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Civil Engineering

OPERATIONS FLIGHT



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This checklist reflects Command requirements for Civil Engineer (CE) units to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to improve the effectiveness of the publication and to update cited references. The checklist has been reorganized, with functional topic headings added for clarification and all paragraph numbering changed accordingly. A bar (|) indicates a revision of item content or new item added from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/ efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the Civil Engineering Operations Flight program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

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Director of Mission Support

ATTACHMENT 1

OPERATIONS FLIGHT

Table A1.1. Checklist.

SECTION 1: OPERATIONS FLIGHT			
MISSION STATEMENT: The Operations Flight operates, maintains, repairs and constructs installation real property with an in-house military and civilian work force and recurring and non-recurring service contracts. The Operations Flight provides the CE squadron its core capability for the projection of aerospace power.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
Operations Management			
1.1.1. Does the Base Civil Engineer (BCE) maintain the capability to correct emergency conditions 24 hours per day (with the exception of privatized systems)? (AFI 32-1001, <i>Operations Management</i> , para 1.3.)			
1.1.2. Has the BCE and/or the Geographically Separated Unit (GSU) Site Commander/Facility Manager developed procedures to ensure the safe operation of non-privatized base/site utility systems? (AFI 32-1001, para 1.5.)			
1.1.3. Has the Operations Flight Chief ensured that major work requirements such as roofing, pavements, corrosion, protective coating, electrical, HVAC, etc. are identified and included in appropriate facility project programs, and prioritized and incorporated into the Installations 5-Year Infrastructure Plan; is the plan updated annually? (AFI 32-1001, para 1.9, para 2.1.2.)			
Electrical Power Plants and Generators			
1.1.4. Has the BCE and/or GSU Site Commander/Facility Manager ensured that base/site operators of electrical power plants received training to safely operate the equipment? (AFI 32-1062, <i>Electrical Power Plants and Generators</i> , para 3.)			
1.1.5. Have the BCE and/or GSU Site Commander/Facility Manager developed step-by-step operating/emergency shut-down procedures and instructions governing electrical plant operations in concert with environmental permit restrictions? (AFI 32-1062, para 4.4.)			
Electrical Systems			
1.1.6. Are workers properly trained to use and maintain tools and personal protective equipment properly? (AFI 32-1064, <i>Electrical Safe Practices</i> , para 2.11.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.7. Does equipment receive periodic electrical tests and careful inspection before each use? Is equipment periodically inspected in the field and required maintenance and testing records maintained? (AFI 32-1064, para 2.11.)			
1.1.8. Ensure all electrical personnel (military and civilian) receive training in CPR, bleeding, shock management and emergency care of a person having open wounds or burns? (AFI 32-1064, para 2.13.)			
1.1.9. Are individuals trained for rescuing workers from confined spaces according to Occupational Safety & Health Agency (OSHA) and Air Force Occupational Safety & Health (AFOSH) requirements to include initial and annual refresher training? (AFI 32-1064, para 2.14.)			
1.1.10. Are rubber insulating gloves in storage dielectrically tested every 12 months? Are rubber gloves that are removed from storage and issued to a worker in active use and tested before first issue and every 6 months thereafter? (AFOSH 91-501, <i>Air Force Consolidated Occupational Safety Standard</i> , Para 14.5.9.8.3.)			
1.1.11. Does the supervisor ensure the dates of the dielectric test and issue date on the gloves are stamped on the gloves? Does the supervisor maintain a record of all electrical equipment test dates and establish procedures to control its issue, inspection, testing and use? (AFOSH 91-501, Para 14.5.9.8.5.)			
Plumbing Systems			
1.1.12. Is an engineer or supervisor appointed as the Backflow Program Manager? (AFI 32-1066, <i>Plumbing Systems</i> , para 6.)			
1.1.13. Does the Backflow Program Manager have a current copy of the Uniform Plumbing Code (UPC) and the UPC Training Manual? (AFI 32-1066, para 7.)			
1.1.14. Do the individuals certified to properly test and maintain backflow prevention devices meet the following requirements? (AFI 32-1066, para 16.)			
