

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
(AETC)**

**VANCE AIR FORCE BASE
INSTRUCTION 32-9001**

20 DECEMBER 2021

Civil Engineering

FACILITY MANAGERS PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of Air Force Instruction (AFI) 32-1001, Operations Management. It applies to commanders/facility managers at all Vance AFB and Kegelman Auxiliary Field facilities. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of IAW the Air Force (AF) Records Disposition Schedule (RDS), or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847 from the field through the VAFB Publications and Forms Manager. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes to this instruction include rank requirements for facility managers, processing space change requests, work order processes, you fix it and environmental management duties.

1. General Information. Organizational commanders/directors are responsible for the care, custody, and protection of all facilities they occupy or are assigned to on Vance AFB and Kegelman Auxiliary Field. Commanders/Directors must ensure no facility alterations, additions, or construction are accomplished without prior Civil Engineer (CE) approval for this work. To

meet these facility requirements, commanders/directors appoint primary and alternate facility managers for each facility under their span of control. These facility managers become the official contact point whenever their facility needs CE work. This instruction will provide guidance and information on the duties and responsibilities of a facility manager.

1.1. Appointment of Facility Managers. The organizational Commander/Director designates the primary and alternate facility manager for each facility by letter to the Real Property Office. The letter must contain the following information:

1.1.1. Name and rank of individuals designated as Primary and Alternate Facility Managers.

1.1.2. Facility number.

1.1.3. Office symbol.

1.1.4. E-mail address.

1.1.5. Duty phone number.

1.1.6. Home phone number.

1.1.7. Letter must be signed by the organizational commander.

1.1.8. This will start the process to update the facility manager database and notify the Real Property Office that training may be required for these designated individuals.

1.1.9. The Real Property Office will then send out a training package for the newly appointed facility manager to complete. This training must be completed within 30 days of appointment.

1.2. Assignment. The Commander/Director will designate facility managers who have at least 12 months retain ability at the time of their appointment and they can be commissioned officers, enlisted, civilian or contractors as primary and alternate facility managers for each facility assigned to the organization. In multipurpose facilities where more than one organization occupies the space, the major user is assigned as the primary facility manager. Any other organization using a portion of a multipurpose building is encouraged to appoint an alternate building manager for their assigned area. If there are changes of personnel due to PCS, retirement, change of duty station, or separation, a letter showing these changes with the information shown in **paragraph 1.1** should be provided to the Real Property Office a minimum of 20 days prior to the change.

2. Facility Manager Responsibilities.

2.1. General. Facility managers assume the responsibility for the proper care, custody, and protection of facilities by their appointment as facility manager. To accomplish this, facility managers must conduct visual inspections of the interior and exterior of the facility to assess maintenance problems or damage to the structure. Just a few items to check are doors, windows, plumbing fixtures, closets, stairwells, entrances, hallways, entryways, mechanical rooms, and office areas. Notify facility occupants of any poor housekeeping methods and ensure corrective action is taken to remediate the problems to prevent fire/safety hazards. Mechanical rooms must not be used as organizational storage rooms. Ensure facility users do not alter the arrangement of or move/remove: water, heating, lighting, ventilation, air conditioning, plumbing fixtures, or other real property installed equipment.

2.2. Opening and Closing. The hours for opening and closing the facility during normal duty hours and for after-hours entrance should be provided to all facility occupants. This can be accomplished by E-mail or notice in the facility.

2.3. Space Usage. Ensure the assigned space in the facility is being used as approved by the base Facility Board. A good practice is to have a floor plan of the facility and outline areas organizations occupy. Rearranging office space among squadrons that occupy the same facility requires Facility Board approval prior to movement. If you have a request for space enlargement or rearrangement, contact CE Engineering at 213-7076 for information or assistance. Space change requests must be provided to Civil Engineering a minimum of 20 work days prior to Facility Board Working Group meetings.

