

**BY ORDER OF THE COMMANDER  
RAMSTEIN AIR BASE (USAFE)**

**RAMSTEIN AIR BASE INSTRUCTION  
32-9001**



**30 JANUARY 2018**

**REAL PROPERTY FACILITY  
MANAGER PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements AFPD 32-90, *Real Property Management*, AFI 32-9002, *Use of Real Property Facilities*, AFI 32-1001, *Operations Management*, AFPD 32-10, *Installations and Facilities*, and AFI 32-7001, *Environmental Management*. This instruction establishes the policies and procedures for the facility manager program, including instructions for the appointment and replacement of the manager. It applies to all organizations occupying real property facilities managed by the 86th Airlift Wing in the Kaiserslautern geographic area. This instruction also provides geographic area specifics for application of UFC 3-410-01, Heating, Ventilation, and Air Conditioning Systems for Ramstein and related facilities in the same geographic area. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363 USAFE Supplement, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

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 Forms 847 from the field through the appropriate functional chain of command.

## ***SUMMARY OF CHANGES***

This instruction was substantially rewritten and should be reviewed in its entirety.

**1. Responsibilities:** IAW AFI 32-9002, installation commanders must ensure real property facilities are efficiently and effectively used. The Base Civil Engineer (BCE) and facility users must work as a team to identify and correct deficiencies, keep records of facility use in comparison with facility requirements, perform management analysis when deficiencies are identified, make presentations to the Facilities Board, and deactivate and dispose of excess facilities. The key interface between the BCE and the facility user is the Facility Manager (FM).

1.1. **Facility Responsibility.** All Air Force facilities within the Kaiserslautern Military Community (KMC) are assigned to individual unit commanders by action of the installation's Facilities Board. The organization's commander assumes responsibility for all facilities assigned to his/her organization as well as the Real Property Installed Equipment (RPIE) therein. The FM at Ramstein and Kaiserslautern area Geographically Separated Units (GSUs) must be designated in writing by the commander of the respective facility to the 786 CES Customer Service section (786 CES/CEOER).

1.2. **Facility Manager Requirements.** IAW AFI 32-1001, the FM must be an officer, E-5 and above, or civilian of equivalent rank as primary and alternate FMs for each facility assigned to the organization. FMs should have at least 18 months retainability at the time of appointment. FMs need to be replaced no later than 6 months prior to scheduled departure of assignment to ensure proper transfer of responsibility.

**2. Facility Manager.** Must attend initial facility manager training when assigned. The FM, in cooperation with the occupants, is responsible for the care, custody, and protection of the facility and installed property. FMs are responsible for:

2.1. **Emergencies.** Notify 786 CES Customer Service (786 CES/CEOER) immediately when facility emergencies occur. Describe the problem and what is being done to minimize property damage. FMs should know the location and operation of master controls and valves so that utilities can be isolated if necessary, in an emergency.

2.2. **Minor Maintenance and U-Fix-It.** Perform minor maintenance to their facility/facilities out to 100 feet in all directions from the facility and below 12 feet in height. This includes interior items, exterior items, RPIE maintenance, grounds maintenance, and ensuring sidewalks and steps are shoveled and kept free of snow and ice at all times. Some maintenance may require specific personal protective equipment (PPE) the user must provide. Training for these items is included in the FM training class and reiterated in the *Facility Manager Handbook*. The U-Fix-It store is available to help the FM with supplies to support minor maintenance. Specific examples of minor maintenance items are spelled out in the *Facility Manager Handbook*.

2.3. **Inspections.** Conduct monthly inspections of the building and installed equipment. Pay particular attention to the structural condition of the doors, windows, lights, plumbing, heating, ventilation, and air conditioning equipment. Conduct visual inspections of electrical appliances annually. Advise 786 CES Customer Service (786 CES/CEOER) of routine maintenance and repair requirements through TRIRIGA's Service Request system. Report

unsatisfactory work of the custodial services contractor to the Civil Engineering Service Contract Management Branch (786 CES/CEOES).

**2.4. Key Management.** Sign for and manage the distribution of all keys to the building, including the replacement of lost keys. The keys must be accounted for at all times. Occupants must return the keys to the facility manager when no longer required.

