action. In the case of dependents, violation may result in withdrawal of appropriate base facility privileges.

**8.5. Designated Smoking Areas.** Designated Tobacco Areas. Tobacco use is prohibited on LRAFB except in Designated Tobacco Areas approved by the installation commander. Reference AFI 40-102, *Tobacco Use in the Air Force*, para. 1.9.4 and 2.2.

## **9. Cold Weather Procedures.**

**9.1. Responsibilities.** FMs will take the following actions any time the temperature is forecast to be below 32 degrees F:

9.1.1. Leave water dripping in all sinks and lavatories (both hot and cold faucets).

9.1.2. Remove hoses from outside hose bibs.

9.1.3. Prop doors open to small rooms such as latrines and janitor closets which contain plumbing fixtures.

9.1.4. Ensure all windows, storm windows, and outside doors are completely closed.

9.1.5. Remove ice and snow on porches, awnings, any light weight structures, sidewalks and icicles from roof overhangs. Obtain sand and/or ice melt from CE, if necessary, by calling the CE Customer Service Center.

9.1.6. Notify the CE Customer Service Center as soon as a problem is discovered so action to minimize damage can be taken.

## **10. Energy Conservation.**

**10.1. Responsibilities.** Presidential Executive Order 13423, 26 Jan 07, as supplemented by Executive Order 13514, 8 Oct 09 mandates energy and water conservation in all Federal buildings; they require a 30% reduction in energy consumption by the year 2015 (from 2003

levels) and a 26% reduction of water consumption intensity by the year 2020 relative to a baseline of the consumption in fiscal year 2007. The base oversees this effort through the Cross Function Environmental Quality subcommittee (CFEQS), comprised of Group and Unit commanders. The FM plays a vital role in achieving these goals by monitoring energy and water consumption, ensuring facilities are well maintained, and that facility occupants do not waste utilities or energy.

10.1.1. Energy Management and Control System (EMCS). Heating and cooling of facilities constitute a primary consumption of energy. Consequently, CE maintains a centralized EMCS system that controls heating and cooling for most base facilities. This system conserves energy by maintaining temperature levels within a standard range set by the CFEQS, with setbacks on nights and weekends. For the cooling season, the standard is for temperature settings to not go below 75F. For the heating season, the standard is for temperature settings to not exceed 70F. During unoccupied times, the heating temperature setting shall not exceed 55F and cooling systems shall be less than 83F unless specifically designed and justified for all after hours use. During the changeover season in the spring and fall, facilities may experience hot or cold days, depending on the weather. Generally, changes should be made to cooling systems no earlier than 1 April and after five consecutive daily max temperatures higher than 75F; and to heating no earlier than 1 October and after five consecutive daily max temperatures of less than 70F. Once a system has been changed from heating to cooling, or vice versa, it may not be switched back.

10.1.2. Complete guidance for Energy Managers and Facility Managers is contained in LRAFBI 23-301, *Utilization and Conservation of Utilities*. FMs will:

10.1.2.1. For facilities not controlled by EMCS, maintain temperature levels within the CFEQS-established standard.

10.1.2.2. Set back thermostats at night and on weekends, where the mission will allow.

10.1.2.3. Close off unoccupied rooms and set back the temperature appropriately.

10.1.2.4. Keep storm windows, windows, and doors closed during the heating season.

10.1.2.5. Keep blinds/drapes opened on the sunny side of buildings and closed on the shady side during the heating season.

10.1.2.6. Keep lights turned out in unoccupied rooms.

10.1.2.7. Use natural lighting when available.

10.1.2.8. Reduce lighting in work areas to the minimum level acceptable to the task being performed.

10.1.2.9. Reduce lighting in hallways, entrance ways, and restrooms to minimum safe levels.

10.1.2.10. Turn off exterior lights during daylight hours and limit their use to the hours actually needed at night. Facility Managers are responsible for reporting exterior lights that are on during daylight hours to CE for corrective action.

10.1.2.11. Replace fluorescent lamps (when required) with low mercury type lamps. Examples of bulbs that meet this criteria include: *Sylvania Ecologic, GE Ecolux, or Phillips Alto*. (low mercury bulbs typically have either green end caps or green lettering).

10.1.2.12. Use compact fluorescent lamps in incandescent fixtures, where feasible. This will have an even greater energy reduction than a lower wattage incandescent lamp – and yield a longer life.

10.1.2.13. Centralize and minimize use of coffee pots, and reduce electric load by disconnecting coffee pots not in use.

10.1.2.14. Turn off appliances when not in use.

10.1.2.15. All appliances must be energy star compliant, including refrigerators, water heaters and other large appliances as well as coffee pots.

10.1.2.16. Report running or leaking restroom fixtures and hot water heaters to the CE Customer Service Center immediately.

10.1.2.17. Set hot water temperature no higher than the maximum temperature as established by the CFEQS, where practical (current maximum setting is 120 degrees; preferred setting is 110 degrees).