2.4. Space Usage Increase. If your organization has a request for additional space, prepare an AF 332 CE Work Request in QMIS with the following information included:

2.4.1. Organization requesting space.

2.4.2. Organizational point of contact.

2.4.3. Office symbol.

2.4.4. Phone number.

2.4.5. Present space occupied by organization in facility.

2.4.6. Amount of additional space required.

2.4.7. Reason for additional space.

2.4.8. Proposed location for new requirement if known.

2.4.9. AF 332 must be coordinated through the squadron commander or equivalent.

2.4.10. Submit the AF 332 to Civil Engineering, who will then review your request and contact your organization to learn additional details about the space request. Your request will be reviewed by CE and briefed to the Facility Board Working Group for review before submission to the Facility Board for final approval.

2.5. Facility Manager File. Each facility manager is required to keep a binder either in hard copy form or electronically for each facility they manage with the following information included:

2.5.1. A copy of VAFB Instruction 32-9001, *Facility Managers Program*.

2.5.2. Facility manager's work request log.

2.5.3. Key control log.

2.5.4. Facility Manager's Appointment Letter.

2.5.5. Asbestos survey of facility (if accomplished).

2.5.6. Any other facility-specific material you wish to file.

2.6. Internal Facility Responsibilities. Facility managers are responsible for ensuring the following internal facility responsibilities are accomplished.

2.6.1. Custodial services in most facilities are provided by the base service contractor. The facility manager has the responsibility to monitor the level of custodial service provided by the base service contractor. This level of service to your facility is determined by the Air Force statement of work issued to the service contractor, considering the number of personnel utilizing the facility and its function. Based on these factors, a service category is then determined for the facility. This service category will determine the custodial tasks and frequency of services to be provided. If you have questions regarding the assigned level of service for your facility or if you determine the facility is not receiving the level of service as written in the statement of work, you may contact the custodial supervisor at 213-6079 or contact the Air Force Contracting Officer Representative at 213-5419. During periods of heavy facility usage and when the contractor is meeting the contractual standards, the facility manager or other designated individual may be required to take out trash in order to maintain the facility to normal sanitation standards. If you determine the facility is not receiving the level of service as written in the statement of work, you may contact the custodial supervisor at 213-6079 or contact the Air Force Contracting Officer Representative at 213-7072.

2.6.2. Recycling services are provided to major facilities on base in designated locations within the facility. A facility manager should ensure recyclable materials are properly collected and stored by facility occupants so pickup by Resource, Recovery, Recycling Program personnel can be quickly accomplished. If materials are not being put in the designated locations or not being sorted, then the facility manager may need to brief occupants on their responsibilities. Contact the recycling center at 213-7219 for assistance.

2.6.3. Facility Managers will replace any lamp (bulb) 10 feet or lower in height, except in hard to reach areas as specified in AFM 32-1083, Table 15-3 and in Work Management Playbook, pg 3, [para 3](#).

2.7. External Facility Responsibilities. The facility manager is responsible for the outside of the facility just like the interior. The designated area of responsibility is halfway to the adjoining facility, or to an appropriate physical barrier, such as a fence, sidewalk, or street, or 50 feet, whichever comes first.

2.7.1. Grounds maintenance is provided by the base service contractor but facility managers are responsible for policing their designated area and removing trash or litter.

2.7.2. Remove snow, sleet, and ice from sidewalks and entryways so residents can have a safe passageway into the facility. The removal of snow and ice on sidewalks and entryways should be in accordance with your designated area of responsibility as indicated in [paragraph 2.7](#).

2.7.3. Facility managers should ensure trash dumpsters are accessible to trash collection vehicles and lids are kept closed to eliminate blowing trash. Cardboard recycling containers are also kept on the outside of the facility and should be utilized for this purpose.

3. Requests for Work.

3.1. **Types of Work.** Facility managers are required to identify and report facility work requirements to CE. There are two types of work: Corrective maintenance (CM) and Planned work. There are four priorities in CM work: Emergency, Preventive Maintenance, Sustainment Corrective Maintenance and Enhancement Work. Planned work could also be CM sustainment

or enhancement type work but requires detailed planning to execute. NOTE: Planned and low risk sustainment work must be directed by the government.

