

**29 FEBRUARY 2000**



**Civil Engineering**

**30TH SPACE WING FACILITY MANAGER  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD32-10, *Installations and Facilities*, and AFI32-1001, *Operations Management*. The 30th Civil Engineer Squadron (30 CES) is responsible for the development, operations, maintenance and repair of the Vandenberg AFB infrastructure, facilities, facility systems, roads, grounds and much more. We accomplish our mission both with in-house labor and with contracts. CE work is accomplished through Direct Scheduled Work (DSW) and Work Orders. To request a work order, you had to submit an AF Form 332, **Base Civil Engineer Work Request**, and depending on the work order to an approved AF Form 103, **Base Civil Engineer Work Clearance Request** might be necessary, and finally an AF Form 813, **Request for Environmental Impact Analysis** may need to be accomplished depending upon what effect the work order may have on the environment. In order to improve customer service and as part of the 1998 Guardian workout process, CE has developed a new form called 30 SW Form 35, **Base Civil Engineer Work Request**, this will replace the AF Form 332, 103 and 813. This instruction is designed to help you understand the Facility Manager Program, roles and responsibilities, how to identify and get work done, and finally to understand the purpose and process to accomplish the SW Form 35. In this instruction, references will be made to 30 SWPAM 32-3, *Vandenberg AFB Facility Managers Guide* AFPAM 32-1004 volume 3, *Working in the Operations Flight, Facility Maintenance*. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication are: Title 5, U.S.C. 301; Title 10, U.S.C. 8012; and Title 44, U.S.C. 3101. Forms affected by the Privacy Act have an appropriate privacy act statement or one will be provided upon request. System of records notice F03002 and F12503 apply. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

**1. Facility Manager Roles and Responsibilities.** Facility Managers are extremely important not only to Team Vandenberg, but especially to those seeking assistance in maintaining and/or upgrading the facility. Facility Managers will have a major impact on those individuals that work and serve in the facility,

and Facility Managers take the lead on all work required to maintain a quality work environment. Building occupants depend on Facility Managers to alleviate their problems and concerns with the building. Facility Managers must know their responsibilities and perform duties to enable their unit to maintain mission readiness and quality working conditions.

### 1.1. What is a Facility Manager?

1.1.1. A Facility Manager is the commander's and facility occupants' representative to the Base Civil Engineer (BCE) for any work needed on real property or Real Property Installed Equipment (RPIE), regardless of whether a military member, Federal employee, or a contractor supporting the Air Force. Because they are the single point of contact to the BCE, they must be the one to request any maintenance, repair or alteration of your facilities. Co-workers should route any requests through them, and not directly to CE. Except for emergencies, CE will deal ONLY with the Commander or Facility Manager, and will provide all feedback to those individuals.

1.1.2. Unit commanders should notify Production Management when relieving or appointing a Facility Manager at least 10 days in advance. The commander must submit a Facility Manager Appointment Letter to the Production Management Unit (PMU) (see [Attachment 2](#) for letter format). Production Management or the respective zone will schedule and provide a mandatory briefing on duties and responsibilities.

1.1.3. Facility Managers are assigned as either Primary or Alternate. If you occupy a building with more than one organization assigned, the organization which occupies the MOST SQUARE FOOTAGE will have Primary Facility Manager responsibility. The remaining Facility Manager assigned will be Alternates. An organization can assign as many Alternates as the Commander feels is necessary, but there will only be one Primary for each facility.

### 1.2. The Facility Manager's Role.

1.2.1. The Facility Manager's role in this program is critical. First, the Facility Manager should find out who is his/her point-of-contact (zone assigned) for any facility maintenance repair (if unsure, call CE customer service at 6-1856 to find out who is the zone representative). This information is crucial because your zonal maintenance point-of-contact or customer service unit is where all direct scheduled work is routed, including the 30 SW Form 35. In the past, most Facility Managers would simply call their zone customer service center to report needed work. They waited extremely long periods of time for only one requirement to be completed. **We ask you not to do this!** Since immediate response is limited to only emergencies or urgent work, there's no need for you to call us when you spot minor **routine** maintenance items or things that do not need to be done immediately. Instead of calling the zone, simply prioritize the work and make a note of your work requirement on an AF Form 1219 and wait until an inspector visits you. For more information on how to complete the AF Form 1219 see 30 SWPAM 32-3, *Facility Manager's User Guide*.