10.1.2.18. Portable electric heaters are not authorized according to LRAFBI 32-2001, para. 3.2.

10.1.2.19. Request assistance from the CE Customer Service Center, if needed, on the following:

10.1.2.19.1. Change in thermostat settings, if they are not occupant controlled.

10.1.2.19.2. Reduction in lighting levels, if disconnecting is required.

10.1.2.19.3. Water and steam leaks.

10.1.2.19.4. Broken windows and doors.

10.1.2.19.5. Building winterization, if the facility is vacant.

## 11. Asbestos/Lead-Based Paint.

11.1. **Asbestos Awareness.** Asbestos containing materials were used in the past as building materials, and continue to exist today in many buildings on base. Locations of potential asbestos include pipe insulation, floor tile and mastic, and wallboard joint compounds. Asbestos containing materials can remain in facilities for many years and never cause any concern. However, if it becomes disturbed or friable, it can constitute a health hazard. It is Air Force policy to mitigate and reduce possible exposure to airborne asbestos fibers. Damaged asbestos that cannot be reliably maintained, repaired, or isolated, must be removed. CE has surveyed base facilities for asbestos, and they continue to be monitored for potential damage. In furtherance of this effort, FMs will, as part of their monthly facility inspections, note the condition of any possible asbestos containing material. If damaged or in suspect condition, FMs will report it to the CE Customer Service Center for follow up and abatement/removal if necessary.

11.2. **Lead-Based Paint Awareness.** Lead-based paints were also used in the past and continue to exist today in some buildings on base. CE has surveyed all high use facilities that children under the age of seven could occupy for lead-based paint. Paint that could have been hazardous to children was removed. Other facilities on base do not require sampling unless activities are planned that would disturb the walls, floors, or ceilings. FMs will, as part of their monthly facility inspections, note the condition of any possible lead-based paint. If damaged or in suspect condition, FMs will report it to the CE Customer Service Center for follow up and abatement/removal if necessary.

**12. Installation, Maintenance, and Repair of Non-Real Property Equipment.** CE is not authorized to install, maintain, or repair non-real property equipment. However, critical facility interfaces (e.g. structural, power, gas, water, wastewater, etc.) required to make equipment work may dictate CE involvement. Costs incurred by CE in the performance of work required to enable hook-up of equipment may be charged to the using organization. Prior to purchase or installation of any non-real property equipment the submission and approval of an electronic AF Form 332 is required.

12.1. **Ice Machines.** CE does not install, maintain, or repair ice machines. Exceptions to this include ice machines located in the dormitories and essential feeding facilities. Essential feeding facilities are the Hercules Dining Facility (Bldg 834) and the In-Flight Kitchen (Bldg 120). All other ice machines are not real property and are the responsibility of the user.

12.2. **Systems Furniture.** Organizations desiring to install systems furniture must purchase it at their own expense. Requests to install systems furniture via self-help must be submitted to the CE Customer Service Center on an electronic AF Form 332 for approval. Requests must include the systems furniture layout and any other pertinent information. CE's evaluation will include the following:

12.2.1. Required electrical interfaces and availability of power.

12.2.2. Effect on facility lighting.

12.2.3. Compliance with Life Safety Code and Fire Protection requirements.

12.3. **Irrigation Systems.** Civil Engineer will maintain the following irrigation systems: Building 1250, Wing Headquarters, Ball fields located along 6th Street, Youth fields across the street from the current location of the commissary, Ball fields located near the WARFIT track and the WARFIT field. Should an emergency situation arise with any sprinkler system not identified above (broken underground water line) CE will cap the line. Additional costs to repair the irrigation system will be at the expense of the using organization. New requests for irrigation systems are discouraged and will normally be disapproved.

12.4. **Flag Poles.** Civil Engineers, in cooperation with Public Affairs and Wing Historian(s), will maintain the following flag poles: facility 1252, located in front of building 1250; facility 1505, Heritage Park; and 1493, located at the south end of Vandenberg Road near highway 67/167. All other flag poles on base are the responsibility of the using organization. Any costs to repair/maintain these flag poles will be at the expense of the using organization, to include lighting associated with the flag pole.

**12.5. Mold Prevention and Removal. Facility Managers will:**

12.5.1. Prevent and correct moisture problems before mold becomes problematic.

12.5.2. Ensure clean environment is maintained within the facility.

12.5.3. Conduct monthly visual inspections of the facility HVAC system vents are cleaned as needed.

12.5.4. Monitor facility for water damage as a part of routine building inspections and notify CE immediately of any problem areas

**13. Non-Fair Wear and Tear.** Non-fair wear and tear of Air Force Real Property will not be tolerated. Non-fair wear and tear can be defined as any willful damage to a facility or any of its components. The FM, in cooperation with all facility occupants, has the primary responsibility to prevent facility abuse. Any damage must be reported immediately to CE Customer Service at 501-987-6553. Security Forces will also be notified for issuance of an incident report. Documentation and tracking of abuse damage is the responsibility of CE Customer Service Center. CE Customer Service Center will initiate a repair work order for estimate/repairs. In some cases, immediate repairs, as opposed to an estimate, may be required in order to maintain the integrity of the facility or maintain security, safety, and/or fire protection systems. Upon completion of the repair action, CE Customer Service Center will submit cost breakdowns to the CE resource advisor. The financial management analysis (FMA) office will be notified for the transfer of the using organization's Operating and Maintenance (O&M) funds to the RC/CC and EEIC provided by the CE resource advisor. If requested for pecuniary liability assessment, an electronic cost report can be obtained from CE Customer Service Center. If the using organization commander feels the facility abuse assessment is not justified, and the CE Chief of Operations agrees with his/her rationale, the facility abuse assessment will be dropped. If the Chief of Operations disagrees, the case will be referred to the Mission Support Group Commander, as needed who will make the final determination.

**14. Sign Standards and Reserved Parking.** In order to standardize the design, construction and placement of Air Force signs in accordance with Unified Facilities Criteria 3-120-01. The UFC is available at [http://65.203.17.188/report/doc\\_ufc.html](http://65.203.17.188/report/doc_ufc.html). This guidance sets the standards for identification, direction, regulation, motivation and information signs; street address signs; base destination signs; parking regulation signs; and interior signs. It does not, however, apply to the portion of these criteria which are based on such national standards as the Manual on Uniform Traffic Control Devices (MUTCD), the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the Uniform Federal Accessibility Standards (UFAS).

