

# Facility Manager Training

733d Civil Engineer Squadron

1407 Washington Boulevard

Workforce Management Service Desk  
Emergencies Only Call:

757-878-4357

757-878-5225

Routine / Inquiries Email:

733MSG.CEOER.SERVICEDesk@us.af.mil





# Mission Statement & Facility Manager Requirement



- 733 Civil Engineer Squadron's mission is to provide fire protection, emergency response, facilities engineering and operations support, infrastructure & real property management, comprehensive land use planning, environmental and housing management for JBLE-Fort Eustis.
- AFI 32-1001 *Operations Management*: Requires CE Squadrons to execute and manage a Facility Manager program to standardize guidance and streamline processes to improve customer service and mission execution.



# Facility Manager

## Facility Manager Resources

- NexGenIT: <https://nexgenit.csd.disa.mil/>
- 733 CES Website [733d Civil Engineer Squadron \(af.mil\)](https://www.733dce.af.mil/)
- 733 CES Work Management Org Box  
[733MSG.CEOER.SERVICEDESK@us.af.mil](mailto:733MSG.CEOER.SERVICEDESK@us.af.mil)

Facility Manager Program Manager: Sharon Carey 757-878-7360  
[sharon.carey@us.af.mil](mailto:sharon.carey@us.af.mil)



# Facility Manager Appointment



- One Primary, at least one alternate (no more than 2) required
- Appointed by Battalion or Deputy Brigade level commander
- E-5 or above or civilian equivalent
- Appointment Letter updated upon change of FM



# Facility Manager Appointment



- Service Requests, Project Requests, tracking
- Provide status updates to unit commanders & leadership
- Prepare buildings for hurricanes, snow/ice & other weather incidents
- Report all damage and outages to CES
- Provide information to building occupants
- Disseminate pertinent information to Building POCs (if appointed)
- Ref AFI 32-1001 – CE Playbooks - Facility Manager Reference Guide
  - 733 CES Website [733d Civil Engineer Squadron \(af.mil\)](https://www.733ces.af.mil)
  - PUBLIC LAW 111–308—DEC. 14, 2010 124 STAT. 3283



# Facility Manager



- Only trained, appointed FMs may initiate project requests
- Access to NexGen is **required** for project/SR submission
- Must complete Web Based Facility Manager Training =
  - [Facility Manager Web Based Training \(WBT\)](#)
- CE must approve all work in **Real Property** facilities
- All service requests need to be tracked by FM/POC
- FM Data Cards placed at bldg. entrances



# Service Requests (SR)



- Maintenance/repair issues reported by POCs/FMs
- Workforce Management Service Desk hours 0700-1630, Mon-Fri, excluding holidays
- After-Hours calls redirect to Fire Department Dispatch
- Ensure all bldg. occupants know the bldg. number
- **CALL 9-1-1 FOR EMERGENCIES**, including gas leak/smell of gas, smell/sight of smoke, sparking of electrical/burning smell & coworker passing out!
- Email all inquiries to the Service Desk Org box. [733MSG.CEOER.SERVICEDesk@us.af.mil](mailto:733MSG.CEOER.SERVICEDesk@us.af.mil)



# Base Maintenance Contractor (BMC)



- Contracting Officer Representatives (CORs)
  - Desiree McHan 757-878-7369 [desiree.mchan@us.af.mil](mailto:desiree.mchan@us.af.mil)
  - Michael Johnson 757-878-3625 [michael.johnson.419@us.af.mil](mailto:michael.johnson.419@us.af.mil)
- Real Property Maintenance/Repair completed by contracted company
  - Preventative Maintenance - Scheduled
    - Service Requests – as reported





# Preventative Maintenance



- **Recurring work done on a schedule**
- **Maintain and prevent breakdown of equipment and utilities**
- **Examples include storm drain cleaning, filter changes, generator testing**
- **Not all serviceable equipment in a building is receiving PM. Please coordinate with COR if this is the case.**