### 1.3. Facility Manager's Responsibilities.

1.3.1. Facility Managers are the eyes and ears of a facility. It is their responsibility to identify requirements, submit requests for services to CE and monitor all service contracts work being done. Other areas of responsibility include: ensuring mechanical rooms and trash dumpster areas are neat and clean, grounds and shrubbery surrounding facility extending out approximately 25 ft. are properly maintained, knowing if and where asbestos and lead based paint are present in the

facility, maintaining control of keys, and performing the other duties as outlined in 30 SWPAM 32-3.

#### **1.4. Safety.**

1.4.1. The Facility Manager is responsible for inspecting the facility for potential safety hazards and report them to the proper agencies. If a 30 SW Form 35 is needed to correct a safety violation, attach the write-up to the form.

#### **1.5. Security.**

1.5.1. The Facility Manager plays a vital role when it comes to building security. Establish a standard procedure for ensuring that your facility is secure from illegal entry at all times. Double check all doors and windows during the closing procedure and be sure all locking devices are in good working order. An insecure building due to mechanical or structural deficiency constitutes an emergency and should be called in immediately.

1.5.2. For questions concerning building security, contact the Security Forces Crime Prevention Section, 6-2655; the Resources Protection Section, 5-0759; or the Law Enforcement Desk, 6-3911.

#### **1.6. Key Control.**

1.6.1. Keys will be issued to Facility Managers from the 30 CES Lock shop only. Key control starts when keys are issued. Facility Managers will issue keys on an AF Form 2432, **Key Issue Log**. Master keys should be strictly controlled.

##### **1.6.2. Key Duplication.**

1.6.2.1. Facility Managers are the only personnel authorized to request key duplication or replacement. This is accomplished by submitting a 30 SW Form 35 to the CE Zone (1, 2, or 3) which your facility is located in. Upon satisfactory review of the request, a DSW number will be assigned by the Zone. To expedite the process, you may hand carry the DSW from the Zone to the Civil Engineer Heavy Repair Vertical Shop (30 CES/CEOHV) at Bldg. 1172.

#### **1.7. Key Control Duties.**

1.7.1. Specific Facility Manager Responsibilities are identified in 30 SWPAM 32-3.

#### **1.8. Service Contracts.**

1.8.1. CE spends over \$5.0 million every year on service contracts such as ground maintenance, refuse collection, and custodial services. Therefore, it is crucial that the Facility Manager is aware of what services the facility receives, and what they do and do not include. If a problem arises or there is a shortfall in the service being provided, call the Service Contract section (30 CES/CEOEC) at ext. 6-2330. Do not approach the contractor or their workers; contact the Service Contract Section directly. They are the only office authorized to communicate with the contractor.

#### **1.9. Energy Management.**

1.9.1. The Facility Manager has the most direct influence in helping the base meet its energy reduction goals. Take a periodic walk through your facility to make sure smart energy practices are used. For any area that needs improvement, contact CE for correcting wasteful conditions. Money saved from utility conservation can be used to improve quality of life in your facility, so monitor all areas and make sure of the following:

- 1.9.1.1. Thermostats are set at correct temperatures (78 degrees in summer, 68 degrees in winter).
- 1.9.1.2. Windows and doors are closed during heating and cooling.
- 1.9.1.3. Lights are turned off after hours or when not in use.
- 1.9.1.4. Unused equipment is not needlessly running.
- 1.9.1.5. Plumbing fixtures (e.g.; sinks, commodes, urinals, showers, etc) are not wasting water.

## **1.10. Facility Abuse.**

1.10.1. Management of facility abuse is a continuing item of interest throughout the Air Force. The Facility Managers, organization commander, BCE and the Support Group Commander all play an integral part in identifying, investigating, and resolving any possible instance of facility abuse. Facility abuse can be defined as any damage or loss which is due to misconduct or negligence in the use, care, custody, or safeguarding of real property facilities or systems.