3.2. Emergency CM. Report all Emergency CM requests to the Customer Service Unit (CSU), 213-7555. CE maintains 24-hour-a-day, 7-days-a-week capability to respond to emergency conditions. Emergency work requires immediate response and is needed to sustain/ensure continued mission operations. Only those actions necessary to mitigate the emergency are accomplished on the initial work task. CE will respond immediately and complete/eliminate emergency situation within 24 hours. After duty hours, response to Emergency CM will be within 60 minutes after notification. Some examples include no heat or air conditioning to a temperature controlled environment, environmental control defects, power failure, broken pipes, or any potential danger to life or property. In any case, if you are in doubt, call the CSU to determine the proper response. Any person in your organization can call in an emergency request. When you call in, describe the problem, give the location to include facility number, room number, and point of contact with phone number.

3.3. Urgent and Sustainment CM. Urgent CM is high mission/equipment sustainment risk factors. CE will respond to Urgent CM, previously categorized as Urgent DSW within one duty day and complete within 7 calendar days, excluding material delays. Material requirements for Urgent CM shall be processed within 3 duty days. Sustainment CM might take approximately 30 days. Some typical examples include repair drywall, outlet out in a room, light repairs, or minor leaks. An AF Form 332 should be submitted by the facility manager for this work.

3.4. Planned Work Order. If you have a requirement to add, change, or alter your facility, you must submit an AF Form 332 to CE. New construction needs detailed planning by the CE staff and requires updating of real property records to reflect this change. Unlike maintenance and repair, new construction must compete with other base requirements for use of limited monetary resources. The stronger the justification, the better your chances are for approval.

3.4.1. In-House Work Order. AF Form 332 is received in CE, assigned a work order number, and forwarded for review by the Work Request Review Board (WRRB). If the work is approved by the board, it will be forwarded to Planning to accomplish basic design and projected costs. In-house craftsmen will then accomplish the work as their schedule permits. If the in-house work force cannot accomplish the work, it will be forwarded to the Engineering Department for contract consideration.

3.4.2. Contract. When extensive work requirements/special skills are needed, your AF Form 332 will be given to the Engineering branch for detailed estimating and project design. It is important to provide as much information on the AF 332 as possible so the work can be classified as maintenance, repair, or minor construction. Facility projects by contract require time for accomplishment so you will need to plan years ahead.

3.4.2.1. Timeline from project planning to construction, the contract process can run 2-6 years on the average or greater. The project timeline is highly dependent on the project's critical nature, justification, program type, and advocating from organizational Commanders/Directors during Facility Board Working Group meetings.

3.4.2.2. Fund Sources. There are several different fund sources available based on the program avenue selected.

- 3.4.2.2.1. Sustainment, Restoration & Modernization by Contract.
- 3.4.2.2.2. Defense Energy Support Center.
- 3.4.2.2.3. Environmental Compliance.
- 3.4.2.2.4. MILCON Program.
- 3.4.2.2.5. Defense Medical Funds.
- 3.4.2.2.6. NAF Funds.
- 3.4.2.2.7. Utility Energy Services Contract for Energy Conservation.

3.4.2.3. Facility Sustainment, Restoration & Modernization (FSRM). Prioritizing facility projects for inclusion into fund-source programs is a difficult task, in that it requires input from the user, functional experts, Facility Board Working Group members, and Facility Board members. The FSRM program uses two main sources to objectively create a project score to compete against all other known Air Force projects.

3.4.2.3.1. The first source of information is called the Probability of Failure (PoF), the PoF is based on the cost weighted average of the facility Condition Index (CI). The CI is created by the base programmer using existing data from the Sustainment Management System(SMS)programs.

3.4.2.3.2. The second source of information is called the Consequence of Failure (CoF), the CoF is based on the Mission Dependency Index (MDI) number for the facility and the Major Command (MAJCOM) priority order points for the project..

