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SIXTEENTH AIR FORCE (ACC)**

**SIXTEENTH AIR FORCE
INSTRUCTION 32-1002**



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Civil Engineering

FACILITY MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. This instruction establishes the Sixteenth Air Force facility management office (16AF/A4CM) operations by adapting guidance contained in Air Force Manual (AFMAN) 31-116_JBSANANTONIOSUP); *Air Force Motor Vehicle Traffic Supervision*, AFMAN 91-203, *AF Consolidated Occupational Safety Instruction*; Air Force Instruction (AFI) 34-1201, *Protocol*; AFI 48-104, *Tobacco Free Living*, and Joint Base San Antonio (JBSA) instruction 32-1002, *Joint Base San Antonio Energy and Water Conservation*. This instruction applies to all Headquarters (HQ) 16 AF, Joint Electromagnetic Warfare Center (JEWEC), and tenant organization personnel assigned primary duty in buildings 2000, 2001, and 2007 only. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)

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1. Background. 16AF/A4CM supports unique programs which require specialized procedures and responsibilities. The HQ 16 AF complex consists of several buildings each of which adheres to specific guidelines.

2. Procedures. The host Base Civil Engineer (BCE) is responsible for the maintenance and upkeep of all HQ 16 AF facilities. 16AF/A4CM is responsible for coordinating all facility work requirements through the host BCE.

2.1. The 16AF/A4CM will be the primary facility manager for buildings 2000, 2001, 2007 and 2089.

2.2. Each directorate/special staff/tenant office in buildings 2000 and 2007 will appoint a primary and alternate area manager to assume responsibility for a designated area to identify and monitor facility, maintenance, repair, and upgrade work requirements. These requirements will be reported to 16 AF/A4CM.

3. Facility Manager and Area Manager Responsibilities.

3.1. Facility Manager, (16AF/A4CM)

3.1.1. Serves as the focal point for facility work requests and all reviews submitted to the BCE for accuracy, justification, and compatibility with long range plans for the facilities.

3.1.2. Responsible to provide area manager's training annually.

3.1.3. Will ensure a fire safe condition of buildings 2000, 2001, 2007 and 2089 IAW AFMAN 91-203. **(T-3)**

3.1.4. Responsible for fire safety inspection coordination with 502d Civil Engineering Squadron (CES) Fire Department.

3.1.5. Responsible for coordination of all utility outage requests. Two weeks' notice is required prior to any scheduled outage date in order to give timely notification to building occupants.

3.1.6. For areas with 24/7 missions A4CM will try to minimize interruptions by trying to schedule routine work after duty hours or during the weekends. If the work needs to be performed during duty hours a four weeks' notice will be required to allow for coordination.

3.1.7. Responsible for accountability of all exterior facility keys issued. An accurate key log must be maintained. Requests for duplicate interior keys must be submitted to 16 AF/A4CM.

3.2. Area Manager.

3.2.1. Will be appointed in writing by their unit commander or two-letter director. A copy of the current appointment letter must be provided to 16AF/A4CM. Unit commanders will

determine the number of area managers needed to cover their respective areas efficiently. **(T-3)**

- 3.2.1.1. Accomplish initial and annual refresher training. Contact 16AF/A4CM, to schedule initial training. **(T-3)**
 - 3.2.2. Brief all occupants and users assigned to their area on their responsibilities for the care, custody, and protection of real property. Real property includes electrical breakers and thermostats for heat and ventilation equipment. In the event of facility abuse, users will be held liable for damages caused to real property and may be subject to disciplinary action. **(T-3)**
 - 3.2.3. Report issues requiring custodial or grounds services, and routine or urgent maintenance requests to 16AF/A4CM. These requests will be submitted to 502nd CES Customer Service or Service Contracts by 16AF/A4CM only. Emergencies can be reported to CES by anyone. **(T-3)**
 - 3.2.4. Ensure compliance with the fire safe condition in AFMAN 91-203, *Air Force Consolidated Occupational Safety Instruction* of their responsible areas. **(T- 3)**
 - 3.2.5. Conduct monthly fire safety inspections in their responsible areas and report any discrepancies to 16AF/A4CM. **(T-3)**
 - 3.2.6. Submit work requests for any new equipment installations, facility additions, or upgrades. 16AF/A4CM will provide assistance and submittal coordination documentation. **(T-3)**
 - 3.2.7. Maintain a key log for interior areas of responsibility. **(T-3)**
 - 3.2.8. Ensure the organization and units comply with AFMAN 32-1084, *Facility Requirements, Facility Class 6, Administrative*, for space utilization requirements for administrative facilities. **(T-3)**
 - 3.2.8.1. Attend 16 AF Internal Seat Allocation Working Group (ISAT-WG) and Space Utilization Board (SUB) meetings, as required.
 - 3.2.8.2. Develop/maintain floor plans with furniture layout obtaining Directorates signature validation.
 - 3.2.8.3. Identify quantity of desk in assigned area and label desk with numbers.
 - 3.2.8.4. Validate floor plans semiannually and submit electronic copy to SUB, as required when changes occur.
 - 3.2.8.5. Act as the primary POC for requesting units to verify Space Utilization Request Form (SURF).
 - 3.2.8.6. Act as the primary ISAT-WG member and submit customer space requirements through the centralized SUB.
- 3.3. The 16AF/A4CM and area managers are responsible for assisting the host BCE in enforcement of energy, water conservation, recycling, and waste management policies and procedures IAW JBSAI 32-1002, *Joint Base San Antonio Energy and Water Conservation*. Directorates and staff offices are responsible for disposing and transporting all excess furniture and unwanted items directly to Defense Logistics Agency (DLA) Disposition Services located

