

**BY ORDER OF THE COMMANDER  
CANNON AIR FORCE BASE**

**CANNON AIR FORCE BASE  
INSTRUCTION 32-1000**



**11 APRIL 2018**

**Civil Engineering**

**WORK PRIORITIZATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installation and Facilities*, and AFPD 32-90, *Real Property Asset Management*. This instruction also establishes responsibilities and procedures of the Civil Engineer Work Prioritization Program (WPP). This applies to all 27th Special Operations Wing (SOW) and tenant units located on Cannon Air Force Base (CAFB) and Melrose Air Force Range (MAFR) that submit Facility Project (FP) requirements to the 27th Special Operations Civil Engineers Squadron. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Report Control Numbers in accordance with AFI 33-324, Air Force Information Collections and Reports Manage Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route the form from the field through the appropriate functional chain of command.

**1. Main Objective.** An efficient and effective system for submitting and prioritizing Civil Engineer (CE) work requests is critical to ensuring limited resources are directed toward the most needed requirements. The CE WPP gives Commanders the means and responsibility to

determine what CE support is most critical in facilities under their command. An understanding of the process for identifying, submitting, and prioritizing work requests to the 27th Special Operations Civil Engineer Squadron (27 SOCES), as outlined in this instruction, is important for managing both workload and expectations.

1.1. This instruction only applies to CE in-house facility projects, which are work requests that require detail planning, and require more than 50 man-hours and/or \$5,000 in materials to execute.

1.2. This instruction does not address prioritization of CE work tasks, work completed utilizing contract by requestor, or Engineering Flight contracted projects.

1.2.1. Work tasks are requests that require little to no planning, less than 50 man hours and/or \$5,000 to execute, and can be completed relatively quickly. These are prioritized at the CE Shop level in accordance with AFI 32-1001, *Operations Management*, and Programming Plans (P-Plans) for implementation of PAD 12-03.

1.2.2. A Contract by Requestor (CBR) is a work request funded by the requesting unit and executed through 27 SOCONS. Before any work can be contracted, requestors must obtain formal approval from 27 SOCES. Approval is obtained by the requesting unit through the submission of an AF Form 332, to include a statement of work and a quote for the contracted work. These work requests are not prioritized for CE execution.

1.2.3. Engineering Flight (CEN) contracted projects are work requests that are beyond in-house capability or capacity. These requests are converted to projects and given an Automated Civil Engineer System (ACES) project number for tracking. These requests are managed by CEN and are prioritized for central funding and execution in accordance with the Base Comprehensive Asset Management Plan (BCAMP) process or Base Execution Request (BER) list.

1.3. Infrastructure work for mission-sustaining maintenance and repair will be determined and categorized separately within CE. These are also prioritized in accordance with AFI 32-1001, *Operations Management*, and Programming Plans (P-Plans) for implementation of PAD 12-03. The following are examples of infrastructure service requests:

1.3.1. Airfield surfaces.

1.3.2. Roads, parking lots, and sidewalks.

1.3.3. Water treatment plants, storage, and distribution systems.

1.3.4. Wastewater collection plants and treatment systems.

1.3.5. Base storm drainage systems.

1.3.6. Electrical distribution systems and substations.

1.3.7. POL storage and distribution systems.

1.3.8. Facility carpeting, painting, and roofing.

## **2. Responsibilities:**

- 2.1. The Wing Vice Commander (SOW/CV) and/or Director of Staff (SOW/DS) will review and prioritize in-house facility projects during the quarterly WPP Brief to the Council of Deputies (COD).
- 2.2. Deputy Group Commanders, or organizational equivalent, who act as the single point of contact for any WPP issues, will:
  - 2.2.1. Develop a method or procedure for prioritization of their group's CE in-house facility projects.
  - 2.2.2. Maintain a prioritized list of the top five CE in-house facility projects.
  - 2.2.3. Submit the prioritized top five in-house facility projects to the Operations Engineering Superintendent (27 SOCES/CEOE) when notified, using templates provided ([Table A3.1](#)). Quarterly notifications are sent out two weeks before the WPP Brief to the COD. TMT will be used to the maximum extent possible.
  - 2.2.4. Substantiate respective facility projects during the COD to help the Wing Vice Commander and/or Director of Staff finalize the priority list.
- 2.3. Civil Engineer Squadron, Operations Flight Commander will:
  - 2.3.1. Review and approve policy changes regarding the 27 SOCES Work Request Review Board (WRRB).
  - 2.3.2. Provide overall management of the WPP and execution of prioritized in-house facility projects.
- 2.4. Operations Engineering Superintendent will:
  - 2.4.1. Maintain reports to track all CE in-house facility projects.
  - 2.4.2. Send a list of facility projects to be prioritized to the respective Deputy Group Commanders or equivalent two weeks before the COD. TMT will be used to the maximum extent possible.
  - 2.4.3. Consolidate inputs from each Group utilizing approved ranking system ([Table A2.1](#)).
  - 2.4.4. Brief status of WPP facility projects and present new lists for prioritization quarterly.
- 2.5. Customer Service Unit (CSU) will:
  - 2.5.1. Accept work requests and ensure customer completed packages clearly communicate and justify the requirement.
  - 2.5.2. Schedule a WRRB, chaired by the Civil Engineer Operations Flight Commander or Deputy, as needed to determine final classification, disposition, and endorsement of work requests.
  - 2.5.3. Brief requestor on reason(s) of disapproval and provide recommendations for resubmission as needed.
- 2.6. Facility managers will:
  - 2.6.1. Maintain an accurate list of ALL open work requests for their facility.

