

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

**EDWARDS AIR FORCE BASE
INSTRUCTION 32-1001**



9 JANUARY 2024

Civil Engineering

FACILITY MANAGER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 412CES/CL

Certified by: 412 CEG/CC
(Colonel Joel D. Purcell)

Supersedes: EDWARDSAFBI32-1001, 3 March 2020

Pages: 16

This Edwards Air Force Base instruction (EDWARDSAFBI) implements Air Force Instruction (AFI) 32-1001, *Civil Engineering Operations*. This instruction is designed to help Facility Managers (FMs) understand their role and to provide the guidance required to perform FM duties. Unit/Organizational commanders/civilian leaders are responsible for the care, custody and protection of facilities, grounds and pavement under the control of their unit and appoint FMs to serve as their focal point for all Civil Engineer (CE) related issues. The FM is critical in ensuring their facility is in satisfactory condition and all work required to maintain that condition is reported to the 412th Civil Engineer Squadron (412 CES). No FM, or any other facility occupant, will make or facilitate alterations to real property without coordination and proper approval documentation from the 412 CES. This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the 412th Test Wing Commander. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the OPR through the appropriate functional chain of command. Ensure that all records created as a result of processes described in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Federal Acquisition Regulation (FAR) Part 13.301. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD

Privacy and Civil Liberties Programs. The applicable SORNs Notice Defense Manpower Data Center 02 DoD, Defense Enrollment Eligibility Reporting Systems (DEERS), F024 AF IL C, Motor Vehicle Operator's Records, and F031 AF SP L, Traffic Accident and Violation Reports, are available at <https://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include the correction of references, the appointment and responsibilities of additional duty FMs, an addition of what to do in the event of flooding, and clarification of FM responsibilities using U-Fix-IT versus the 412 CES responsibilities.

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1. Appointment of FMs.

1.1. Unit/Organizational commanders/civilian leaders will designate a primary and alternate FM for each building or facility assigned to the organization or agency. FMs will not be made responsible for more buildings or facilities than they can manage. Please see [attachment 2](#) at the end of this document for an example of FM appointment letter. A template of the document can also be found at the 412th Civil Engineer Group (412 CEG) SharePoint site (Repository)

1.2. The minimum required grade of appointees is E-5 and above or civilian. Duties of the FM must be performed by a military member or Department of Defense (DoD) civilian due to the mandate to exercise effective control over the inherently governmental functions of facility management, including the expenditure of government funds to maintain government facilities.

1.3. Commanders will identify Additional Duty FM, primarily military members who live on base, to respond to and assess their assigned facilities in the event of a storm, earthquake, or other natural disasters. The grade for appointment of Additional Duty FM is E-1 and above, and the personnel assigned must live on Edwards AFB. *Assigned military member will perform Section 6, Earthquakes or Natural Disasters for Additional Duty FM responsibilities.*

1.4. When a building or facility is used by more than one organization or staff agency, the main user (largest footprint) will designate the primary FM; however, an alternate should be appointed from the other agency/agencies using the facility. More than one alternate FM may be appointed. Alternate FMs act on behalf of an absent primary FM.

1.5. The 412 CEG provides support to tenant organizations IAW host-tenant support agreements. This agreement informs the FM of support provided by the 412 CEG and any potential limitations.

1.6. The 412 CES Requirements & Optimization Customer Service Office provides training for newly appointed FMs and the required annual refresher training. This training will be documented by the 412 CES FM. FMs must receive required training before they can submit a service request in NexGen IT.

1.7. The 412 CES Requirements & Optimization Customer Service Office will maintain a list of FMs for each building and update as required.

2. FM Responsibilities.

2.1. It is the duty of the FM to comply with all applicable AFI's and to stay current with the duties and responsibilities as outlined by this instruction and applicable training received.

2.2. The FM, with the help of all occupants and users of the facility, are responsible for the care, custody and protection of all facilities used by his or her organization and all Real Property Installed Equipment (RPIE).

2.3. Only FMs may submit service requests; however, emergency service requests (see Work Priority 1 definition on what constitutes an emergency) may be called in (661-277-3330/2420) by anyone at any time.

