

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 32-1003

16 JULY 2013

Civil Engineering

BASE APPEARANCE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction extends AFPD 32-10, *Installation and Facilities*. It provides standardized guidance, procedures, and responsibilities for base appearance at Luke Air Base. This instruction applies to all U. S. Air Force Reserve units and members attached or assigned to Luke AFB. 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's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has minor changes. The changes made to this publication primarily affect sections 1 and 2. Office symbols and Duty sections have been updated and paragraph 2.5.6. clarifies the Area of Responsibility for all facility managers.

1. General.

1.1. Base appearance is a wing program supported by all base organizations.

1.2. The 56th Mission Support Group Commander (56 MSG/CC) working through the direction of the 56 Fighter Wing Commander (56 FW/CC) is the overall focal point to ensure compliance with this instruction.

1.3. The Deputy Group Commanders (DGC) and tenant unit commanders will ensure the grounds surrounding all of their base-wide facilities, as well as all common areas in their assigned areas of responsibility (AOR), are maintained IAW this instruction. The DGCs will execute their responsibilities through their respective squadron commanders.

1.4. AAFES and DeCA will ensure all areas assigned under their AOR strictly adhere to the standards of this instruction, with special and continuous emphasis on daily litter control.

2. Procedures.

2.1. Specific Responsibilities:

2.2. Through the use of in-house personnel the 56 Civil Engineer Squadron (56 CES) is responsible for sweeping streets, parking lots (to include AAFES and DeCA parking lots), airfield pavements, herbicide treatment, insect control. The grounds landscape contractor is responsible for landscape maintenance under contract. The 56 CES/CEOES (Service Contracts Office) is responsible for ensuring that the grounds maintenance contractor performs all assigned responsibilities satisfactorily. Any base employee that notices a discrepancy in the base grounds contract should notify 56 CES/CEOES at extension 6-4717 for corrective action.

2.3. Presently, all common areas are maintained by contract. These AORs are managed by the 56 CES/CEO, Operations Flight. The 56 CES/CEO will notify DGCs of changes to the grounds maintenance contract affecting their AORs. The DGCs or their respective facility managers will notify the 56 CES/CEOES of contract maintenance areas where the contractor is performing unsatisfactorily. While under contract, recurring problems must be addressed to the 56 CES/CEO.

2.4. DGCs are also responsible for the grounds around unoccupied facilities, which are assigned to their respective groups. New facilities under construction, and those facilities under renovation where occupants have been forced to relocate, are the responsibility of the respective contractor and will be managed by 56 CES/CEN-Engineering Flight.

2.5. Grounds maintenance contractors' primary responsibility includes those measures required to maintain improved grounds (with Bermuda grass) in a well-groomed, clean, neat, and attractive state of appearance, while keeping the desert landscape areas weed free. These measures include:

2.5.1. Lawn mowing (2-4 inches in height), edging, and fertilizing grass.

2.5.2. Eliminating weeds, chemically or manually, in desert landscape areas. This includes weeds growing in pavement or gutters and sidewalk cracks adjacent to mow or desert landscaped areas.

2.5.3. Watering improved area vegetation (grass, trees, etc.).

2.5.4. The removal and disposal of all natural debris, (tree limbs, dry brush, etc.) and man-made debris. Contractor is responsible to empty residential sized trash containers located at Fowler Park, Silver Wings Park, and the park east of building 997, and replace with new liners.

2.5.5. Trimming trees, shrubs, hedges, including sprouts and shoots on tree trunks that create a safety hazard.

2.5.6. All measures mentioned in paragraph 2.5 are currently under contract maintenance and accomplished regularly. However, each facility manager has an AOR. These areas will extend to the halfway point between adjacent facilities or 50 ft around the building where no adjacent facility exists, associated parking lots, and to the centerline stripe of roadways.

3. Special Events and DV Visits.

3.1. Special effort wing-wide cleanups will be directed, as appropriate, by the 56 FW/CC.

3.2. Action officers sponsoring special events and DV visits will forward routes and itineraries to the 56th Fighter Wing Protocol Office, who will forward them to the 56 CES/CC and 56 MSG/CC at the earliest opportunity. Routes will include street names and building numbers to streamline cleanup efforts. Draft itineraries provide a starting point for cleanup activities. Each DGC will make a special effort to ensure their assigned AOR and group facilities meet the grounds maintenance standards of this instruction for these events.

3.3. The 56 MSG/CC will obtain corrective action inputs from the 56 FW/CC and 56 FW/CV. The 56 MSG/CC will notify respective DGCs of cleanup requirements and oversee base-wide efforts.

3.4. The 56 CES/CEO will adjust the grounds maintenance contract schedule as necessary to improve base appearance in DV areas. Although the grounds maintenance contractor is responsible for all litter and debris removal, it may be impossible to adjust the contract schedule to coincide with special events. Therefore, groups must be prepared to dispatch crews to their AORs prior to these events.

3.5. Where practical, all special cleanup efforts will be completed one day prior to scheduled event or visit. If the event or visit is scheduled for Monday, litter patrols will be dispatched first thing in the morning to collect weekend debris.

4. Inspections.

4.1. The 56 MSG/CC, or 56 MSG/CD, 56 CES/CC, and 56 CES/CEO will conduct periodic inspections of the base for compliance of this instruction and notify the responsible agency of any areas needing attention.

MICHAEL D. ROTHSTEIN
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Commander

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

AFPD 32-10, *Installation and Facilities*, 4 March 2010

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

Adopted Form(s)

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army & Armed Forces Exchange Services

AF—Air Force

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AOR—area of responsibility

CC—commander

CES—Civil Engineer

DECA—Defense Commissary Agency

DCG—Deputy Group Commanders

FW—Fighter Wing

MSG—Mission Support Group

RDS—Records Disposition Schedule