3.4.2.3.3. The PoF and the CoF generate a total score for the project. Air Force Civil Engineering Center (AFCEC) uses the project scores for the facilities and ranks them based on the highest scores. The understanding of what justifies a higher PoF number is crucial in order to provide enough information to properly support a project. The scoring process can be effected if any codes or regulations are not being met. The score can also be effected by any type of mission losses or required work-arounds.

3.5. **U-Fix-It.** An AF 332 will be used to request modifications, renovations, installation of equipment, maintenance and repair, or new construction via UFIXIT Store. The following instructions are provided to help fill out this electronic form in QMIS, if you have any questions contact Work Control Supervisor at 213-5062.

3.5.1. **Requestor (Section I, Blocks 1-3, 5-7, and 11-13).** The facility manager will prepare an AF 332 and retain one copy for their facility manager's records. When possible, all requirements for a single facility will be included in a single AF 332 submission. Complete the request according to the instructions on the reverse side of the form. In block 5, the name and phone number of the point of contact within the section or location where the work will be accomplished should be identified. The facility manager should print his information in blocks 11 and 12 and sign in block 13 if the work is for routine maintenance and repair. If the work is for new construction, the organizational commander should sign in blocks 11-13.

3.5.2. **Description (Section I, Block 8).** The description of work requested should be supported where possible by sketches, plans, diagrams, photographs, specifications,

material information, specific time frame, and other data or information that will provide a clear, complete description of the location and scope of work being requested. Facility single line drawings are available from the Engineering/Drafting section by calling 213-7074.

3.5.3. Justification (Section I, Block 9). Justifications must be complete, factual, indicate the urgency of the request, and include the impact on the mission if the work is not accomplished. If applicable, include fire, safety, and health hazard discrepancies with an attached inspection summary. If relevant, provide a reference to the AFI or tech order that requires your requested work. Your justification should be clear, concise, and fully understandable by reviewing and approving authorities.

3.5.4. Donated Resources (Section I, Block 10). Identify any donated resources that will be supplied by your organization against this specific work order. If you have nothing to donate, then check none.

3.5.5. Coordination (Section I, Block 14). Coordination with agencies outside of CE is the responsibility of the organization submitting the work request. Minimal coordination requirements include the following: Fire Department, Environmental Branch, Ground Safety, and Bio-Environmental.

3.5.6. Costs (Section III, Blocks 20 and 21). When using self-help, provide an estimate for labor and material costs. Attach a list of materials that will be used to accomplish the project and if applicable, as-built drawing with planned alterations and changes.

4. AF 332, BCE Work Request. The AF 332 will be used to request modifications, renovations, installation of equipment, maintenance and repair, or new construction.

The following instructions are provided to help fill out this electronic form in QMIS, if you have any questions contact Work Control Supervisor at 213-5062.

4.1. Requestor (Section I, Blocks 1-3, 5-7, and 11-13). The facility manager will prepare an AF 332 and retain one copy for their facility manager's records. When possible, all requirements for a single facility will be included in a single AF 332 submission. Complete the request according to the instructions on the reverse side of the form. In block 5, the name and phone number of the point of contact within the section or location where the work will be accomplished should be identified. The facility manager should print his information in blocks 11 and 12 and sign in block 13 if the work is for routine maintenance and repair. If the work is for new construction, the organizational commander should sign in blocks 11-13.

4.2. Description (Section I, Block 8). The description of work requested should be supported where possible by sketches, plans, diagrams, photographs, specifications, material information, specific time frame, and other data or information that will provide a clear, complete description of the location and scope of work being requested. Facility single line drawings are available from the Engineering/Drafting section by calling 213-7074.

4.3. Justification (Section I, Block 9). Justifications must be complete, factual, indicate the urgency of the request, and include the impact on the mission if the work is not accomplished. If applicable, include fire, safety, and health hazard discrepancies with an attached inspection summary. If relevant, provide a reference to the AFI or tech order that requires your requested

work. Your justification should be clear, concise, and fully understandable by reviewing and approving authorities.