# Service Order Priorities



- **Priority 1 – Emergency SR – Contractor responds within 30 minutes/2 hours nonduty days**
  - Examples - immediate life, health, & safety issues; water/electrical outages; HVAC outages (entire bldg.); storm damage repair; downed stop sign at major intersection; roof leak directly impacting facility mission
- **Priority 3A – Scheduled Sustainment – Scheduled within 2 business days of request.**
- **Priority 3B/3C – Corrective maintenance – 30-day start**



# Service Contracts



Contract	POC	Phone	Email	Alt POC	Phone	Email
Custodial	Aviance Jenkins	757-878-7385	<a href="mailto:aviance.jenkins@us.af.mil">aviance.jenkins@us.af.mil</a>	N/A		
Refuse/Recycling	Janice McGhee	757-878-5466	<a href="mailto:janice.mcghee@us.af.mil">janice.mcghee@us.af.mil</a>	Aviance Jenkins	757-878-7385	<a href="mailto:aviance.jenkins@us.af.mil">aviance.jenkins@us.af.mil</a>
Grounds Maintenance	Aviance Jenkins	757-878-7385	<a href="mailto:aviance.jenkins@us.af.mil">aviance.jenkins@us.af.mil</a>	Janice McGhee	757-878-5466	<a href="mailto:janice.mcghee@us.af.mil">janice.mcghee@us.af.mil</a>
Railroad Services	Aviance Jenkins	757-878-7385	<a href="mailto:aviance.jenkins@us.af.mil">aviance.jenkins@us.af.mil</a>	N/A		
Elevator Services	Janice McGhee	757-878-5466	<a href="mailto:janice.mcghee@us.af.mil">janice.mcghee@us.af.mil</a>	Aviance Jenkins	757-878-7385	<a href="mailto:aviance.jenkins@us.af.mil">aviance.jenkins@us.af.mil</a>
Cranes & Hoist Services	Janice McGhee	757-878-5466	<a href="mailto:janice.mcghee@us.af.mil">janice.mcghee@us.af.mil</a>	N/A		

# DO NOT ASK, SUGGEST, HINT, OR IMPLY THAT THE CONTRACTOR COULD, SHOULD or WILL DO ANYTHING

- This can result in a Ratification and that person being held financially responsible
- Discuss with the COR first!
- Do not inspect while the contractor is performing their work, protect yourself and your \$\$\$.
- Communicate with the COR immediately to discuss any concerns to validate the complaint.





# Project Requests



- **Project Submittal POC: Danielle Quinlan 757-878-4134 – [danielle.quinlan@us.af.mil](mailto:danielle.quinlan@us.af.mil)**
- Initiated by FM only; Submitted in NexGen per AF Work Management Playbook
- CE funds & completes the work
- Technical Approval – Unit funds & completes the work
- Contract by Requestor – Unit funds & hires a contractor
- Reimbursable – Unit funded through MIPR
- Unfunded projects will only be held by CES for 2 years



# Project Request Process



- Project request submissions to CSU reviewed for completeness & accuracy, assigned a project number
- Routed to Requirements & Optimization for review.
  - Assignment to either Operations Facility Project Manager (PM) or Engineering Flight (PM).
    - Once PM they will reach out to requestor to communicate the process.
- Funding secured
- Work begins



# ENERGY MANAGEMENT



- Reduce facility energy use 2.5% per year to 2025 (Baseline 2015)
- Reduce base water use 2% per year to 2025 (Baseline 2007)
- 25% of total energy (electric & thermal) will come from sources by 2025 through renewable sources
- Reduce ground vehicle fuel use 2% per year
- Increase alternative fuel use 10% per year