14.1. Responsibility.

14.1.1. Facility Manager. FM will submit all sign requests on an electronic AF Form 332 through the 19th Civil Engineer Squadron, Customer Service Office. The approval authority for all sign requests is the Traffic Engineer Working Group through 19 CES/CEO.

14.1.2. 19th Civil Engineer Squadron. The Base Civil Engineer will ensure all new sign requests will comply with UFC 3-120-01 and will improve base appearance by keeping signs within standards and to a minimum.

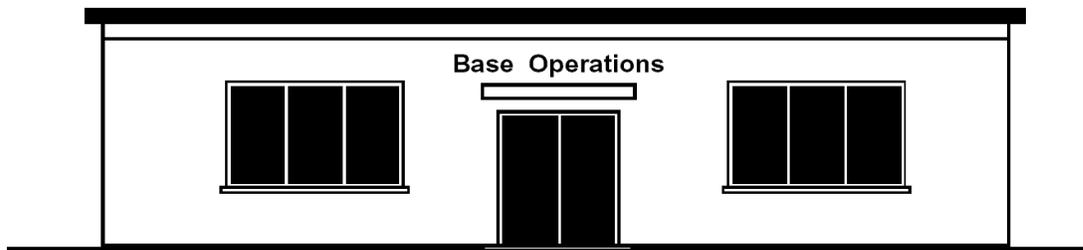
14.2. Sign Types

14.2.1. Building Identification Signs. These signs identify essential functions such as command elements and functions frequently used by visitors and newly assigned

personnel. There are two types of building identification signs, those attached to the building and stand-alone (not attached to the building). A building will normally have only one type of sign. Using more than one sign may be necessary when a single facility has more than one major activity, widely separated entrances, or units of different commands. Good judgment will dictate the actual number of signs for a facility with these conditions. In all cases, signs must be kept to a minimum.

14.2.2. Signs Attached To Buildings. These consist of signs painted on a building, letters and logos attached to a building, and signs engraved into the façade of a building. Letters attached to a building are preferred over stand-alone signs. Since the letters are applied directly to the surface of the wall rather than to a background panel, they must be of sufficient size to stand out against the architectural detail of the building. A minimum 12" capital letter height is specified for one and two story buildings, while larger letters are used for larger buildings. Messages for wall mounted signs are limited to a maximum of four words. UFC 3-120-01 Chapter 10 depicts numerous examples of signage for different building types.

**Figure 2. Signs attached to buildings.**



14.2.3. Military Building Entry Signs. Type B4 signs identify organizations that have more than one primary entrance and are reached through alternate entries. These organizations are usually squadron level units, squadron components, or their equivalents. Colors are white letters and numbers on standard brown background.

**Figure 3. Military Building Entry Signs.**



14.2.4. Building Identification Number Signs. Building number will be displayed on all buildings and will be located on right corner of perpendicular faces of building. Standard size is 18-inch by 36-inch reflective brown background and 12-inch white numbers.

**Figure 4. Building Identification Number Signs.**

14.3. **Stand Alone Signs.** These signs should not be replaced unless normal sign maintenance is required (for example, damaged, faded, or obsolete). Requirements are as follows:

**Figure 5. Stand Alone Sign Requirements.**

Reflective with white letters and rules on brown background
Full color emblem
Dimensions: 4 feet by 5 feet 4-inches
Message: Upper and lower case Helvetica Medium letters. Locate emblem 3-inches from the left side of frame. Center message vertically and horizontally. Use 5-inch upper case and 4-inch lower case letters on signs with only one line. On signs with more than one line, use 4-inch upper case and 3-inch lower case letters. Apply graphics to both front and back.
Emblem: Authorized emblem, 10 inches high, upper left corner; allow a 3-inch margin from posts
Rules: 3/8-inch wide white reflective tape
Support: 4-inch by 4-inch square tubular aluminum or structural steel posts
Horizontal frame: 4-inch by 4-inch square tubular aluminum or structural steel posts

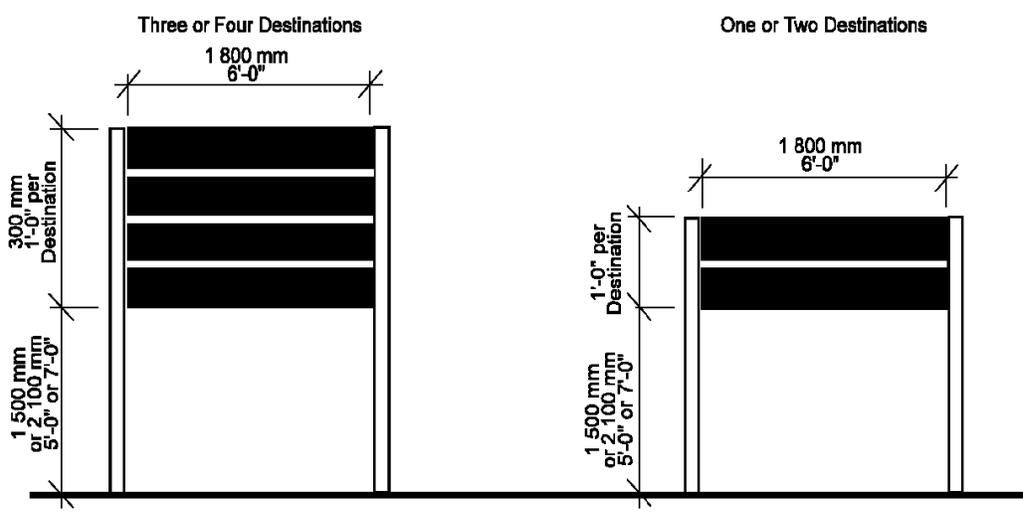
14.3.1. Military Identification sign type B4. These signs identify squadron units and squadron components or their equivalents. These signs are existing throughout Little Rock AFB and will continue to be maintained. Location diagrams for placement can be found in Chapter 4 of UFC 3-120-01.

