

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 32-1001

**374TH AIRLIFT WING COMMAND
Supplement 1**

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Civil Engineering

OPERATIONS MANAGEMENT

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This instruction establishes the policies and procedures for work requests submitted to the 374th Civil Engineer Squadron (374 CES) for in-service accomplishment. It outlines the responsibilities and composition of the Work Order Allocation Program (WOAP). This publication applies to all 374th Airlift Wing (374 AW) organizations and associate units.

AFI 32-1001, 1 August 1999, is supplemented as follows:

5.1. (Added) All work requested, by organizations associated with Yokota Air Base (AB), will be submitted to the 374 CES on an AF Form 332, **Base Civil Engineer Work Request**. Requests will be submitted through the 374 CES Customer Service Center (374 CES/CEOAX). Customer Service representatives will assign a work order tracking number and forward work order to the Work Request Evaluation Panel (WREP).

5.2. (Added) All non-reimbursable organizations are aligned with a “parent organization” according to the objective wing structure. All reimbursable agencies and associate units are their own parent organizations and will be handled on a case-by-case basis. These parent organizations will be responsible to review, validate, and prioritize all work requests for their respective sub units. List of parent organizations and sub units are in **Attachment 4 (Added)** of this supplement.

5.2.1. (Added) The WOAP is designed to establish a credible program for in-service support by providing better response in terms of funding, planning, and scheduling. The intent of this program is to streamline the 374 CES review and coordination procedures, accomplish commander-established priorities, and realistically address commander’s quality-of-life and mission-enhancement programs.

5.2.2. (Added) The 374 CES Operations Management Section (374 CES/CEOA) will be the 374 CES point of contact for the commanders and/or parent organization liaison.

5.2.3. (Added) Eligible candidates for the WOAP are maintenance, repair, and minor construction work requests approved for 374 CES in-house accomplishment. This instruction does not apply to self-help requirements. Requirements approved for contract accomplishments are not eligible for the WOAP pro-

gram, but will be reviewed, prioritized, and approved by the 374 AW Commander (374 AW/CC) through the normal Facility Board process. Funding for these work orders will be at the discretion of 374 AW/CC.

5.2.4. (Added) Direct scheduled work (DSW) will not be included in the WOAP program. This type of work is typically small in scope, recurring in nature, requires no detailed planning, and normally utilizes material on hand. This type of work will be processed separately and will not be included in the parent organization quota.

5.2.5. (Added) Each non-reimbursable parent organization may maintain up to 10 approved work requests in the WOAP. This quota is based on a Top 10 concept for each parent unit. The estimated man-hour allocation for each parent organization is based on square footage of facilities and manpower assigned. All reimbursable organizations may maintain a Top 10; however, requirements will be worked on a case-by-case basis.

5.2.6. (Added) Each parent organization's Top 10 work orders have equal priority in the 374 CES Operations Flight (374 CES/CEO) planning, material ordering, and execution process until manpower or funding issues become a factor. In this case work orders will be accomplished on a "fair-share" basis. Fair-share will be based on square footage of facilities and personnel authorized. See **Attachment 4 (Added)** of this supplement for estimated allocation of man-hours and work orders.

5.2.6.1. (Added) Work orders will be accomplished according to the parent organization priorities. Example of a typical priority list: Priority #1 is in the construction phase or execution process, priority #2 and #3 are waiting for material or scheduled month of execution, and priority #4 and #5 are in the final-planning stage. Priority 6-10 will be processed to obtain the required base agencies coordination and approval on work request waiting for final planning actions. Priorities 6-10 have greater flexibility for priority adjustments since man-hours or funds have not been committed.

5.2.7. (Added) Work orders will not be cancelled once they have completed final planning unless approved by the parent unit commander, since significant resources have already been committed to accomplish the work. Any work orders recommended for removal by 374 CES will be coordinated with the unit liaisons before cancellation. As work orders are completed, requirements can be submitted to fill vacant allocations.

