

2025

Tinker Air Force Base

Facility Manager Handbook

72ND AIR BASE WING

TINKER AIR FORCE BASE





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I FACILITY MANAGEMENT

Facility Manager Purpose

The purpose of this handbook is to provide FMs with the information they need to fulfill their responsibilities effectively. It includes guidelines on the FM's roles, responsibilities, training requirements, safety procedures, environmental management, and much more.

In accordance with (IAW) Department of the Air Force Instruction (DAFI) 32-1001 *Civil Engineer Operations*, this playbook provides standard business processes for the management of the installation Facility Management Program and helps ensure the continuity of installation programs.

The Facility Manager (FM) plays a critical role in ensuring the effective management and maintenance of Air Force facilities. This role encompasses a broad range of duties including oversight of day-to-day operations, coordinating repairs and maintenance, ensuring compliance with safety and environmental regulations, and acting as a liaison between facility occupants and the 72nd Civil Engineer (CE) squadron. The FM's primary objective is to maintain the operational integrity of the facilities while ensuring that the resources, both human and material, are used efficiently and effectively to support the mission. Effective facility management is not just about keeping buildings operational; it is about ensuring that the facilities support the mission of the Air Force. Well-maintained facilities reduce the likelihood of disruptions, create safe environments for personnel, and enhance the overall efficiency of base operations. In addition, facility management directly impacts:

- Mission readiness: Ensuring that buildings and infrastructure are fully functional and available to support training, administration, and operations.
- Safety: Protecting personnel from hazards such as fire, mold, and electrical issues by maintaining safety protocols and addressing problems proactively.
- Cost efficiency: Proper maintenance and timely repairs reduce long-term costs and extend the lifespan of facilities and equipment.
- Environmental stewardship: By adhering to environmental regulations and implementing sustainable practices, FMs play a key role in conserving resources and reducing the base's environmental footprint.

This handbook does not supersede official Air Force Instructions but is meant to complement them by providing practical guidelines for FMs to implement in your daily responsibilities.



Facility Manager Appointment

FMs are responsible for numerous infrastructure related tasks within a facility. Primary FMs are the sole CE focal point within a facility. Primary FMs receive requests from all users in the facility, vet them, and submit them if they meet service task submission criteria. FMs must know about all infrastructure related requests in a facility, future uses of the facility, future missions moving in and out of the facility, and be included by CE in the planning of Facility Projects. Alternate FMs serve as a backup to the Primary FM for when the Primary FM cannot complete their assigned roles due to leave, Temporary Duty (TDY), etc. Alternate FMs do not serve as Primary FMs for their unit's footprint but do submit work tasks unless primary responsibilities have been delegated to them by the Primary FM. Alternate FMs coordinate all FM SRs (service requests) with the primary FM for submittal.

FM Appointment Qualifications

The Federal Buildings Personnel Training Act (FBPTA), passed in 2010, requires all federal personnel providing building operations and maintenance services to demonstrate competencies necessary to effectively operate government facilities. With this act in mind the following criteria are required for AF Additional Duty FMs.

Note: Personnel hired directly as FMs may have additional requirements, training and certifications required.

Only an E-5 or above may be appointed as a primary or alternate FM. Facilities that do not have personnel residing in the facility that hold the required rank, or qualifications may have a qualified FM manage several facilities instead. For Civilian appointments the Office of Personnel Management (OPM) has classified the building manager position (GS-1176 series) as a minimum of a GS-09 for small facilities going up to a GS-13 for large facilities. This further solidifies the responsibilities levied upon facility managers and the ranks that OPM feels are necessary to accomplish these roles. FM's will likely have to work with various unit Commanders, First Sergeants, Chiefs and various flight chiefs to get the personnel needed to accomplish the duties levied upon them. Units that cannot meet the rank requirement in each individual facility can assign FM's that do meet the rank requirement to cover multiple facilities.

Contractors or contractor representatives may be assigned as real property facility managers when (a) provisions for such assignments are in the best interest of the government and contained in the Performance Work Statement; and (b) when the buildings are provided to the contractor as government furnished facilities necessary to perform the contract and the



contractor and/or personnel will be the sole or primary occupant or user. It is the responsibility of the organizational commander and facility manager to ensure compliance with this handbook and all other applicable directives by the facility manager.

FMs are required to utilize NexGen IT when available for non-emergency work request submissions. This requires the position to have a Common Access Card/Personal Identity Verification (CAC/PIV). When assigning an employee without a CAC/PIV, who requires access to NexGen IT, unit leadership must initiate contact with their local Trusted Agent Security Manager (TASM)* who were appointed by the Service or Agency Point of Contact (SPOC) to have them start the application of a CAC/PIV. If the FM (appointee) does not have a CAC/PIV they will only be able to call in emergency work requests and a current FM for the unit will cover their duties in their place until the appointee obtains a CAC/PIV and submits their NexGen IT access paperwork to CE through the NexGen IT System Authorization Access Request (SAAR) process.

Training

FMs are often responsible for multimillion-dollar facilities and the safety and well-being of all personnel within the facility. These responsibilities require FMs to attend initial FM training prior to being appointed as an FM so there is no lapse in coverage. Failure to complete the prescribed training may result in the FMPM suspending the FM from being able to submit non-emergency requests and a notice to the FM's Unit Commander.

Initial training typically consists of the FM completing the FM computer-based training (CBT) located on the AFCEC Virtual Learning Center (VLC). Initial training must be completed prior to the prospective FM being assigned as a FM.

The second tier of training (local FM training) is usually conducted by the Facility Manager Coordinator with the assistance of local program management experts in areas such as the fire department, safety and environmental. This is held within 45 days of being appointed as an FM. Currently these briefings are conducted via Microsoft Teams. Invites to the teams meeting will come from the Facility Manager Coordinator; information to the teams meeting is also accessible via the calendar on the [Tinker Facility Manager SharePoint](#) .

The third tier of training is annual revalidation. This is often in the form of a slideshow that just shows changes made to the program or CE policies over the last year. This slideshow is updated as changes occur with changes over a year old being removed to ensure training is always relevant to the FM. FMs can also attend the monthly training sessions conducted via Microsoft Teams



Note: FM's that do not attend their required training will have their NexGen IT account suspended and have non-emergency service requests rejected until training is completed.

FM Duties

FMs accomplish a wide variety of functions within a facility. This can be seen by the number of directives that specifically mention FMs as having responsibility or roles. This includes duties in the realms of security, fire, energy, environmental, safety, bio-environmental, emergency management, contracting and CE. Duties performed by FMs include but are not limited to:

- Being the central POC for facility occupants requesting CE services and for CE Performing walkthroughs of their facility to find safety, fire, security or repair requirements
- Submit service requests to CE Requirements section for repair, replacement, enhancement and minor and major construction work IAW) DAFI 32-1001 and the CE Work Management Playbook and local policies/directives
- Secure assigned facility(ies) while maintaining an effective key control program (if facility found unsecure by SFS after hours, the FM will be contacted to rectify the issue)
- Ensure all Force Protection Conditions (FPCON) checklist items have been completed as FPCON changes occur
- Implement Random Anti-Terrorism Measures (RAM)
- Ensure all emergency management natural disaster checklist items have been completed as weather conditions change
- Develop unit emergency response procedures implementing instructions e.g., shelter-in-place and active shooter lockdown operations
- Conduct facility spot inspections
- Maintain the facility(ies) surrounding area within 50ft of facility to include weed/vegetation eradication
- Maintain continuity book (binder or electronically-see Miscellaneous section)
- Perform minor repairs (limited painting, light bulb replacement for lights 10ft and under, placement of rodent traps, ceiling tile replacement etc.)
- Submit requests for space allocation or reviews
- Maintain an aggressive energy and water conservation program
- Manage reserved parking within their facility
- Delegating duties, as appropriate, with unit leadership approval

When CE is requesting coordination on a utility outage, please respond with your concurrence within 48-hrs. If you do not concur, please respond with an alternative date and time that works best for your mission. Outage and closure requests will come from the 72 ABW/CEE Utility Outage Workflow.



Facility Managers have responsibilities that branch into several functional areas to include CE (DAFI32-1001), Safety (DAFMAN91-203), Security (AFTTP3-4.6), Fire (DAFI32-2001), Emergency Management (DAFI10-2501) and others. This is not an additional duty to be taken lightly.

Continuity Book

Maintaining a continuous history of a facility's maintenance, service requests, and inspection results is imperative. FMs should regularly update the continuity binder for this purpose, and to facilitate an ease of transition during FM changeovers.

The continuity book at a minimum must be formatted (electronically or hardcopy) as follows:

- Tab A FM appointment letter
- Tab B FM training slides (provided after initial training) and FM Handbook
- Tab C Key Log
- Tab D Log of service requests and/or facility projects submitted.
- Tab E FM Periodic Spot Checks
- Tab F Various Fire Prevention/Safety inspection paperwork. (Fire inspection, write-ups (FSDs), Safety Write-ups (RAC's)) shall be maintained for one year upon work completion of write-up problem. Always include Fire or Safety writeups if you are submitting a Service Request for mitigation of problem
- Tab G Known asbestos or lead health hazards
- Tab H Emergency Management and Force Protection (checklists and FPCON signs)

Terminology

Listed below are common terms you as a FM will need to be familiar with:

- Requirements Section-The focal point for receiving, reviewing, processing, tracking and final disposition of all service requests
- Service Request (SR)-Used to request work requiring CE support i.e., repair, construction, removal
- Work Task (WT)-Once a SR has been reviewed and approved, it is transferred to the appropriate CE section for estimate and/or scheduling of work either in-house or through contract efforts
- U-Fix-It Program-Allows facility occupants to accomplish minor repairs to facilities and FMs to check out specific material, tools and/or equipment
- Real Property Installed Equipment (RPIE)-Government owned or leased assets/fixtures permanently attached or integrated into government owned or leased property
- Preventive Maintenance-Proactive approach to maintenance. Performance of function checks, oil changes, component lubrication, belt/filter replacement etc. on a



continuous schedule to prevent failure and prolong infrastructure/equipment lifecycles

- Facility Project-Work originally submitted as an SR which requires detailed planning and/or large in scope. Project is completed with CE in-house forces
- Opportunity-Due to the nature of the request it is deemed the work is beyond the capability of CE in-house accomplishment and must be considered for completion by contract. The CE Engineering Flight handles/processes contract projects. **Note:** Users can request to **contract their own requirements; however, work accomplished on Real Property must receive CE approval prior to submitting requirements to Contracting**
- Work Request Working Group (WRWG)-Body of personnel who evaluate work requirements and make recommendations for possible presentation to the Work Request Review Board (WRRB). Evaluations consist of estimates relating to manpower, funding, labor hours, and materiel. The WRWG includes personnel both internal and external to 72 ABW/CE, with everyone contributing specific input relevant to their areas of responsibility. Through their collective expertise, the overall goal is to determine the optimal course of action to be taken for each requirement
- Work Request Review Board (WRRB)- determines approval/disapproval and/or execution for work requirements (which were deemed detailed, complex, and/or large in scope) based on recommendations from the WRWG

Not all requirements reviewed by the WRWG are destined for a WRRB decision, but all WRRB decisions do require WRWG input.