- 2.4. For emergency work requests, provide as much detail as possible and what is being done to minimize property damage. FMs should know the location and operation of master controls and valves (if accessible) so that utilities can be isolated if necessary in an emergency situation.
- 2.5. Only emergency calls are accepted outside of normal duty hours, including weekends and holidays (See Work Priority 1 definition on what constitutes an emergency).
- 2.6. FMs ensure facility occupants and senior leaders are notified of scheduled power outages, water shut-offs, fire system & generator testing, and any other facility related issues that may affect their workplace. An Air Force Form 103, *Base Civil Engineering Work Clearance Request*, is used to coordinate any 412 CES work that may disrupt base utility services, protection provided by fire and intrusion alarm systems or routine activities.
- 2.7. FMs will keep a log to ensure all maintenance and repair requirements are identified, requested and completed. This log will help avoid duplicate work requests and provide a more accurate means of tracking facility work.
- 2.8. FMs are responsible for preparing a mitigation/corrective action plan with support from the 812th Civil Engineer Squadron, Fire and Emergency Services Flight (812 CES/CEF), the 412 CEG Engineering Division (412 CEG/CEN), 412 CES and/or the 412th Test Wing Safety Office (412 TW/SE) for all existing facilities with an assigned Fire Safety Deficiency (FSD) Code I or II. The plan will specify the level of occupancy and operations permitted pending the correction of the FSD. The 412th Test Wing Commander will approve the plan before forwarding to Air Force Materiel Command (AFMC) for informational purposes.
- 2.9. Ensure sufficient access and workspace is provided and maintained around all electrical equipment. As a basic rule, there should be at least 3 feet of space in front of all equipment with a 30-inch width as well as 6 ½ feet of headroom space.
- 2.10. Ensure occupants do not tamper with, replace or repair installed electrical equipment (electrical wiring, exhaust fans, etc.) except those items considered occupant's responsibility, e.g., light bulbs under 10 feet.
- 2.11. Spent fluorescent lamps of all shapes and sizes (tubes, U-tubes, compact bulbs) must be disposed of at the Hazardous Waste Support Facility (661-277-3681). Spent fluorescent lamps awaiting transport must be stored in a cardboard box to prevent breakage and kept closed when not adding or removing lamps. The FM will collect the spent fluorescent lamps and take them to the Hazardous Waste Support Facility frequently enough to not exceed one box of spent lamps awaiting disposal. Boxes of spent lamps should be marked with the words – Universal Waste Lamps.
- 2.12. When using compact fluorescent lamps (CFL) in fixtures designed for old-style incandescent bulbs, ensure that the CFL bulb is appropriate for the position of bulb in the fixture. Some bulbs cannot be used in the upside-down position or inside enclosed/recessed fixtures due to possible fire hazard.
- 2.13. FMs are responsible for replacing the building's water filters that are attached to ice machines, faucets and drinking fountains every 3 to 6 months. The date of the last replacement should be attached to the filter. Filters may be picked up at the 412 CES Government Operated Civil Engineer Supply Store (GOCESS) located in Bldg. 3500.

2.14. The FM shall conduct monthly inspections of the building. Pay particular attention to the structural condition of the doors, windows, lights, plumbing, heating, ventilation and air conditioning equipment.

2.15. Call the 412 CES Requirements & Optimization Customer Service Office (277-3330 or 277-2420) to submit a work order for corrective maintenance and/or repair. Submit a service request for detailed planned work or anything other than corrective maintenance to include U-Fix-IT work requests.

2.16. A service request is required prior to using the Government Purchase Card for construction, material or RPIE purchases and must be made IAW AFI 64-117, *Government Purchase Card Program*, **paragraph 8.10**.

2.17. Escorts into controlled/restricted areas must be provided by the requesting organization for the 412 CES craftsmen and/or applicable contractors.

2.18. FMs are responsible for the cleanliness inside and outside of their assigned facilities for which services are not provided to them otherwise, such as cleaning of interior and exterior windows up to 72", and steam cleaning of carpeting (Steam Cleaner can be checked out at U Fix It Store in Bldg. 3500.)

3. FM Guidance.

3.1. The area of responsibility for each FM is 50 feet from the facility or half the distance to the next building. Facility occupants must take pride and ownership in their facilities. Maintenance of this area includes, but is not limited to, removing weeds, snow and ice from sidewalks.

3.2. Litter control will be performed as required regardless of weather. Litter control will include the removal of all debris, paper, bottles, cans and other scrap items from grounds, gutters, parking and adjacent areas.