2.6.2. Submit AF Form 332, *Base Civil Engineer Work Request*, to CE with approval from unit Commander and coordinating agencies.

2.6.2.1. Coordinate with Wing Safety Office and Traffic Safety for assignment of a Risk Assessment Code (RAC) and assessment of safety hazards.

2.6.2.2. Coordinate with CE Environmental for assessment of environmental impact.

2.6.2.3. Coordinate with Bioenvironmental Engineering for assignment of RAC and assessment of health or environmental hazards.

2.6.2.4. Coordinate with CE Fire & Emergency Services Flight for assignment of Fire Safety Deficiency (FSD) Code and assessment of impact to fire protection criteria, emergency access or egress, fire alarms, and fire suppressions.

2.6.2.5. Work requests submitted for fire, safety, or Bioenvironmental Engineering deficiencies must have a report attached with a corresponding FSD Code or RAC.

2.6.2.6. Coordinate with AT/FP for compliance with UFC 4-010-01, *DoD Minimum Anti-terrorism Standards for Buildings*.

2.6.2.7. Coordinate with CE Real Property for assessment of footprint and cost.

2.6.2.8. Coordinate with CE Portfolio Optimization for compliance of AFSOC's Facility Excellence Guide and CAFB Architectural Standard.

2.6.2.9. Coordinate with Base Communications for assessment of communication wiring impact.

2.6.3. Include applicable documentation (maps, pictures, AFI, T.O., FSD Code(s), RAC(s), safety write-ups, etc.) to allow CE personnel to understand the requirement, the benefit, the classification of work, total cost, and the impact to the installation mission.

2.6.4. Attend the Work Request Review Board (WRRB) where work scope and endorsement are determined.

**3. Process.** The WPP establishes an active list of 45 facility projects allocated to Cannon Air Base (CAFB) and Melrose Air Force Range (MAFR) organizations according to the breakout shown in **Table A2.1**. Each group or organization is allocated five facility projects. Quality of life requests are prioritized separately and will be executed when funding is obtained to support specific projects.

3.1. Facility managers submit AF Form 332 to 27 SOCES. The work request must be approved by the unit Commander and coordinated with appropriate agencies (**see Block 14 of the form**) prior to submission.

3.2. CSU and facility manager date and initial Block 15 of the form.

3.3. CSU assigns the work request to the Requirements & Optimization (R&O) for pre-inspection and initial review. R&O personnel determine cost-estimates, man-hour threshold, and work scope.

3.4. Work requests undergo final work scope determination, review, and endorsement at the WRRB. Attendance of the facility manager or representative is mandatory to answer questions or provide additional justification. If the facility manager or representative fails to

attend the WRRB, the work request will not be approved. The first no-show, will result in the notification of the requestor's flight leadership and the facility manager or requestor. The second no-show, will result in the notification of the squadron commander, flight leadership, and facility manager or requestor. Any work requests with no representation for three consecutive WRRBs will be disapproved. If still relevant and required the requestor will need to re-submit.

#### 3.4.1. Work Scope Determination.

3.4.1.1. If the WRRB determines the work request to be a work task or infrastructure-type work, it is prioritized according to AFI 32-1001.

3.4.1.2. If the WRRB determines the work request to be a CE in-house project, it is routed for approval and slated for wing prioritization.

3.4.1.3. If WRRB determines the work request requires contract execution it is routed to CEN for project programming and execution. See [paragraph 1.2.3](#) for prioritization.

#### 3.4.2. Endorsement.

3.4.2.1. Disapproved work requests will be returned to the facility manager or unit representative during the WRRB. Reason(s) for disapproval are explained and suggestions are given for re-submission as appropriate.

3.4.2.2. Approved in-house projects are tracked as pending prioritization. Facility projects will continue to be tracked until completed, transferred, or cancelled. If a facility projects status changes the appropriate groups will be notified. **Note:** CE in-house facility projects that are approved but not prioritized by the Group for execution will be cancelled after 2 years and will need to be re-submitted. This prevents backlog in CE systems and validates unit needs as leadership changes.