Facility Abuse

IAW DAFI 32-1001 Civil Engineer Operations, facility abuse is defined as damage caused by willful or negligent acts, improper use and care, or unauthorized alteration to real property or real property installed equipment. FMs and facility occupants have the responsibility of preventing facility abuse. If CE craftsmen respond to repair damages to a facility or a piece of real property and determine repairs are beyond normal wear and tear, the requesting unit's commander will be notified with a letter alleging facility abuse (See Attachment Sample Facility Abuse Letter). Once notified, a Report of Survey should be initiated by the requesting unit. To safeguard the occupants and facility, CE will only perform emergency repairs to the damaged area. When the issue has been processed and resolved, a total repair will be completed. Facility abuse repairs may require reimbursement by the individual(s) responsible if pecuniary liability is determined. If the FM discovers damage during spot inspections, they should add comments indicating possible facility abuse in the "Note Section" when submitting the SR.



II WORK COMPLETION

Work Classification

Most CE work falls into three categories, maintenance, repair and enhancement work. Constrained resources (manpower and money) have driven leadership emphasis on what CE should be doing by establishing a model that classifies and prioritizes work that drives optimization and preserves our ability to sustain installations.

Our migration towards an enterprise-wide asset management approach is focusing our limited direct work hours in the most optimal means possible. This methodology accomplishes CE's goal by requiring our most critical work, preventive maintenance and plant operations to be accomplished after emergency work.

Work priorities contain two priority sub-elements- priority of **work type** as well as priority of **corrective maintenance risk**. CE performs three major types of work: PM and Plant Ops, CM, and enhancement work. Work Priority determines the order in which work is scheduled, and Air Force CE uses the following categories:

Priority 1 Emergency Work - Emergency work represents **immediate maintenance, safety, or mission risk and will be mitigated before all other work and within 24 hours**. The objective is to eliminate the emergency hazard and/or perform a temporary fix until sufficient materials or resources are available to finalize the repair. All follow-on work is prioritized as corrective maintenance.

Priority 2A Preventive Maintenance (PM) - Actions directed at maintenance and prevention of infrastructure and equipment failure or breakdowns.

Priority 2B Contingency Construction Projects - Contingency Construction Projects (CCP) are large sustainment or enhancement work, which focuses on ensuring military and civilians are trained and qualified to perform their assigned duties.

Priority 3A Scheduled Sustainment Work - High risk mission impact. Work that corrects life, health and safety deficiencies. This identifies the task as having the potential for high risk and being left unattended could develop into a potentially worse situation. Also, follow up work to an Emergency (Work Priority 1) which has been downgraded.



Priority 3B Scheduled Sustainment Work - Medium risk mission impact. Based on the scope of work and should be responded to in an expedited manner to prevent failure.

Priority 3C Scheduled Sustainment Work - Low risk mission impact. Work that is low priority and low risk maintenance.

Priority 4A Scheduled Enhancement – Low risk. Work that does not contribute to sustainment or continuity of mission operations **AND** is determined by base priorities. This type of work is typically unit funded when resources are low.

Priority 4B Scheduled Enhancement – Low risk. Work that does not contribute to sustainment or continuity of mission operations and potentially funded by other units.

Submitting Service Requests

Requests for CE to perform any type of work i.e., repair, new construction, contract by requestor and enhancements begin with creating a service request.

Additionally, service requests are required whenever new, or replacement equipment is needed to be installed before actual purchase.

Provide a clear and concise location and description of the desired work including the effect on mission, equipment, and personnel as well as any supporting documentation (i.e., safety/fire write-ups, diagrams, sketches, and photos). Service requests will be sent back if not enough information is provided or if clarity is needed to properly process the request.

Example of clear descriptions:

- Exact location (floor, room number)
- Asset affected (toilet, HVAC, lights, doors, etc.)
- How many rooms, floors and offices are impacted
- Faucet drip-slow, steady, or fast
- HVAC-running/not running, blowing hot/cold/warm air
- Clog in the bathroom: Is it the sink, toilet or drain and how many are clogged? For toilet clogs, occupants must try to unclog with plunger before submitting a request

Typically, a service request will follow a specific pattern for completion. The FM identifies an issue and submits the service request in NexGen. The Customer Service Unit reviews the



request to ensure all applicable information has been entered. Once confirmed CSU personnel will create a work task and assign the appropriate workgroup and priority level. The workgroup (shop) receives the task, and the Shop foreman reviews and schedules CE craftsmen to go to the location and assess the task. If the fix is simple, it can be completed on the same day it is scheduled. However, if more time and/or material are needed then the Shop Foreman will determine the requirements, order parts if necessary and schedule to return later.

Service Requests for Projects

As previously mentioned, service requests are required for any type of work requiring CE support. This includes requests that are large in scope, planning, materiel, multi-shop and/or man hours. These types of requests may be renovations, enhancement work, new construction, MILCON, etc. and will need further review (see Workflow Chart on next page).

Note: Large scale project requests may take months to be completed due to cost, manning, and/or time.

Submit requests when an issue is first identified instead of when the need is required.

Work Request Working Group

The Work Review Working Group (WRWG) provides initial review and evaluation of complex requests. It is chaired by the Civil Engineer Chief of Operations and attended by agency representatives from Fire Department, Safety, Bio Environmental, Real Property, Engineering and other agency representatives whose input is beneficial regarding the impact of the requested work. Determination of approval or disapproval is made based on recommendations from the WRWG, the agency representatives, as well as applicable DAFI's, UFC's, or other policies, project work plans (future demolition, facility moves, construction, ect.) and work priority. If the service request is approved by the WRWG, the method of accomplishment is also determined during the meeting. Service Requests that are approved for Facility Project execution (in-house Base Operating Services contract (BOS) must be accompanied with a letter from the unit commander approving the request.

Work Request Review Board

The Work Request Review Borad (WRRB) is also chaired by the Civil Engineer Chief of Operation who reviews work designated for in-house accomplishment (Base Operating Services Contractor). Statements of work are reviewed and approved and priorities established for accomplishing work by the in-house shops.

Methods of Accomplishment

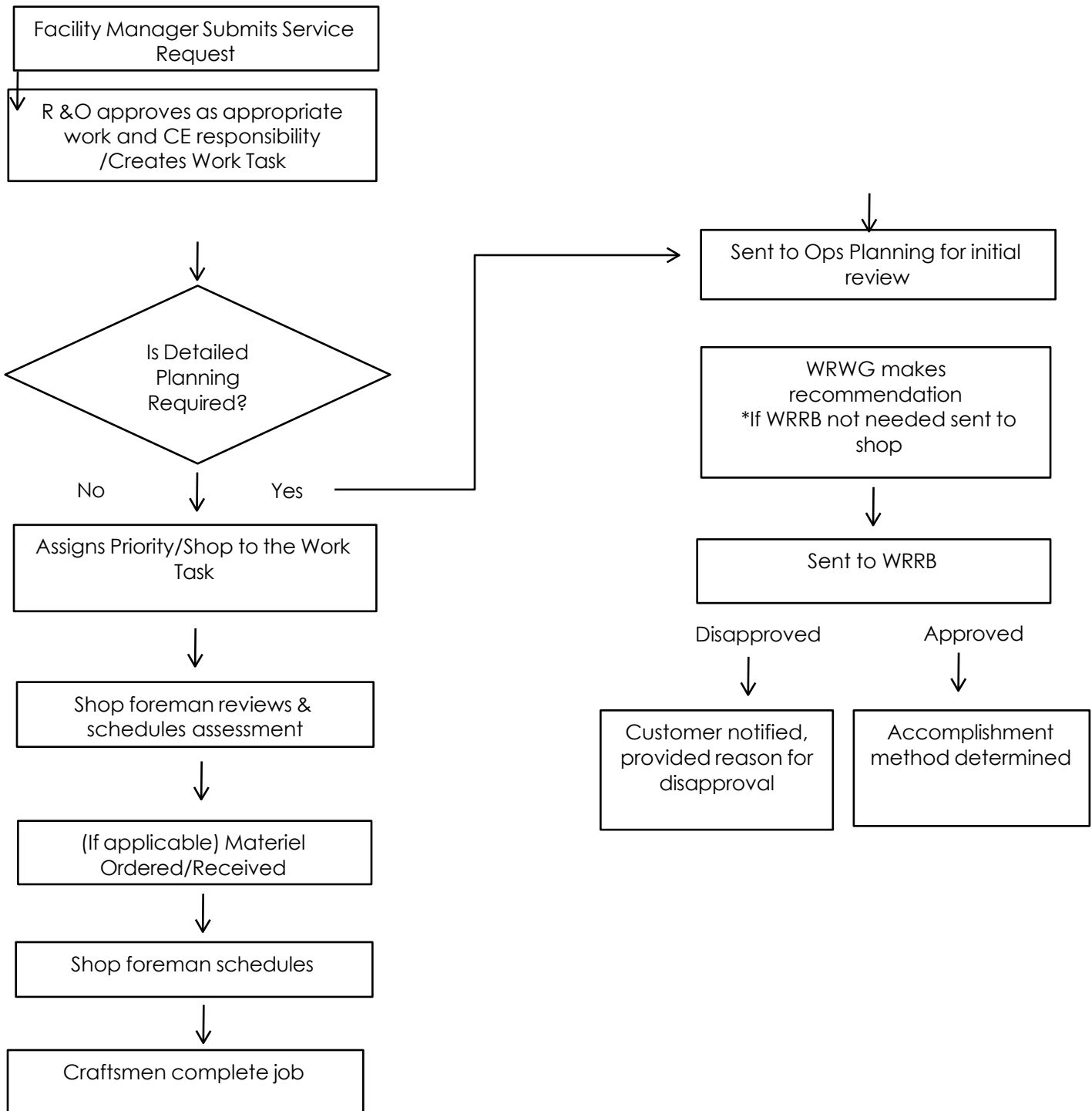
The top methods to accomplish detailed complex projects are In-House, Opportunity (Contract Project), and Contract by Requester.