### **1.10.2. Facility Abuse Discovered.**

1.10.2.1. When facility damage is discovered, report it to the commander (Equivalent), who will contact the Security Forces Law Enforcement Desk and initiate an investigation. The Security Forces will do an incident report for the record and forward a copy to the commander and CES. The Facility Manager must prepare a 30 SW Form 35 with the commander's signature and forward it to the zone. The zone will do a cost estimate and forward it to the commander. Once the organization commander has completed the investigation, forward a copy of the findings back to CES with a recommendation of method to repair (self-help or CES in-house/contract labor). CES will be reimbursed by the organization or individual at fault for all expenses to restore Real Property. Reimbursement actions will be completed/accomplished through the report of survey process as identified by the unit charged with the damage.

## **1.11. Record Keeping.**

1.11.1. The Facility Manager should keep a file/logbook that shows a chronological record of all maintenance or repair work done in the facility. This will allow CE to see trends, and start planning for equipment replacement or upgrade if major problems persist. It is paramount that a continuity folder or file is kept which contains as a minimum the following tabbed information:

Tab 1: Current copies of open/closed AF Form 1219 (Awaiting zone maintenance visit and work accomplished on previous visit).

Tab 2: Suspense copies of 30 SW Form 35 (awaiting Work Request Review Panel (WRRP) action).

Tab 3: Current work order status letters indicating WRRP actions.

Tab 4: Entry log for all emergency and urgent service calls.

Tab 5: Key Control log for all keys assigned and issued.

Tab 6: Service Contracts Information (Refuse/recycle pick-up schedule, grounds maintenance schedule, floor plan showing custodial service area schedules, etc.).

Tab 7: General information (Facility Manager appointment letter, this instruction, fire/safety inspection results/write-ups, etc.).

## 2. The Work Flow Process.

### 2.1. How To Get Work Done.

#### 2.1.1. Work Categories (Method of Accomplishment) and Classification.

2.1.1.1. There are three categories of work depending on the complexity and funds required:

2.1.1.1.1. DSW (in-house),

2.1.1.1.2. Contract: Engineering Project-Military Construction (MILCON) or Operations & Maintenance (O&M), Simplified Acquisition of Base Engineering Requirements (SABER), Indefinite Delivery Indefinite Quantity Contract (IDIQ), Launch Operations & Support Center (LO&SC), and Contract by Requester usually using their IMPAC), and

2.1.1.1.3. Work orders (in-house), and self help.

2.1.1.2. Work can be classified as emergency, urgent or routine. If unsure of the classification, call the CE zone or PMU for clarification, or refer to 30 SWPAM 32-3.

#### 2.1.2. Minimum response times for DSW's:

Emergency Requirement	within 24-hours
Urgent Requirements	5-workdays
Routine Requirements	30-workdays

### 2.2. Requesting a DSW.

#### 2.2.1. Emergency and Urgent Work.

2.2.1.1. If the request is emergency or urgent and can be done as a DSW, simply call the respective CE facility maintenance zone and report the request. If the request is routine, follow the instructions in Attachment 6 of the Facility Managers Guide, paragraph 3.2.1.1. The zones will only accept input from the Facility Manager, so all building occupants' requests must go through the Facility Manager unless it is an emergency.

#### 2.2.2. Routine Work.

2.2.2.1. A routine requirement is defined as all maintenance, repair or minor construction work, other than emergency or urgent which is necessary to maintain and operate a complete and usable facility and protect it from further deterioration/damage. Routine work requirements should be documented on the AF Form 1219 during the facility inspections and will be accomplished during scheduled maintenance visits.

### 2.3. Requesting A Work Order.

2.3.1. A planned work order requires the completion of a 30 SW Form 35. The Facility Manager and the Squadron Commander are the only persons authorized to submit a 30 SW Form 35. Include a detailed description of the work required. Attach sketches or maps if necessary, and state justification for the work to be accomplished. The Facility Manager is not required to obtain

coordination. The WRRP will decide what coordination is required and will obtain it once your request is approved. However, the Facility Manager may obtain the coordination to speed up the process. If the work required is to clear a safety write-up (or any other type of write-up), then a 30 SW Form 35 is required for documentation with the appropriate write-up attached. The WRRP will examine all new 30 SW Form 35's to validate and approve or disapprove. If disapproved, the PMU will send the 30 SW Form 35 back with justification or reasons why work cannot be completed. If approved, the PMU will send the Facility Manager an approval verification letter that will state how the work will be accomplished.

#### **2.4. Requesting A Project.**

2.4.1. A 30 SW Form 35 is still required if the work falls within the scope of a project. It is up to the WRRP to decide whether the work will be done in-house or by contract. Simply submit the work request and CE will make the determination of the method of accomplishment.

#### **2.5. CE Work Flow Process.**

**2.5.1. Attachment 3** shows a flow chart of the basic work flow process that a Facility Manager needs to understand when submitting a work request. In brief, the following happens when a request is submitted:

2.5.2. The first input occurs with the zone customer service personnel. This is true regardless if calling in a request, holding minor routine work for the maintenance inspection, or if a 30 SW Form 35 is needed. The zone customer service person will ask certain questions that will help determine how the work request will be handled, and the required documentation to make it happen.

2.5.3. When the zone receives the request, they will perform an initial estimate. If the required work meets the DSW criteria, the zone craftsmen will normally accomplish the work through the Do It Now (DIN) or Facility Maintenance Inspection (FMI) process. If the requirement takes less than 50 man-hours and requires some skills that are not available within the zone, the work request will be sent to the appropriate element within Operations to be done as a DSW. If your request does not meet DSW criteria, it will be forwarded to the PMU for inclusion in the WRRP agenda.

2.5.4. The WRRP is comprised of various managers within the CE organization and some sections outside of CE. Their main function is to evaluate all the information provided on the original work request and any additional information obtained from the Zone. They then will determine how best to meet the customers' needs and accomplish the work request. The panel will make the following decisions regarding the request:

- a) Validate against existing base plans/programs, approve if valid.
- b) Identify method of accomplishment.
- c) Determine if the Customer Care Priority (CCP) program applies (30 SWPAM 32-3).
- d) Determine which agencies need to coordinate on the request.
- e) Disapprove request (reasons will be provided in writing to the Facility Manager).

2.5.5. In some cases, the WRRP is not able to make a decision and the request may need further evaluation by Maintenance Engineering.

2.5.6. If the work required will take 250 man-hours or less, is within Infrastructure or Heavy Repair's capability, can be accomplished within a reasonable time frame, and does not qualify as a (CCP) requirement, your work will be forwarded to these areas for completion.

2.5.7. If the work request qualifies as a CCP requirement (no priority assigned), the PMU will return it to the CCP Group Monitor who will maintain it, until it is within the Group's priority for re-submittal to CE. After CE receives it, the PMU will forward it to the section identified during the WRRP for accomplishment.

2.5.8. If the work request will be accomplished through some contract means, it will be included within the agenda of the Facility Board (FB) and will be prioritized within an appropriate fiscal year.

## 2.6. Requesting Self-Help Work.

2.6.1. To accomplish self-help projects on a larger scale, submit a 30 SW Form 35, **Base Civil Engineer Work Request** for approval prior to initiating work. Submit requests directly to the Zone's customer service, who will in turn process it for approval/disapproval. However, the requestor will have to obtain the proper coordination (Fire, Safety, CEV, etc.). The requestor must furnish the labor, but may have the option of furnishing the material/funds from their resources. Once the request is approved and has been cleared by the Zone to commence with self-help work, the Zone will plan the work, order the materials and call the requestor to pick up materials upon arrival. Once the project begins, the Zone will inspect as necessary to ensure quality craftsmanship, coordinate CE support, and ensure timely completion (see 30 SWPAM 32-3).

## 2.7. Work Clearance.

2.7.1. Before Starting Work: The person carrying out the excavation must be in possession of a completed and valid 30 SW Form 35. Make sure plans identify the underground services, other utilities and any environmental concerns in the area. Drawings issued with 30 SW Form 35 are for guidance only, accuracy is not guaranteed. **NOTE:** Utilities must be appropriately marked (see 30 SWPAM 32-3 for details).

## 3. Purpose for the New 30 Space Wing Form 35.

**3.1. 30 SW Form 35.** CE has come up with a way to improve customer service. It is called the 30 SW Form 35. The new form combines the Air Force Form 332-**Base Civil Engineer Work Request**, AF Form 103-**Base Civil Engineer Work Clearance Request** and AF Form 813-**Request for Environmental Impact Analysis**. This combination will streamline the work order process. Only one form is going through the system and is getting the proper coordination once instead of three forms needing coordination. **NOTE:** The coordination process for work orders is explained in 30 SWPAM 32-3.

### 3.2. Filling out the 30th SW Form 35.

3.2.1. Section 1 - General Work Request Information.

Block 1: Organization and Office Symbol Assignment of Requestor.

Block 2: Date you submit request to CE.

Block 3: BCE use only.

Block 4: BCE use only.

Block 5: Your name and phone number.

Block 6: Enter the date the requested work should be completed. (**NOTE:** Be sure to complete Block 9 to justify the urgency of your request.)

Block 7: Enter the number of the building or facility where the work is to be performed.

Block 8: "Description of Work to be Accomplished". It is imperative that you include a detailed description of what work is required. Attach any sketches, plans, diagrams, specifications, photographs, or any other data/information that would provide a complete description of the location and scope of work requested.

Block 9: "Justification of Work Required". State the justification for the work required. If the work is required to clear a safety write-up (or any other type of write-up), attach a copy of the write-up.

Block 10: "Donated Resources". Indicate the resources you or your organization will donate or furnish.

Block 11: "Sign and Date". **NOTE:** The 30 SW Form 35 can only be signed by the commander or Facility Manager, primary or alternate. Once the form is turned in to the zone it will be issued a work order number and the Facility Manager will be given a copy of the form for their records.

Block 12: Has five spaces for offices requiring coordination.

3.2.2. Section 2 - For Base Civil Engineer Use.

3.2.3. Section 3 – Base Environmental Only. Blocks 1 & 2 to be completed by customer. Blocks 3 – 7 for 30 CES use only.

3.2.3.1. This section is for Base Civil Engineer Use. This part of the form deals with what impact work orders will have on the environment. For more information on the Environmental Impact Review Process see 30 SWPAM 32-3. After Section III is complete you will receive another copy of the 30 SW Form 35 showing the approval date and the suggested method of accomplishment.

3.2.4. Section 4 - Coordination for Work Clearance.

3.2.4.1. This section is for Base Civil Engineer Use. This part of the form deals with work clearance coordination. As mentioned in Chapter 3, Facility Managers may obtain the coordination to speed up the process. For more information on work clearance requirements see 30 SWPAM 32-3.

**3.3. FINAL NOTE:** Throughout the process your focal point for questions on your work request (30 SW Form 35) is your zone customer service or PMU personnel. They will always be able to tell you the status of your work request, or will be able to tell you where to get the appropriate information.

**4. Forms Prescribed: 30 SW Form 35, Base Civil Engineer Work Request.**

STEVEN C. BOYCE, Colonel USAF  
Commander, 30 Civil Engineer Squadron

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### *Terms*

**BCE Multicraft Job Order, AF Form 1219**—This form is used by Facility Managers and zone personnel to record minor routine work during regular facility inspection visits.

**BCE Work Request, 30 SW Form 35**—This new form's purpose is trifold. First, it is used to request modification, alteration, new work, large-scale maintenance and repair, reimbursable work, Local Manufacture, and/or all Self-Help work. Second, it is used to notify all interested base offices of upcoming work which may affect various utilities, systems, the environment, traffic flow, communications, etc; and to prevent interruption of any utilities located at or adjacent to the proposed work area. (**NOTE:** You must have an approved form before starting any kind of work.) Third and final purpose is for the environment. It is used in accordance with AFI 32-7061, *The Environmental Impact Analysis Process*, and is necessary to evaluate the potential for environmental impacts of proposed projects.

**Customer Feedback Form**—This form is used to allow base customers to provide us feedback on how we may serve you better. Your inputs and ideas will help us provide faster and higher quality service. As a customer, you may fill out a customer feedback form at any time. However, we urge you as a Facility Manager to complete a feedback form at the completion of each job. You should receive one from the Zone Inspector during the facility inspection, prior to the commencement of the maintenance visit, or at the completion of a job.

**Direct Scheduled Work Order (DSW)**—The DSW is the fastest way for CE to approve, authorize and accomplish work. A DSW does not require detailed planning; takes less than approximately 50 man-hours to complete; for minor construction work is less than \$2,500; and for maintenance or repair work is less than \$5,000. It is usually classified as an Emergency, Urgent or Routine. This category of work requires a phone call to your facility maintenance zone for emergency or urgent work. If the work is routine, you must prioritize it and hold it until your next scheduled facility maintenance inspection.

**Facilities Board**—A board established by the 30th Space Wing Commander to provide corporate review and recommendations concerning the use of real property facilities and CES resources in support of the mission.

**Facility Manager**—Is the single point of contact for communicating with CES on facility requirements and is designated by each unit commander/responsible officer.

**Facility Manager Logbook/File**—This is a file that shows a chronological record of all maintenance, repair, or construction work completed, in-progress, or planned for accomplishment in your facility. It also assists in managing all other areas of responsibility such as key control, service contracts, fire prevention, etc.

**Facility Maintenance Inspection (FMI)**—A recurring inspection of all buildings scheduled by Facilities Maintenance Zones to receive and identify routine work. All facility maintenance items are recorded on AF Form 1219. Each Zone receives, classifies and processes work received and provides current status to the Facility Managers of on-going work.

**Indefinite Delivery Indefinite Quantity (IDIQ) Contract**—A pre-awarded contract to accomplish

maintenance and repair of real property where the scope is not known until the individual requirements are identified and relates to one type of system (Roof repair, asbestos abatement, pavements, etc).

**Non-Fair Wear and Tear Facility Damage**—This is facility damage resulting from abuse or other than normal wear and tear, such as; someone hitting a fence, or punching a hole in a wall. This type of facility damage requires an investigation in order to find the person, or persons responsible for the damage to government property. If abuse is suspected, report it to the Security Police and your commander right away, so all parties can decide as to how damages can be repaired and who is responsible for paying for repairs.

**Power Conditioning and Continuation Interfacing Equipment (PCCIE)**—PCCIE is non-RPIE, and therefore user purchased and maintained (reference Engineering Technical Letter 86-17).

**Production Management Unit (PMU)**—This unit serves as the link between the zones, the rest of Civil Engineering, and the Facility Managers. They administer the Facility Manager Program, Work Request Review Panel, the Customer Care Program and the Missile Facility Maintenance Scheduling. They can also receive, classify and process work requests and provide current status to Facility Managers of all on-going work. They receive and process all Facility Manager appointment letters, schedule and conduct Facility Manager Training.

**Project**—Larger scale work beyond CE's in-house ability or man-hour capacity. Requires long-range planning and programming, detailed separate architectural and engineering design and construction effort by contract, cannot be accomplished via SABER or IDIQ, and falls into the Military Construction (MILCON) or other O&M 5-year project programs. A 30 SW Form 35 is required for this work as well.

**Real Property Installed Equipment (RPIE)**—RPIE are those items of government-owned or leased accessory equipment, apparatus and fixtures which aid in the function of real property and are permanently attached to, integrated into, or built in government-owned or leased property.

**Simplified Acquisition of Base Engineering Requirements (SABER)**—A streamlined process for accomplishing smaller engineering work requirements which are beyond the in-house capability in terms of man-hours or expertise, but not large enough to qualify for a large-scale separate design and construction effort.

**Work Order**—In-house work that requires detailed planning to build a bill of materials; large scope involving more than one craft, and requiring approximately 50 - 250 man-hours. A 30 SW Form 35, Base Civil Engineer Work Request is required (see 30 SWPAM 32-3 for instructions).

**Work Request Review Panel (WRRP)**—A panel consisting of mostly CE management personnel established to review all work requests (30 SW Form 35) which do not meet the direct scheduled work order criteria, in order to determine if the request is valid, the work is a CE responsibility, and if it has an environmental impact. Also, the panel ensures the work request is not a duplicate requirement and the work request supports the planned use of the facility.

Attachment 2

MEMORANDUM FOR 30CES/CEOF

//DATE//

FROM:

SUBJECT: Facility Manager Appointment

1. The following personnel are designated as Real Property Facility Managers:

<b>Building</b>	<b>Pri/Alt</b>	<b>Office</b>	<b>Duty/Home</b>	<b>Mailing/E-Mail</b>
<b>Number</b>	<b>NAME</b>	<b>Rank</b>	<b>Symbol</b>	<b>Phone</b>
<b>Address</b>				

Primary Signature: \_\_\_\_\_ Alternate Signature: \_\_\_\_\_  
 \_\_\_\_\_

2. Please remove the following individuals from your records as they have been replaced with those listed above. I have ensured each person has completed all necessary out-processing actions.

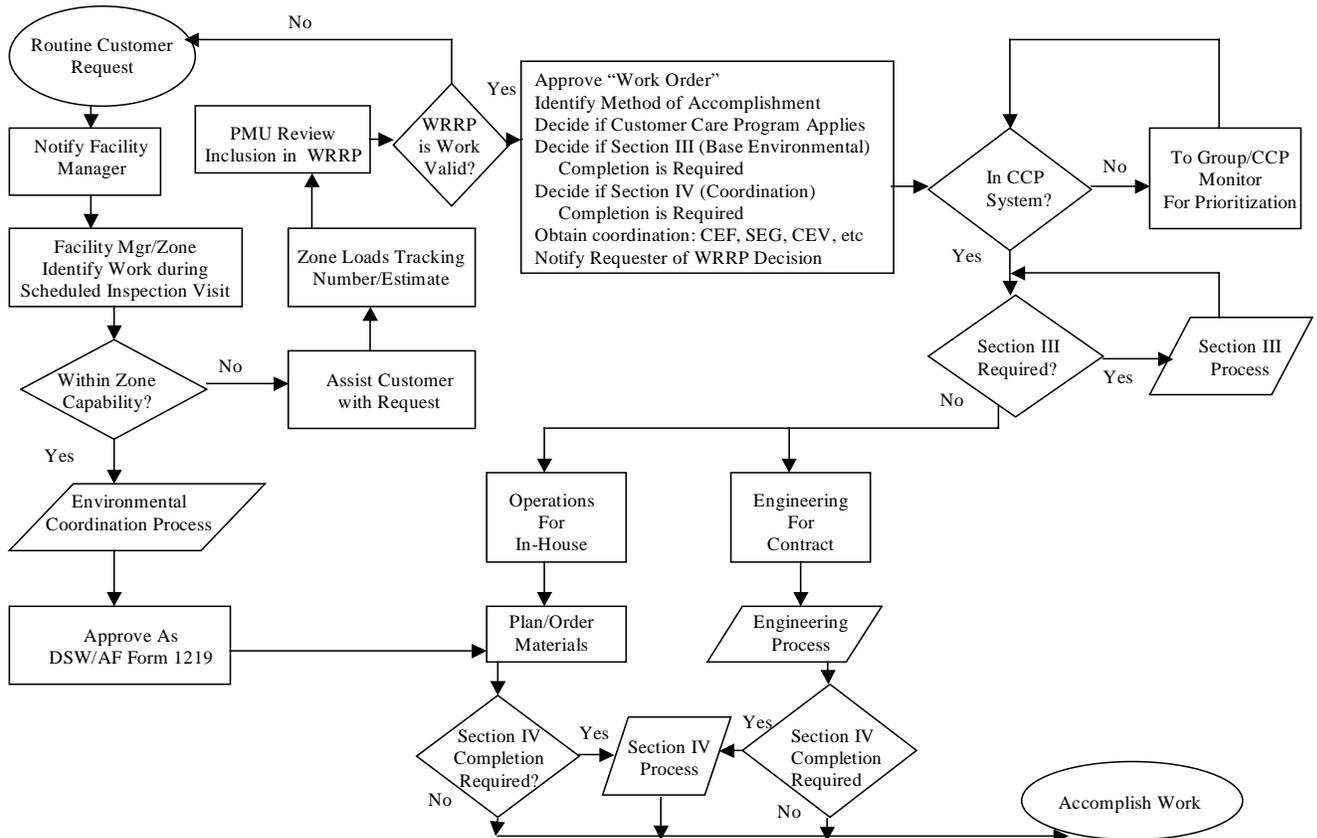
<b>Name</b>	<b>Rank</b>	<b>Office</b>	<b>Duty</b>
		<b>Symbol</b>	<b>Phone</b>

Signature of  
Squadron Commander/ or Equivalent

### Attachment 3

## 30 CIVIL ENGINEER WORK REQUEST FLOW PROCESS

### Attachment 3 30th Civil Engineer Squadron Work Request Flow Process (30SW Form 35)



**Attachment 3 Con't**  
**30th Civil Engineer Squadron**  
**Environmental Impact Analysis Request Flow Process (Section III)**