1.1.14.1. Be a senior plumber, preferably a 7-level or equivalent?			
1.1.14.2. Have previously participated in inspecting and testing backflow devices?			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.14.3. Satisfactorily completed an approved training program such as the Sheppard Technical Training Center's "Backflow Prevention Devices" course, a state-approved backflow prevention course or a backflow prevention course recognized by a national/international organization?			
Water Systems			
1.1.15. Has the BCE or GSU site commander developed local operating instructions governing the operation of Government Owned, Government Operated (GOGO) water/wastewater plants to include monitoring for process control, sampling/testing procedures, emergency operating procedures and regulatory compliance requirements? (AFI 32-1067, <i>Water Systems</i> , para 4.3.)			
1.1.16. Does each separate water source under government operation have a water meter and a raw water sampling point for water quality monitoring? (AFI 32-1067, para 6.)			
1.1.17. If dual (potable/non-potable) GOGO water supply systems exist, has the BCE and/or the GSU site commander established and maintained a clearly defined separation of the two systems to prevent contamination and have an approved backflow prevention device installed? (AFI 32-1067, para 12.1.)			
Heating Systems and Unfired Pressure Vessels			
1.1.18. Has the BCE and/or the GSU Site Commander/Facility Manager developed and maintained local operating procedures for inspecting, testing and operating heating systems and unfired pressure vessels? (AFI 32-1068, <i>Heating Systems and Unfired Pressure Vessels</i> , para 2.4.)			
1.1.19. Has the BCE and/or the GSU Site Commander/Facility Manager ensured safe operating practices by having at least one system-trained technician available to respond on installations where the following equipment is located? (AFI 32-1068, para 3.5.1.)			
1.1.19.1. High pressure (over 15 psig) steam plants?			
1.1.19.2. High temperature water (HTW) plants over 160 psig or 250 degrees F?			
1.1.19.3. High temperature/pressure boilers with an output capacity of 100 MBTU/hour?			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.20. Has the BCE or the GSU Site Commander/Facility Manager developed a schedule of maintenance and inspection actions for each steam boiler and hot water generator system? (AFI 32-1068, para 3.5.3.)			
Utility Outage and Incident Reporting			
1.1.21. Has Civil Engineering reported all utility outages involving critical missions as defined by the AFSPC Instruction? (AFSPCI 32-1010, <i>Utility Outage and Incident Reporting</i> , para 4 and atch 1)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
Operations Management			
1.2.1. Has the BCE developed a self-help process that is simple, quick and is accomplished with minimum paperwork? (AFI 32-1001, para 1.7.)			
1.2.1.1. Is approval quick and easy?			
1.2.1.2. Does the self-help store have convenient operating hours?			
1.2.1.3. Are customers' requests for technical assistance responded to in a positive manner?			
1.2.2. Is the Operation Flight structured with flexibility to take full advantage of their work force and with its goal to provide Operations and Maintenance (O&M) services in the most efficient manner? (AFI 32-1001, para 2.)			
1.2.3. Is the Operations Flight effectively using the Automated Civil Engineer System (ACES) or locally developed procedures to manage work requirements? (AFI 32-1001, para 3.)			
1.2.4. For Work Information Management System (WIMS) bases, are Collection Work Order Numbers (CWON) being used to collect hours/financial data for repetitious type work such as the recurring Work Plan and utility operations? (AFI 32-1001, para 3.3.)			
1.2.5. Are correct priorities assigned to Planned Work orders? (AFI 32-1001, paras 6.1 through 8.1.)			
1.2.6. Does the Operations Flight Chief have proper approval authority to sign AF Form 332, Base Civil Engineer Work Request ? (AFI 32-1001, para 7.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.7. Are the real property records capitalized after completion of self-help work by using the Engineered Performance Standards (EPS) hours multiplied by the predominant shop rate? (AFI 32-1001, para 8.)			
1.2.8. Are EPS used to produce standard-hour estimates for planned work? (AFI 32-1001, para 8.1.)			
1.2.9. Is work required to correct an emergency condition detrimental to the mission completed within 24 hours of notification (with the exception of privatized systems)? (AFI 32-1001, para 8.2.1.)			