Figure 6. Military Identification sign type B4.

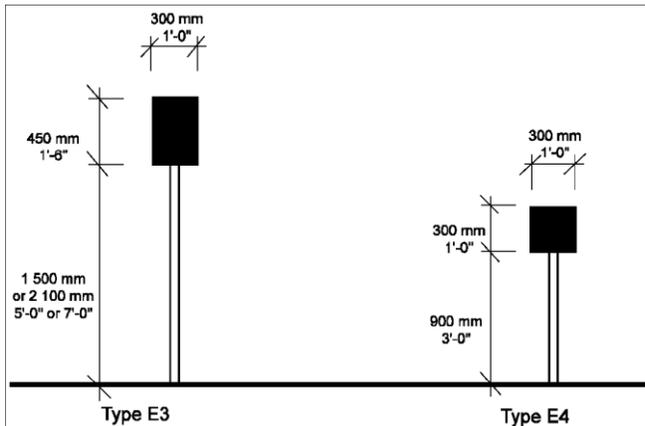


14.3.2. Directional Signs. Signs showing ways to activities, buildings, or locations on the base must be constructed of reflective materials with 4-inch upper case and 3-inch lower case white letters on a brown background and a 1/2-inch white border. No more than four entries should be displayed on a sign. Make directional signs for places most likely to be used by visitors and newcomers to the base. Do not frame signs, mount them on 4-inch by 4-inch square tubular structural steel posts. A large number of existing directional signs at Little Rock AFB are in compliance with UFC 3-120-01 and will be maintained under those standards.

Figure 7. Directional Signs.



14.3.3. Parking Signs. Limit the number of parking spaces reserved for individuals such as the base commander or senior NCO, or groups such as general officers. Reserve parking areas for unit personnel only if it is necessary to ensure that parking is available in the immediate area. Strictly limit the number of reserved parking signs. Temporary freestanding parking signs for official functions are not authorized on a continuous basis. See paragraph 15.5 below for instructions on reserved parking.

**Figure 8. Parking Signs.**

14.3.4. Curb signs. Will be 3-inch by 24-inch, with 6-inch increments not to exceed 3-inch by 36-inch. Color is engineer grade brown background with 2-inch white letters and mechanically fastened to curb face. Specifications and examples as authorized on Little Rock AFB:

**Figure 9. Curb Signs.**

14.3.5. Handicap Reserved Parking Signs. Freestanding signage visible with vehicle in spot will be used for handicap parking and, where multiple spaces are together, the number of freestanding signs can be reduced by the use of arrows mounted at top of sign. Painting signs on pavements is discouraged. Van accessible signs will be mounted directly under the handicap sign and sized to compliment the handicap sign on which it is mounted. Color of sign is engineer brown background with white letters, border, and emblem. Dimension for a handicap sign are, 1 foot by 1 foot 6-inches, letters 1 ½-inch upper case and 1 ½-inch lower case, emblem is 7-inches. Arrow sign is 1 foot by 6-inches.

**Figure 10. Handicap Reserved Parking Signs.**

14.3.6. Motivational Signs. Unit awards authorized for display are the Presidential Unit Citation, the Air Force Outstanding Unit Award, and the Air Force Organizational Excellence Award. Lettering for Majcom award signs will be 4 inches high and centered between the edges of the sign. Multiple awards will be equally spaced between the edges of the sign. Awards shall be no more than 4 years old.

14.3.6.1. Existing building identification signs type B-3. These signs at Little Rock AFB may be used to hang unit award signs upon approval. Unit award signs are normally 30-inch by 16-inch painted aluminum, brown background with white letters. Signs are centered directly under the building identification sign. Signs other than those specified in this memorandum will be designed in accordance with to UFC 3-219-01.

**Figure 11. Motivational Signs.**

14.4. **Reserved Parking.** The below guidelines establish reserve parking authority and outline who and/or what type of vehicle may park in reserved parking spaces. These guidelines apply to all units on Little Rock Air Force Base with the exception of 189 AW who will maintain their own parking plan. The Traffic Engineer Working Group (TEWG) is the approving and prioritizing authority for all reserved parking requests. The TEWG is chaired by the 19 MSG/CD and will meet quarterly, or as needed, to review all traffic, parking, roadway construction or landscaping related AF 332 (*Base Civil Engineer Work Request*). All reserved parking signs will be issued/installed by 19 CES.

14.4.1. Processing Reserved Parking Requests.

14.4.1.1. The Facility manager will evaluate each request and complete an electronic AF Form 332. The request must indicate the type of reserved space required, a narrative justification, and a diagram of the proposed area. Proof of commander approval must be attached. 19 CES Customer Service who will assign a work request number and forward the package to the TEWG for consideration. The board will approve or disapprove the work request then prioritize all approved AF 332s. Approved work requests will be sent back to 19 CES for installation according to the priority set by the board. Disapproved requests (i.e. exceeds the 20 percent limit, creates a traffic hazard etc.) will be returned to the originator by 19 CES. The requestor may appeal the board decision by forwarding a letter to the 19 MSG/CC outlining why their reserved parking request should be reconsidered. The appeal will be reviewed by the 19 MSG/CC, who will render a final decision.