4.4. Donated Resources (Section I, Block 10). Identify any donated resources that will be supplied by your organization against this specific work order. If you have nothing to donate, then check none.

4.5. Coordination (Section I, Block 14). Coordination with agencies outside of CE is the responsibility of the organization submitting the work request. Minimal coordination requirements include the following: Fire Department, Environmental Branch, Ground Safety , and Bio-Environmental.

4.6. Costs (Section III, Blocks 20 and 21). When using self-help, provide an estimate for labor and material costs. Attach a list of materials that will be used to accomplish the project and if applicable, as-built drawing with planned alterations and changes.

5. Building Security.

5.1. General. The facility manager is responsible for facility security. You should impress upon all personnel the importance of facility security. Your name, work, and home telephone numbers are taken from the letter designating you as facility manager and are provided to Security Forces. When a facility is left unsecured you will be notified by Security Forces to immediately respond and secure your facility. Remember, regardless of whom is responsible for the break in building security, you are the one who has to correct it.

5.2. Procedures. You should establish procedures to ensure your building is secure from illegal entry at all times. Double check all doors and windows when closing up and be sure all locks are in good working order. Report any problems with locks to the CSU at 213-7555.

5.3. Key Control. Facility managers are responsible for the issuance and security of keys to their facilities and should establish a system for issuance to appropriate personnel. A record of all keys issued will be kept by the facility manager. Locks for facilities and associated real property will be changed by CE personnel. No organization (excluding 71 MDG) is allowed to reproduce, obtain keys, cores, locks, padlocks, or cylinders for real property other than CE. The use of off-base locksmiths for work on real property items without CE coordination is prohibited. A facility manager will submit an AF 332 for additional keys, new cores, or re-keying of an entire facility.

5.4. Base Exercises or Real World Events. Facility Managers should be very aware of severe weather procedures. Inform facility residents where to relocate to during tornado warnings. After the "All clear" is given, inspect your facility for damage and call 213-7555 if you have sustained damage to the facility. During bomb threat exercises, you and all facility occupants should visually inspect the inside and outside of your facility for suspicious packages. Your Unit Control Center should contact you or other designated individuals during exercises on changes to 100% identification checks, facility lock downs or any other actions required during the exercise or real world events.

6. Energy Management.

6.1. Purpose. The facility manager is the key to an effective utilities conservation program. A primary function of the facility manager is to support energy conservation through a

cooperative effort with the CE Energy Management Control Systems (EMCS) personnel. The following actions can help conserve energy during the year.

- 6.1.1. Turn off lights that are not needed during after duty hours.
- 6.1.2. Turn off outside lights during daylight hours.
- 6.1.3. Check plumbing fixtures for leaks; report leaks to the CSU at 213-7555.
- 6.1.4. Turn off machines such as fans, printers, calculators, copy machines, or other electrical equipment when not in actual use.
- 6.1.5. Make sure doors and windows remain closed within heated or air-conditioned spaces.
- 6.1.6. For facilities not programmed into EMCS, ensure the facility temperature stays within the temperature standards implemented by the wing.
- 6.1.7. Discourage occupants from the use of personal space heating equipment.
- 6.1.8. Notify EMCS of any changes to your set hours of operation (example: holidays, or change of mission).

6.2. Energy Management Control System (EMCS). Vance is unique in that approximately 70 buildings are connected to EMCS in Facility 288. This computerized system allows CE operators to control the space temperature in designated facilities and to maintain a comfortable work environment. The EMCS system has building occupancy schedules, during which times the air conditioning systems are active. The systems will be re-started a set amount of time before the building is scheduled to be occupied to restore temperatures to normal. Notifying EMCS of changes to your buildings set hours of operation allows the EMCS operator to adjust the schedule programming. The operator is also able to make temporary adjustments to the building air conditioning system operation for special occasions (Ceremonies, early/ late work days, etc.), but these should be scheduled with EMCS at the earliest opportunity due to the length of time that the mechanical systems require to recover temperature to desired set points. Failure to contact EMCS in timely manner will likely result in less than optimal conditions in your facility for your special event.