1.2.10. Is urgent work responded to and completed within 5 working days of receipt or within 5 workdays after receipt of material (with the exception of privatized systems)? (AFI 32-1001, para 8.2.2.)			
1.2.11. Is routine work accomplished within 30 calendar days after identifying the requirement or receipt of material (with the exception of privatized systems)? (AFI 32-1001, para 8.2.3.)			
1.2.12. Are the maintenance engineers performing periodic facility reviews to accomplish all recurring work, maintenance/repair and selected work orders? (AFI 32-1001, para 10.)			
1.2.13. Has the Maintenance Engineer performed an annual Recurring Work Program (RWP) assessment and developed the program? (AFI 32-1001, para 10.)			
1.2.14. Are all completed work orders which change facility layout sent to the appropriate office for updates to the as-built drawings? (AFI 32-1001, para 11.1.)			
1.2.15. Is work order closeout completed as promptly as possible in accordance with (IAW) the following as pertaining to capitalization:			
1.2.15.1. Are work orders that change real property records sent to the Resources Flight once the job is finished? (AFI 32-1001, para 11.2.)			
1.2.15.2. Does the planner clearly document the identity of changes to real and installed property? (AFI 32-1001, para 11.2.)			
1.2.16. Are non-WIMS, Geographically Separated Units managing, controlling, planning and scheduling their work requirements in the most efficient means possible? (AFI 32-1001, para 3.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.17. Has the BCE established a self-help system for customers to accomplish work requirements using Government or their own resources such as labor, materials, equipment or funds? (AFI 32-1001, paras 1.8. and 2.1.5.)			
1.2.18. Is Civil Engineering support for Real Property Similar Equipment (RPSE) provided according to a Memorandum Of Understanding (MOU) with the owning organization, reimbursable and subject to man-hour availability? (AFI 32-1001, para 12.)			
1.2.19. Has the BCE developed an effective appliance and food service equipment management program? (AFI 32-1001, Section D, para 13.)			
Snow and Ice Control			
1.2.20. Have installations with over 6 inches of annual snowfall prepared a snow and ice control (S&IC) plan and established an S&IC committee? (AFI 32-1002, <i>Snow and Ice Control</i> , para 1.1.)			
1.2.21. Are snow and ice mitigation priorities identified in the S&IC plan? (AFI 32-1002, para 1.4.)			
1.2.22. Has the Wing Commander approved the S&IC plan? (AFI 32-1002, para 2.1.5.1.)			
Airfield Pavement Evaluation Program			
1.2.23. Does the BCE submit structural and friction evaluation requirements to HQ AFSPC/CE in answer to the annual HQ AFC-ESA call for review? (AFI 32-1041, <i>Airfield Pavement Evaluation Program</i> , para 2.3, and chapters 5 and 7.)			
1.2.24. Does the BCE accumulate and maintain background information for condition surveys, pavement evaluations and friction characteristics evaluations? (AFI 32-1041, para 2.3.)			
1.2.25. Is the BCE accomplishing Pavement Condition Index (PCI) surveys in accordance with the established guidance? (AFI 32-1041, para 2.3.1.)			
Standards for Marking Airfields			
1.2.26. Are correct materials and appropriate colors used on airfield markings? (AFI 32-1042, paras 4 and 5.)			
1.2.27. Is the BCE maintaining standard airfield markings for runways? (AFI 32-1042, <i>Standards for Marking Airfields</i> , paras 6 and 7.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.28. Are obstructions, closed and/or hazardous areas clearly marked? (AFI 32-1042, para 11.)			
Managing, Operating, and Maintaining Aircraft Arrest Systems			
1.2.29. Does the BCE determine annually if a non-standard arresting system installation can continue in-use without compromising operations, efficiency and safety? (AFI 32-1043, para 1.3.)			
1.2.30. Are there local procedures to clear aircraft from the runway and inspect/reset the aircraft arresting system immediately after each engagement? (AFI 32-1043, <i>Managing Aircraft Arresting Systems</i> , para 1.3.3.5.)			