3.3. In the event of snow, begin snow and ice removal after snowfall stops. It is the FM's responsibility to remove snow/ice from all sidewalks within 50 feet of the facility, nearby fire hydrants and the faces of all facility signs. FMs will use only approved deicing chemicals.

3.4. Clearance in storage areas must maintain 18 inches below the sprinkler heads/ceiling. Heavy items should never be stored on top of cabinets or lockers.

3.5. Precautions to prevent the freezing of water lines must be taken as follows:

3.5.1. Check all exterior water pipes for proper insulation around hose bibs, eye washes, irrigation valves (sprinklers) or any exposed piping that could be susceptible to freezing. Verify IAW AFI 32-1062, the proper function of all building equipment and systems during generator functional testing using facility load; sign the Air Force Form 487 following the semi-annual generator test.

3.5.2. Check all interior exposed piping in your buildings for proper insulation where freezing may occur.

3.5.3. Leave heat on in all buildings or warehouses that contain water pipes or fire systems.

3.5.4. Routinely check unoccupied buildings for leaks to prevent further damage.

3.5.5. Be familiar with procedures to isolate emergency eyewash/shower stations.

3.6. Keep obstructions away from water mains and fire mains so 412 CES technicians may access them easily when an emergency arises.

3.7. For facilities adjacent to aircraft parking ramps, check for inoperable and/or burnt-out parking ramp lighting weekly.

3.8. FMs should know the location and operation of master controls and valves so that utilities can be isolated, if necessary, in an emergency (if accessible).

3.9. FMs responsible for aircraft hangars with fire suppression systems must pay particular attention to notification of forecasted temperatures at or below 32 degrees. When notified of forecasted temperatures at or below 32 degrees for a period of at least 24 hours, perform the following:

3.9.1. Verify heating system functionality in all aircraft hangar facilities. For heating systems found inoperative, the FM will notify the 412 CES Requirements & Optimization Customer Service Office by calling 277-3330 or 277-2420. After regular work hours, contact the Emergency Communications Center (ECC) at 277-4540.

3.9.2. For inoperative heating systems, the 412 CES fire suppression team will shut off fire suppression system wet pipe isolation valves and drain wet pipes. In this configuration, FMs will implement a fire watch for their respective building(s).

3.10. In the event an emergency condition is identified during fire watch, the fire watch and/or FM will call the ECC at 277-4540 or dial 911.

4. U Fix IT.

4.1. U Fix IT is available to allow and encourage designated personnel to do minor maintenance and repair work on facilities.

4.2. The nature of U Fix IT work is painting, replacement of hinges, replacement of floor tiles, hasps, shower heads, door stops and other like items that do not require the skills of crafts personnel.

4.3. All electrical and plumbing work must be accomplished by authorized 412 CES personnel. except in the case of clogs. (Added) Facility Managers should attempt to plunge any commode or sink clogs prior to creating a NexGen IT work task.

4.4. FMs, commanders & first sergeants are authorized to voluntarily do minor maintenance and repair work on their facilities. They are also responsible for making sure materials obtained from GOCESS are used in the facility for which they are obtained.

4.5. U Fix IT work and requests for materials must be submitted through the service request process. All materials procured from GOCESS must only be used by military or DoD civilians. GOCESS is located in Bldg. 3500 (661-277-2938/275-2336).

5. Fire Prevention.

5.1. Fire prevention is the responsibility of the FM and using organization IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, [Chapter 6](#).

5.2. Fire extinguishers shall be maintained by the FM and supervisors IAW AFI 91-203, paragraph 6.2.4.6. If a discrepancy is identified with an extinguisher, contact the 812 CES/CEF to assist in repair. Fire extinguisher inspections shall be documented on a monthly basis using either a tag attached to the fire extinguisher, a label above the extinguisher or a computer-generated form maintained by the FM.

5.3. All exit lighting and emergency lighting shall be tested for 60 seconds on a monthly basis and documented.

5.4. Public assembly FMs will conduct and document daily closing inspections using the closing document provided by the fire prevention office. Maintain documentation on file for 30 days following the last duty day of the month, i.e., May's documentation shall be kept on file until 30 June.

5.5. Facilities containing hood and ducts shall clean the filters and canopies daily or more often as needed to prevent buildup. Hood & duct maintenance and repair are the responsibility of the using organization. Contact the 812 CES/CEF (Fire Prevention Office) prior to any repairs being scheduled, performed or completed.