- In-House-CE craftsmen will perform and complete the project
- Opportunity- The CE Engineering Flight plans and programs for the project to be completed by contract
- Contract By Requester- Allows the requesting unit to pay and contract out the project. CE will still be involved in contract activity (i.e., marking lines, turning power off, road closures, monitoring work accomplishment, inspections, etc.) Also, FMs must provide CE appropriate documents for capital improvement projects



Workflow Chart





III FACILITY SAFETY & UTILIZATION

Facility Inspection

Conducting regular facility inspections is an important aspect of FM duties. Inspections allow any issues to be identified early before they become more serious and protect not only the facility and infrastructure but occupants as well.

Inspections should be conducted at least once a month with each record kept in the continuity book. At a minimum, the below areas should be inspected

EXTERIOR ACTIONS	YES	NO
1. Is landscaping within 50ft from facility alive/trimmed and clear of debris/trash		
2. Is there garbage, cigarette butts, or other debris around the facility?		
3. Are weeds removed from cracks in sidewalks, cracks where paved area butts up to building, and parking lots?		
4. Are exterior facility signs neatly displayed, not painted over and not falling? See UFC 3-120-01 DESIGN: SIGN STANDARDS		
5. Are all exterior lights attached to the building in good working order? Are covers clean and free of dead insects? Are lights off during the day?		
6. Are all exterior area lighting (streetlights, parking lot lights) fixtures in good working order?		
7. Are smoking areas approved, clearly labeled and clean/free of trash and debris?		
8. Are cigarette butt cans painted brown, 50ft from building entrances and set on level ground or concrete?		
9. Are reserved parking signs approved and properly mounted?		
10. Are dumpster lids closed?		
11. Are all bulk items near dumpsters removed?		
12. Are wasp nests and ant mounds present? Are they being treated?		
INTERIOR ACTIONS		
1. Are wall surfaces clean with no soot or dust from HVAC ducts?		
2. Are all wall surfaces free of organic growth?		
4. Are all mounted directional or function signs framed or otherwise finished in a manner that compliments interior design? Signs should be standardized to the maximum extent possible (color, font, design, etc.)		
5. Are all building directories, maps, and office designation signs clearly displayed and correct?		
6. Do electrical outlets /light switches/phone/internet panels have faceplates which are not broken?		
7. Do water fountains work? Are they clean and in good condition?		
8. Are floor surfaces (carpet or tile) loose or frayed?		



9. Are all doors closing properly to include all Exterior and Mechanical Rooms? Is door hardware in good condition?		
10. Are substantive holes left in wall from removed mounting devices/fixtures present?		
11. Are toilets or sinks leaking? Are drains stopped up/slow moving?		
12. Are thermostats securely mounted to the wall?		
13. Are ceiling tiles clean, undamaged, and not warped?		
14. Are all lights that are wired to motion sensors or timers working properly to conserve electricity?		
15. Are all lighting fixtures operational?		
16. Function check automatic external defibrillators. Inspect for damage/tears of pads and verify expiration dates. Contact MDG for replacement.		

After inspections are complete, brief occupants on safe practices, initiate corrective actions and submit service requests for repairs.



Key Control and Locks

A basic component of facility security is maintaining proper key control. FMs should establish a Key Control log on AF Form 2427 *Lock and Key Control Register* or a locally developed spreadsheet and periodically review the type of access occupants have i.e., door, office and/or master key (entire facility). Master keys should be limited to FMs and Unit CCs.

Keys must be returned whenever personnel PCS, deploy, PCA, go TDY (for more than 30 days), separate or end employment. Tracking personnel movements can be difficult, especially in large facilities. However, FMs should work closely with the Commander Support Staff (CSS) to be notified when one of these situations applies. A suggested best practice is for FMs to be added to the unit out-processing checklist to ensure personnel return keys.

A service request must be submitted for any new key requests. If requesting a master key, a signed letter by the unit commander must accompany the request. The locksmith will fabricate the keys and only the facility manager (or First Sergeant in emergencies) can sign the requests. If key control is being poorly managed, units may be charged for additional keys and/or re-keying. Keys to boiler, electrical and mechanical rooms will not be issued without prior approval of the Base Civil Engineer (72 ABW/CE). Service contract keys (including custodial keys) will be requested and issued to the contractor by the facility manager/Organizational Building Representative after coordination with the Service Contract Section (72 ABW/CEY).

Based on the mission, a facility may require electronic doors and openers or special locks. All must be submitted via a service request in NexGen IT. Automatic opening doors are authorized for public use facilities. The doors are maintained and repaired by CE through a service contract. Electronically operated openers (buzzers) are authorized in facilities where personnel cannot leave their controlled area within a locked room e.g., command post and fire alarm room.

Cipher locks (electronic and manual) are an equipment item and are not provided for convenience. If installation is approved, the lock is purchased by the requesting organization. All electronic cipher locks must include a tamper timeout function which delays code entry after an erroneous code is entered. All manual cipher locks will include a key override mechanism compatible with the base standard key lock and must be reviewed by Lock Shop personnel before purchase. Organizations are responsible for code changes and maintenance and repairs, not CE. **Before** purchasing any organization-maintained lock the FM will submit a service request to have a lock survey done by CE's lock shop.



GSA lock systems on real property vaults and SCIF doors will be installed and repaired by CE, but combination changes and minor maintenance will be completed by the using organization.

Lock replacements can be requested; however, if it is due to obvious abuse, negligence, or vandalism, follow the process under Facility Abuse.

Safes and Vaults

Combination locks and safes will be set only by the using organization; however, the Lock Shop will assist managers with lock combination changes.

The Lock Shop will maintain all safes and vaults that are on the Security Forces list and open and repair them as necessary. Safe Custodians should receive guidance from lock shops on the type of new lock to purchase.

Anti-terrorism/Force Protection

The FM is a part of the AT program and must develop and maintain a solid working relationship with the unit/agency AT officer (ATO) or representative (ATR). Execution of AT duties includes but is not limited to:

- Implement FPCON measures.
- Ensuring FPCON signs are posted on entry doors and current.
- Implement RAMs when directed.
- Report suspicious activity/package to Security Forces

DELTA	Localized, specific terrorist threat or attack.
CHARLIE	Imminent threat of terrorism.
BRAVO	Increased and predictable threat of terrorism.
ALPHA	Possible threat of terrorist activity.
NORMAL	No known enemy or threat.

Active Shooter Lockdown

The base will declare Lockdown conditions in the event of an active shooter attack. A lockdown is a security measure to confine and restrict personnel movement.

Personnel may not enter or exit an area until all clear is given. If outside the immediate incident area, immediate actions include securing the facility by locking all entrance doors and listening for the base warning/notification system for information. If inside the immediate incident area, facility occupants should do one of the following options that provides the greatest chance for survival: escape, barricade, or fight. See the chart below for detailed information on each.



QRC 17.1 ACTIVE SHOOTER

Option	When	Action
ESCAPE	Not directly confronted with a shooter, egress route is unobstructed, or egress route is not under the observation of a shooter.	Airman vacates the area using tactical movement. Understand the difference between cover and concealment. Cover—getting behind something that can and will stop small arms fire. Concealment—hiding from an enemy “sight”, but does not provide protection from small arms fire. There are two main objectives when the decision to ESCAPE is made: 1) Distance—get as far away from the threat as you can. 2) Barriers—create as many barriers between you and the attacker as possible until help arrives.
BARRICADE	Not directly confronted with a shooter and egress route is obstructed or under the observation of a shooter.	Airman locks-down in place in an active effort to hinder a shooter’s ability to enter a room or facility. Airmen should use all available options to barricade within a location. Move furniture to block doors, turn off lights, stay low and away from windows or openings where you can be seen. Do not leave your location until responding forces arrive. NOTE: If you are uncomfortable opening the door for law enforcement, they will clear all rooms and get you to safety.
FIGHT	Fighting is not a last option. Airmen may choose to fight if directly confronted with a shooter or a barricade is breached by a shooter. NOTE: Fighting does not mean actively pursuing an active shooter; however, it does mean the violent and fierce fight for survival when the tactical situation dictates.	Airman attacks with decisive and violent action. Once you begin to fight, it is imperative for you to continue to fight until the shooter/attacker is rendered incapable of continuing their actions.

Active shooter response is not the sole responsibility of the FM however, FMs should brief, email or post on information boards lockdown procedures and response actions for facility occupants. For more information on Active Shooter actions see AFTTP 3-4 Airman’s Manual or visit the Air Force Be Ready site at www.beready.af.mil.



Real Property

The CE Real Property (RP) office accounts for and assigns facilities, identifies Real Property Installed Equipment (RPIE), oversees space management surveys, transfers facilities between organizations, space function conversion (warehouse to office) and manages facility authorizations and space allocation and utilization.

RP assets include land, buildings, structures, utility systems, and improvements permanently attached to and integrated into a facility. Essential to the function of an RP asset is RPIE, e.g. generators and HVAC units. RPIE does not include movable organizational or collateral/plant equipment (ice machines, intercom equipment, system furniture, window AC, appliances and mezzanines).

Space requests, whether temporary or permanent, must be vetted through the Real Property Officer for coordination and approval. This includes using other DOD or non-DOD facilities and/or land which may require a real estate instrument



Fire Prevention

A fire hazard is an existing condition that, if not corrected, can result in an undesired ignition, fire, or rapid spread of fire, causing personal injury, loss of life, loss of material and the destruction of property. FMs are responsible for maintaining fire safety conditions and carrying out fire prevention tasks associated with their facility.