14.4.1.2. The facility manager is responsible for maintaining a listing of all reserved parking spaces around their facility(ies). The listing will include the total number of spaces, the number of handicap reserved spaces, and the number of all other reserved spaces.

14.4.1.3. Reserved parking spaces will be approved for no more than twenty (20) percent of all available spaces for a particular facility with two exceptions:

14.4.1.3.1. Building 1250, 19 AW HQ

14.4.1.3.2. Spaces reserved for handicap parking which must comply with uniform federal and state accessibility standards.

#### 14.4.2. Permanent Reserved Parking

14.4.2.1. Permanent Distinguished Visitor or VIP spaces. Are not authorized anywhere on base. Individual units can maintain their own portable/temporary DV signs. Protocol also maintains a collection of temporary DV signs that individual units can sign out when needed. The signs may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries or completion of the function. Personnel requesting to use or reserve another organization's parking spaces must coordinate with the respective facility manager or senior leadership for authorization.

14.4.2.2. Permanent reserved parking spaces are limited. To Government Owned Vehicle (GOV)/Government Motor Vehicle (GMV) parking, handicapped, visitors, Wing and Vice Wing Commanders, and Group Commanders with two-letter duty symbols, first sergeants and motorcycles. Limited spaces for General/Colonel or civilian equivalent, and Chief Master Sergeants, or sister service equivalents, may be made in larger parking lots with 50 or more total spaces. Group commanders can request an exception to the below limitations for their buildings based on mission impact. Approval authority will be consistent with paragraph 3 above. Generally, the below guidance will be used to authorize permanent reserve parking:

14.4.2.3. GOV/GMV parking spaces. Are for official government vehicles used during duty and non-duty hours in direct support of the wing mission. An official government vehicle is defined as a vehicle owned or leased by the U.S. Government

that bears a military or federal government issued license plate for the purpose of conducting official business. GOV/GMV spaces are not assigned to a particular person or position.

14.4.2.4. Government vehicles assigned to the Air Force Office of Special Investigations (AFOSI), Security Forces Office of Investigations (S2I), law enforcement agencies and protective services operations may bear other than military or federal government issued license plates for official purposes and are authorized to park in a GOV/GMV space.

14.4.2.5. Handicap Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates or decals. Handicapped person(s) must be operating such vehicles or be in the company of the driver at the time he/she parks in the handicapped space. Handicapped parking spaces are not assigned to any particular person or position.

14.4.2.6. Visitor Parking. These spaces are for public service facilities and will be located as close to the building entrance/exit as possible. The definition of visitors is: those personnel who are not assigned or attached to that organization. Visitor parking may have imposed time restrictions (e.g., 15 minutes, 1 hour) and it is assumed that any space marked with a time limit is a visitor parking space.

14.4.2.7. General Officer/Colonel or Civilian Equivalent Parking. Spaces reserved for any general officer/colonel, civilian equivalent or their spouse. These spaces are not assigned to any particular person or position.

14.4.2.8. Commander/Vice Commander/Command Chief Master Sergeant Parking. Spaces reserved for AW/CC/CD/CCC or their spouse.

14.4.2.9. Two-Letter Designation Parking. Spaces assigned to those military or civilian equivalent individuals who hold the position of commander, or wing/group personnel who possess a duty symbol consisting of no more than two letters.

14.4.2.10. Chief Master Sergeants, Master Chief Petty Officers, Sergeant Majors Parking. A designated parking area for active duty, reservist, guard, and retired personnel, to include their spouses, within these pay grades. These spaces will only be established in large parking lots (50 or more spaces) and must be kept to a minimum; and are not assigned to a particular person or position or based on personnel strength. These spaces are reserved on a first come, first served basis.

14.4.2.11. Group/Detachment Commanders and deputies. These slots are assigned to a position, not a particular person.

14.4.2.12. First Sergeant Parking. Parking that is designated for unit first sergeants only.

14.4.2.13. Motorcycle Parking. Public service buildings may provide a zone where several motorcycles can be parked. Public parking areas may also provide this type of parking availability. Motorcycles are not permitted to park in diagonal or crosshatched strip areas. Reserve signs for motorcycle parking will only be installed for a demonstrated need or if the space in question will accommodate motorcycles (concrete pad) but not full sized vehicles.

14.4.2.14. Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, NAF, Commissary, First Arkansas Bank, Arkansas Federal Credit Union, etc) will coordinate all reserved parking requests through the TEWG for approval under the provisions of [paragraph 3](#) above to request reserved parking.

#### 14.4.3. Example of Unauthorized Signage

**Figure 12. Examples of Unauthorized Signage.**



#### 14.4.4. Example Legal Parking Signs

**Figure 13. Example of Legal Reserved Parking Signs.**



14.4.5. Squadron/Unit Parking entitlements. Up to eight spaces in each squadron/unit are authorized but are not necessarily mandated. Authorized spaces include: unit commander, unit deputy commander/director of operations, chief enlisted manager, first sergeant, wing CC/CV/CCC, group CC/CV/CCC, and annual award winner.