5.6. All exits from the facility shall be kept clear of any obstructions and when encountered removed immediately.

5.7. Doors shall be operated on a weekly basis to ensure they function properly.

5.8. Ensure all occupants know and understand the fire reporting procedures and utilize 911 if necessary or call (661) 277-4540 from a cell phone.

6. Earthquake or Natural Disasters.

6.1. **(Added)** FMs are responsible for emergency preparation actions for their assigned facilities.

6.2. **(Added)** Emergency preparation actions include 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.

6.3. **(Added)** 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.

6.4. **(Added)** Units are responsible for the filling, placement, and removal of sandbags prior to, during, and after emergency conditions. Sandbags can be picked up at GOCESS, located in Bldg. 3500 (661-277-2938/275-2336). GOCESS personnel will direct FMs to sandbag fill location.

6.5. After an earthquake or natural disaster, FMs will inspect building(s) for obvious damage as identified in the "Rapid Evaluation of Structures" and report any building damage to the 412 CES Requirement & Optimization Customer Service Office. Additional duty FMs will be responsible for providing designated facility assessment reports, during, and after the occurrence of a major event, unless road infrastructure prevents the responsibility.

7. Security of Keys.

7.1. FMs are required to establish security procedures that will ensure no keys are duplicated without official approval in writing. FMs are not responsible for keys controlling specialized areas within the facility, areas maintained by using organizations for safeguarding their specialized equipment, sensitive documents, personal tool kits or similar items.

7.2. All heating, boiler, air conditioning, air handling and mechanical rooms shall be secured. Only the 812 CES/CEF and 412 CES authorized personnel shall have access to these areas. Mechanical rooms are not to be used for storage.

7.3. FMs will repossess all keys from personnel relocating or terminating employment and hold for safekeeping all keys issued to personnel going on extended leave or Temporary Duty over 30 days.

7.4. Requests for re-keys, master keys or for 10 or more duplicate and/or replacement keys requires written concurrence of the organizational commander/civilian leader (key request memorandum). Please see attachment at the end of this document for a sample key request memorandum. The primary FM will be required to sign for the keys.

7.5. FMs will document all actions involving key control in the key control log. Broken, damaged, or inoperative locks will be reported to the 412 CES Requirements & Optimization Customer Service Office.

7.6. Re-keying of a facility requires submission of a service request accompanied by a floor plan, key schedule, and key request form/Job Order Number and commander/civilian leader concurrence.

7.7. Arrangements for lock replacement will be submitted via a service request when replacement is required because of obvious abuse, vandalism or burglary, the request must be signed by the organizational commander/civilian leader with a copy of the statement of charges or a police report attached. If replacement is required due to inadequate key control by the FM or unit members, the organization will be responsible for the actual expenses required to duplicate keys or replace lock cores.

8. Special Use Systems.

8.1. Requests to change existing locks must be coordinated through the NexGen IT service request process.

8.2. Electrically operated door openers may be authorized in facilities such as command posts, fire alarm control rooms or where an attendant is not authorized to leave their control station within a locked room.

8.3. Automatic doors are authorized for public use facilities where deemed appropriate by the 412 CES and the 412th Security Forces Squadron (412 SFS). These doors will be maintained and repaired by the 412 CES through a service contract.

8.4. Security turnstile gates will be installed by the using organization if approved by the 412 CES and the 412 SFS.

8.5. Card key, optical or other high security systems will be installed, managed and maintained by the using organization if approved by the 412 CES and the 412 SFS through NexGen IT service request process.

8.6. Safes and associated locks that have been purchased by an organization are not real property and are the responsibility of the user to maintain unless supported under a Memorandum of Agreement or Memorandum of Understanding.

8.7. Sensitive Compartmented Information Facility locking mechanisms that are considered real property should be maintained by the 412 CES. Reference AFI 14-302, *Control, Protection and Disseminating of Sensitive Compartmented Information*.

9. FM Records.

9.1. FM records are the chronological history of the facility. A review of FM records can provide trends in maintenance and repair requirements. It can identify potential problem areas for 412 CES to correct before they become major problems. These records also indicate when it is time to start thinking of new construction rather than maintenance and repair.