3.5. Two weeks before the quarterly WPP Brief, a list of CE in-house facility projects pending prioritization is given to the Deputy Group Commanders or organizational equivalent. Each group prioritizes their respective list, not to exceed their given allocation, and returns the prioritized list back to 27 SOCES/CEOE.

3.6. In-house projects that have progressed to the execution phase can be cancelled but they cannot be re-prioritized as resources, manpower and or funds, have already been expended against the project.

3.7. Following group prioritization, the top five facility projects per group are consolidated based on the approved ranking system for presentation to the COD ([Table A2.1](#)).

3.8. CE in-house facility projects identified by the quality of life council will be presented for planning prioritization. All projects will be prioritized with planning efforts limited to the top 5. Execution will be based upon specific funding being received to support quality of life initiatives.

3.9. The Civil Engineer Operations Flight Commander will direct resources as available to in-house facility projects based upon the approved priority. Projects will generally be worked based upon the established priority. However complexity, availability of manpower,

materials, funding, and environmental considerations may result in facility projects not being completed in priority order.

3.10. Upon completion, CE in-house facility projects will be removed from the requesting organization's priority allocation in the following quarter WPP meeting.

STEWART A. HAMMONS, Col, USAF  
Commander

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

AFPD 32-10, *Installations and Facilities*, 4 Mar 2010

AFPD 32-90, *Real Property Asset Management*, 6 Aug 2010

AFI 32-1001, *Operations Management*, 16 Oct 2014

AFI 32-1032, *Planning and Programming Appropriated Fund Maintenance, Repair, and Construction Projects*, 24 Sep 2015

AFI 32-10142, *Facilities Board*, 14 May 2013

AFI 32-7062, *Comprehensive Planning*, 18 Dec 2015

***Prescribed Forms***

None

***Adopted Forms***

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**WPP**—Work Prioritization Program

**FP**—Facility Project

**P—Plans**—Programming Plans

**CBR**—Contract by Requestor

**CEN**—Engineering Flight

**ACES**—Automated Civil Engineer System

**BCAMP**—Base Comprehensive Asset Management Plan

**BER**—Base Execution Request

**COD**—Council of Deputies

**WRRB**—Work Request Review Board

**CSU**—Customer Service Unit

**RAC**—Risk Assessment code

**FSD**—Fire Safety Deficiency

**R&O**—Requirements & Optimization

## Attachment 2

## FACILITY PROJECT ALLOCATION

Table A2.1. Facility Project Allocation.

Group Rank	Group or Organization	Units	Liaison	Project Allocation
1	ROC	Bldg 848	27 SOW/CV or 27 SOW/DS	5
2	SOG	3 SOS, 9 SOS, 12 SOS, 16 SOS, 20 SOS, 27 SOSS, 33 SOS, 56 SOIS, 318 SOS	27 SOG/CD	5
3	AFLD	Airfield, Runways (Facilities 3259, 4000, 6020, 6021), Taxiways (Facilities 4710, 4711, 4712, 6000, 6001, 6002, 6003, 6004, 6005), Pads (Facilities 114, 5121, 5125, 5127, , 5133, 5134, 5135), Aprons (Facility 4700, 6014), Spalls, Tower (Bldg 128), RAPCON (Bldgs 710, 728), Base Ops (Bldg 135)	27 SOG/CD	5
4	SOMXG	27 SOAMXS, 27 SOMOS, 27 SOMXS, 727 SOAMXS	27 SOMXG/CD	5
5	SOMSG	27 SOCES, 27 SOCONS, 27 SOCS, 27 SOFSS, 27 SOLRS, 27 SOSFS	27 SOMSG/CD	5
6	SOMDG	27 SOAMDS, 27 SOMDOS, 27 SOMDSS	27 SOMDG/CD	5
7	SOW/WSA	27 AOS, 27 SOCPTS, 27 SOW/CCP, 27 SOW/CP, 27 SOW/CVK, 27 SOW/EO, 27 SOW/FOD, 27 SOW/FP, 27 SOW/HC, 27 SOW/HO, 27 SOW/IG, 27 SOW/IP, 27 SOW/MEF, 27 SOW/PA, 27 SOW/PMO, 27 SOW/SE, 27 SOW/XP	27 SOW/CV or 27 SOW/DS	5
8	MAFR	Bldgs 3110, 3121, 3123, 3125, 3154, 3160, 3161, 3167, 3175, 3298, 3261	27 SOW/CV or 27 SOW/DS	5
9	TENANT	AFOSI Det 120, 373 TRS Det 17, 26 STS, 43 IS, 551 SOS	27 SOW/CV or 27 SOW/DS	5
N/A	Quality of Life	Facility projects generated from Quality of Life Council	27 SOMSG/CD	5