#### 14.4.6. Parking Warden Program.

14.4.6.1. Security Forces Squadron manages the parking warden program. Unit commanders may designate first sergeants and/or facility manager's to issue DD

Form 1408, *Armed Forces Traffic Ticket*, for parking violations. This designation will be in letter form and maintained by SFS. Additionally, personnel must attend a training course conducted by SFS prior to issuing any citations.

14.4.6.2. Authorized Forms. Parking wardens may only use DD Form 1408 to cite parking violations around their respective unit buildings. Completed DD Forms 1408 will be sent to SFS for appropriate action.

## 15. Cultural Resources.

15.1. "Cultural resources" is a term used to describe buildings, structures, districts, sites, objects of significance in history, architecture, archaeology, engineering or culture.

15.2. Buildings can be valuable cultural resources just as artifacts, bones and historic sites. Architecture, its style, materials, and methods of construction define eras throughout history. Preservation not only allows us to be partially transported back to an era, but adaptively re-using buildings from the past promotes conservation of resources and allows future generations to appreciate and value the work of their ancestors.

15.3. National Historic Preservation Act (NHPA) of 1966 is the largest piece of legislation designed to protect sites of historic and archaeological interest. It defines historic preservation to include the "protection, rehabilitation, restoration, and reconstruction of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, or culture". The NHPA created the National Register of Historic Places, the list of National Historic Landmarks, and the posts of State Historic Preservation Officers.

15.4. NHPA applies to projects on military installations and has two major components that affect federal agencies when they manage their historic lands. Section 106, which is a very lengthy process, can prevent costly and time-consuming delays if complied with early.

15.5. Section 106 requires the heads of federal agencies to ensure that the provisions of the NHPA are met. This section obligates administrators to consider what effect their projects will have on historic sites that are either already listed on the National Register of Historic Places or are eligible for listing. They must also afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on the undertaking. The process also involves consultation with the State Historic Preservation Office in the state where the property is located.

15.6. Section 110 was incorporated into the NHPA amendments of 1980 and requires federal agencies to play a leadership role in the preservation, restoration, and maintenance of the historic and cultural climate of the nation. Under this section, federal agencies must consider the preservation of historic resources as part of their managerial responsibilities.

15.7. The Arkansas Historic Preservation Program (AHPP) identifies, evaluates, registers and preserves historic and cultural resources for the state of Arkansas. The AHPP recognizes properties significant at the local, state, and national levels for their association with historic themes, significant people or architects, their method of construction, architectural style, or their archaeological potential.

15.8. No work of any type will be done to any building eligible or potentially eligible for the National Register of Historic Places, without written concurrence from both the base cultural

resources manager and the state historic preservation office. During the 332 process, the Asset Management Flight will determine whether a facility falls under the NRHP eligibility.

15.9. Questions concerning our Cultural Resources can be directed to the 19 CES Assets Flight at 987-3681.

BRIAN S. ROBINSON, Colonel, USAF  
Commander, 19th Airlift Wing

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

AFPD 32-10, *Installations and Facilities*, 4 Mar 2010

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

AFOSH 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 Jul 2004

LRAFBFI 32-2001, *Fire Prevention and Protection*, 6 Jul 2008

LRAFBFI 23-301, *Utilization and Conservation of Utilities*, 27 Apr 2007

***Adopted Forms***

AF Form 332, *BCE Work Request*, 1 Jan 1991

AF Form 1219, *BCE Multi-Craft Job Order*, 1 Feb 1984

AF Form 1297, *Temporary Issue Receipt*, 1 Jul 1987

AF IMT 3215, *IT/NSS Requirements Document*, 1 Jun 2001

***Abbreviations and Acronyms***

**BCE**—Base Civil Engineer

**CE**—Civil Engineer

**EEIC**—Element of Expense Investment Code

**EMCS**—Energy Management and Control System

**FM**—Facility Manager

**GPC**—Government Purchase Card

**HAZMAT**—Hazardous Material

**HAZMO**—Hazardous Material Office

**HVAC**—Heating, Ventilation, and Air Conditioning System

**PCC**—Production Control Center

**QAE**—Quality Assurance Evaluator

**RC/CC**—Responsibility Center/Cost Center

## Attachment 2

## FACILITY MANAGER CHECKLIST

Figure A2.1. Facility Manager Checklist.

FACILITY INSPECTION CHECKLIST					
DATE OF INSPECTION					
A. INTERIOR MISCELLANEOUS ITEMS					
	ISSUE	LOCATION AND ACTION NEEDED	REQUEST DATE	WORK ORDER #	COMP. DATE
1	Are all areas clean and orderly, with passageways, and exit accesses providing free movement of employees? Should be at least 18" for passageways through or between obstructions and 36" for all exit access. See References				
2	Is unused equipment kept in a safe and orderly manner?				
3	Are the doors and windows functioning properly and securable?				
4	There are no tripping hazards, wet spots, grease/oils, protruding objects, miscellaneous debris?				
5	Are floors in good repair and free of defects and/or obstructions that could endanger workers or interfere with the handling of materials?				
6	Are permanent aisles/passageways where forklifts are used properly marked?				
7	Are open pits, tank ditches, etc., covered or provided with standard guard rail protection?				
8	In elevated area(s), are the load limits for stored items clearly marked?				
9	Do elevated platforms and working areas have standard rails?				
10	Do elevated platforms and working areas have toe boards?				
11	Are "No food or drink" areas clearly marked as such?				
12	Are any of the sinks, toilets, and/or water fountains leaking?				
13	Are emergency exits correctly marked, visible, accessible, a minimum width of 28 inches?				
14	Are exits properly marked and accessible?				
15	Are doors that are not exits but could be mistaken for exits clearly marked "NOT AN EXIT?"				
16	Is there sufficient ventilation?				
17	Does the noise level permit normal, working conversation and safe communications?				
18	Are unguarded holes or openings in floors properly covered?				
19	Where there is less than 7 feet of headroom over stairs, are obstructions padded? Where they cannot be padded, are they color-coded yellow or yellow and black stripes to highlight the hazard?				
20	In all cases, are caution signs used to warn people of low clearance?				