1.2.31. Are local procedures and lesson plans in-place to thoroughly train all personnel (including non-Power Production personnel) who use, operate or maintain an arresting system to the appropriate task level in the Career Field Education and Training Plan (CFETP), and are all personnel task-certified for their assigned duties, and is all document training and certification of civilian employees completed on AF Form 971, Supervisors Record of Employee , and other training records as appropriate? (AFI 32-1043, para 1.3.3.8.)			
Roofing Systems Management			
1.2.32. Has the BCE established a roofing management plan for the installation? (AFI 32-1051, para 3.3. & 6. & 7.)			
1.2.33. Is the BCE keeping the roofing database updated by performing inspections? (AFI 32-1051, para 6.)			
1.2.34. Are current guide specifications being used in preparing roof designs? (AFI 32-1051, <i>Roof Systems Management</i> , para 12. & 14. & 15.)			
Facility Asbestos Management			
1.2.35. Has the BCE developed and implemented a base asbestos management plan and a base comprehensive written asbestos operating plan? (AFI 32-1052, <i>Facility Asbestos Management</i> , para 3.3. & 5. & 6.)			
Pest Management Program			
1.2.36. Has the Air Force Installation Pest Control Supervisor made sure pest management programs and facilities comply with all applicable Federal, state and local laws, DoD directives, and Air Force requirements? (AFI 32-1053, <i>Pest Management Program</i> , para 3.4.2.1.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
Corrosion Control			
1.2.37. Has the BCE established and executed a comprehensive corrosion control program encompassing cathodic protection, industrial water treatment and protective coatings? (AFI 32-1054, para 3.5. and 4.4.)			
1.2.38. Has a base corrosion control engineer been assigned to manage the program? (AFI 32-1054, para 3.5.1.)			
1.2.39. Is an Operating Instruction (OI) published for the corrosion control program? (AFI 32-1054, <i>Corrosion Control</i> , para 3.5.2.)			
Providing Utilities to U.S. Air Force Installations			
1.2.40. Has the BCE and/or GSU Site Commander/Facility Manager assigned a focal point to coordinate the purchase, selling and management of utility services? (AFI 32-1061, <i>Providing Utilities to US Air Force Installations</i> , para 1.7.1.)			
1.2.41. Has the BCE budgeted for purchased utility services and is 100% of the requirement identified in the FIN plan? (AFI 32-1061, para 1.7.7.)			
1.2.42. Does the utility engineer annually review utility service contracts, agreements and those utilities acquired without a written contract? (AFI 32-1061, para 2.15.)			
Electrical Power Plants and Generators			
1.2.43. Are technical orders or manufacturers' operation and maintenance procedures, in addition to recommended maintenance schedules and parts manuals for each make and model of engine and plant equipment available on-site? (AFI 32-1062, para 4.1.)			
1.2.44. When manufacturers' data is unavailable, have power production personnel developed local schedules and procedures governing operation procedures, maintenance schedules and parts availability? (AFI 32-1062, para 4.1.)			
1.2.45. Has the BCE and/or GSU Site Commander/Facility Manager developed and maintained detailed mechanical system single-line diagrams of the plant and auxiliary equipment including oil, water, air and fuel? (AFI 32-1062, para 4.3.1.)			
1.2.45.1. Are control positions identified for normal and emergency operations?			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.45.2. Are alarm and safety systems identified, including reset positions?			
1.2.45.3. Are the diagrams posted in the plant control room for personnel to use?			
1.2.46. Has the BCE and/or GSU Site Commanders/Facility Manager developed and maintained electrical single-line diagrams to include normal and emergency switching arrangements, circuit breaker positions, site specific operational concerns and switching instructions between buses and/or central power sources? (AFI 32-1062, para 4.3.2.)			
Electrical Power Systems			
1.2.47. Has the BCE, GSU Facility Manager or User accounted for Uninterruptible Power Systems (UPS) as Equipment Authorized Inventory Data (EAID) in accordance with the Air Force Instruction and is it identified on the appropriate Custody Authorization/Customer Receipt Listing (CA/CRL)? (AFI 32-1063, <i>Electrical Power Systems</i> , para 2.)			
1.2.48. Is AF Form 487, Emergency Generator Operating Log (Inspection Testing) , reviewed at least annually to verify generators and associated equipment are adequate and reliable? (AFI 32-1063, <i>Electric Power Systems</i> , para 4.)			
1.2.49. Has the BCE or the GSU Site Commander/Facility Manager developed and maintained schedules and procedures for testing, maintaining and exercising electrical systems? (AFI 32-1063, para 7.)			
1.2.50. Does the BCE and/or GSU Site Commander/Facility Manager exercise engine-driven generator sets each month for one continuous hour after the unit reaches operating temperature? (AFI 32-1063, para 7.1.1.)			
1.2.51. At major communications and electronics facilities, has the BCE and/or the GSU Site Commander/Facility Manager tested the building grounding system(s) at least every 21 months? (AFI 32-1063, para 7.5.)			
1.2.52. Do procedures exist to record operation of all power system protective relays? (AFI 32-1063, para 7.7.)			
1.2.52.1. Is the ops data maintained in a log book as close to the protective relay as possible?			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.52.2. Does the log book contain records indicating which relay operated (phase A, B, C or ground overcurrent), whether the trip was timed or instantaneous and whether any reclosing relay operated to close-out?			
Electrical Safe Practices			
1.2.53. Has the BCE and/or the GSU Site Commander/Facility Manager developed procedures governing electrical safe practices, including supervisor-led safety meetings, providing specific job-related training in the operation of electrical equipment, assigning capable persons and performing job site inspections to validate safe operating practices? (AFI 32-1064, para 2.)			
1.2.54. Are safe clearance procedures for interruption and re-connection of electrical service established? (AFI 32-1064, <i>Electrical Safe Practices</i> , para 4.)			
1.2.55. Are safe working procedures established for energized circuits and equipment? (AFI 32-1064, para 5.)			
Grounding Systems			
1.2.56. Are grounding systems being maintained at the frequencies specified in Table 1.1? (AFI 32-1065, <i>Grounding Systems</i> , para 3.)			
1.2.57. Has the BCE and/or GSU Site Commander developed operating procedures for performing inspections and tests of grounding systems? (AFI 32-1065, para 7.)			
Plumbing Systems			
1.2.58. Does the Backflow Program Manager conduct facility surveys (excluding family housing unless underground sprinklers are installed) every 5 years? (AFI 32-1066, para 8.)			
1.2.59. Are procedures developed and maintained to identify, isolate and correct cross connections and other potential sources of contamination? (AFI 32-1066, para 8.)			
1.2.60. Has the Backflow Program Manager established a schedule (which meets or exceeds the requirements of Table 1) for testing and inspecting all backflow protection devices? (AFI 32-1066, para 13.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.61. Are certified backflow inspectors inspecting and documenting all cross-connections to make sure there is an approved air gap, the backflow prevention devices are in good condition, newly installed devices were correctly installed and free of debris that could interfere with the functioning of devices, inspection is accomplished 1 week after installation and perform a follow-up inspection 3 months later? (AFI 32-1066, para 13.1., 13.3.)			
Water Systems			
1.2.62. Are GOGO water/wastewater plants operated and maintained in accordance with applicable Federal, state and local requirements? (AFI 32-1067, para 3.)			
1.2.63. Are GOGO water/wastewater personnel properly trained and certified prior to assuming plant operations responsibility? (AFI 32-1067, para 4.3.)			
1.2.64. Do the GOGO water/wastewater plants have on-hand, all required regulatory permits? (AFI 32-1067, para 4.3.)			
1.2.65. Has the BCE established procedures for discharging industrial wastes into the sanitary systems to include pretreatment requirements, discharge procedures and limitations? (AFI 32-1067, para 7.3.2.)			
1.2.66. Are water/wastewater maintenance plans for government operated systems developed and maintained showing a recurring work schedule, maintenance history of major equipment items, essential spare parts list and a long-range maintenance and improvement plan? (AFI 32-1067, para 10.3.)			
Heating Systems and Unfired Pressure Vessels			
1.2.67. Does the heating plant foreman, zone maintenance chief or GSU Site Commander/Facility Manager maintain operating logs for the following boilers: (AFI 32-1068, para 3.5.2.)			
1.2.67.1. High pressure (over 15 psig)?			
1.2.67.2. High temperature water plants over 160 psig with output of 1.4 MBTU/hour or more?			
1.2.67.3. Low pressure plant with output of 4.8 MBTU/hour or more?			
1.2.68. Are high pressure steam boilers (over 15 psig) and HTW generators (over 160 psig and 250 degrees F) inspected in accordance with attachment 2 of AFI 32-1068? (AFI 32-1068, para 3.5.7.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
Gas Supply and Distribution			
1.2.69. Has the Operations Flight Chief or GSU Site Commander/Facility Manager verified that critical system valves and components have been operated and maintained and the maintenance documentation is available? (AFI 32-1069, <i>Gas Supply and Distribution</i> , para 5.4.1.)			
1.2.70. Has the BCE or the GSU Site Commander/Facility Manager prepared and maintained a general layout map of the base/site gas distribution system? (AFI 32-1069, para 6.)			
Bridge Inspection, Maintenance, and Repair			
1.2.71. Are all bridges inspected at regular intervals not to exceed 2 years and, additionally, are the bridges inspected as soon as possible after severe storms (ie., floods, hurricanes etc.) to evaluate possible damage and reduced load-capacity of the structure? (AFJPAM 32-1088, <i>Bridge Inspection, Maintenance, and Repair</i> , para 1.6.b.)			
Base Civil Engineer Self-Help Guide			
1.2.72. Is customer satisfaction tracked through regular surveys, with historic data evaluated and customer inquiries recorded? (AFPAM 32-1098 <i>Base Civil Engineer Self-Help Guide</i> , para 1.8.5.)			
1.2.73. Do self-help accounting records show separate accounts for Military Family Housing (MFH) dwellings and facilities? Have appropriate collection work orders been assigned to the facility receiving work and do reimbursable work order numbers and account codes reflect the type of work being done? (AFPAM 32-1098, para 1.12.)			
1.2.74. Are all materials used in self-help processed in CEMAS and charged against the applicable work order at the time of issue? (AFPAM 32-1098, para 1.12.)			
1.2.75. Does the Material Acquisition Chief ensure all hazardous/potentially hazardous materials are identified through the Bioenvironmental Engineer for approval and processed through the Hazardous Materials Pharmacy where appropriate? (DODR 4145.19.R2, <i>Storage and Materials Handling</i>)			
1.2.76. During year-end close-out, is the Material Acquisition Chief reviewing the status of obligations to ensure all funds are obligated by 30 September? (AFPAM 85-11, <i>Financial Management Guide</i> , para 9-2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
Airfield and Heliport Planning and Design			
1.2.77. Does the BCE present a summary of waiverable items from the airspace/airfield criteria to the installation Facility Board each year for information and resolution? (AFMAN 32-1123(I), <i>Airfield and Heliport Planning and Design</i> ; UFC 3-260-01, <i>Airfield and Heliport Planning and Design</i>)			
1.2.78. Has the BCE established a procedure for recording, reviewing and acting on waivers to airfield criteria? (AFI 32-1123(I), UFC 3-260-01)			
Energy Management			
1.2.79. Does the installation have a program to achieve required energy reduction goals within their control? (AFPD 23-3, <i>Energy Management</i> , para 9.2.)			
1.2.80. Does the installation have an active energy steering group? (AFPD 23-3, para 9.3.)			
1.2.81. Is the installation forwarding the Defense Utility Energy Reporting System (DUERS) to Command no later than 45 days after the end of a fiscal quarter? (AFEPPM 96-3, <i>Defense Utility Energy Reporting System</i> , para 3.3., attachment 4.)			
1.2.82. Does the installation continually check the DUERS energy reporting data and installation square footage for correctness? (AFEPPM 96-3, para 3.4.6.)			
1.2.83. Has the square footage of the installation been validated and provided as part of the DUERS energy reporting for the last quarter of the fiscal year? (AFEPPM 96-3, para 4.1.1.)			
1.2.84. Does the installation have an active program to identify energy saving projects for submittal in the Energy Conservation Investment Program (ECIP)? (DEPPM 92-2, <i>Defense Energy Program Policy Memorandum</i>)			