

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE
INSTRUCTION**



32-1003

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Civil Engineering

BASE APPEARANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction extends Air Force Policy Directive (AFPD) 32-10, *Installation and Facilities*. It provides standardized guidance, procedures, and responsibilities for base appearance at Luke Air Base. This instruction applies to all U. S. Air Force Reserve units and members attached or assigned to Luke AFB. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tired compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This publication has minor changes to Thunderbolt Excellence Team and Special events section, CES customer Service location, along with minor verbiage changes.

1. General.

- 1.1. **Base appearance is a wing program supported by all base organizations.**
- 1.2. **The 56th Mission Support Group Commander (56 MSG/CC) working through the direction of the 56th Fighter Wing Commander (56 FW/CC) is the overall focal point to ensure compliance with this instruction.**
- 1.3. **The Deputy Group Commanders (DGC) and tenant unit commanders will ensure the grounds surrounding all their base-wide facilities, as well as all common areas in their assigned areas of responsibility (AOR), are maintained IAW this instruction.** The DGCs will execute their responsibilities through their respective squadron commanders. Self-help tools are available for loans at the Self-Help Store located in Building 325.
- 1.4. **Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) will ensure all areas assigned under their AORs strictly adhere to the standards of this instruction.**

2. Procedures.

2.1. Specific Responsibilities:

2.2. **Through the use of in-house personnel, the 56th Civil Engineer Squadron (56 CES) is responsible for sweeping streets, parking lots (to include AAFES and DeCA parking lots), airfield pavements, herbicide treatment, and insect control.** The grounds landscape contractor is responsible for landscape maintenance under contract. The 56 CES/CEOES (Service Contracts Office) is responsible for ensuring that the grounds maintenance contractor performs all assigned responsibilities satisfactorily. Any base employee that notices a discrepancy in the base grounds contract should notify 56 CES/CEOES at extension 6-4717 for corrective action.

2.3. **Presently, all common areas are maintained by contract.** These AORs are managed by the 56 CES/CEO, Operations Flight. The 56 CES/CEO will notify DGCs of changes to the grounds maintenance contract affecting their AORs. The DGCs or their respective facility managers will notify the 56 CES/CEOES of contract maintenance areas where the contractor is performing unsatisfactorily. While under contract, recurring problems must be addressed to the 56 CES/CEO.

2.4. **DGCs are also responsible for the grounds around unoccupied facilities, which are assigned to their respective groups.** New facilities under construction, and those facilities under renovation where occupants have been forced to relocate, are the responsibility of the respective contractors and will be managed by 56 CES/CEN-Engineering Flight.

2.5. **The AOR is displayed on the Luke AFB Base Cleanup Map.** Each group, non-DOD entity, and tenant's AOR is color-coded to clearly indicate to the DGCs and facility managers the specific responsibilities of their respective teams.

2.5.1. Grounds maintenance contractors' primary responsibility includes those measures required to maintain improved grounds (with Bermuda grass) in a well-groomed, clean, neat, and attractive state of appearance, while keeping the desert landscape areas weed free. These measures include:

2.5.2. Lawn mowing (2-4 inches in height), edging, and fertilizing grass.

2.5.3. Eliminating weeds, chemically or manually, in desert landscape areas. This includes weeds growing in pavement or gutters and sidewalk cracks adjacent to mow or desert landscaped areas.

2.5.4. Watering improved area vegetation (grass, trees, etc.).

2.5.5. The removal and disposal of all natural debris, (tree limbs, dry brush, etc.) and man-made debris. Contractor is responsible for emptying residential sized trash containers located at Fowler Park, Silver Wings Park, and the park east of building 997, and replace with new liners..

2.5.6. Trimming trees, shrubs, hedges, and cacti include sprouts and shoots on tree trunks that create a safety hazard.

2.5.7. All measures mentioned in **Paragraph 2.5** are currently under contract maintenance and accomplished regularly. However, each facility manager has an AOR. These areas will extend to the halfway point between adjacent facilities or 50 feet around the building where no adjacent facility exists, associated parking lots, and to the centerline stripe of roadways. A facility manager's responsibilities include removing natural debris, weeds, and trash as briefed in the initial Facility Manager training.

2.6. The grounds maintenance contract standard is dictated by current Air Force Common Output Level Standards (AFCOLS). AFCOLS is subject to change every fiscal year, and that will determine the contract standard for ground maintenance.

2.7. Thunder Pride Team (TPT): The TPT will augment CE cleanup operations for 2 – 3 days (as needed) after First Term Airman Course completion. TPT will report to CE Customer Service in Bldg. 332 where they will be dispatched throughout the base.

2.8. Thunderbolt Excellence Team (TET): The TET will augment CE cleanup operations after severe storms. The TET will be activated upon the recommendation of the 56 CES/CC (or delegated official). Cleanup operations will focus on clearing main streets first and will continue to common areas around base such as Fowler Park, Air Park, etc., if mission allows.

3. Special Events and DV Visits.

3.1. Special effort wing-wide cleanups will be directed, as appropriate, by the 56 FW/CC.

3.2. Action officers sponsoring special events and DV visits will forward routes and itineraries to the 56th Fighter Wing Protocol Office, who will forward them to the 56 CES/CC and 56 MSG/CC at the earliest opportunity. Routes will include street names and building numbers to streamline cleanup efforts. Draft itineraries provide a starting point for cleanup activities. Each DGC will make a special effort to ensure their assigned AOR, and group facilities meet the ground maintenance standards of this instruction for these events.

3.3. The 56 MSG/CC will obtain corrective action inputs from the 56 FW/CC and 56 FW/CD. The 56 MSG/CC will notify respective DGCs of cleanup requirements and oversee base-wide efforts.

3.4. The 56 CES/CEO will request the grounds maintenance contractor to schedule as necessary to improve base appearance in DV areas. If in the event ground maintenance contractor cannot support the request, 56 Contracting Squadron will be contacted to resolve the issue. Although the grounds maintenance contractor is responsible for all litter and debris

removal in improved grounds, it may not be possible to adjust the contract schedule to coincide with special events. Therefore, groups must be prepared to dispatch crews to their AORs prior to these events.

3.5. Where practical, all special cleanup efforts will be completed one day prior to scheduled event or visit.

4. Inspections.

4.1. The 56 MSG/CC, or 56 MSG/CD, 56 CES/CC, and 56 CES/CEO will conduct periodic inspections of the base for compliance with this instruction and notify the responsible agency of any areas needing attention.

DAVID J. BERKLAND
Brigadier General, USAF
Commander, 56th Fighter Wing

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

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army & Armed Forces Exchange Services

AF—Air Force

AFI—Air Force Instruction

AFB—Air Force Base

AFCOLS—Air Force Common Output Level Standards

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AOR—area of responsibility

CC—commander

CES—Civil Engineer Squadron

DECA—Defense Commissary Agency

DGC—Deputy Group Commanders

FW—Fighter Wing

MSG—Mission Support Group

RDS—Records Disposition Schedule