A. INTERIOR MISCELLANEOUS ITEMS CONTINUED					
	ISSUE	LOCATION AND ACTION NEEDED	REQUEST DATE	WORK ORDER #	COMP. DATE
21	Are line managers documenting that they flush essential eye-wash stations weekly?				
22	Is every flight of fixed stairs, with four or more risers, equipped with standard guardrails or standard handrails? Are they free of splinters or burrs, and securely mounted?				
23	Are stairs and ramps kept clean, free of obstructions or slippery substances, and in good repair?				
24	Are slippery or worn treads and surfaces either replaced or made safe by coating them with non-slip surface material?				
25	Are emergency showers working?				
26	General: Are all heavy objects below 5 feet; all shelves below 7 feet, 6 inches?				
27	General: Are furniture and equipment that could tip and block an exit properly anchored?				
28	General: Are stored materials stacked securely to prevent tipping, scattering, tripping?				
29	Office/Lab: Are heavy workbenches anchored?				
30	Office/Lab: Are shelf units bolted to wall/floor/desk; not ceiling high; books not restrained?				
31	Office/Lab: Are computers and copying equipment held firmly in place?				
32	Industrial/Electronic: Are wheels on large copy/blueprint machines properly blocked?				
33	Industrial/Electronic: Are machine shop fixed equipment/electronic racks anchored?				
34	Industrial/Electronic: Are air conditioners properly secured; cable trays braced at intervals of 10 feet or less?				
35	Is there an 18" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) and from any paint applied to the sprinkler heads?				
36	Is the presence of combustible materials minimized?				
37	Are mechanical rooms free of clutter and storage items?				
38	Are fire extinguishers easily accessible and charged, with an inspection log kept on file?				
39	Systems furniture in good repair and serviceable?				
40	Elevator inspected regularly for cleanliness and possible safety issues?				
41	Fire protection system inspected regularly to insure it's functioning, in case of an emergency?				
42	Are exit-access corridors free of storage?				

B. ELECTRICAL SAFETY					
	ISSUE	LOCATION AND ACTION NEEDED	REQUEST DATE	WORK ORDER #	COMP. DATE
1	Are all lights fully functional? (fluorescent lights should be replaced as soon as they start flickering to stop damage to the ballast)				
2	Is there sufficient lighting?				
3	Extension cords; not used in place of permanent wiring; not run through walls, ceilings, doors; equipped with proper plugs; three-conductor cable used; no damaged or taped cords; not daisy-chained?				
4	Are power cords in good condition; no fraying; ground pins in place; necessary strain-relief measures taken?				
5	Is access to electrical panels clear and unobstructed (36" minimum)?				
6	Are power cabinets and breakers properly labeled to show what they control and where the controlled item is located (ex: lobby door light) and their voltage?				
7	Is the door or panel that encloses the panel box either bolted or locked closed?				
8	Are fuses and switch boxes free of obstructions that would hinder access during an emergency?				
9	Do Ground-fault Circuit Interrupters (GFCIs) pass first test using push buttons built into the outlet receptacle?				
10	Of the electrical receptacles located within 6 feet of sinks and exterior doors, on all metal-surfaced workbenches, and on all outdoor receptacles: Are they all GFCIs?				
11	Are there protective covers in place over boxes, raceways, fittings, and so forth?				
12	Are all energized parts (for example, power panels, junction boxes, switch equipment) guarded to prevent accidental contact?				
13	Are emergency lighting systems (battery or generator) working properly, and are they routinely tested?				
14	Are battery-operated emergency lighting units installed in occupied building to illuminate exits where needed? Are they serviceable?				
15	Are there adequate supplies of spare fuses, bulbs, and batteries in the event of an emergency?				
16	Have emergency generators "exercised" in the past 30 days? Under load?				
17	How many minutes will UPS units carry critical loads? Are you sure?				
18	Do circuit breakers occasionally trip in makeshift break rooms?				
19	Are occupants advised to turn off equipment when out of the office, to conserve energy?				

C. HAZMAT INSPECTION ITEMS					
	ISSUE	LOCATION AND ACTION NEEDED	REQUEST DATE	WORK ORDER #	COMP. DATE
1	Are cabinets and containers properly labeled?				
2	Are there separate disposal areas or containers for rags, glass, trash, and so forth?				
3	Are pressurized cans of spray paint prohibited from being stored in the office environment and storerooms, (unless the storage area has been designed safe for storage of flammable material by the fire dept)?				
4	Are flammable and combustible liquids properly labeled and stored?				
5	Are flammables stored in the appropriate cabinet; are spill prevention and containment provided?				
6	Are organics, acids, and bases stored apart from each other?				
7	Are spill-containment materials readily available for simple or small spills?				
8	Are appropriate containers emptied daily?				
9	Are Material Safety Data Sheets (MSDSs) available for all hazardous substances present?				
10	Is a Waste Accumulation Area (WAA) designated?				
11	Are appropriate disposal cans available, properly labeled with contents and date, and clearly marked "Hazardous Waste"?				
12	Are "Accumulation Start" date and contact name provided on containers?				
13	Are containers closed except when being filled or emptied?				
14	Do containers have secondary containment?				
15	Is there separate secondary containment for incompatible materials?				
16	Are there separate containers for solvent solids wastes and oil and coolant solids wastes?				
17	Is there a Waste Accumulation Area Logbook on hand?				
18	Are compressed gas cylinder bottles or six packs properly restrained; caps in place when not in use; tags attached showing full, empty, or in use?				
19	Are compressed gascylinders clearly marked as to contents?				
20	Are flourescent bulbs stored/disposed of properly?				

