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Civil Engineering

FACILITIES PROGRAM

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This instruction implements AFD 32-90, *Real Property Management*. It establishes procedures on streamlining and managing 944th Fighter Wing (FW) facilities resources. It applies to all unit commanders and building custodians.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Facilities Program. The goals of this program are to:

- 1.1. Provide a central point of contact within the 944 FW regarding civil engineering projects for the 944 FW.
- 1.2. Provide guidance to building custodians regarding policies and procedures of the 944 FW and 56th Civil Engineer Squadron (CES).
- 1.3. Provide commanders a periodic update and overview of projects affecting their organizations.
- 1.4. Provide coordination between 944 FW, facilities program manager, and facilities resource advisor.

2. Program Manager. The 944th Maintenance Group (MXG)/MXE will be appointed to manage the daily operations of this program. This individual will serve as the point of contact for 944 FW building custodians and 56 CES, manage the 944 FW facilities resources, and provide advice to the facilities resource advisor. The duties and responsibilities of the 944 FW Facilities Program Manager are:

- 2.1. Perform as the 944 FW Luke Priority Work (LPW) program manager.

- 2.2. Coordinate, log in and track all incoming AF Forms 332, **Base Civil Engineer Work Request**, for projects involving 944 FW resources. Minor repairs called into 56 CES, such as inoperable toilets, etc., need not be tracked.
- 2.3. Provide quarterly update briefings to commanders on current status of work projects.
- 2.4. Attend 56 CES planning meetings to monitor the progress of 944 FW projects.
- 2.5. Attend 56 FW Facilities Working Group and Facilities Board meetings.
- 2.6. Provide assistance to building custodians when questions or problems arise.
- 2.7. Advise Facilities Program Liaison/Resource Advisor on project prioritization and funding.

3. Program Liaison. The 944th Mission Support Group Deputy Commander (MSG/CD) will be appointed as wing liaison for this program. The duties and responsibilities of the 944 FW Facilities Program Liaison are:

- 3.1. Perform as Facilities Resource Advisor for the wing commander.
 - 3.1.1. Approving Official for all Facilities AF Form 9, **Request for Purchase** requests, to include Automated Business Services System (ABSS) transactions.
 - 3.1.2. Approving Official for all Facilities Government Purchase Card (GPC) transactions and AF Form 4009, **Government Purchase Card Fund Site Authorization**, transfer of GPC funds. Transactions will include small construction projects under \$2000.00 and supplies/facilities repairs up to \$2500.00.
- 3.2. In the absence of Facilities Program Manager, the wing liaison will attend 56 FW Facilities Working Group and Facilities Board meetings.

4. Unit Commanders. All commanders or staff agency chiefs who have a facility within their direct control will:

- 4.1. Appoint a primary and alternate building custodian by letter of designation.
- 4.2. Ensure the policies as directed in this program are complied with.
- 4.3. When possible, attend the 944 FW quarterly Facilities Review Board.

5. Building Custodians. The following procedures will be used for processing AF Form 332:

- 5.1. Review and coordinate each work request; sign all AF Forms 332 as the requester.
- 5.2. Ensure AF Forms 332 are completed correctly and signed by unit commander. **NOTE:** Wing commander or group commander must sign all requests for master keys.
- 5.3. If the work involves changes or modifications to the structure in any way, ensure coordination from the unit commander, 56 FW/SEG, 56 CES/CEF, and 944 FW/SE.
- 5.4. If AF Form 332 states funding will be provided by unit, ensure unit resource advisor has coordinated on the form and prepared appropriate funding transfer documents for the 944 FW facility account. If facilities' funds are to be used, ensure facilities resource advisor has coordinated on the form.

5.5. After all coordination is complete, provide completed AF Form 332 to Facilities Program Manager (944 MXG/MXE) for final coordination/submission. Facilities Program Manager must review and sign AF Forms 332 for tracking purposes.

CRAIG S. FERGUSON, Brig Gen, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

ABSS—Automated Business Services System

CES—Civil Engineer Squadron

FW—Fighter Wing

GPC—Government Purchase Card

LPW—Luke Priority Work

MSG—Mission Support Group

MXG—Maintenance Group