

Chapter 7

FACILITY MANAGER PROGRAM

7.1. Facility Manager (FM) Program. The BCE or BCE-designee will ensure all installation organizations, including DAF-led joint bases, with assigned real property facilities or portions of facilities, assigns a primary and alternate FM, in writing by their commander. **(T-3)** FM responsibilities may not be further delegated. **(T-3)** FM should be at least an E-5 or civilian equivalent to an E-5. FMs are generally required only for real property asset types of buildings and structures. Linear structures and land will typically not have an assigned FM and the CE organization or contract equivalent has ownership.

7.1.1. The FM will ensure basic facility upkeep is conducted, though they do not have to personally complete all tasks. **(T-3)** Basic facility maintenance includes, but is not limited to, tasks such as picking up trash outside the facility, changing light bulbs lower than 10 feet above the floor, and keeping mechanical rooms clear of debris and combustible material.

7.1.2. Disseminating information or facilitating FM duties may be augmented by contracted personnel but cannot replace a government FM unless covered in an approved outsourcing decision and specified in an appropriate Performance Work Statement. For DAF controlled facilities on a joint base led by a service component other than the DAF, the FMs will adhere to the supporting service component's department of public works policies and procedures. FM requirements of supporting service components may deviate from the DAF requirements listed above.

7.1.3. The BCE will ensure the operations flight executes and manages the base FM program. **(T-3)** This includes documentation of FM assignment, training, and communications. The operations flight commander or designee and the FM must ensure all FM records, training documents, and guidance are kept current. **(T-3)** The operations flight commander or designee must ensure an FM handbook is developed and maintained. **(T-3)** The BCE is the waiver authority for this requirement and waivers must be documented in writing. **(T-3)** Refer to the FM playbook and BPL for more information on properly managing a FM (see [Attachment 1, References](#)).

7.1.4. No FM, or any other facility occupant, will make or facilitate alterations to real property without coordination and approval documentation from the BCE. **(T-2)** FMs who submit facility project requests (defined in [paragraph 2.2.3](#)) and equipment requirements (defined in [paragraph 6.2.4](#)), must include unit commander's coordination via a signed one-line memo or e-mail correspondence in through NexGen IT/iEMS equivalent, a DAF Form 332 is only authorized if no approved IT system is available. **(T-3)** If an operations flight priority program, e.g., Top 10, exists for group liaisons to coordinate their organizations priorities with CEOER, then no unit commander coordination is required.

7.1.5. The FM will conduct a semi-annual review of all submitted service requests, ensuring all open requests are valid and still required. **(T-3)** Results from these reviews will be sent to the CEOER section (or equivalent).

7.1.6. Contractors and non-government organizations must provide a comparable FM when provided government furnished facilities. Example: A base maintenance contractor or boy scout organization is provided a government facility. The owning unit commander, or civilian equivalent, must provide written designation of a contractor FM to the operations flight. **(T-3)** Contracted FM are expected to utilize the installation's U-Fix-It program and the BCE may deny use of CE resources to accomplish work within the scope of this program. Installation organizations owning contracted FM should take appropriate steps to ensure FM responsibilities are in the scope of the contract.

7.1.7. The operations flight should create and maintain a repository of FM program information, related materials, and any other FM information prescribed locally and advertise the location of this information to FM. The operations flight commander or assigned government COR will develop a customer outreach program on a minimum of an annual basis, that provides each installation's organizations and tenants, as a minimum, a review of accomplished work history trends, open maintenance requirements, condition assessment summaries, lifecycle planning, and potential execution resourcing constraint factors (e.g., upcoming deployments or funding limits). **(T-3)**

7.1.8. Private or non-DoD organizations on DAF installations are expected to follow local support agreements or procedures when submitting service requests on facilities they are managing.

7.1.9. All FMs (to include other government organizations and tenants such as Army and Air Force Exchange Service, Defense Commissary Agency, Department of Defense Dependents Schools, Missile Defense Agency, Federal Aviation Agency, etc.) will submit service requests using the NexGen IT system. ANG locations using iEMS will use locally developed process. **(T-3)**. See Work Management BPL for NexGen IT system access guidance for non-Air Force users (see [Attachment 1, References](#)).

7.1.10. FMs will prepare a DAF Form 1219, *BCE Multi-Craft Job Order*, or equivalent documentation from NexGen IT, noting deficiencies prior to scheduled facility inspection walkthroughs with operations flight maintenance personnel (typically dorms and high-use facilities). **(T-3)**

7.2. Facility Abuse. Facility abuse is considered damage caused by willful or negligent acts, improper use and care, or unauthorized alteration to RP or RPIE. The BCE will direct an investigation for all loss, damage, destruction or theft of government-owned RP in accordance with DoD 7000.14-R, Volume 12 Chapter 7, *Department of Defense Financial Management Regulation: Special Accounts, Funds and Program*. **(T-0)**

7.2.1. When facility abuse causes damage to facilities, work priority 1 emergency repairs will be completed to mitigate any potential emergencies in accordance with [paragraph 2.3.1](#) of this instruction. All remaining work will not be conducted until an investigation is completed or the property is released by the accountable officer.

7.2.2. When responsibility cannot be determined, the using organizations will fund repair or replacement costs associated with RP and RPIE abuse and/or accidental damage.

7.2.3. Coordinate with the local legal and finance offices when suspected facility abuse has occurred. Bases should incorporate facility abuse guidance into local *FM Handbook* and training.

7.3. The Base Civil Engineer (BCE) or BCT-Designee will ensure the facility manager program managers establishes a sample continuity book to provide to Facility Managers. The facility manager continuity book may be digital or a physical copy and will include the following items fire safety requirements, and Emergency Action Plan (EAP) requirements as outlined in *DAFI 10-2501, Emergency Management Program* and AFMAN 91-203 *Air Force Occupational Safety, Fire and Health Standards*. **(T-1)** It is also recommended the Facility Manager Continuity book includes all recommended documentation included in the *Facility Manager Playbook*.

7.3.1. The BCE or BCE-designee will conduct an annual review of the sample Facility Manager continuity books to ensure compliance with facility management, safety requirements, fire safety requirements, and Emergency Action Plan (EAP) requirements as outlined in *DAFI10-2501, Emergency Management Program* and AFMAN91-203 *Air Force Occupational Safety, Fire and Health Standards*. **(T-1)** This review is a critical component of maintaining safety, readiness, and functionality across Department of the Air Force (DAF) facilities.

7.3.2. The Facility Manager's Commander will conduct an annual review of their Facility Manager's continuity books to ensure compliance with facility management, fire safety requirements, and Emergency Action Plan (EAP) requirements as outlined in *DAFI10-2501, Emergency Management Program*. **(T-1)** This review is a critical component of maintaining safety, readiness, and functionality across Department of the Air Force (DAF) facilities.

7.3.2.1. The review must verify that monthly facility and fire extinguisher inspections are being performed and properly documented to confirm necessary maintenance and services are obtained in a timely manner and that all corrective actions identified on AF Form 1487, *Fire Prevention Visit Report*, are addressed and resolved. **(T-1)**

7.3.2.2. Emergency Action Plans (EAPs) must be comprehensive and include, at a minimum, procedures for Mass Warning Notification (MWN), evacuation, and personnel accountability. Additionally, EAPs must identify Shelter-in-Place (SIP) locations and requirements, designate primary and alternate Unit Emergency Preparedness Coordinators (UEPCs), and outline immediate emergency response actions to ensure preparedness for a range of emergency scenarios. **(T-1)**