

**BY ORDER OF THE COMMANDER
366TH FIGHTER WING**

**MOUNTAIN HOME AFB
INSTRUCTION 32-9001**

25 SEPTEMBER 2007



Civil Engineering
Certified Current 30 January 2013
**REIMBURSABLE WORK ORDER
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available digitally.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 366 CES/CEOS

Certified by: 366 CES/CC
(Lt Col Timothy S. Wood)

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This publication assigns responsibilities and standardized procedures for processing reimbursable work orders involving any individual or organization adjudged responsible for damages to government real property or real property installed equipment. It implements AFD 32-90, *Real Property Asset Management*. It applies to responsible members of the 366th Civil Engineer Squadron (366 CES), facility managers, squadron commanders, and the 366th Comptroller Squadron, Financial Services Officer (366 CPTS/FSO). Ensure all records created as a result of processes prescribed in AFMAN 37-123 (to be replaced by AFMAN 33-363), *Management of Records*, are maintained in accordance with this manual, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. Contact supporting records managers as required. 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 Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

Changed 366 CES/CEOER to 366 CES/CEOSC and 366 CES/CEOL to 366 CES/CEOS throughout the instruction; paragraph **2.6.3.**, changed CEOL to personnel and added "the responsible" in front of unit commander. Paragraph **A2.1.**, changed CEOER (Chief, Maintenance Engineering Requirements) to CEOSC, and removed "estimated" in front of "cost of repairs" in the last sentence. Paragraph **A3.5.**, added "Separation/Retirement" after PCS/TDY orders. Added paragraph **A3.6.** A bar (|) to the left of the paragraph number annotates change.

1. Responsibilities. Operating officials of base organizations involved in any step, in the chain of reimbursable work order procedures, will ensure required processing is completed as soon as possible, and all pertinent publications are observed.

2. Procedures:

2.1. When housing inspectors, housing contract quality assurance evaluators, facility managers, squadron commanders, or real property accountable officer determines a family housing unit, other government real property facility, unaccompanied housing unit, or installed real property has been damaged beyond fair wear and tear, they will then submit an AF Form 332, *Base Civil Engineer Work Request*, to 366 CES/CEOSC (Customer Service) identifying damage and, if possible, the identity and status of individual(s) responsible for the damage. (**Note:** When home addresses and/or home phone numbers are annotated on any forms mentioned in this instruction, mark the form "For Official Use Only.")

2.2. If the individual responsible for the damages agrees to voluntarily reimburse the government and has TDY or PCS orders, follow the instructions in **Attachment 2**, Voluntary Payment Based on Estimated Repair Costs Instructions.

2.3. If the individual responsible for damages agrees to voluntarily reimburse the government and does not have TDY or PCS orders, follow the instructions in **Attachment 3**, Voluntary Payment Based on Completed Repair Costs Instructions.

2.4. If the Individual responsible for damages does not agree to voluntarily reimburse the government for damages, follow the instructions in **Attachment 4**, Nonvoluntary Payment Based on Report of Survey Instructions.

2.5. Reimbursable work orders must receive prompt attention from responsible personnel at each step in the procedure. Personnel clearing Mountain Home AFB (MHAFB) must receive expeditious service to ensure required documents are processed within a 24-hour period. Ensure charges are based on a fair and reasonable statement of costs to restore property upon collection.

2.6. When 366 CES personnel identify a possible facility abuse case, a letter will be sent to the individual's unit commander, with a copy to their group commander, requesting an investigation, pecuniary liability determination, and corrective action to prevent recurrence (**Attachment 5**, Sample Facility Damage Memorandum). The letter requests unit commander to provide a written reply to 366 CES/CC (Commander) of the incident and a complete DD Form 200, *Financial Liability Investigation of Property Loss*, if required. When individual(s) responsible for the damage cannot be identified by the unit commander, unit funds will be transferred to 366 CES/CERF (Financial Management) for cost of materials.

2.6.1. Unit funds will be transferred for each separate work order for material costs of \$100 or more.

2.6.2. Work orders, with material costs under \$100, will be accumulated until total reaches \$100 or more, at which time the accumulated costs will be transferred to 366 CES/CERF.

2.6.3. Routine repairs will not be made by 366 CES personnel until the responsible unit commander investigates the incident and results sent to 366 CES/CC. Temporary emergency repairs are authorized to protect personnel and real property.

3. Forms Adopted:

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

DD Form 139, *Pay Adjustment Authorization*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 362, *Statement of Charges*

DD Form 1131, *Cash Collection Voucher*

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

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFPD 32-90, *Real Property Asset Management*

AFMAN 37-123 (AFMAN 33-363), *Management of Records*

Voluntary Payment Based on Estimated Repair Costs Instructions

Voluntary Payment Based on Completed Repair Costs Instructions

Nonvoluntary Payment Based on Report of Survey Instructions

Sample Facility Damage Memorandum

Attachment 2**VOLUNTARY PAYMENT BASED ON ESTIMATED REPAIR COSTS INSTRUCTIONS**

A2.1. Squadron commander initiates a report of survey and an AF Form 332 with a statement of acceptance (block 27) signed by the individual(s) admitting liability. Squadron commander will then establish a suspense file until debt is cleared.

