

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

**EGLIN AIR FORCE BASE INSTRUCTION  
32-9002**



**25 JULY 2013  
Certified Current, 7 August 2018  
Civil Engineering**

**ASSIGNMENT OF BUILDINGS,  
FACILITIES, AND QUARTERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 96 CEG/CEAR

Certified by: 96 CEG/CC  
(Col. Higdon)

Supersedes: AACI 32-9002, 3 February 2000

Pages: 4

---

This instruction implements AFPD 32-90, *Real Property Asset Management*. This instruction establishes responsibilities and outlines procedures for the allocation, assignment, utilization, and termination of assignment of all Eglin AFB buildings and facilities (on and off installation) included in the real property accountable records. It applies to all activities assigned, attached, or an associate to Eglin Air Force Base, Florida. 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 847s from the field through the appropriate functional's chain of command. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 33-363, *Records Disposition Schedule*.

**SUMMARY OF CHANGES**

Updates publication references and office symbols. Specifies notification of assignment of facility managers will now be sent to 96 CES/CEOSC.

**1. Policy.** All buildings or structures will be utilized as allocated and indicated on the Installations Inventory of Existing Facilities Report (RP - RCS: SAF-MIL (A) 7115). Specifically, floor space will only be used for the purpose approved in the allocating documentation. It will be reported as available for reallocation whenever its utilization changes.

**2. Responsibilities:**

2.1. The Eglin AFB Facilities Board is responsible for maximum utilization of existing assets and the accurate and compatible reporting thereof to higher headquarters.

2.2. The 96th Civil Engineer Group (96 CEG) is accountable for all real property and is responsible for assignment of all Eglin AFB buildings and facilities (on and off installation) and for maintaining complete and accurate real property records.

2.3. The Chief, Housing Division (96 CEG/CEAH) will be the manager for all family housing. Individual assignments will be made according to AFI 32-6001, *Family Housing Management*.

2.4. The 96 CEG/CEAH will assign dormitory space to specific organizations. The organization using the most space in each dormitory will designate a building manager.

2.5. The Base Lodging Manager (96 FSS/FSVL) will be the manager for transient quarters (VQ/VOQ/VAQ/TLF). Assignment will be according to AFI 34-246, *Air Force Lodging Program*.

2.6. All commanders will appoint in writing a primary and alternate facility manager for each building/facility and real property asset assigned to their organization. In multipurpose facilities, the organization assigned the most square footage will appoint the primary facility manager. Any other organization using a portion of a multipurpose building will appoint an alternate facility manager for the area occupied. Any buildings/facilities assigned to contractors will also have a facility manager appointed by their upper military/civilian management personnel. Facility managers should be the equivalent of an E-5 or above with at least two years retainability. Facility managers must complete initial and annual training developed by CE Customer Service (796 CES/CEOSC) prior to appointment. Facility manager appointment letters should be updated at least every two years, when there are facility manager personnel changes, or when a building/facility is reassigned or relinquished.

2.7. The 796 CES/CEOSC is responsible for operating, monitoring and training of the Eglin AFB Facility Manager Program. 796 CES/CEOSC maintains the master copies of all appointment letters and training certificates and are also responsible for updating all corresponding computer files. Facility managers will obtain clearance from 796 CES/CEOSC prior to departing Eglin AFB.

### **3. Procedures for Requesting and Assigning Space:**

3.1. Submit a written request for space to the Real Property Office, 96 CEG/CEAR, on Eglin AFB Form 35, *Request for Space*. Requests for space, as well as any changes in utilization within a facility, will be signed by commanders of two-letter staff activities or commanders of associate units. These changes will then be presented to the Eglin AFB Space Management Committee for approval/disapproval. All contemplated contract actions that involve providing space in government facilities to contractor personnel, or to lease space off base, must be approved by the Space Management Committee prior to initiation of the contract. Requests will include:

3.1.1. Justification, including reasons the currently assigned space is not adequate.

3.1.2. Square feet of floor space needed to perform functions and any requirement for alteration of an existing facility. (Any conversion or re-designation of facilities will be according to AFI 32-9002, *Use of Real Property Facilities*.)

3.1.3. An estimate of the time the requested space will be required.

3.2. All requests for buildings (facilities and floor space) to be used by the Range O&M Contractor will be sent through the Services Management Organization (AFTC/PZZ). The contracting officer/property administrator will validate the requirement and the O&M contractor will send the written request to 96 CEG/CEAR for action.

3.3. Upon initial assignment of a building/facility, advise 796 CES/CEOSC in writing of the primary and alternate facility managers appointed (paragraph 2.6). This notification will include information outlined in AFI 32-9005, *Real Property Accountability & Reporting* and according to this instruction.

3.4. Notify 96 CEG/CEAR when an organization no longer requires a building or facility. A 96 CEG/CEAR inspector and the facility manager will conduct a physical inspection. If the condition of the assigned building or facility is acceptable, the keys will be turned over to 96 CEG/CEAR and the manager will be cleared. Organizations may make a change of manager without physical inspection unless the new manager desires one.

3.5. Changes in unit strength, completion of a test contract, or function that serve to reduce or modify the justified and approved allocation of space resources, will be reported promptly to 96 CEG/CEAR. The space made available by these events will be reallocated according to this instruction.

DAVID A. HARRIS, Brig Gen, USAF  
Commander

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

AFPD 32-90, *Real Property Asset Management*, 6 Aug 2007

AFMAN 33-363, *Management of Records*, 1 Mar 2008

***Prescribed Form***

EGLIN AFB Form 35, *Request for Space*, Jul 13

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009