# HVAC SET POINTS

- Heating Thermostat Set Points

Admin Spaces – Occupied, 70° F/Unoccupied, 55° F

Shop Spaces – Occupied, 65° F/Unoccupied, 55° F

Warehouse Spaces – Occupied, 60° F/Unoccupied, 55° F

- Cooling Thermostat Set Points

Admin Spaces – Occupied, 73° F/Unoccupied, 80° F

Shop Spaces – Occupied, 76° F/Unoccupied, 80° F

Warehouse Spaces – Not required unless authorized for perishable items

- Normal Temperature Range of Occupied space is +/- 2 degrees of 68 to 74 degrees





# ENERGY MANAGEMENT



- Turn off all lights, electronic devices when not needed/end of day
- Consolidate all appliances into central break areas
- **No** space heaters unless approved by CES
- Keep all facility windows and exterior doors **CLOSED** regardless of season





**ANY  
QUESTIONS?**



# REAL PROPERTY



**Real Property Officer: Dwane Bjorklund – 757-878-4129**

[dawne.bjorklund@us.af.mil](mailto:dawne.bjorklund@us.af.mil)

**Realty Specialist: Charlotte Oliver – 757-878-5672**

[charlotte.oliver@us.af.mil](mailto:charlotte.oliver@us.af.mil)



# REAL PROPERTY



Real Property includes the Land, Buildings, Structures, Utility Systems, and Improvements found on the installation. The Real Property Office (RPO) is the office that executes:

- Real Estate agreements: Licenses, Permits, Easements, and Leases
- Space Management
- Assignments / Clearances of Space
- Key Requests / Assignments
- Inventory / Inspections
- Asset Capitalization



# REAL PROPERTY



## Space Assignments/Clearances

- Facility Manager (FM) is responsible for real property assets (buildings/structures) they are assigned
- RPO and FM inspect space before Assignment Record is executed and keys issued FM must schedule an inspection with RPO to receive Clearance Record and return all keys (follow the Facility Clearance checklist)
- Space being reassigned within the same command MUST go through the Assignment/Clearance process.



# REAL PROPERTY



## Key Control/Accountability

- RPO maintains initial key assignment: all key core numbers and respective quantities pertaining to the assigned facility.
- FM is responsible for internal key control for all facilities assigned
- Installation locksmith (BMC) will re-core locks and duplicate keys, unless RPO determines otherwise (Medical, AAFES, NAF, etc.)
- Only the FM can pick up/sign for keys, unless pre-arrangements are made with RPO in advance
- NO DEADBOLTS unless approved by Fire Department (Due to need for dual access- Do not remove Gov issues locks or chains on fencing)



# REAL PROPERTY



## Emergency Notification

- Must be posted on ALL storage spaces/units
- Must be visible on front door (recommend all entry points)
- Working phone numbers must be readily accessible
- Keep updated information in the Ft Eustis Emergency Communications Center at (757) 878-1008



# REAL PROPERTY



## Real Property Inventory (RPI)

- Inspections performed every five years; every three years for Historical/Heritage Assets
- FMs MUST participate with RPO during the scheduled RPI
- FMs MUST verify/digitally sign the RPI AF Form 914, review floor plans and annotate any deficiencies/changes to floor plan





**ANY  
QUESTIONS?**

# ENGINEERING FLIGHT





# Engineering Flight



## Portfolio Optimization Element

- Responsible for Community Planning and Site Approvals
- Responsible for Programming & Development of projects for both the Air Force and Army
- Provides GIS services (Maps): William T. Donnell 757-878-3973
  - William.donnell.3@us.af.mil
- Provides support to USACE for MILCON projects.



# Engineering Flight



## Project Management Element

- Responsible for Major and Minor Construction Project Development and Project Execution
- Responsible for contract oversight, construction inspections and project close out.
- Provides support to USACE for MILCON projects.