Primary fire-related responsibilities include, but are not limited to:

- Promoting fire safety
- Performing monthly inspections of fire extinguishers
- Ensuring budgeting for the purchase and maintenance of fire extinguishers
- Ensuring annual maintenance is performed on facility fire extinguishers by a certified company licensed to perform such maintenance
- Accompanying fire inspectors during scheduled inspections
- Initiating corrective actions for fire hazards
- Ensuring evacuation plans are posted in apparent areas and safety boards
- Reviews, updates or modifies evacuation routes
- Annual training documentation for employees includes fire extinguisher training and location (if applicable), evacuation plan and how to report an emergency or fire
- Ensure the facility is in a fire-safe condition 24 hours a day, seven days a week
- Conduct and document daily closing inspections. Maintain documentation for 30 days
- Maintain occupant load information for rooms used as an assembly occupancy needing fixed seating. Information plaque must be posted near the main exit door
- Notify installation Fire & Emergency Services Prevention flight of all significant social events when temporary decorations and unusual arrangements are projected or exist
- Test exit signs monthly to ensure illumination and that they work in emergency mode



- Test emergency lights monthly to ensure they are working
- Ensure that the fire doors remain closed unless installed by NFPA 80
- Ensure mechanical, electrical and communication rooms are used as intended (not as storage)
- Ensure exits are not blocked and doors and latches work as intended
- Ensure egress paths are accessible to all obstructions
- Ensure all high-wattage or heat-producing appliances are plugged directly into a wall socket and never a surge protector
- Ensure no “Daisy Chaining” of Surge protectors and extension cords
- Ensure space heaters have 36-inch clearance from combustible materials and are used by manufacturer specifications
- Ensure exits are free from ice and snow and all other obstructions
- Ensure personnel maintain 18-inch clearance of sprinklers or installed fire protection equipment

Commercial Cooking

- Ensure personnel are maintaining 18-inch clearance of sprinklers or installed fire protection equipment
- Ensure grease filters are cleaned daily or as needed
- Ensure the hood/ducts are cleaned according to the schedule and that records are maintained
- Ensure Class K extinguishers are maintained and located within 30 feet of cooking equipment
- Ensure fire suppression equipment is inspected and documented every six months



- Ensure employees are trained and documented every six months on using fire suppression equipment

Fire Extinguisher Inspection

All facilities will have fire extinguishers IAW NFPA 10. The unit and facility manager have management roles including, but not limited to, procurement, inspection and training.

Fire extinguisher inspections should be conducted monthly throughout the entire facility. IAW DAFMAN 91-203, paragraph 6.2.4.7 Check the following:

- Located in a designated place that is accessible
- No obstruction to access or visibility
- Serviceable
- Operating Instructions on the nameplate are legible and face outward
- The tamper seal is not broken or missing
- No obvious physical damage
- No corrosion, leakage or clogged nozzle
- Pressure gauge in operable range
- Fullness Documents
- Signed service tag (initials or legible signature) with last inspection date
- Permanently Mounted
- No obvious physical damage



Fire Inspector Inspections

In preparation for an annual fire inspection FMs should review the previous inspection to familiarize themselves with past issues or situations. The inspection is documented on AF Form 218, *Facility Fire Prevention/Protection Record*.

The facility manager, or designated alternate, will accompany the fire prevention inspector during the fire prevention visit and take immediate corrective action on fire hazards or discrepancies found during the inspection. Correct any minor issues immediately and initiate any other corrective actions after the inspection.

In those facilities jointly occupied by more than one organization, each organization occupying space in that building will assign a facility manager or supervisor to oversee their occupied areas for hazards/deficiencies, notify their respective employees of the hazard/deficiency and correct hazards/deficiencies within their respective regions and follow-up to ensure corrective actions have been taken. Furthermore, it is recommended that other facility managers/organizational building representatives and building supervisors communicate with them to ensure all building occupants are aware of the hazards/risks within the facility.

During the inspection, if any fire safety deficiencies (FSDs) or fire hazards are found, the inspector will annotate them on AF Form 1487, the Fire Prevention Visit Report. FSDs are hazards that pose a risk to life and mission continuity.

FSD I most significant risk to life and mission continuity

FSD II significant risk to mission continuity and existing capability

FSD III least risk to life, mission continuity and existing property capability

Impaired or Out of Service Fire Suppression

Whenever a fire suppression system classified in UFC 3-601-02, Chapter 2, is identified (by FM, CE Craftsman, or Fire Department personnel) as impaired or out of service, a service request will be generated and given Priority 1- Emergency status. IAW UFC 3-601-02, if the issue cannot be corrected the Fire Department and FM must be informed and advised of mandatory system outage signs to post. The Fire Department will notify the FM of immediate measures to ensure personnel safety and mission continuance. If an impairment exists for more than 72 hours then measures must be implemented to ensure safety. This may include having personnel perform



“Fire Watch” in 2–4-hour shifts until the issue is resolved. For more information, see UFC 3-601-02, NFPA 101 Life Safety, or call the Tinker Fire Department at (405) 734-3981.

QUICK REACTION STEPS

Upon smelling gas, do the following:

DO NOT ACTIVATE THE FIRE ALARM SYSTEM

1. Immediately evacuate the facility
2. Dial 911 to notify the Fire Department
3. Do not re-enter the facility unless directed to by Fire Emergency Services personnel. 72 ABW/CE is notified by the Fire Department when a gas leak is present. ALWAYS call 911 first when you suspect a gas leak
4. Upon spotting smoke or seeing fire, do the following:
5. Sound the alarm, both mechanically and verbally. Activate the nearest fire alarm pull station in buildings equipped with fire alarm systems. In buildings not equipped with fire alarm systems, sound the alarm verbally by yelling “FIRE, FIRE, FIRE”
6. Ensure all personnel evacuate the facility by the most direct route and assemble at least seventy-five feet from the facility at a designated area. If time allows, close all doors and windows, secure safes and shut off unnecessary equipment. This deters the spread of fire and reduces possible injury to other personnel. Ensure that accountability for all personnel who were inside the facility is taken. Never reenter an evacuated facility
7. Call the base fire department by dialing 911. When reporting a fire or emergency, give your name and telephone number, the location or address and the type of fire or emergency. Please remain on the phone if it is safe. DO NOT HANG UP until released by the base fire department dispatcher. If you are in danger tell the dispatcher that you will call again when you are at a safe location and ensure you call the dispatcher back. **Note: If you dial 911 from a cell phone, your call may go to an off-base Dispatch Center. Notify the dispatcher that you are located on TINKER AIR FORCE BASE to ensure you are connected to TAFB dispatch**



If your building is equipped with portable fire extinguishers, attempt to extinguish the fire, if possible, and only if the fire has just started or is small (small = office trash can). If the fire is uncontrollable, abandon firefighting efforts and evacuate the building. To avoid being trapped, always maintain a clear egress path to safety. If the foam has been dumped in a hangar, do not try to evacuate through the foam; seek alternate exits.

Space Heaters

Due to high energy consumption, fire and safety concerns, space heaters are discouraged from being used on Tinker AFB. There is a waiver process to request the temporary use of space heaters to address short term heating needs. Space heaters are not meant to be a long-term solution but only provide short term heating while repairs are being made to the existing permanent heating system or an individual has a medical condition that the existing heating system cannot satisfy. Additional information regarding space heater usage can be found in TAFBI 90-1701 and occupational safety, fire prevention information can be found in DAFAM 91-203 and TAFBI 32-2001. Section K. of the facility manager fire prevention monthly checklist lists the space heater inspection items.

Facility Manager Fire Prevention Checklist

The fire prevention branch has created a facility manager fire prevention monthly checklist on the following pages. This checklist empowers and informs the facility manager with their assigned duties. General duties, fire exits, fire doors, emergency lighting, storage requirements, housekeeping, fire extinguishers, flammable/combustible materials, barbeque grills/cooking equipment, smoking areas, electrical/heating items, extinguishing systems and elevator inspection items are on the checklist. The facility manager shall use this checklist monthly to inspect their facility. This will communicate to base agencies, such as the civil engineering directorate and fire department, the need for work order prioritization and fire safety corrections.

FACILITY MANAGER'S FIRE PREVENTION MONTHLY CHECKLIST

FACILITY NUMBER	FACILITY MANAGER (Rank/Grade and Full Name)	DUTY PHONE NUMBER		
A. GENERAL Ch. 7. DAFI 32-1001, Ch.9. DAFMAN 91-203 (all), TAFBI 32-9001 Chap 1 & 2		YES	NO	N/A
1. Is a Fire Prevention Folder maintained		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It shall include the following:				
a. Facility Manager's Commander/Director Appointment Letter and Training Certificate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Unit Operating Instruction concerning Fire Safety, Fire Reporting & Fire Evacuation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Unit Fire Prevention Assessment Reports and/or all issued AF Form 1487, Fire Prevention Visit Report. If all discrepancies have been corrected, destroy IAW AFI-33-364, Records Disposition – Procedures and Responsibilities (archive if necessary). Open items must be maintained until corrected.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. AF Form 332, Base Civil Engineer Work Request (Fire Safety Deficiency or Risk Assessment Code)				
e. Fire Evacuation Drill Report/Record				
f. Monthly Facility Manager Inspections / Extinguisher Reports				
2. Are occupants knowledgeable of fire reporting procedures, use of fire extinguishers & performance of specific duties including fire drills that relate to fire prevention practices?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are Occupant load plaques posted near main exit door in assembly occupancies?				<input type="checkbox"/>
4. Fire lanes & Fire Dept. Connections (FDCs) kept clear, a 15 ft. maintained from fire hydrants, clearly marked?				<input type="checkbox"/>
B. EXITS (Ref NFPA 101, Chap 7)				
5. Are exit pathways unobstructed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. All exit doors & discharges checked daily to ensure no condition exists that interferes with their intended use?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are panic hardware devices operational? 15 lbs. pressure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Do not bolt or padlock doors when a building is occupied.				
C. FIRE DOORS (NFPA 80 Chap 5.)				
6. Are automatic or mechanically released fire doors checked to ensure fusible links & info plates are not painted, door travel path is unobstructed, and all mechanisms are fully operational? Fire doors shall not be chalked.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. EMERGENCY LIGHTING (NFPA 101, Chap 7, TAFBI 32-9001)				
7. Are emergency lights checked monthly for 30 seconds to ensure proper operation?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If light does not work, replace batteries self-help, or submit work order via NexGen				
E. STORAGE REQUIREMENTS (DAFI 32-1001 Chap 7, TAFBI 32-2001 Chap 13, 13.6 & 7)				
8. Storage in facilities should be neat and orderly to prevent fire and evacuation hazard.				
a. General Occupancy: (1) Three-foot clearance from fire department devices, circuit breaker panels, heating appliances & fuel storage.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Eighteen inches clearance from ceilings with fire suppression/detection devices & lighting fixtures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Storage Facilities:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) SRINKLERED: 18 inches clearance for stacks less than 15 feet in height.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) NON-SPRINKLED: 18 inches clearance from parallel plane of sprinkler head; 36 inches clearance from heating appliances; 24 inches clearance from ceiling or structural members regardless of stack height.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Keep mechanical room clear of debris and combustibles.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. HOUSEKEEPING (DAFMAN 91-203, Chap 2)				
10. Are non-combustible containers/receptacles for rubbish & trash used & emptied daily?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are areas where personnel walk and work free of tripping hazards?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. FIRE EXTINGUISHERS (DAFMAN 91-203 Chap 6, NFPA 10)			
12. Are fire extinguishers mounted or in designated cabinets and in their proper location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are fire extinguishers in clear view & accessible? Mounted no lower than 4" and higher than 5'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are fire extinguishers inspected monthly, documented on attached inventory inspection form, tags, or other automated system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are fire extinguishers being used for other than their intended purpose? Do Not Use As Doorstop! Only for Occupancy Use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are fire extinguishers requiring service taken to approved/authorized maintenance provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Do personnel receive initial fire extinguisher training & annual refresher training conducted in accordance with approved safety training outline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. FLAMMABLE/COMBUSTIBLE MATERIALS (DAFMAN 91-203, Chap 22)			
18. Are flammable/combustible materials stored in flammable storage cabinet? Cannot be Modified!			
19. Are correct class fire extinguishers available and properly located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. BARBECUE GRILLS AND COOKING EQUIPMENT (TAFBI 32-2001, Chap 15)			
20. Are barbecue grills in approved areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the propane tank for grill or griddle in the off position and more than 15 ft from structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. SMOKING AREAS (Ref. AFI 40-102 - No less than 50 Feet from buildings, pedestrian walkways, patios, parking lots)			
22. Are designated smoking areas (signs posted) approved by unit commander/director on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are smoking material receptacles metal & properly maintained (emptied as needed) (no cig butts in trash cans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. ELECTRICAL/HEATING ITEMS (Ref. DAFMAN 91-203 Chap 6 & 8, Electrical Safety)			
24. Is use of extension cords limited to "Temporary" use only? Are they worn, cracked, frayed, or broken prong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are electrical cords "Prohibited" from being run under rugs, hang over walls, run through doorways or windows, through ceilings and wires being subjected to physical damage? (surge protector daisy chains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Are large/heat producing appliances (e.g., refrigerators, ice machines, freezers, toaster ovens, coffee pots and window air conditioning units) plugged directly into a designated wall outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Are wall receptacles & electrical outlets operational? Are defective or broken receptacles/outlets reported to Civil Engineers through a 332 in NexGen? Are electrical covers intact over the outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Space heater use must be approved by the energy conservation manager and/or medically approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is the use of portable "Space" heaters prohibited in all buildings? <i>Heaters must be equipped with automatic tip-over shutoff devices, unplugged when not in use, plug directly into wall outlet, maintain 36" distance from combustibles, and not be "on" left unattended.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. EXTINGUISHING SYSTEMS AND ELEVATORS			
30. Is the commercial cooking or extinguishing system inspected and serviced by a certified third party? Are any nozzles, hood filters, or extinguishing system components broken or damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Are elevators subject to routine & periodic inspections, phone test and operation monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a. Is a written record of the findings kept on file?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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REMARKS