9.2. FMs must update and maintain a continuity book. The book is either a digital or a paper-based product containing at a minimum the following:

9.2.1. Appointment letter

9.2.2. Local Operating Instruction (EDWARDSAFBI 32-1001, *Facility Manager*)

9.2.3. Work order log

9.2.4. Inspection records (Facility/Energy)

9.2.5. Safety/Fire Write-Ups

9.2.6. Key inventory/issue log

9.2.7. Floor plans

9.2.8. Known asbestos and lead health hazards

10. Work Request Working Group (WRWG). The WRWG is a group whose primary purpose is the evaluation and preparation of a CE work request requirement. The WRWG uses locally established process for determining details and required actions for a work requirement.

11. Work Request Review Board (WRRB). The WRRB is a meeting where approval and execution decisions are made based on inputs from the WRWG. Not all requirements reviewed by the WRWG are destined for a WRRB decision, but all WRRB decision require WRWG input.

12. Space Utilization and Control.

12.1. FMs must monitor their assigned buildings to ensure that utilization of assigned space does not change without proper approval; meaning, do not allow units to drift into currently vacant areas unless prior coordination and approval has been granted by the Facilities Board (FB).

12.2. The FB is the channel through which additional building space is assigned or currently assigned space is approved for a change in use. All requests will be submitted through the service request process. If the FB approves the reassignment, the facility must be inspected by Operations Engineering to determine requirements to support any new Category Code, Table of Organization (TO) or Table of Equipment (TE). These requirements will have to be met before approval to occupy.

13. Vacating a Facility. FMs will coordinate repair of the facility for turnover prior to vacating the premises. An inspection must be conducted with the 412 CEG Real Property Accountable Officer (RPAO) before vacating. All organizational equipment shall be removed and the area thoroughly policed. All keys will be turned over to the RPAO at the time of the joint inspection. Please call 277-8877 for additional information.

14. Damages to Real Property. Individuals discovering loss, damage or destruction to real property will immediately notify the 412 SFS (277-3340) and the 412 CES Requirements & Optimization Customer Service Office (277-3330/2420) and provide as much information as possible, such as location, time, circumstances and any other details required by either party.

15. Edwards Installation Development Plan (IDP) and Base Design Standards.

15.1. The IDP supports the Installation Commander's priorities and goals for Edwards AFB. It contains detailed information and plans addressing all areas affecting development on the installation. It serves as a tool to provide general guidance for making effective programming, design, construction and resource management decisions.

15.2. The Base Design Standards are a source document to allow project managers and contractors a foundation for all construction projects whether they are new construction, building alteration or maintenance and repair. FMs should be aware that all work on their buildings and associated grounds must conform to the requirements of these standards. Contact the 412 CEG Community Planner for additional information.

16. New Construction.

16.1. New construction is defined as modifying, adding to, or otherwise altering the existing facility. Example: installing new walls, relocating RPIE, cutting doorways, installing additional lighting, etc.

16.2. When new construction is required in a facility a service request must be submitted. When requesting construction, alterations and improvements, U Fix IT work, and work required to repair damage where pecuniary liability may be involved, it is very important to provide a detailed description of the work to be accomplished and a valid justification for the requirement. The justification must be clear, concise and factual. Reference to a regulation or write-up does not constitute justification by itself. Justification must include a statement to indicate what the effect would be if the work were not accomplished.

17. Energy Conservation.

17.1. FMs are responsible for monitoring energy conservation efforts. This does not require a great understanding of energy technology or special training. Simply follow a few commonsense steps to ensure the facility is within energy regulations and saving as much energy as possible.

17.2. Turn off lights that are not needed or being used. Encourage others to do the same. Ensure that all lights are off during non-duty hours.

17.3. Be Smart: Look for energy waste. Check around entryways and windows for cracks that allow air infiltration into the facility. If individuals have energy saving ideas, call the 412 CEG/CEN Energy Manager at 277-4695.

17.4. Most Important: Keep people in the facility "energy aware."

17.5. Space heaters are not authorized in Edwards AFB facilities to supplement climate control unless required for valid safety or health issues as determined by a Squadron Commander or equivalent. Use of a space heater in a facility must be authorized by a Memorandum for Record from a Squadron Commander or equivalent, with concurrence from the Chief of the 412 CES Facilities Systems Flight and 812th Civil Engineer Squadron Fire Inspector.