# Engineering Contract Avenues



## Project Management Element

- SABER (SIMPLIFIED ACCQUISITION OF BASE ENGINEERS REQ'S)
- MACC (MULTIPLE AWARD CONSTRUCTION CONTRACT)
- 8(a) Small business/Disadvantaged/Women-Owned/Minority Owned
- Corps of Engineers – MILCON
- IDIQ – (A/E, Roofing Paving) (Painting by CEO)



# Work Request Categories



## Projects (Engineering Flight)

- Major and Minor Construction
- Major Maintenance or Repair
- Competitive Funding or Tenant Funded
- Accomplished by contracts through 633 CONS or USACE



# Programming



- Programming is the process of getting approval and money for a project
- If funded - Get approval and begin execution right away
- If unfunded – Program and consider for Air Force or Army funding
- Accomplished by contracts through 633 CONS or USACE



# Funding Competition



## **Funding comes from three sources:**

- Your Unit (aka Reimbursable)
- Air Force Installation and Mission Support Center (AFIMSC) / Air Force Civil Engineer Center (AFCEC)
- Small Project Unfunded Requirements List (SPUR)
- It is **IMPERATIVE** that your Command makes CES aware of its priority projects ASAP.





# Summary: Getting Projects Funded

- If you have a valid requirement, SUBMIT a Project Request through 733 CES Customer Service Unit
- Do your Homework: Provide a detailed description of **REQUIREMENT**
- **Project Status:**
  - Engineering Project Management (CEN)
    - Donatus "Dale" Kelch 757-878-4660
  - Operations Engineering (CEOE)
    - Ryan Moore 757-878-3814



**ANY  
QUESTIONS?**



# ENVIRONMENTAL MANAGEMENT

Org email address:

[733MSG.733CES.CEIEAdmin@us.af.mil](mailto:733MSG.733CES.CEIEAdmin@us.af.mil)





# ENVIRONMENTAL



- Facility Mgrs (FMs) may not be the unit's environmental experts
- FM Environmental Programs Resources:
  - Environmental Mgt Procedures (EMPs) – Base-specific environmental regs
  - Base Environmental Mgt Requirements located at:  
<http://www.jble.af.mil/Units/Army/Eustis-Enviromental>
  - Activity Environmental Coordinators (AECs) - Required
    - **If your Activity does not have an AEC, the FM should inform Leadership**
  - Unit Environmental Coordinators (UECs) - Required
  - Tank Custodian (TC) – Only if unit has Aboveground Storage Tanks (+55 Gallons) or Underground Storage Tanks (+110 Gallons)
  - Hazardous Waste Coordinators (HWCs) - Only if managing Hazardous Wastes
  - Hazardous Materials Manager (HMM) - Only if managing Hazardous Materials



# ENVIRONMENTAL



- **Mandatory Environmental Training**
  - **Environmental Management Awareness Competency (EMAC) training – required for all military, civilian and contract staff working on base; complete w/in 30 days of assignment and annually thereafter**
  - **Web-link and registration instructions available in FM Reference Manual**
  - **Additional competency training is required for those assigned to specific roles, such as AECs, UECs, HWCs, TC, Universal Waste Handlers (UWH), Hazardous Waste Supervisors (HWS), and Hazardous Waste Handlers (HWH)**



# ENVIRONMENTAL



- **Facility Manager's Inspections**

- **Facilities with Asbestos Containing Materials require the FM to conduct “periodic surveillance” (ie, annual inspection) and report to 733 CES/CEIE**
  - **Buildings 401, 1411, 2702, 2743, 27500-block, and 27600-block**
  - **Periodic Surveillance Form is in FM Reference Manual**
- **Facilities with Above Ground/Underground Storage Tanks (AST/UST) require Monthly and Annual Visual inspections documented in Storage Tank and Reporting (STAR) and an appointed Tank Custodian**



# ENVIRONMENTAL



- **Recycling and Solid Waste Management**
  - **If your facility has dumpsters (refuse/cardboard) or recycling Toters:**
    - **Police your dumpsters to ensure proper disposal of solid waste; contractor won't empty dumpsters that have items placed on top of or next to dumpsters**
    - **733 CES relies on FMs to remove illegally-dumped items**



