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Civil Engineering

WORK ORDER PRIORITY SYSTEM

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This instruction establishes the responsibilities and procedures of the civil engineering Work Order Priority System (WPS). It applies to all 35 FW units and tenants on Misawa Air Base that submit work order requirements to the 35th Civil Engineer Squadron for accomplishment.

1. General.

1.1. An efficient and effective system for submitting and prioritizing civil engineer (CE) work is critical to ensuring limited resources are directed toward the most needed requirements. The WPS gives commanders the means and responsibility to determine what CE work is most critical in facilities under their command. Everyone must know and understand the process for identifying, prioritizing and submitting work requests to the CE as outlined in this instruction. This instruction applies to in-house work orders but does not include direct scheduled work (DSW) or self-help work. Infrastructure work orders for mission sustaining maintenance and repair will be determined and categorized separately within CE. The following are examples of infrastructure workorders.

1.1.1. Airfield surfaces

1.1.2. Base roads, parking lots and sidewalks, Water treatment plants, storage and distribution systems

1.1.3. Wastewater collection plants and treatment systems

1.1.4. Base storm drainage systems

1.1.5. Electrical distribution systems and substations

1.1.6. POL storage and distribution systems

1.1.7. Steam plants and distribution systems

1.2. The WPS establishes an active file of 140 work orders allocated to 35 FW, 35 OG, 35 SPTG, 35 LG, 35 MDG, MCOC, NSGA, NAF, and 3SPSS and is based on total square footage of facilities within each group. Each group will develop their own methods and procedures for prioritizing their work requests and submitting these requests to the 35 CES. A group cannot submit requests above their allocation. Section four lists all Misawa organizations and tenant units and the group they are assigned to for the WPS.

1.3. Once work orders are prioritized and placed into the active file, they will remain there until completed as an in-house work order, funded project or reclassified as a DSW, self-help work order, disapproved, or cancelled in the WPS database. If a work request is reclassified, it will be removed from the active file and the appropriate group will be notified that an allocation is open for submittal of their next priority, which will be inserted at the bottom of their priority list. (*Special Note*) If the group desires to fund a work request in the active file or submit one that is not in the active file with funding, the 35 CES will not count this against their allocation.

1.4. Groups may insert a mission-critical work order in place of one in the active file; however, this is discouraged once resources (manpower, funds, materials, planning, or design for projects) have been committed to a work order. Insert requests displacing a work order having resources committed must have mission impact justification signed by the group commander with recommendations provided by CE.

1.5. CE will direct resources to work orders based upon the priority received by each group. However, based upon complexity, scope of work, availability of materials, manpower, funding and other considerations, work orders may not be actually completed in order of submitted priority.

2. Responsibilities.

2.1. The Group Commanders will:

2.1.1. Identify in writing to 35 CES/CEO a primary and alternate work order monitor to act as liaison with their respective facility managers and the 35 CES for WPS issues.

2.1.2. Develop a system to prioritize their work requests prior to submittal to 35 CES using guidance from AFI 32-1001 Operations Management.

2.2. 35 CES Commander.

2.2.1. Review and approve policy changes in the WPS.

2.2.2. Review group mission-critical insert requests and provide recommendations back to the group.

2.3. Operations Flight Commander.

2.3.1. Chair the Work Request Review Board (WRRB) to determine final classification or disposition of work requests.

2.3.2. Maintain overall control of the WPS.

2.4. Chief of Production Control.

2.4.1. Be responsible for operations of the WPS.

2.4.2. Ensure work order packages are complete and communicate and justify the proper requirement.

2.4.3. Annually validate the square footage of each group to ensure proper distribution of allocations.

2.4.4. Maintain accurate reports to track all work orders in the active file.

2.4.5. Notify the appropriate work order monitor when an allocation opens for their WPS group and request their next priority be placed into their active file.

2.4.6. Conduct quarterly meetings with WPS group monitors and advise them on status of the work orders in their active file and address any questions about the program.

2.5. Group WPS monitor.

2.5.1. Maintain the group's prioritized work orders not in the active file.

2.5.2. Submit the group's next highest priority work request to the chief of production control when notified there is an allocation available.

2.5.3. Act as the single point of contact with the chief of production control for WPS issues.

3. Procedures.

3.1. Facility managers may submit work requests that are DSW in nature (50 man-hours or less) to the appropriate zone. If an initial review by CE personnel determines the work request to be work order scope (50 – 500 man-hours, with a material cost of 15K or less), the work request will be routed back to the facility manager for submittal by the group WPS monitor when an allocation is available.

3.2. The production control chief will forward work requests received from the group WPS monitor for presentation at the WRRB. The classification and method of accomplishment will be determined by the WRRB. (*Special Note*) CE still retains the final approval/disapproval authority on all work requests.

3.3. Work requests submitted for fire, safety or bio-environmental requirements must have an attached report and a corresponding risk assessment code or fire safety deficiency code assigned to it by the appropriate office prior to being submitted into the active file.

3.4. The group WPS monitor will hold prioritized work requests not currently in the active file, until notified of an opening of an allocation for submittal of their next priority.

4. Groups and Their Authorized Allocations.

4.1. Below are the groups with a list of organizations assigned to each and their authorized allocations. NSGA is allotted one work order per year. This work order is taken from MCOC's annual allotment. Allocations are derived from the automated civil engineering system real property records.

35 FW	35OG	35 LG	35 MDG	35 SPTG	MCOC	NSGA	NAF	3 SPSS
WG/CC	OSS	MXS		AAFES	Army	Marines		
JA/ADC	13FS	Supply		AFN	301 st			
CP	14FS	Trans		COE				
HC	Ripsaw	AMC		CES				
FM		DRMO		CS				
PA		CONS		DeCA				
SE		LSS		DODDS				
Bank		HSG		Dorms				
Credit Union				MSS				
MEO/EEO				SFS				
OSI				SVS				
Protocol								
MQ								

Allocations by Group

35 FW	35 OG	35 LG	35 MDG	35 SPTG	MCOC	NSGA	NAF	3 SPSS
8 W/O's	12 W/O's	20 W/O's	8 W/O's	48 W/O's	11 W/O's	1 W/O's	28 W/O's	4 W/O's
								Total 140

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Commander

Attachment 1

AF 332 WORK ORDER FLOW CHART

AF 332 Work Order Flow Chart