DATE (YYYYMMDD)

FACILITY MANAGER'S SIGNATURE



Emergency Management

The FM and Unit Emergency Preparedness Coordinator are key to a successful Shelter In-Place (SIP) program (in some cases FMs fill both roles). SIP involves taking immediate temporary protection in a structure and sealing the area from outside air contaminants. Duration is usually short (2-4 hours) and is used in unexpected emergencies such as a hazardous material spill incident or weather hazard (tornado).

The FM, in conjunction with the Unit Emergency Preparedness Coordinator, shall identify protective tornado shelter locations in all unit facilities in accordance with the Tinker AFB Plan 10-2, *Installation Emergency Management Plan (IEMP)*. The tornado shelter areas must be identified with Tinker approved shelter signs which are unit funded. Contact 72 ABW/CEXM, 734-3515, for sources of signs.

FMs should ensure facility occupants know the SIP location. This can be done using posters, safety boards, email, shop safety briefings etc.

SIP kits must be maintained in their respective area and should be inventoried after every SIP exercise or at least twice a year. To quickly cover vents and openings, it is recommended to precut and mark plastic. The unit is responsible for restocking SIP kit materials.

When directed to SIP, make every effort to notify personnel within the facility (runner, Intercom, phone etc.). Close/lock office windows, close/lock doors and post SIP warning signs on exterior doors on the way to the SIP room(s) ventilation system if trained and authorized. Place plastic over air vents and secure with duct tape (if it is safe to do so). Place plastic over SIP room windows/openings (if any) and seal edges with long strips of duct tape. Ensure the tape securely overlaps all edges of the plastic. Lock doors to SIP room and seal door edges with long strips of duct tape.

Post SIP warning signs on exterior doors on the way to the SIP room(s).



These are the Official Signs for SIP and Tornado Shelters to include Tornado Refuge signs and should be used as your need arises to change out the signs is required, paper signs get damage, wet or the need arises





Storms

FMs are responsible for emergency preparation actions for their assigned facilities. This includes protecting the facility from flooding prior to hurricanes/significant storms by sandbagging low-lying entrances, mechanical room doors, basement windows and other exterior openings adjacent to flood-prone areas. To prevent facility damage, metal window shutters should be closed and locked (if applicable to location). Also, to prevent items from becoming projectiles, mobile equipment must be moved inside and exterior equipment secured. Units are responsible for the filling, placement, and removal of sandbags prior to, during and after emergency conditions. Clean up spilled medicines, bleaches, or gasoline or other flammable liquids immediately. Structure/infrastructure damage contact Work Control 734-3117.

Snow Removal

FMs are responsible for clearing facility entrances and sidewalks up to 50 ft from their facilities. FMs will only use approved ice melt products and use shovels or small portable snow blowers to clear paths and sidewalks leading to the facility.

Snow, sleet, and ice conditions will be monitored as required by TAFB Plan 32-1002, *Snow and Ice Control*. The plan details the priority in which streets and parking lots will be cleared by the CE Snow Control team. If your facility is not on the list, please call the Requirements section to coordinate with the Snow Control team. Sidewalks, intersecting driveways/sidewalks and spillover caused by plows are not the responsibility of the Snow Control team.

Units are prohibited from using rock salt around a facility or Entry Control Point within 300 ft of the airfield as this is a safety hazard





Facility Managers maintain snow shovels, a supply of sand and appoint personnel within the building to clear ice and snow from steps and sidewalks. Snow shovels and Ice melt may be purchased at the San Antonio Lighthouse in bldg. 469 or in the satellite store in bldg. 3001. Call 739-2108 for purchasing options. Facility managers, or their designated personnel, may obtain sand from bldg. 7028B and must provide containers to transport the sand. Arrangements to obtain sand can be made by calling 734-5053.

Pest Management

FMs should maintain and promote a sanitary environment in the workplace and around the facility and try to alleviate any minor insect or rodent problems by using pesticides and traps before contacting the Pest Management section. Review the Base Integrated Pest Management Plan as it details procedures for individual pest management actions and approved pesticides and herbicides.

The Tinker Air Force Base Integrated Pest Management Plan applies to all personnel who reside, work or conduct pest management or control operations on Tinker Air Force Base. Personnel who perform pesticide applications not addressed in this Plan will have these actions approved by the Headquarters Air Force Materiel Command Pest Management Consultant with consultation from the Air Force Civil Engineer Center Pest Management Consultant. Any pesticide usage not discussed in this Plan or approved by the Installation Pest Management Coordinator could be considered an illegal discharge of a hazardous material. The person or persons responsible for such acts could be subject to disciplinary or administrative action.

Installation Activity or Tenants desiring to use the services of a commercial pest control firm **must obtain prior authorization** from the Tinker Installation Pest Management Coordinator. The necessity for this requirement is to assure that the Tinker Installation Pest Management Coordinator is aware of **all** controlled pesticide operations and have a record or history of **all** controlled pesticides used in Tinker Air Force Base buildings for pesticides resistance data and/or for legal reference in the event of a report of an incident of personnel exposure to pesticides. Facility Managers should work with building occupants on good housekeeping practices to keep pests under control without using pesticides in accordance with AFMAN 32-1053, *Integrated Pest Management Program*. Such practices include inspecting buildings, implementing proper sanitation, eliminating pest harborage (a place where insects can live or hide), excluding pests and storing food properly.



Keep the following in mind:

- Dead animals occur naturally. However, if you notice multiple dead animals this could be a sign of disease and Public Health along with the Pest Management section should be notified
- Perform weed control within 50 ft of the exterior of the facility (sidewalks, flower beds, rock beds, weeds growing through cracks and pavement joints surrounding facilities etc., excluding parking lots.) Round-up is available for issue at Bldg 1, Door 12, CE U-Fix-It Store.
- Prevent insect and rodent infestation

Mechanical Rooms

A mechanical room's purpose is to house critical facility equipment. The room is not for personal and/or office storage items such as furniture, boxes, signs, books, etc.

Housekeeping within equipment and mechanical rooms is solely the responsibility of 72 ABW/CECO. Report unsecured mechanical rooms to the Customer Service Center. Ensure organizational items are not stored in mechanical rooms. Mechanical rooms should be checked each time a facility spot inspection is performed.



IAW AFI 32-200, storage is prohibited in mechanical, communication, electrical and boiler rooms.



Energy Conservation

The Department of Defense is the single largest user of facility utilities in the Federal Government. It is the responsibility of all personnel to promote conservation and efficient use of energy and water. FMs must email, brief or post energy saving tips to occupants which include:

- End of day shutdown of non-essential equipment i.e., printer/copier, shredders and computer monitors
- Turn off lights when area/office is not in use
- Notifying FM of broken timed systems such as automatic lights and sprinkler systems
- Prohibited items in **personal office/cubicle** such as aquariums, coffee makers, electronic picture frames and televisions
- Keeping windows closed during heating or cooling season.
- Turn off outside lights during daylight hours (exception during inclement weather)
- Ensure bathroom faucets and toilets are not leaking
- Check outside water faucets for leakage

Federal law encourages the use of energy star rated products to reduce energy usage in future replacement or installation of electrical appliances. For a complete listing of Energy Star qualified products, go to <http://www.energystar.gov>.

Air conditioning levels will not be lower than the current standard as set by the Energy Management Steering Group and thermostats will be reset at night and on weekends to provide one-hour recovery to an acceptable temperature on the next duty day, unless setback thermostats are in operation. Doors and windows will remain closed.

Space heaters shall not be utilized to supplement existing climate control. Facility managers shall contact 72 ABW/CE Customer Service (734-3117) to address unsatisfactory climate control issues.

The Facility Manager will complete a Facility Energy Conservation Checklist every quarter, at a minimum. After completion, please return the completed checklist to 72ABW.CE.Energy@us.af.mil



Reduce lighting to minimum safe levels in hallways, entranceways and restrooms. Exterior lights will be operated only during hours needed at night. Circuit breakers will be used for lighting control where switches are not available.