5.2.8. (Added) Eligible work requests exceeding the parent organization quota (Top 10) will be returned to the organization's group liaison for work prioritization or to be held until there is a vacancy in the parent organization's Top 10.

5.3. (Added) Parent organization responsibilities.

5.3.1. (Added) Each parent organization is represented by its commander and shall appoint a primary and alternate liaison to oversee their program and ensure quotas are maintained. All AF Forms 332 submitted must have coordination from their primary or alternate parent organization liaison.

5.3.2. (Added) The parent organization commander shall submit the prioritized work requests to 374 CES/CEOAX, taking into consideration risk assessment codes (RAC) and fire safety deficiency codes (FSDC) assigned by 374 AW Safety (374 AW/SE) or the 374 CES Fire Protection Flight (374 CES/CEF). Parent organization commanders are highly encouraged to chair an internal working group to establish overall work request priority.

5.4. (Added) 374 CES/CEO.

5.4.1. (Added) The 374 CES/CEOAX will do the initial review of all incoming customer work requests. If 374 CES/CEOAX is unable to determine a method of accomplishment, the request will be routed to the WREP. If determined to be a WOAP candidate, then the request will be returned to the parent organization's liaison for priority.

5.4.2. (Added) Determine if the scope of work involved meets the criteria set forth in this instruction and if the work requested is authorized for accomplishment in accordance with applicable Air Force and Department of Defense (DoD) instructions.

5.4.3. (Added) Streamline work requests, recommend methods of accomplishment and, present to the WREP for approval or disapproval of the work and recommended method of accomplishment. Provide parent organization status of work order within 30 days after approval by WREP.

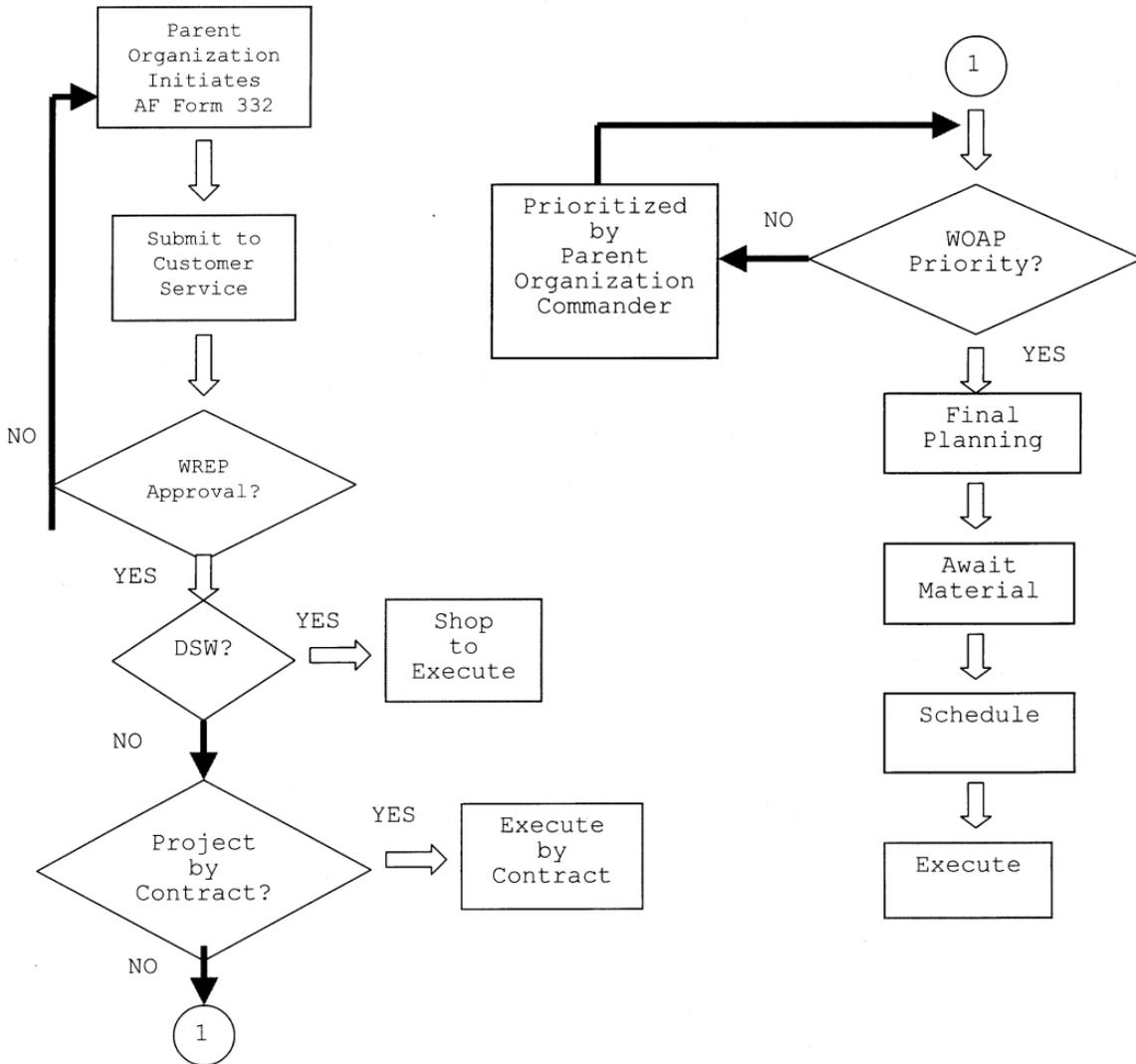
5.4.4. (Added) Process work requests for detailed planning, funding, material ordering, and scheduling based on the priorities established by the parent organization. See **Attachment 3 (Added)** of this supplement for work order process flow.