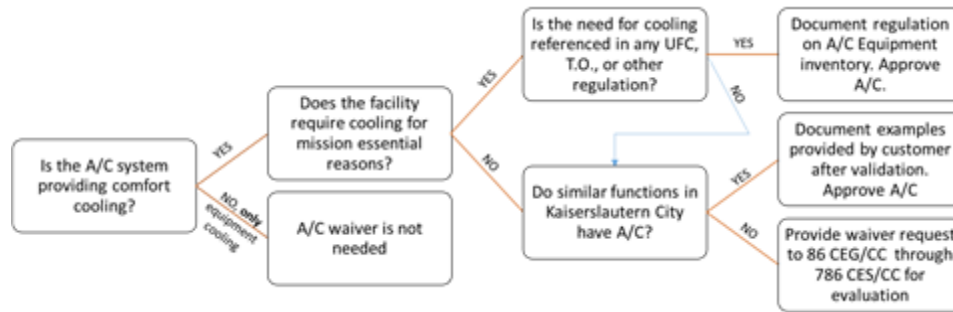
**2.5. Unit Environmental Coordinator (UEC) (AFI 32-7001):** This responsibility is realigned to the facility manager task. The lead unit facility manager for each unit will support the installation Environmental Management System (EMS) as directed by the installation Cross Functional Team (CFT).

**3. Energy Conservation.** As a FM, you are responsible for energy management within your facility. The Air Force has been mandated to decrease its energy consumption by at least 3% on an annual basis. The Base Energy Manager can provide information, recommendations, and answers to your questions on how to carry out this responsibility.

**3.1. Air Conditioning.** One of the biggest consumers of energy is our Air Conditioning Systems. As a result, we must take advantage of Kaiserslautern's moderate climate. With an average of only 17 hours above 90 degrees and 48 hours above 85 degrees per year, air conditioning is for equipment cooling and, in very limited situations, for comfort cooling with an approved waiver in cases where natural and/or mechanical ventilation is inadequate. An example is a SCIF type facility performing operational missions with data systems that generate excessive heat which cannot be released through a window or open door. Portable-type AC units are not authorized for permanent operation in Ramstein facilities.

**3.1.1. Air Conditioning Policy Waivers.** Requests for air conditioning for comfort must be submitted to 86 CEG as the approval authority. Accompanying the request should be an explanation of circumstances and justification for air conditioning in which mechanical/natural ventilation does not resolve issues beyond personnel discomfort. Justification shall address Executive Order (EO) 13693 mandated Energy Conservation reduction, statement of explanation for energy costs and maintenance costs. It must compare your function to similar functions on the economy, other bases in Germany and show that local facilities of similar structure and function use air conditioning (IAW guidance in UFC 3-410-01, **Paragraphs 3.— 5.1.**). To assist in understanding the process, reference **Figure 3.1.**

Figure 3.1. A/C Waiver Flow Chart



**4. Vacating Facilities.** Notify the Real Estate Officer within 10 working days prior to vacating any facility under the organization's responsibility. Real Estate personnel will make an inspection to determine the condition, state of cleanliness of the building and inventory the installed property.

RICHARD G. MOORE, JR., Brigadier General,  
USAF, Commander

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

AFPD 32-10, *Installations and Facilities*

AFPD 32-90, *Real Property Management*

AFI 32-1001, *Operations Management*

AFI 32-9002, *Use of Real Property Facilities*

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

AFMAN 33-363, *Management of Records USAFE Supplement*, 25 Nov 2008 (certified current 14 Aug 2015)

Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*

UFC 3-410-01, *Heating, Ventilation, and Air Conditioning Systems*

***Abbreviations and Acronyms***

**A/C**—Air Conditioning

**AFIMS**—Air Force Information Management System

**BCE**—Base Civil Engineer (Civil Engineer Group/Squadron commander)

**CES**—Civil Engineer Squadron (786 CES and 86 CES)

**EO**—Executive Order

**FM**—Facility Manager

**GSU**—Geographically Separated Unit

**HVAC**—Heating, Ventilation, and Air Conditioning

**PPE**—Personal Protective Equipment

**RDS**—Records Disposition Schedule

**RPIE**—Real Property Installed Equipment

**SCIF**—Sensitive Compartmented Information Facility

**T.O.**—Technical Order

**UFC**—Unified Facilities Criteria

**USAFE**—United States Air Forces in Europe

*Terms*

**Real Property**—Includes lands, buildings, structures, utilities systems, improvements, and appurtenances thereto. It includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

**Real Property Asset Management**—Air Force real property asset management is the process of accurately accounting for, maintaining and managing real property in the most efficient and economical manner in accordance with Federal Real Property Council guidance, while ensuring that the Air Force has the real property it needs for sustaining current and projected missions.

**Real Property Installed Equipment (RPIE)**—Those items of government owned or leased equipment permanently attached or an integral part of the property that aids in the function of the facility.