18. Environmental Responsibilities.

18.1. FMs are one of our best defenses to ensure environmental compliance and to address the impacts of an organization's activities, products and services on the environment. Many building materials can contain asbestos. Only unpainted glass, plastic, metal and wood is considered negative for asbestos. Materials are "presumed" positive unless sampling is done to prove otherwise. As long as asbestos-containing materials are in good condition and not disturbed, there should be no issues.

18.2. Any renovation, change or demolition of materials in real property facilities requires an approved work task from the WRRB. Requests are checked against existing facility files and if additional sampling is needed to determine if asbestos or lead is present additional bulk samples are taken for analysis by an accredited laboratory.

18.3. FMs should take the Environmental Management System (MLMW0610) training located at: <https://lms-jets.cce.af.mil/moodle/course/view.php?id=12380>. For environmental questions, please call 277-1401 and follow the prompts.

19. Recycling.

19.1. FMs are required to establish recycling collection points throughout the facility and to perform training and briefing sessions for building/facility personnel.

19.2. Facility occupants are required to recycle aluminum, metals, glass, plastics, paper (white/mixed/shredded/magazines), toner cartridges, cardboard and polystyrene foam (Styrofoam). Facility occupants should sort recyclable materials into the proper bins inside the facility or place them in the white recycle dumpsters outside the facility. Remove Styrofoam from boxes, break down cardboard boxes and put in recycling bin. Smaller pieces like "peanuts" must be placed in a bag.

19.3. Any recyclable item may be taken to the Base Recycling Center located on Landfill Road northwest of the riding stables. FMs are encouraged to frequently survey recycle containers, recycle dumpsters and refuse dumpsters to ensure proper recycling is being performed.

19.4. Contact your Unit Environmental Coordinator regarding the handling of Universal Waste (i.e., aerosol cans, batteries, electronic devices and fluorescent lamps) and Hazardous Waste (i.e., automotive maintenance fluids and filters, painting supplies, fertilizers, cleaners and poisons). These items should NOT be placed in white recycle dumpsters or brown refuse dumpsters.

19.5. Recycle containers may be requested from the 412 CES Requirements & Optimization Customer Service Office (661-277-3330/2420) and are subject to availability. For more information about recycling, contact the landfill at 277-DUMP (3867).

20. Service Contracts. Contracted services on Edwards AFB include automatic door repair, bollards & barrier maintenance, chemical toilets & septic tank service, custodial service, elevator maintenance, grease trap service, grounds maintenance, integrated solid waste service (trash pick-up & landfill), oil water separator service, pest control, tree maintenance and wastewater treat plant operation. For additional questions or issue regarding these services please contact the 412 CES Requirements & Optimization Customer Service Office (661-277-3330/2420).

21. Work Priorities.

21.1. The Air Force recently revised work priorities. The revised work classification priorities can be characterized as Emergency (unscheduled), Preventive Maintenance (PM) and Scheduled Sustainment Work; urgent and routine are no longer part of the work classification system.

21.2. Priority 1 work is classified as emergency Corrective Maintenance (CM). Emergency work represents immediate maintenance, safety or mission risk and will always be accomplished before all other work. The goal is to eliminate the emergency hazard or perform a temporary fix until sufficient materials or resources are made available to complete a final repair. Any follow-on work will be reprioritized as corrective maintenance (sustainment) work IAW with the priorities below.

21.3. Priority 2 work is PM. Planned maintenance actions to help prevent breakdown and failures and maximize the life cycle of our existing and new equipment.

21.4. Priority 3 work is scheduled sustainment work which has multiple categories and is ranked in order of mission risk and factors including Risk Assessment Code (RAC), FSD and statutory requirements.

21.5. Priority 3A or 3High is scheduled sustainment work with a high mission impact or equipment sustainment risk. Priority 3High work is follow-up to mitigated emergency work, work that corrects life, health and safety deficiencies (RAC 1-3, FSD 1 &2) and high return on investment corrective maintenance.

21.6. Priority 3B or 3Medium is scheduled sustainment work with time sensitive corrective maintenance. Failure to respond could lead to requirement becoming a 3A risk. Work orders in this category are normally 412 CES internally generated work typically identified during PM inspections and to repair and maintain RPIE assets.

21.7. Priority 3C or 3Low is routine work; low mission/equipment sustainment risk. Most work orders will fall in to the 3Low category.