A2.2. 366 CES/CEOSC will prepare a work order based on information contained in the AF Form 332. Work order will be expeditiously processed through standard sequence for a repair type work order. No more than 1 work day is allowed to complete the cost estimate and approval of work order. 366 CES/CEOSC will notify the squadron commander on cost of repairs.

A2.3. Squadron commander will prepare a DD Form 1131, *Cash Collection Voucher* (original and four copies), provided the remitter (person(s) responsible for property/damage) wishes to pay cash. If member wishes to have reimbursement taken out of their pay, then use a DD Form 139, *Pay Adjustment Authorization*.

A2.4. Remitter takes the DD Form 1131/DD Form 139 to 366 CPTS/FMFF (Military Pay) for collection, pays for damages, and returns one copy of the DD Form 1131/DD Form 362, *Statement of Charges*, to the squadron commander.

A2.5. 366 CPTS/FMFF sends one completed copy of the collection document to 366 CES/CEOSC and one copy to the 366th Fighter Wing, Judge Advocate, Claims Office (366 FW/JA).

A2.6. 366 CES/CEOSC representative furnishes a copy of the job order with date when call was received, cost, and/or copy of the AF Form 332 to 366 CPTS/FMFF and to 366 FW/JA. Also, 366 CES/CEOSC will file a copy of documentation in the facility file.

Attachment 3**VOLUNTARY PAYMENT BASED ON COMPLETED REPAIR COSTS INSTRUCTIONS**

A3.1. Squadron commander initiates an AF Form 332 with a statement of acceptance (block 27) signed by the individual(s) admitting liability. Squadron commander will then establish a suspense file until debt is cleared.

A3.2. 366 CES/CEOSC prepares a work order based on information contained in the requester's AF Form 332. Work order is expeditiously processed through normal channels for a repair type work order. No more than 1 work day is allowed for any one office to complete their required items. Work order is then processed through 366 CES/CEOSC for accomplishment. When work has been completed, 366 CES/CEOSC will provide the squadron commander with the actual funded cost shown on the Base Civil Engineer Completed Work Order Cost Report.

A3.3. Squadron commander will prepare a DD Form 1131 (original and four copies), provided remitter wishes to pay cash. If member wishes to have the reimbursement taken out of their pay, then use a DD Form 362.

A3.4. Member takes the DD Form 1131/DD Form 139, to 366 CPTS/FMFF (Military Pay) for collection, pays for damage, and returns one copy of the DD Form 1131/DD Form 139 to the squadron commander.

A3.5. 366 CPTS/FMFF sends one completed copy of the collection document to 366 CES/CEOSC, and one copy to 366 FW/JA.

A3.6. 366 CES/CEOSC representative files the completed copy of the collection document in the facility files and continues processing as required.

Attachment 4**NONVOLUNTARY PAYMENT BASED ON REPORT OF SURVEY INSTRUCTIONS**

A4.1. Squadron commander initiates a report of survey and an AF Form 332 with a statement of refusal to reimburse (block 27). Information contained in the AF Form 332 is required, or a statement of not knowing who damaged the facility.

A4.2. 366 CES/CEOSC prepares a work order based on information contained in the requester's AF Form 332. Process the work order expeditiously through normal channels for a repair work order. No more than 1 work day is allowed for any one office to complete their required items. No work will be accomplished until results of the report of survey is provided to 366 CES/CEOSC.

A4.3. When pecuniary liability is not accepted for damages to base facilities, squadron commander will initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. The cost shown on the form will be the determining factor for reimbursement. If the alleged responsible person is not found liable, a copy of the form should be sent to 366 CES/CEOSC. Work will then be changed to a nonreimbursable work order by 366 CES/CEOSC and processed as required.

A4.4. If the alleged responsible person has PCS orders and will depart prior to completion of the DD Form 200, a report of action taken or pending must accompany the personnel records of that person.

A4.5. If a person found liable has PCS/TDY/Separation/Retirement orders, the responsible squadron commander will forward the completed DD Form 200 and DD Form 139 to 366 CPTS/FMFF for collection. 366 CPTS/FMFF sends one completed copy of the collection document to 366 CES/CEOSC for filing in the facility files and one copy to 366 FW/JA.

A4.6. If a unit decides not to initiate a report of survey, they must contact 366 FW/JA to determine whether a Pro-Government Property Damage Tort Claim (G-Claim) should be initiated.

Attachment 5**SAMPLE FACILITY DAMAGE MEMORANDUM***(Date)*

MEMORANDUM FOR

FROM: 366 CES/CEOS

SUBJECT: Facility Damage Case No. _____

1. On _____, personnel from the 366th Civil Engineer Squadron were at facility # _____ to accomplish maintenance or inspection on Work Order or Service Call # _____. We suspect the damage is the result of abusive action caused by personnel within your area of responsibility.
2. Request you to determine if liability can be fixed and reimbursement for damages be made to the Air Force. Please provide a reply to 366 CES/CEOS outlining the results of your investigation NLT _____.
3. Upon completion of your investigation, if a permanent fix has not been completed, submit an AF Form 332 IAW MHAFFBI 32-9001, so we may prepare the required work order to ensure completion of work requirements.

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