at JBSA-Fort Sam Houston or JBSA-Lackland Base Recycling Center. Area managers are ultimately responsible for ensuring the proper disposal of unwanted items within their assigned area of responsibility. (T-3)

4. Reserved Parking at HQ 16 AF Complex.

4.1. The HQ 16 AF complex area reserved parking program is operated in accordance with AFMAN31-116_JBSANANTONIOSUP, which prescribes the policy and implementation procedures for reserved parking.

4.2. The applicable areas are the parking lots in front of buildings 2000 and 2007.

Figure 1. Building 2007 Parking Lot (G-Lot)



4.3. Building 2007 Parking Lot G-Lot

4.3.1. G-Lot areas highlighted blue and yellow denote numbered/allocated parking spots for HQ 16 AF Command Suite, HQ 16 AF Directors, AMIC Det 2 Director, & JEWIC.

4.3.2. Area highlighted brown denotes “Open Parking” available to all personnel on a first come, first served basis.

4.3.3. Handicap spots are marked accordingly IAW regulations/laws.

Figure 2. Building 2007 Parking Lot (J-Lot)

4.3.4. Building 2007 Parking Lot J-Lot

4.3.5. J-Lot areas highlighted in yellow denote numbered/allocated parking spots for JEWG command suite and directors.

4.3.6. Area highlighted brown denotes "Open Parking" available to all personnel on a first come, first served basis.

Figure 3. Building 2000 Parking Lot

4.4. Building 2000 Parking Lot

4.4.1. Areas highlighted blue, red, and orange denote spots reserved for HQ 16 AF Deputy Directors/O-6/GG-15/E-9 (on first come, first served basis), tenant units, government

vehicles and spaces which will be allocated by 16 AF Command Section specific in support of specific programs/events.

4.4.2. Unmarked spots (highlighted brown) are open for all personnel on a first come, first served basis.

4.4.3. Handicap spots are marked accordingly IAW regulations/laws.

5. Other Parking Considerations

5.1. Ceremonies and special event reserved parking is available and under normal circumstances must not exceed 50 total parking spots. Requests for parking will be submitted to the office of the Chief of Staff (16 AF/CS) for approval. **(T-3)**

5.2. Other designated parking will be managed IAW AFMAN31-116_JBSANANTONIOSUP, for visitor and government vehicles.

6. HQ 16 AF Building Standards.

6.1. The following are guidelines for appearance and functionality of all HQ 16 AF buildings and a professional atmosphere must be maintained within the facilities at all times.

6.1.1. Bulletin boards: Need to be properly installed to prevent damage to walls and accidental falling. Bulletin boards will not be allowed in the main hallways of buildings 2000 and 2007.

6.1.2. Hallway doors: Do not use nails or tacks to attach items to doors. Holiday decorations are authorized as long as the attachment method does not cause damage to the door or allow the decorations to protrude excessively into the hallways. Any questions about approval/guidelines, please contact 16AF/A4CM.

6.1.3. Historical displays and interior building signage: Historical displays will be maintained and managed by the 16 AF History Office (16AF/HO). Building signage will be maintained and managed by 16AF/A4CM. **(T-3)**

6.1.4. Informational flyers: Flyers must only be posted in office area approved bulletin boards. Personnel are encouraged to contact the 16 AF Public Affairs (16AF/PA) office to announce events intended for the building populace (i.e., PA daily email announcements, tripods, etc.).

6.1.5. Window blinds: All blinds will be white in color as viewed from the exterior of the facility. Material can be vinyl or metal. Occupants may install curtains; provided they are professional in appearance. It is the using organization's responsibility to purchase, and install blinds or curtains. Compliance with Intelligence Community Directive (ICD)-705 regarding visual line of sight mitigation is required and must be kept closed.