TAFB Temperature Base Standards

Below are the standards identified for the **Cooling Season** within [TAFBI 90-1701](#), that have been established to not only conserve energy, but to also provide for proper work environments for occupied facilities and to prevent freezing of critical infrastructure systems (domestic water, fire suppression systems) that support facility operations including unoccupied facilities:

- Seventy-six Degrees Fahrenheit (**76°F**). All areas served by refrigerated air conditioning systems for climate control purposes
- Seventy-eight Degrees Fahrenheit (**78°F**). All areas utilizing refrigerated air conditioning systems shall adjust to an increased temperature level during peak demand periods (**1400 to 1900**)

Areas governed under special guidance provided by Engineering Technical Letters or Technical Orders that require special climate considerations are exempt from this requirement (i.e., medical facilities, paint booths, etc.). **Most shop and warehouse spaces are not currently cooled with refrigerated air conditioning systems.** Refrigerated air conditioning systems shall not be installed in these areas unless authorized by Engineering Technical Letters or Technical Orders and approved by the Energy Steering Group.

Below are the standards identified for the **Heating Season** within [TAFBI 90-1701](#), that have been established to not only conserve energy, but to also provide for proper work environments for occupied facilities and to prevent freezing of critical infrastructure systems (domestic water, fire suppression systems) that support facility operations including unoccupied facilities:

- Forty-Degrees Fahrenheit (**40°F**). In areas where heat is required to protect material and installed equipment from freezing (unoccupied areas)
- Sixty Degrees Fahrenheit (**60°F**). In hangars and warehouse spaces. Set back to 50°F during non-duty (unoccupied) hours
- Sixty-five Degrees Fahrenheit (**65°F**). In areas of shop spaces. Set back to 55°F during non-duty (**unoccupied**) hours
- Sixty-eight Degrees Fahrenheit (**68°F**). In administrative/classroom spaces. Set back to 55°F during non-duty (unoccupied) hours



IV ENVIRONMENTAL MANAGEMENT

The [72 ABW/CE Environmental Management section](#) oversees and develops guidelines for environmental concerns. The emphasis on environmental awareness has become more robust over the years. It is important for all personnel to know the potential issues related to toxic substances and possible impact on operations and personnel.



Hazardous Waste

Hazardous Waste training is not required for FMs unless you handle hazardous waste or operate an Initial Accumulation Point (IAP) for the facility. The [Tinker AFB Hazardous Waste Management Plan \(HWMP\)](#) contains all installation specific requirements for training and compliance. It is important to be familiar with the Tinker HWMP to understand the proper labeling, storage and time/quantity limits that apply for the types of waste your facility generates.

Universal Waste

Recyclable batteries, mercury containing equipment (thermostats) and fluorescent waste lamps contain hazardous material and must be managed as Universal Waste (UW). All UW must be properly labeled IAW Tinker HWMP and marked clearly with the date the waste was placed into the container. Containers storing UW should be securely always closed unless adding or removing waste from container. For used fluorescent lamps a waste lamp accumulation site will be established by the unit commander and unit environmental coordinator in coordination



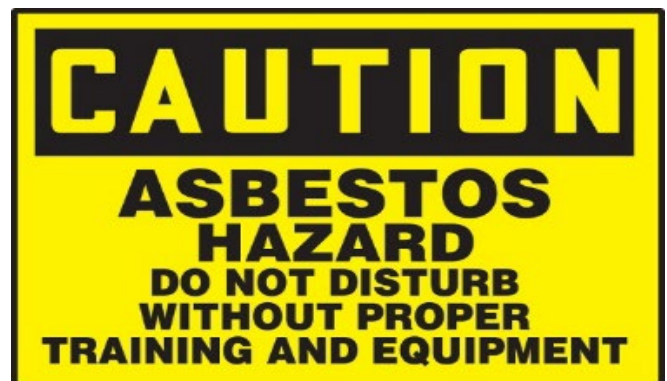
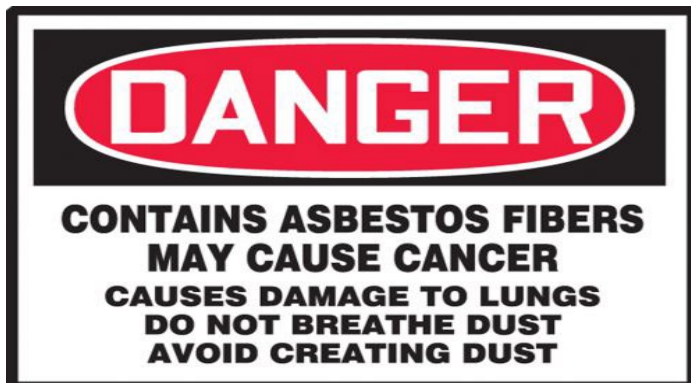
with the hazardous waste program manager. A waste lamp manager will be assigned and a waste lamp tube for accumulation will be provided.

Asbestos

Old buildings (constructed prior to 1980) have a higher risk of containing asbestos or asbestos containing material (ACM). ACM is typically found in ceiling tiles, floor tiles, carpet, sheetrock, siding and insulation and are maintained in place. It can be harmless while undisturbed however, if broken, frayed, torn, or peeling occurs it can cause fibers to be airborne resulting in a health hazard. It is important to obtain information regarding known or presumed ACM in your facility and to periodically ensure it has remained undisturbed. The inventory of all known asbestos is maintained by 72 ABW/CEIE Asbestos Program Manager (APM). Labels or signs are affixed to materials or posted in areas where they will be clearly noticed (i.e., entrance to mechanical rooms) so that occupants are aware of materials that contain asbestos.

DO NOT disturb materials that are labeled and NEVER remove labels. Notify helpdesk if labeled materials show signs of damage. Contact APM for your facility's locations For additional information, the Tinker AFB Asbestos Management Plan (AMP) may be found on the [Tinker AFB eDash Site](#), under the Toxic Substances program.

[IAW DAFI 32-1001, Civil Engineer Operations and the 72 ABW/CEIE Asbestos Management Plan](#), asbestos testing/abatement must be performed prior to any work (to include minor spot painting) that might result in asbestos fibers becoming airborne.





Lead-Based Paint

This type of paint is usually found in old buildings as well (constructed prior to 1980). At the time, it was used due to its durability, moisture resistance and drying time. If you have a self-help paint project which also involves stripping paint, materials must be tested for lead prior to work beginning. If lead is found, removal must be conducted through the appropriate abatement procedure to ensure personnel safety.

Paint Disposal

Aside from lead-based paint, regular paint may present a concern if not disposed of properly. If a can of paint is completely used, allow the can to dry before throwing it away. If there is paint left over after use, coordinate with the centralized Hazardous Waste/Pharmacy section for paint to be redistributed.

Organic Growth

Due to weather, humidity, water leaks and poor ventilation, moisture could become a concern leading to the growth of mold. It is the FM's responsibility to clean a surface at or below 10 ft at the first sign of black residue. Per the Environmental Protection Agency (EPA) website www.epa.gov, mold can be removed on nonporous surfaces using a solution of detergent and water. Bleach and water are not recommended, especially not on porous surfaces (wood and drywall). If residue is irremovable, on a porous surface or is above 10 ft., submit a service request for remediation.

Spills

Inform personnel on the importance of reporting any hazardous leaks or spills such as oil, fuel, sewage or chemicals. If a spill of hazardous substances occurs, call 911 immediately and evacuate the facility. **DO NOT** contact outside agencies, as CE Environmental determines which spills require outside agencies and will coordinate base support requirements.

Recycling

Typical recyclable materials include office paper, newspaper, magazines, glass bottles, aluminum cans, plastic bottles, and cardboard. Non-recyclable items are window glass, Styrofoam, paper towels, carbon paper, plastic bags, food, and carpet. Alkaline batteries are not hazardous or recyclable and may be disposed of as regular trash. Brief or post information throughout the facility detailing location of recycle bins, prohibited items, and base Recycling Center contact information. For recycling questions, contact the QRP at 739-3610.



V U-FIX-IT

The U-Fix-It program allows facility occupants to perform simple tasks such as minor repairs, replacements and ground maintenance which **do not** require special tools, materiel, or training. The program serves to accomplish minor maintenance projects which would be categorized as low priority for CE support.

Common approved tasks are as follows:

- Spot painting
- Light bulb and ceiling tile replacement (only within 10 ft from floor)
Light bulbs lower than 10 feet high will be replaced by the organization. Electrical workers from Civil Engineering will replace bulbs higher than 10 feet high. Replacement bulbs may be purchased at the San Antonio Lighthouse in bldg. 469 or in the satellite store in bldg. 3001. Emergency off-base purchases must be energy efficient, fluorescent light bulbs
- Nut, bolt or screw replacement
- Light switch/electrical cover replacement
- Toilet seat replacement
- Each organization is allowed to obtain \$250 of material from the U-Fix-It store per month, per building for your minor maintenance projects

U-Fix-It projects with more encompassing work requirements will require planning that **MUST** be approved by the **WRWG BEFORE** any work is conducted; all requests are submitted via service request in NexGen like other work requests. Proper coordination and floor plans showing any structural modifications are required.

Any work involving digging (to include **landscaping**) requires a digging permit.

As-built floor plans and digging permits can be obtained from the **Engineering Support Manager at 734-3412**.

Coordination with agencies other than **72 ABW/CEC** is the responsibility of the organization submitting the work request.

Minimal coordination requirements for work other than routine maintenance and repair are Fire Department Environmental Management and Safety

Routine minor maintenance and repair does not require coordination. If this is a U-Fix-It project, inform the U-Fix-It department if you need shop support (i.e., electrical, fire sprinkler, plumbing or Heating Ventilation Air Conditioning). [72 ABW/CECOW Production control](#) can assist you with coordination.



When using U-Fix-It, 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 drawings with alterations and changes. As built drawings are also required when installing ceiling or flooring materials.

Note: Facility occupants are prohibited from performing any electrical work

VI SERVICE CONTRACTS

The CE Service Contracts section handles various contracts around the installation. Services include grease traps, oil water separator, painting, port-a-johns (for base functions) etc. The contracts which affect FMs the most are Grounds Maintenance, Integrated Solid Waste, and Custodial. These contracts are subject to the Air Force Common Output Level Standards (AFCOLS) criteria which CE comply/enforce.

CE performs inspections of contractor work however, days and times are selected randomly. Feedback from FMs is essential as it assists CE in certifying acceptable standards are being performed on a consistent basis.

Below is quick summary of the Big 3 Service Contracts:

Grounds Maintenance

Under AFCOLS, only grass cutting around facilities is allowed. Other services such as hedge/bush/tree trimming, and flower beds are limited to certain facilities. If your facilities are not authorized to have those services, then it is the FM/organization responsibility.