5.4.5. (Added) Notify the parent organization's primary or alternate 374 CES liaison when a work order has been completed. This will allow the units to submit and prioritize another work request into the WOAP. Provide the liaisons with periodic status of work orders.

5.4.6. (Added) Brief parent organization quarterly on program status. Status of individual requirements can be obtained by contacting 374 CES/CEOAX at extension 225-5282.

Attachment 3 (Added)

WORK REQUEST FLOWCHART



Attachment 4 (Added)

ORGANIZATIONAL LISTING

PARENT ORGANIZATION	SUB UNITS	ESTIMATE ALLOCATION	APPROX. # WORK ORDERS
374 AW	Inspector General (374 AW/IG) 374 AW Military Equal Opportunity (374 AW/ME) 374 AW Equal Employment Opportunity (374 AW/CCD) History (374 AW/HO) Judge Advocate (374 AW/JA) Public Affairs (374 AW/PA) Chaplain (374 AW/HC) 374 AW/SE 374th Comptroller Squadron (374 CPTS) Command Post (374 AW/CP) Plans and Programs (374 AW/XP) Manpower and Organization (374 AW/MO) 5th Air Force (5 AF) American Red Cross 315th Intelligence Squadron (315 IS) United Service Organization (USO) Air Force Audit Agency (AFAA) Nations Bank Air Force Office of Special Investigations (AFOSI)	1400 Man-hours	4
374th Operations Group (374 OG)	374th Aeromedical Evacuation Squadron (374 AES) 374th Operations Support Squadron (374 OSS) 459th Airlift Squadron (459 AS) 30th Airlift Squadron (30 AS) 36th Airlift Squadron (36 AS)	4000 Man-hours	12

PARENT ORGANIZATION	SUB UNITS	ESTIMATE ALLOCATION	APPROX. # WORK ORDERS
374th Logistics Group (374 LG)	374th Contracting Squadron (374 CONS) 374th Maintenance Squadron (374 MXS) 374th Supply Squadron (374 SUPS) 374th Transportation Squadron (374 TRANS)	6500 Man-hours	20
374th Support Group (374 SPTG)	374 CES 374th Communications Squadron (374 CS) 374th Mission Support Squadron (374 MSS) 374th Security Forces Squadron (374 SFS) 374th Services Division (374 SPTG/SV)	8100 Man-hours	25

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