D. EXTERIOR INSPECTION					
	ISSUE	LOCATION AND ACTION NEEDED	REQUEST DATE	WORK ORDER #	COMP. DATE
1	Are there low spots where water ponds after a heavy rain?				
2	Do any roof drains appear to be clogged, or do they drain slowly?				
3	Do trees or vines near the building present a potential danger to the roof?				
4	Are there visible signs of stress, cuts, or wear?				
5	Are flashing components secured tightly?				
6	Are pitch pockets and other roof penetrations sealed properly?				
7	Have unauthorized roof penetrations been performed since the last inspection?				
8	Are skylights, hatches or other architectural features aging or in need of additional sealant?				
9	Are outside doors, windows and walls in good repair?				
10	Is there a preventive maintenance procedure in place for the roof?				
11	Is there standing water or microbial growth collecting in evaporator drain pans or clogging drain lines?				
12	Is area around dumpster clean and dumpster lid shut?				
13	Is area around building free of debris?				
14	Are outdoor spickets tight and not dripping?				
15	Are parking lot lights burning at night, even though most people are now gone before dark and might not be as likely to see or report dead bulbs?				
16	Is the surface of parking lots smooth, have good drainage, and free of pedestrian tripping hazards?				
17	Are driveway entrances and exits free of obstructions that block a driver's or pedestrian's view of traffic?				
18	Are exterior walkways kept clear of obstacles that block the right-of-way or present slipping and tripping hazards?				
19	Is exterior of building cleared of unstored materials (piled against building, doors, exits, or stairways)?				
20	Are trees and bushes adjacent to walkways trimmed to permit a clear path for pedestrians?				

E. FACILITY MANAGER			
	ISSUE	COMMENTS	
1	Has the unit commander designated in writing, an officer, E-4 and above, or civilian equivalent, as primary and alternate facility manager for each facility assigned to the organization?		
2	Is the facility manager current on his/her "annual" training?		
3	Does facility manager have a key control program that identifies all access keys assigned to authorized personnel, in which all occupants have signed for keys when receiving and turning in keys?		
4	Does the facility manager understand the responsibilities for energy management within the assigned facility?		
5	Facility manager is maintaining a facility manager book, which includes the following: Delegation Letter, Key and Work Request Log, Inspection Logs (fire and facility)		
6	Does the facility manager maintain a record of work order numbers for future reference, when working with CE?		
7	Did facility manager conduct a final inspection with new facility manager or alternate, before relinquishing the facility manager position?		
REGULATIONS AND REFERENCES FOR GUIDANCE			
	FIRE SAFETY	NFPA 101, Life Safety Code (LSC), Chap 5 10.4.2, Chap 5-2.1.7., AFOSH Std 91-43, para 3.15.6., AFOSH Std 91-17, para 3.7.2.1.2. and 3.7.2.1.3.,	
	ELECTRICAL	para 1.7.2.1. and NFPA 70, NEC, Art 400-9, AFOSH Std 91-66, para 1.2.2. and 1.7.2.1., 1.7.2.4., 1.7.3.8., 1.7., NFPA 70, NEC, Art 110-22, Art 240-24, Art 110-17, Art 110-12, Art 250-59 and 370-15.	
	INTERIOR WALKING AND WORKING SURFACES	AFOSH Std 91-22, Para 1.2.1.1.2., 1.2.1.1., 1.1.1.2.5., 1.2.1.2.	
	STAIRS AND RAMPS		
	LIGHTING	AFOSH Std 91-66, para 1.1.7., 91-22, para 2.2.1.10, NFPA 101, LSC, para 5-10.3.1, para 5-9.1.1., AFOSH std 91-22, Para 1.2.2.3., AFI 91-301, Para 2.14.11	
	FACILITY MANAGER	AFPAM 32-1125V1, para 11.2.1., 11.9, 11.5., 11.3.3., AFPAM 32-1004V3, para 16.a., LRAAFBI 32-110 (entire instruction)	



**Attachment 3**

**ASSIGNMENT OF FACILITY MANAGER LETTER**

**Figure A3.1. Assignment Of Facility Manager Letter.**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 15TH AIRLIFT WING (AMC)  
LITTLE ROCK AIR FORCE BASE, ARKANSAS

MEMORANDUM FOR 19 CES/CEOSC

FROM: Requesting SQ CC

SUBJECT: Assignment of Facility Managers

1. The following individuals have been appointed Facility Manager/Alternate for Bldg(s) XXX

A. Primary:

Name, Rank:  
Duty Section/Duty Phone No.:  
Home Phone Number:  
Email:

B. Alternate:

Name, Rank:  
Duty Section/Duty Phone No.:  
Home Phone Number:  
Email:

C. Alternate:

Name, Rank:  
Duty Section/Duty Phone No.:  
Home Phone Number:  
Email:

2. Information contained herein is subject to the Privacy Act of 1974. It should be controlled and disposed of accordingly. This letter supersedes all others same subject.

SQ COMMANDER, Rank, USAF  
Commander