6.3. Load Shedding. During the summer months, in order to reduce electrical demand, load shedding can be utilized. Load shedding allows air conditioners to be turned off a few minutes each half hour when the outside temperature exceeds 93 degrees.

6.4. Air Circulation. During load shedding, air circulation systems will continue to work to help offset any increase in room temperature. Load shedding can be expected during the months of May-September, Monday through Friday, 1300-1900 hours. If you have questions about this program or temperature settings in your facility, contact the EMCS operators at 213-6081

7. Fire Protection.

7.1. General. Facility Managers are responsible to the organizational commander for the fire safe condition of their facility as specified in AFI 32-2001, *Fire Emergency Services Program*. When the facility manager identifies a fire hazard or deficiency, corrective action must be initiated immediately. Fire prevention is everyone's responsibility, but facility managers must

continually enforce fire safety. Outlined below are fire safety requirements for facility managers.

7.1.1. Facility managers will conduct fire evacuation drills with the assistance of the Fire Department as required by appropriate Air Force Instruction.

7.1.2. Develop a Fire Department-approved fire prevention and reaction plan for each facility.

7.1.3. Ensure facility employees have been trained and understand their fire prevention and protection responsibilities within the work environment. This includes documented extinguisher training and the immediate indoctrination of newly hired employees on facility evacuation procedures.

7.1.4. Assembly areas not having fixed seating should have occupant load information posted in a conspicuous location near the main exit from the room.

7.1.5. Facility managers must notify and consult with the Vance Fire Department prior to purchase of flammable storage lockers.

7.1.6. Ensure your facility is in a fire safe condition at close of business.

7.2. **Procedures.** Facility managers should perform periodic inspection of their facility to identify fire deficiencies. Fire inspectors will also perform inspections of your facility to identify discrepancies and will pay particular attention to:

7.2.1. Your knowledge of fire reporting, evacuation, and firefighting.

7.2.2. Adequacy and condition of fire suppressant system, detectors, and alarms.

7.2.3. Condition of fire suppressing facility features (fire doors, walls, etc.) designed to separate fire hazard areas.

7.2.4. The control of smoking and proper disposal of smoking materials.

7.2.5. The condition of electrical equipment and connections.

7.2.6. All housekeeping practices.

7.2.7. The adequacy, condition, and accessibility of fire exits and escapes.

7.2.8. The condition, location, and accessibility of fire extinguishers.

7.3. **Fire Extinguishers.** Per AFI 91-203 Facility managers and using organizations shall budget for purchase and maintenance of fire extinguishers and must be inspected monthly by the facility manager for serviceability. Your inspection of fire extinguishers should include:

7.3.1. Are extinguishers located in their designated place?

7.3.2. No obstruction to access or visibility of fire extinguishers.

7.3.3. Operating instructions on name plate.

7.3.4. Determine fire extinguisher fullness by checking gauge or lifting.

7.3.5. Are safety seals or tamper indicators broken or missing?

7.3.6. Does the fire extinguisher have obvious physical damage, corrosion, leakage, or clogged nozzle?

7.3.7. Is pressure gauge reading or indicator in the operable range or position?

7.3.8. For wheeled fire extinguishers, the condition of tires, wheels, carriage, hose, and nozzle.

7.3.9. Refer questions regarding fire extinguishers, including the need, type, size, or maintenance to the fire prevention office at 213-7096.

7.3.10. Industrial Areas. Directional arrows may be required to indicate location of extinguishers in warehouses or industrial activities where visibility is obscured by storage bins or material. Extinguisher location shall comply with NFPA National Fire Protection Association 10 on marking and visibility. Signs can be used in assembly areas such as clubs, chapels, dormitories, and mercantile locations to indicate where extinguishers are located. It is not intended that a fire extinguisher be visible from all locations within a facility. The workplace indoctrination training provided to each employee should include locations of fire extinguishers within the facility.

7.4. Facility Fire Prevention Folder. Facility managers are required to maintain a folder that contains the following information.