Refuse

The refuse dumpsters are placed strategically around the installation and are serviced on a specific schedule.

Recyclable items, wood pallets and furniture (chairs, couches, tables, cabinets and desks) are not to be placed in the dumpster. They should be taken to the appropriate recycling location. Placing prohibited items in the dumpster will cause a delay in removal. Dumpster lids should always be closed.

Compactors and Roll-off dumpsters are swapped out when called in. If dumpster becomes full before scheduled route, contact 734-3301 or COR 72ABW.CEYWork@us.af.mil

Custodial

Basic cleaning services (cleaning restrooms, selected vacuuming, and mopping) and restroom consumable item restocking are provided to maintain minimum essential standards for health and safety.

Custodial, Refuse and Recycling services are provided to both O&M and CSAG facilities by Dale Rogers Training Center

O&M Facilities POC (**primarily west side of runway 18/36**): 72 ABW/CE, 734-3301

CSAG Facilities POC (**primarily east side of runway 18/36**): Oklahoma City Air Logistics Complex, 734-0902

The only person authorized to direct a contractor to perform a service is the Contract Administrator or the Contract Officer Representative.

Customer Feedback





Work requests are tracked to completion and technicians have been instructed to notify the facility manager of the work requirements (CM, PM) to confirm the work has been completed to satisfaction.

When work is completed, technicians will submit a "Customer Service Comment Form" for the customers/originators/FM's to sign and the rate the service provided.

If the service you receive from a CE Contractor is inadequate, please contact Civil Engineering Contract Surveillance at 734-5835 to voice your concerns.

You can also submit your comments [via online survey found here](#)

<p style="text-align: center;">72ND CIVIL ENGINEERING DIRECTORATE OPERATIONS DIVISION CUSTOMER SERVICE COMMENT FORM</p> <p>To better serve you, we would like to know your opinion of the quality of our service.</p> <p>WORK ORDER #: _____</p> <p>TECHNICIAN NAME: _____</p> <p>TECHNICIAN DESCRIPTION OF WORK PERFORMED:</p> <p>_____</p> <p>_____</p> <p>PLEASE RATE US IN THE FOLLOWING AREAS:</p> <p><small>(1) Unsatisfactory (2) Marginal (3) Satisfactory (4) Excellent (5) Outstanding N/A Not Applicable</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Customer Communication</td> <td style="text-align: right;">N/A 1 2 3 4 5</td> </tr> <tr> <td>2. Courtesy/Professionalism</td> <td style="text-align: right;">N/A 1 2 3 4 5</td> </tr> <tr> <td>3. Quality of Work</td> <td style="text-align: right;">N/A 1 2 3 4 5</td> </tr> <tr> <td>4. Timeliness of Completion</td> <td style="text-align: right;">N/A 1 2 3 4 5</td> </tr> <tr> <td>5. Work Area Clean-up</td> <td style="text-align: right;">N/A 1 2 3 4 5</td> </tr> <tr> <td>OVERALL RATING:</td> <td style="text-align: right;">N/A 1 2 3 4 5</td> </tr> </table> <p>Please let us know how we can improve our services to you: (Optional)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>NAME: _____ DATE: _____</p> <p>ORGANIZATION: _____ PHONE: _____</p> <p style="text-align: center;">Please return to address on back, scan and email to 72ABW.CEC.CustomerFeedback@us.af.mil or complete online at www.surveymonkey.com/r/B76N2ZQ</p>	1. Customer Communication	N/A 1 2 3 4 5	2. Courtesy/Professionalism	N/A 1 2 3 4 5	3. Quality of Work	N/A 1 2 3 4 5	4. Timeliness of Completion	N/A 1 2 3 4 5	5. Work Area Clean-up	N/A 1 2 3 4 5	OVERALL RATING:	N/A 1 2 3 4 5	<p style="text-align: center;">FOR ACTIVITY USE ONLY</p> <p>DATE: _____ CUSTOMER CALLED: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">FOLD HERE</p> <p style="text-align: center;">TO: 72ABW/CEY</p> <p style="text-align: center;">7535 5th STREET</p> <p style="text-align: center;">TINKER AFB, OK 73145</p> <p style="text-align: center;">Attention: COR FOR CE OPS CONTRACT</p>
1. Customer Communication	N/A 1 2 3 4 5												
2. Courtesy/Professionalism	N/A 1 2 3 4 5												
3. Quality of Work	N/A 1 2 3 4 5												
4. Timeliness of Completion	N/A 1 2 3 4 5												
5. Work Area Clean-up	N/A 1 2 3 4 5												
OVERALL RATING:	N/A 1 2 3 4 5												



VII MISCELLANEOUS

CSAG Depot Mission Disruption Event (DMDE)

Tracking the measures that identify when a **Depot Mission Disruption Event (DMDE)** affecting the facility or equipment conditions that lead to maintenance delays at the ALC MXSG Tinker depots and be able to track in NexGen. Disruptions are defined as situations where there is negative impact to schedule or impact to throughput. Disruptions directly impacting facilities, equipment, or both, causing delays in mission completion. Delays to the mission cost the Air Force in many ways such as unforeseen extended delivery times and excess costs.

Inconveniences not directly impacting schedule, throughput and production to the mission are NOT considered DMDE events.

Example: Restroom closures where an employee might have to walk an extra distance to find an open restroom.

Service Request are entered into NextGen according to guidelines provided by the CSAG leadership team.

Designated Tobacco Use Areas

In keeping with the intent of DAFI 48-104, Tobacco Free Living, to promote a safe and healthy work environment, smoking is prohibited in all Air Force buildings.

Tobacco use is prohibited in all:

- Indoor workplaces
- Air Force Services facilities, including but not limited to clubs, dining establishments and bowling centers
- Installation recreational facilities, including but not limited to athletic fields, running tracks, basketball courts, golf courses, and parks
- Air Force Vehicles and aircraft



Where applicable, structures associated with DTA's (Designated Tobacco Use Areas) are the responsibility of the corresponding unit, **not CE**. CE may install or repair DTA-associated structures on a **reimbursable basis** if the local CE unit determines in-house capacity is available.



The use of facility Sustainment, facility Restoration and Modernization, or military constructions funds for installation or repair of shelters or other facilities (e.g., walkways, etc.) for tobacco use is **not authorized**.

DTA's should be greater than or equal to **50 feet** from Building entrances, and air intake ducts. Greater than or equal to **100 feet from playgrounds**. To the extent possible, areas where children live, learn and play shall be tobacco free IAW with *Secretary Defense Policy Memorandum 16-001*. Designated Tobacco Use Areas around all public buildings will be established and the areas clearly marked. Smoking is limited to those areas and prohibited when approaching or exiting Designated Tobacco Use Area's. Tobacco users will dispose of litter in trash containers and cigarettes in butt containers to keep Designated Tobacco Use Area's litter free.

For Bldg. 3001, Main Entrance, the corridor will include a 50-foot-wide area from entry doors to Staff Drive fence.



IMPORTANT NUMBERS

ADA Compliance	582-4412
Contract Surveillance	734-3301
CE Customer Service	734-3117
DLA Disposition Services	580-442-9338
Emergency Management	734-3515
Energy Conservation	734-4449 / 4050
Engineering Support Manager	734-3412
Environmental Management	734-5199
Facility Manager Coordinator	734-8441
Fire Safety	734-3981
Fluorescent Bulb Disposal	734-3285
Grounds Maintenance	734-1381
Janitorial Service	72 ABW - 734-3301 CSAG - 736-4374
Projects By Contract	734-5319
Real Property, Facility Usage	734-1613 / 3172
San Antonio Lighthouse (Base supply)	739-2108
Qualified Recycling Center	739-3610
Utility Outage Coordinator	582-4429



Sample Facility Abuse Letter

“FOR OFFICIAL USE ONLY”

DEPARTMENT OF THE AIR FORCE



Date:

MEMORANDUM FOR:

FROM:

SUBJECT: Facility Abuse

1. On _____ the attached work task was submitted. It has been determined that the requested work may be due to facility abuse. Only temporary emergency repairs have been made to safeguard personnel and property. The work requested cannot be accomplished until your organization conducts an investigation, the response as outlined in paragraph 3 has been provided.

2. A preliminary investigation by a member of your squadron should be accomplished to investigate for evidence of gross negligence, willful misconduct, or deliberate unauthorized use. Should you decide to initiate a Report of Survey (ROS) and place pecuniary responsibility on an individual, please do so as outlined in *DOD 7000.14-R Financial Management Regulation Volume 12, Chapter 7*. For additional guidance, the base ROS program manager may be contacted at _____.

3. Please send all responses or investigation findings to _____ CES/CEO. Responses should include the following:

- a. Security Forces investigation report,
- b. Determination of liability,
- c. What actions have been initiated to prevent future incidents.

4. Permanent repairs cannot be made until your organization releases the property by returning the indorsement below. The initial estimate for the cost of are \$ _____ Materiel and \$ _____ Labor.

5. A final cost report will be provided upon completion of actual repairs.

6. If a member who caused the damage was ascertained and accepts financial liability IAW **DoD 7000.14-R FMR, Vol 12, Ch7**, please prepare and process a DD Form 1131 **Cash Collection Voucher**, or DD Form 362, **Statement of Charges/Cash Collection Voucher** once the below indorsement is signed and we have provided the actual costs for repairs.

- a. If the individual accepts liability for damages, initiate an AF Form 332, BCE Service Request with description of damage/issue and “*Statement of Acceptance*” admitting liability in Section 8, and signed in section 11 by the individual(s) admitting liability;

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties”



and provide back to _____ CES/CEO along with signed indorsement below, to include checking box 2.A.

- b. Once the indorsement and AF Form 332 is received we will schedule the work to be completed. Once you receive the final costs for repairs, please process a DD Form 1131 **Cash Collection Voucher**, or DD Form 362, **Statement of Charges/Cash Collection Voucher** as **DoD 7000.14-R FMR, Vol 12, Ch7** directs; and furnish proof of payment to _____ CE CEO, by your organization, for inclusion in the original Work Task notes and documents folder.

7. In the event liability is not accepted for damages or the individual which caused the damage can not be ascertained initiate a DD Form 200, Financial Liability Investigation of Property Loss; or Government Property Loss, Damaged or Destroyed Certificate. Utilize **DoD 7000.14-R FMR, Vol 12, Ch7** or seek consultation with the Base ROS program manager if the report determines reimbursement is required, in order to process the appropriate DD Form 1131, **Cash Collection Voucher**, DD Form 362, **Statement of Charges/Cash Collection Voucher**, or DD Form 139, **Pay Adjustment Authorization**. Complete the attached indorsement, to include selecting 2.B. and provide the CE CEO with appropriate documentation, subsequently, once processed.