6.1.6. Unwanted furniture should be advertised to 16 AF units before processing via DLA Disposition Services San Antonio. Unserviceable furniture will be disposed of at the Base Recycling Center at JBSA-Lackland. No furniture should be stored or left on loading docks except for transporting to DLA or the Base Recycling Center. **(T-3)**

6.1.7. Storage safes exceeding 500 pounds must have a letter from 502 CES prior to relocating into the building or to another location in the building. **(T-3)**

7. No-Hat, No Salute Areas (Buildings 2000, 2001, and 2007).

7.1. In accordance with AFI 34-1201, *Protocol*, the following areas around buildings 2000, 2001, and 2007 have been designated as No-Hat, No-Salute areas:

7.1.1. Courtyard between buildings 2000 and 2007 (except during official ceremonies).

7.1.2. The 16 AF approved smoking areas (behind thoroughfare of buildings 2000 and 2007).

7.1.3. Belvedere Park (between the back of building 2001, and the front of building 2000).

8. Non-Smoking Facilities and Designated Smoking Area for Occupants of HQ 16 AF Complex.

8.1. In accordance with AFI 40-102, *Tobacco Free Living*, the Air Force prohibits smoking (i.e., cigar, cigarette, pipe, electronic cigarettes), and the use of smokeless tobacco products in the workplace to protect the health of all workers. Buildings 2000, 2001, and 2007, and their associated parking lots are designated NO SMOKING facilities/areas.

8.2. Designated Tobacco Use Areas for buildings 2000, 2001, and 2007 is the break area located at the rear of building 2000. Access this area via the main courtyard access route. Smoking outside the immediate confines of the break area is not permitted due to proximity of facility air intakes.

8.3. Ashtrays are located at designated smoking areas.

9. Fundraising Event within HQ 16 AF Facilities (Buildings 2000, 2001, and 2007).

9.1. All private organizations (PO) will submit the JBSA Fundraising Request Form V1.3 to 16AF/A4CM via e-mail for coordination. **(T-3)**

9.2. 16AF/A4CM will validate the event date and the location and send the form back to the requester for final approval. 802 Force Support Squadron is the final approving authority for fundraising events on JBSA-Lackland.

9.2.1. The 16AF/A4CM will approve only one event per day to maximize each PO's profit.

9.2.2. Each PO is authorized two fundraising events per quarter.

9.3. It is the requester's responsibility to provide 16AF/A4CM a copy of approved form at least one day prior to the event. 16AF/A4CM will not authorize any fundraising event without the approved form. **(T-3)**

9.4. Per DoDI 5035.01, *Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense*, and AFI 36-3101, *Fundraising within the Air Force*, PO fundraising during the Air Force Assistance Fund (AFAF) and the Combined Federal Campaign (CFC) should be limited. No fundraising event will be approved during the AFAF and the CFC without written approval from the 16 AF/CS and an approved waiver to AFI 36-3101 granted by the 502d Air Base Wing.

DAVID M. GAEDECKE, Major General, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 5035.01, *Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense*, 6 June 2017

DoD Directive 5500.07-R, *Joint Ethics Regulation*, 17 November 2011

AFPD 32-10, *Installation and Facilities*, 20 July 2020

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018

AFI 34-1201, *Protocol*, 18 August 2020

AFI 36-3101, *Fundraising*, 8 October 2018

AFI 48-104, *Tobacco Free Living*, 10 July 2019

DAFI 33-360, *Publications and Forms Management*, 30 November 2015

DAFMAN 32-1084, *Standard Facility Requirements*, 14 January 2020

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 10 December 2018

AFMAN31-116_JBSANANTONIOSUP, *Air Force Motor Vehicle Traffic Supervision*, 14 October 2018

JBSAI 32-1002, *Joint Base San Antonio Energy and Water Conservation*, 17 March 2015

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

16 AF—Sixteenth Air Force

16 AF/A4CM—Sixteenth Air Force Facility Management Office

AFAF—Air Force Assistance Fund

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BCE—Base Civil Engineer

CES—Civil Engineering Squadron

CFC—Combined Federal Campaign

CS—Chief of Staff

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DLA—Defense Logistics Agency

DV—Distinguished Visitors

HQ—Headquarters

IAW—In Accordance With

ICD—Intelligence Community Directive

ISAT-WG—Internal Seat Allocation Team-Working Group

JBSA—Joint Base San Antonio

JEWC—Joint Electromagnetic Warfare Center

OPR—Office of Primary Responsibility

PA—Public Affairs

PO—Private Organization

SUB—Space Utilization Board

SURF—Space Utilization Request Form