21.8. Priority 4 work is enhancement work - "nice to have" work to include event support and any decorative need (signs, landscaping, etc.). Enhancement work could also be for a new critical mission requirement when an addition to or new RPIE is required. Enhancement work is not accomplished over sustainment work.

DOUGLAS P. WICKERT, Colonel, USAF
Commander, 412th Test Wing

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

AFI 32-1001, *Civil Engineer Operations*, 3 Oct 2019

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFMAN 14-403, *Sensitive Compartmented Information Security and Intelligence, Surveillance, and Reconnaissance Systems Cybersecurity and Governance*, 2 Sep 2019

AFMAN 32-1062, *Electrical Systems, Power Plants and Generators*, 19 Oct 2020

DAFI 64-117, *Government Purchase Card Program*, 18 May 2022

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 24 Mar 2022

Adopted Forms

AF 332, *Base Civil Engineer Work Request*

AF 103, *Base Civil Engineering Work Clearance Request*

DAF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

412 CEG—412th Civil Engineer Group

412 CEG/CEN—412th Civil Engineer Group Engineering Division

412 CES—412th Civil Engineer Squadron

412 SFS—412th Security Forces Squadron

812 CES/CEF—812th Civil Engineer Squadron, Fire and Emergency Services Flight

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

CE—Civil Engineer

CFL—Compact Fluorescent Lamp

CM—Corrective Maintenance

DoD—Department of Defense

ECC—Emergency Communications Center

FB—Facilities Board

FM—Facility Manager

FSD—Fire Safety Deficiency

GOCESS—Government Operated Civil Engineer Supply Store

IAW—in accordance with

IDP—Installation Development Plan

OPR—Office of Proposed Responsibility

PM—Preventive Maintenance

RAC—Risk Assessment Code

RPAO—Real Property Accountable Officer

RPIE—Real Property Installed Equipment

TE—Table of Equipment

TO—Table of Organization

WRWG—Work Request Working Group

WRRB—Work Request Review Board

Terms

SharePoint—A secure Internet workplace that allows multiple users to share documents in a central location.

Attachment 2

FACILITY MANAGER APPOINTMENT LETTER

Figure A2.1. Facility Manager Appointment Letter.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA**

MEMORANDUM FOR 412 CES/CEOER

FROM: Unit/Group Office Symbol

SUBJECT: Facility Manager Appointment Letter

1. Per AFI 32-1001, *Civil Engineer Operations*; the following individuals are assigned as Facility Manager(s) for facilities:

Name (First, MI, Last)/Pay Grade Primary:	Unit/Office Symbol
Email Address:	Alternate Email (Optional):
Duty Phone (DSN):	COMM: Alternate
Phone #:	Alternate Contact # (*):

DEROS/Assignment Expiration Date (If known):

Name (First, MI, Last)/Pay Grade Alternate:	Unit/Office Symbol
Email Address:	Alternate Email (Optional):
Duty Phone (DSN):	COMM: Alternate
Phone #:	Alternate Contact # (*):

DEROS/Assignment Expiration Date (If known):

2. For additional information please contact

3. An after-hours contact number is required by the innate nature of the position. If an alternate phone number is not available an alternate after hours contact number should be provided (*).

4. It is the responsibility of the primary and alternate Facility Manager(s) to find a replacement once within 60 days of their DEROS/Assignment expiration date and submit an updated appointment letter 30 days prior to assignment as Facility Manager.

5. This letter supersedes all previous letters, same subject.

Unit Commander or Equivalent
Signature Block

cc:

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Attachment 3

KEY REQUEST MEMORANDUM

Figure A3.1. Key Request Memorandum.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA

MEMORANDUM FOR Group Commander Office Symbol

FROM: Facility Manager Officer Symbol

SUBJECT: Key Request

1. A duplicate request of 10 or more duplicate keys, Master key, replacement key, or a re-key requires Unit Commander or equivalent endorsement.

a. The following building requires a duplicate key, Master key, replacement key, re-key

Building Number: _____

Room Number: _____

Number of Keys Needed: _____

Type of Key: Master key duplicate keys replacement key re-key

b. The JON number for this request is _____

Facility Manager
Signature Block

1st Ind, Group Commander Office Symbol

MEMORANDUM FOR 412 CES/CEOER

I approve/disapprove the key request.

Unit Commander or Equivalent
Signature Block

cc: