

**BY ORDER OF THE COMMANDER  
6TH AIR MOBILITY WING**

**MACDILL AIR FORCE BASE  
INSTRUCTION 32-101**

**12 MAY 2003**

**Civil Engineer**



**DESIGNATION OF INDIVIDUALS TO BE  
RESPONSIBLE FOR REAL PROPERTY  
BUILDINGS AND FACILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the policy for assignment of individual responsibility for the care and use of buildings and facilities on MacDill Air Force Base (AFB).

This instruction 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 instruction is found in 10 U.S.C. 8013 and 10 U.S.C. Chapter 55. Privacy Act statements required by AFI 33-332, *Air Force Privacy Act Program*, is annotated on DD Form 2005, **Privacy Act Statement- Health Care Records**.

**SUMMARY OF REVISIONS**

This revision reflects the Building Manager Program administered by the Production Control Center (PCC), 6th Civil Engineer Squadron (6 CES/CEPC), formerly the Facility Maintenance Unit (FMU) It also deletes references to Zones as they are no longer used in 6 CES. **A bar ( | ) indicates changes from the previous edition.**

**1. References.**

- 1.1. AFH 32-9007, *Managing Air Force Real Property*.
- 1.2. AFI 32-9005, *Real Property Accountability and Reporting*.
- 1.3. MacDill AFB Building Manager's Guide.

**2. Terms Explained.**

- 2.1. Facilities Board: A board established by the Commander, 6th Air Mobility Wing (6 AMW/CC), to provide corporate review and recommendations concerning the use of real property facilities and 6 CES resources in support of the mission.

2.2. Responsible Officer: The unit commander, chief of major staff agency, i.e., Comptroller, Judge Advocate, etc., or a duly authorized representative who is responsible for the care and use of all facilities assigned to his/her organization.

2.3. Production Control Center: The focal point in 6 CES responsible for administering the Building Manager Program.

2.4. Building Manager: The unit commander's representative for the care and custody of a facility and the single point of contact for communicating to 6 CES and following up on maintenance and repair requirements.

### 3. Responsibilities.

3.1. The Facilities Board is responsible for approving use of existing facilities and is required to place special emphasis on the consolidation and compression of existing functions, to reduce operation and maintenance expenditures and energy consumption, and to ensure disposal of substandard facilities.

3.2. The Real Estate Management Officer (REMO) will assign facilities to the using organization as approved by the Facilities Board.

3.3. The Production Control Center (6 CES/CEPC) will be responsible for maintaining and updating the building managers listing.

3.4. Building Managers will sign for facilities and installed property in the facility through the Real Estate Office (6 CES/CEPR).

3.5. The Building Manager and alternate will comply with policies and procedures prescribed in the MacDill AFB Building Manager's Guide. This guide is produced and distributed by 6 CES/CEPC.

### 4. Procedures.

4.1. The REMO (6 CES/CEPR) will prepare a Building/Facility Inspection/Inventory Form (**Attachment 2**) when a facility is assigned to an organization and when the Real Estate Office inspects the facility. This list will contain information about the facility being inspected along with the Real Property Installed Equipment (RPIE).

4.2. The Building Manager and a 6 CES representative will sign the Inventory Form. A copy of the signed Inventory Form will be provided to the Building Manager by the REMO.

4.3. By signing the Inventory Form, the Building Manager accepts the responsibility for the care of the facility, the RPIE, other installed property, and keys.

4.4. The responsible officer will designate a primary and alternate building manager for each facility assigned to his/her organization. When a facility is shared, the building manager must be assigned from the major using organization. Alternate building managers may be assigned from any organization that uses the facility. The building manager is the unit commander's/staff agency chief's representative and must have sufficient authority to perform the responsibilities. Building managers should have at least one-year retainability at MacDill AFB at the time of assignment.

4.5. Building managers will be designated using a letter (sample at **Attachment 3**) that can be locally reproduced. Changes should be sent to the PCC before the desired change date. The responsible officer must ensure that the privacy act statement, as required by the Privacy Act of 1974, is filled out

when personal data is obtained directly from persons assigned. If data is taken from existing records, a privacy act statement is not required.

4.6. If a building manager, primary or alternate, is required to be absent from duty for an extended period, the responsible officer should designate a replacement.

4.7. The responsible officer is the only person who can designate building managers. Designations not signed by the same person who signed as the responsible officer will be returned by the PCC.

4.8. Responsible officers and building managers must clear through the PCC before departing the base.

4.9. Training sessions for newly appointed building managers, primary or alternate, will be conducted on a monthly basis or as required by the PCC.

4.10. The responsible officer is ultimately responsible for ensuring that all assigned space is required and report vacant space to 6 CES/CERR. If assigned space is to be changed or additional space is required, the responsible officer must submit a request to the Facilities Board through 6 CES/CEPR.

4.11. The PCC will update the list of building managers on the computerized Work Information Management System as building manager designations are received. A consolidated list of building managers will be distributed via email. A computer listing will be sent quarterly to the 6th Security Forces Squadron by 6 CES/CEPC.

**5. Documentation.** Dispose of documentation created by this instruction in accordance with AFMAN 37-139, *Records Disposition Schedule*.

DAVID M. SNYDER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-9005, *Real Property Accountability and Reporting*

AFH 32-9007, *Managing Air Force Real Property*

AFI 33-332, *Air Force Privacy Act Program*

AFMAN 37-139, *Records Disposition Schedule*

MacDill AFB Building Manager's Guide



INSPECTOR(S) SIGNATURE

DATE

BUILDING MANAGER'S SIGNATURE

DATE

BUILDING/FACILITY INSPECTION/  
INVENTORY

**Attachment 3**

**SAMPLE LETTER**

MEMORANDUM FOR 6 CES/CEPC

FROM: \_\_\_\_\_

SUBJECT: Building Manager Update

PRIMARY BLDG  
MANAGER

ALTERNATE BLDG MANAGER

NAME

RANK

OFFICE SYMBOL

E-MAIL ADDRESS

HOME PHONE

DUTY PHONE

FACILITY NUMBER

DATE TRAINED

PREVIOUS FACILITY  
MANAGER

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\* Building manager appointed only by your organizational commander or equivalent.

Personal information contained on this document is to be protected by the Privacy Act of 1974.