8. Please call Civil Engineer Requirements Section at _____ or e-mail _____ if you have any questions.

3 Attachments:

- Tab 1. Work Task # _____
- Tab 2. Estimated Labor and Material Cost
- Tab 3. Photographs

1st Ind to _____ CES/CEO, _____ (DDMMYYYY), Facility Abuse of _____

Unit/CC

MEMORANDUM FOR _____ CES/CEO

1. A preliminary investigation and physical examination of the damaged property was completed on _____ (date).

2. Liability (is / is not accepted) for damages or the individual which caused the damage (can / cannot) be ascertained. (Check one below):

"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties"



A. Liability is accepted by member. Proof of DD Form 1131 **Cash Collection Voucher**, or DD Form 362, **Statement of Charges/Cash Collection Voucher** accomplishment will be forwarded. Please find attached AF Form 332.

B. Liability is not accepted or cannot be ascertained and a DD Form 200, Financial Liability Investigation of Property Loss; or Government Property Loss, Damaged or Destroyed Certificate will be processed and provided once complete.

3. There is no further need to preserve the property for investigative purposes; therefore it is released for repairs.
4. Once repairs are complete please notify my Facility Manager and provide a TRIRIGA work task cost summary so that actual repair charges may be used, as necessary, for our processing.
5. Please find attached Security Forces investigation report, aforementioned determination of liability, and (we have submitted / we will submit) what actions have been initiated to prevent future incidents.

Commander

"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties"



Sample Facility Manager Appointment Form 545

Facility Manager Appointment Form

DATE: _____

Choose Appointment Assignment:

Primary Alternate, Under Whom: _____ OBR:(Other Bldg. Rep)

Last Name: _____ First Name: _____ Grade/Rank: _____

Organization/Office Symbol: _____

Work Phone: _____ Home Phone: _____

E-mail Address: _____

Facility Number(s):

Section / Post / Location in Bldg : _____

Facility Manager (last name, first name) you are replacing (if anyone):

Appointing Authority:

Last name, First name: _____ Grade/Rank: _____

Title: _____ Organization/Office Symbol: _____

Signature: _____ Date: _____

Submit completed form to the Facility Management Coordinator at 72ABW.CEC.Mngrs@us.af.mil.

For questions regarding this form, please contact 734-8441.

TINKER AFB FORM 545, IAW TAFBI 32-9001

Updated: 08 December 2020



Sample NexGen Security Clearance Letter



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 72D AIR BASE WING (AFMC)
TINKER AIR FORCE BASE OKLAHOMA**

MEMORANDUM FOR 72 ABW/CE

FROM:
DATE:

SUBJECT: NexGen IT Role Request –Security Clearance Verification.

1. The following individual has been verified as having the current security level required to gain access to NexGen IT to perform Facility Manager related duties. **Supervisor completes.**

Name	Rank	Office Symbol	Duty Phone

2. Validation of background investigation or security clearance information – to be completed by Organizational Security Manager. **Security Manager completes. Acceptable clearance levels are favorable, secret, or TS (TS-SC).**

Type of Investigation	Date of Investigation	Clearance Level	Security Manager Printed Name	Security Manager Signature

Supervisors Signature



Sample NexGen Contractor NDA

**NON-DISCLOSURE AGREEMENT
FOR
CONTRACTOR/SUBCONTRACTOR EMPLOYEES, SENIOR MANAGERS OR
CORPORATE OFFICERS
(Agreement)**

I, _____ (clearly print or type name), an employee, senior manager, or corporate officer of either _____ or a subcontractor to _____ under Prime Contract number _____; Task Order _____ awarded to _____ by the **XX/XX** office (Customer) agree not to disclose to any third party who does not have a need to know such information, any proprietary, Controlled Unclassified Information (CUI) information, source selection, or any other information, contained in or accessible through any acquisition programs, contracts, task/delivery orders, and activities. Proprietary, Controlled Unclassified Information (CUI), source selection, or any other information will be handled in accordance with Government direction for that acquisition program and all applicable Government laws and regulations, including, but not limited to, Federal Acquisition Regulation (FAR) Sections 3.104 and 9.5.

I understand that while working as an employee of _____ under the Prime Contract, subcontract, or task order referenced above, I may receive or possess proprietary information, Controlled Unclassified Information (CUI) source selection, or any other information. I agree that I shall not appropriate any such information for my own use or release or discuss such information with third parties unless specifically authorized by the Contracting office.

This Agreement shall continue for a term of ten (10) years from the last day I had access to such information. Upon expiration of this Agreement, I have a continuing obligation not to disclose proprietary, Controlled Unclassified Information (CUI) information, source selection, or other information to any person or legal entity unless that person or legal entity is authorized by the Government to receive such information. I understand that any violation of my duty to protect proprietary, Controlled Unclassified Information (CUI) information, source selection, or other information I was exposed to while working as an employee of _____ under the Prime Contract, subcontract, or task order as referenced above may subject me, and/or my employer, to administrative, civil and criminal sanctions.

I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this agreement. Court costs and reasonable attorney fees incurred by the United States Government may be assessed against me if I lose such action. I understand that another company might file a separate claim against me if I have misused its proprietary information.

In the event that I seek other employment, I will reveal to any prospective employer my continuing obligation under this Agreement prior to accepting any employment offer.



If signing as a corporate officer of either the Prime or Subcontractor, I certify that I am a duly authorized representative with legal authority to bind the Company.

Agreed and Accepted:

(Signature of Employee)

(Date)

(Printed Name/Position)

(Telephone Number)

(Signature of Employer Sr. Mgr/Officer)

(Date)

(Printed Name/Position)

(Telephone Number)



Sample Commander Service Request Approval Letter



DEPARTMENT OF THE AIR FORCE
123RD EXAMPLE SQUADRON
PLACEHOLDER AIR FORCE BASE
[USE APPROVED ORGANIZATIONAL LETTERHEAD]

DD Month YYYY

MEMORANDUM FOR XX CES/CEOER

FROM: ORG/CC

SUBJECT: Commander Service Request Approval

References: (a) DAFI 32-1001, 27 February 2025, Civil Engineer Operations

1. In accordance with DAFI 32-1001, para 7.1.4, I am aware of and approve the facility project request for (insert facility project short name here). (Optional, delete if not funded by the unit or not needed) In addition, I understand that using unit funds for facility work that is not considered a priority using the Infrastructure Investment Strategy (I2S), may result in overall worse conditions for the facility and missions therein.

2. Please contact my Facility Manager, (Insert Name Here) at DSN XXX-XXXX or by email at XXXXX@us.af.mil for additional information.

FIRST M. LAST, Rank, USAF
Commander



Sample Facility Project Checklist

Task	Yes/No/NA
A. All Requests	
Visually check area where service request is needed	
Annotate exact location	
Ensure all required fields are input and modified in NexGen IT	
Upload Images: easier to explain than via words and certain requirements mandatory <ul style="list-style-type: none"> Larger Scope: Maps and facility drawings resource available @ https://maps.af.mil/ Corrective Maintenance: Picture of issue being identified 	
B. Larger Scope Requests (New Work, Modifications, Renovations, Installs, etc.) In addition to the above...	
Draft plan for work (projected floor plans, detailed list of things needed, etc.)	
Commander Approval Letter or Digitally Signed E-mail	
Justification (e.g., AFI, Regulation, mission directive, etc.) should have specific section(s) and narrative extracted and provided as support. Justification should talk to the narrative provided; do NOT upload entire document and say see attached.	
Write-Ups (e.g., Safety, Fire, etc.) that support the requirement and detail the issue(s)	
Other supporting documents	
C. Contract By Requester In addition to the above...	
Copy of proposed Statement of Work (SoW) or Performance Work Statement (PWS)	
Projected work schedule (needed to schedule CE inspections during work)	
Ensure AFIMSC policies on funds reprogramming are carried out even if the funds are not transferred to CE (as needed)	
Provide final contract costs	
Resource	https://usaf.dps.mil/sites/11252/24048/CO%20Support%20TRIRIGA%20Deploy/TRIRIGA%20Ops%20Wiki/Contract%20By%20Requestor.aspx
D. Customer Funded Requirements In addition to the above...	
Donated Resources field should not be used: <ul style="list-style-type: none"> Indicate in the Description what resources will be donated 	
Ensure AFIMSC policies on funds reprogramming are carried out (as needed) <ul style="list-style-type: none"> Both the customer and the CE Financial Manager to determine the details of the funds transfer 	
Provide final contract costs	
Resource	https://usaf.dps.mil/sites/11252/24048/CO%20Support%20TRIRIGA%20Deploy/TRIRIGA%20Ops%20Wiki/Customer%20Funded.aspx



Links

Facility Manager Coordinator SharePoint Site

[NexGen role requirements for Facility Managers.docx](#)

- [Facility Manager Training - NexGen requirement - myLearning](#)
- [Cyber Awareness Challenge - NexGen requirement - myLearning](#)
- [NexGen IT Clearance Letter.pdf](#)
- [NexGen IT Contractor NDA.docx](#)
- [NexGen Facility Manager Information](#)
- [NexGen Facility Manager Reference Guide - How to](#)
- [Commander Approval Letter.docx](#)
- [Facility Project Request Checklist.docx](#)
- [Tinker Emergency Management](#)
- [Tinker Environmental Management SharePoint](#)
- [CE Operations SharePoint](#)
- [Work Task List](#)

REFERENCES

DAFI 10-2501 TINKERAFBSUP, *Emergency Management Program*

Tinker AFB Plan 10-2, *Installation Emergency Management Plan (IEMP)*

DAFI 32-1001, *Civil Engineer Operations*

AFMAN 32-1053, *Integrated Pest Management*

DAFI 32-2001, *Fire and Emergency Services Program*

TINKERAFB 32-7002 *Waste Management*

Tinker Hazardous Waste Management Plan

Tinker AFB Asbestos Management Plan

DAFMAN 32-7002, *Environmental compliance and pollution prevention*

AFI 32-9002, *Management of Real Property*

DAFI 32-9005, *Real Property and Accountability*

AFI 44-177, *Public Access Defibrillator Program*

DAFI 48-102-*Tobacco Free Living*

AFTTP 3-4.6, *Active Shooter*

NFPA 101, *Life Safety Code*

UFC 3-600-01, *Fire Protection Engineering for Facilities*

UFC-3-601-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection System*