



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 633D AIR BASE WING  
JOINT BASE LANGLEY-EUSTIS VA

APR 18 2016

MEMORANDUM FOR DISTRIBUTION

FROM: 733 CED/CC

SUBJECT: Facility Manager & Building Manager Appointment

1. Joint Base Langley Eustis 733rd Civil Engineer Division (CED) is required to maintain a Facility Manager program in accordance with AFI 32-1001. The intent of the program is to ensure that the primary organization occupying a facility is also the one responsible for the care, management, and protection of the assigned real property to safeguard it from damage or loss.
2. The purpose of this memorandum is to request that JBLE-Eustis Unit Commanders and leaders appoint a Primary and Alternate Facility Manager(s) for the facilities you occupy using the attached appointment letter template (Atch 1). Please send completed appointment letters to Mr. David (Tony) Landrum at [david.a.landrum8.civ@mail.mil](mailto:david.a.landrum8.civ@mail.mil) NLT 2 May 2016.
3. Your command may choose to appoint one Primary and one Alternate Facility manager for the entire command, with subsidiary Building Managers for each of your facilities. (This is recommended for commands with multiple facilities e.g. 128<sup>th</sup>, 7<sup>th</sup>, TRADOC, etc).
4. Appointed Facility Managers and Building Managers will be required to complete mandatory training within 90 Days of appointment and a refresher course annually thereafter. Please have your appointees read the attached enclosure, "Facility Manager's Responsibilities" (Atch 2) prior to appointment. CED will contact all appointees with training dates and further direction within 90 days of appointment. The first training class is expected to be offered in late May 2016.
5. Please contact the CE's Facility Management point of contact at (757) 878-5587 if you need further information.

Mark J. Sciacchitano  
Director  
Civil Engineer Division

2 Attachments

1. Facility Manager Appointment Letter Template
2. Facility Manager Duties and Responsibilities

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