7.4.1. Approved fire prevention and reaction plan.

7.4.2. Employee training and certification reports.

7.4.3. Fire drill reports and miscellaneous fire safety information.

7.4.4. All AF 1487s, Fire Prevention Visit Report.

7.5. Other Fire Department References. Another source available for facility managers' information is S:/Public/Fire Safety Information for Facility Managers. These documents provide additional information on OSHA Standards, handling of compressed gases, and public assembly occupancies.

8. Environmental Management.

8.1. Purpose. Each facility manager must be aware of any operations or functions in or around their structure that are either potentially hazardous to the health and welfare of base personnel or potentially damaging to natural resources.

8.2. Responsibilities. The facility manager's responsibilities are provided below:

8.2.1. In those facilities with asbestos, the facility manager is responsible for becoming aware of what materials are asbestos-containing and monitoring the condition of those materials for deterioration in coordination with the Base Asbestos Manager, Environmental Branch, at 213-6226.

8.2.2. Be familiar with how and where hazardous chemicals are stored and used in your facility. Ensure hazardous material issue points have been coordinated with the Hazardous Materials Management Program at 213-7526.

8.2.3. Maintain a list of operations in the facility which have the potential to generate hazardous waste and the types and amounts of waste generated. Confirm that all locations where hazardous wastes (or potentially hazardous wastes) are stored have been coordinated with the base Hazardous Waste Manager at 213-6226.

8.2.4. In the event of a spill of any hazardous material, hazardous waste, or petroleum product either within or outside of your facility, immediately notify the Fire Department at 911, and the Environmental Branch at 213-7082.

8.2.5. Any equipment being turned into Supply/DRMO that contains any kind of oils must be coordinated with the Environmental Branch prior to turn-in.

8.2.6. Spent fluorescent lamps will be placed back into the manufacturer's box and kept shut or turned in to the CE Self-Help Store in Facility 288 for proper disposal. If stored on site, the box must have a universal waste label and must be coordinated with the Environmental Branch.

8.2.7. Routinely monitor both the interior and exterior of your facility to ensure all drums and other containers, both government and contractor owned, are labeled and secured. Immediately report any unidentified containers to the Environmental Branch at 213-7082.

8.2.8. Facility Managers should follow the written requirements found in the Vance Environmental Management System (EMS) commitment statement and operate base facilities in a manner that protects employees, visitors and the environment.

8.2.9. Painted surfaces on Vance AFB may contain lead. Anytime you disturb these surfaces you could be exposed to airborne lead dust. The OSHA Lead Construction Standard, 29 CFR 1926.62, is in effect whenever materials are disturbed that contain any amount of lead. Projects that may disturb coated surfaces require testing of the coating prior to starting that project. If you have questions, contact the Environmental Branch at 213-7082.

8.2.10. Squadron facility managers must ensure hazardous materials, hazardous waste, and recyclables are not disposed of in trash receptacles and conduct periodic squadron spot inspections.

8.3. **Summary.** The facility manager is responsible for the safety and well-being of the people in their facility, as well as others, both on the base and in the surrounding communities. If there is a spill, notify the appropriate officials immediately, as indicated in [paragraph 8.2.4](#)

JAY A. JOHNSON, Colonel, USAF
Commander, 71st Flying Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

None

Adopted Forms

AF 322, *Base Civil Engineer Work Request*

AF 847, *Request for Change of Publication*

AF 1487, *Fire Prevention Visit Reports*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CE—Civil Engineer

CSU—Customer Service Unit

DSW—Direct Scheduled Work

EMCS—Energy Management Control System

EMS—Environmental Management System

ESOH CAMP—Environment, Safety, and Occupational Health, Compliance Assessment Management Program

FIM—Facilities Investment Metric

FMP—Flight Manuals Program

FSDC—Fire Safety Deficiency Code

FSM—Facility Sustainment Model

MWO—Measured Work Order

NFPA—National Fire Protection Association

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

RAC—Risk Assessment Code

RDS—Records Disposition Schedule