# ENVIRONMENTAL



- **NEPA and EIAP**
- **The National Environmental Policy Act (NEPA) requires that all federal agencies consider the potential environmental impacts of their actions/projects**
- **JBLE-Eustis complies with NEPA by conducting the Environmental Impact Analysis Process (EIAP)**
  - **733 CES Environmental Element conducts EIAP by reviewing all NexGen Work Requests (WRs)**
  - **Majority of WRs have no environmental impact; qualify for Categorical Exclusion (CATEX)**
  - **Some WRs require additional environmental documentation on an Air Force Form AF813**
  - **Specific instructions for AF813 included in FM Reference Manual**





# ENVIRONMENTAL



- **Archaeology and Historic Facilities**
- **NexGen Work Requests that require Ground Disturbance (e.g., digging, grading,) will require a review to make sure no archaeological sites are disturbed; over 230 on base**
- **2 JBLE-Eustis facilities are on the National Register of Historic Places:**
  - **Building 415 (the “Landship”)**
  - **Building 1611 (the Matthew Jones House)**
- **If your unit utilizes the Landship (Bldg 415), projects require add’l coordination with State Historic Preservation Office (SHPO)**



# ENVIRONMENTAL



## Wildlife and Pests

- DODI 4150.07 uses an integrated management approach to manage pests and disease vectors on the installation.
  - For pests (cockroaches, flies, wasps, rodents, undesirable vegetation, etc.) Submit SR at 878-HELP (Do NOT utilize any pesticides!)
  - **Only** DoD or VDACS certified pesticide applicators may apply pesticides on JBLE Fort Eustis; to include over the counter products.(insecticide, herbicide, fungicide, etc.). Bug spray or bug bands on person are excluded.
  - For wildlife, please report sick acting or injured wildlife to the Natural Resources Team Duty Phone  
(757)952-5204 (Leave a voice mail or text message)



# ENVIRONMENTAL



- Environmental Mgt System (EMS)
- EMS integrates with other management requirements to help organizations achieve environmental and economic compliance/ goals
  - EMS applies to all units/mission partners at JBLE-Eustis regardless of service affiliation
  - Subject to Inspector General's review and finding reported to Installation Commander through the Environmental, Safety, and Occupational Health (ESOH) Council
- All JBLE-Eustis employees need to be aware of JBLE Environmental Policy
  - **FM's must have it prominently displayed** within each unit (ie, bulletin board
  - Policy can be found on 733 CES or 733 CES/CEIE Webpages  
(<http://www.jble.af.mil/Units/Army/733D-Civil-Engineer-Division/> and <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>)



**ANY  
QUESTIONS?**



# **FIRE PREVENTION & PROTECTION**



**Call 757-878-0227**



# Fire Prevention and Protection

- In case of any EMERGENCY Call **911**
  - Know your Building Number & Street Address
    - Provide name and contact information
- Using cell phones may be routed to the Newport News Dispatch. Just make it clear you are on Ft. Eustis and they will transfer you.
  - Non-Emergency: (757)878-1008
- Fire prevention: Call (757)878-0227

# Fire Prevention and Protection

## Functional & Facility Manager - Responsibilities

- **Functional Manager**

- Responsible Employees and Facility Fire Safety
- Signature is required on all Reports
- Ensures All FSD's & RAC's are corrected.

- **Facility Manager**

- Appointed by the Functional Manager
- Daily Inspects Facility for Life Safety FSDs
- Creates Fire Safety Plan and Training for all employees - extinguisher, Fire Drills, etc...
- Accompany Fire Inspectors During Building Inspections



# Fire Prevention and Protection FM Responsibilities



- Facilities are inspected at least Annually
- High hazard and public assemblies: no-notice walk-throughs
- All Fire Deficiencies will be as Documented
  - Correct Immediately if possible
  - Each deficiency will be assigned a FSD and/or a RAC
  - Fire Safety Deficiency (FSD) *reduces safety or code-noncompliance but alone cannot cause a fire*
  - Risk Assessment Code (RAC) *defines risk of an occupational hazard, combines severity and mishap probability 1,2or3*





# Fire Prevention and Protection FM Responsibilities



- **Corrective Action Plan.**
- **For an existing facility, a mitigation/corrective action plan shall be prepared by the facility user with the support of the fire emergency service flight, the engineering flight, the operations flight (as appropriate), and wing safety.**
- **The plan shall specifically identify the level of occupancy and operations permitted pending the correction of the FSD. The wing commander shall approve the plan before forwarding it to the MAJCOM/A7 for informational purposes.**



# Fire Prevention and Protection FM Responsibilities



- Welding, Cutting, Brazing, Soldering, etc.
- Basically, anything that creates a spark

Required to obtain a Hot Work Permit  
Please Allow 24Hr Advanced Notice!!

Obtained by calling or coming by Fire Station #1  
Must be posted in the area



**ANY  
QUESTIONS?**

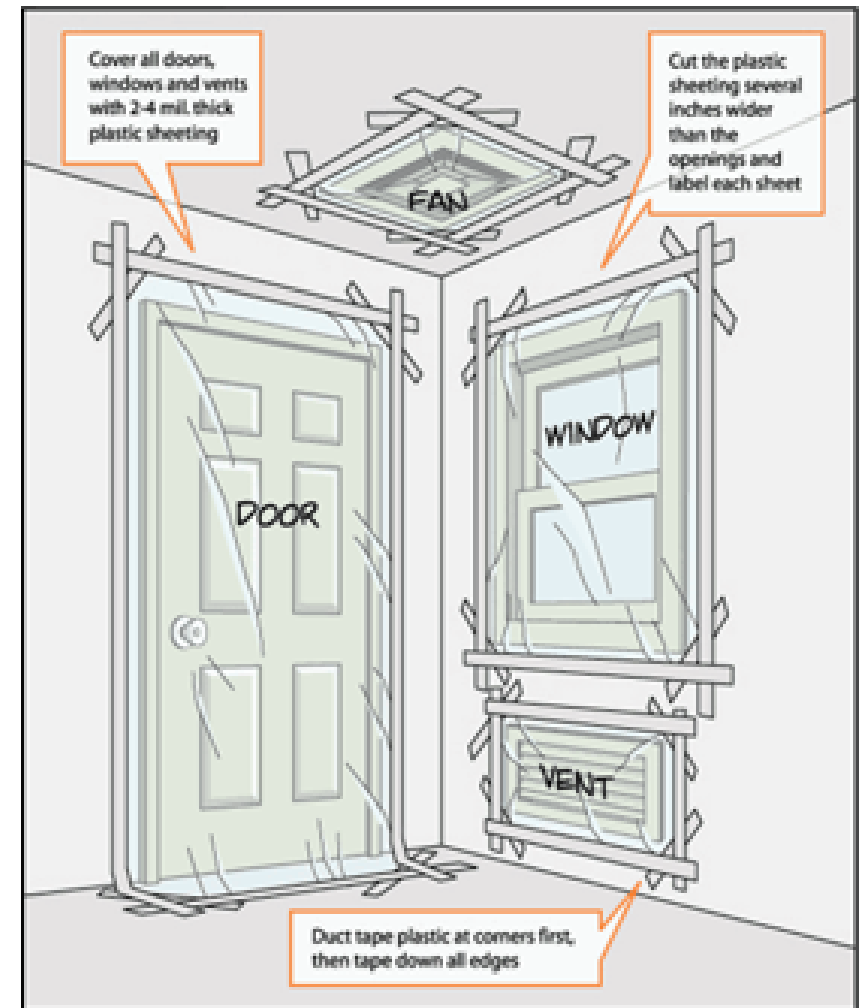
**Fire Prevention and Protection**

# SHELTER IN PLACE TRAINING



# How to Seal Your Shelter In-Place SIP Room

- SIP ops are not the same as LOCKDOWN ops
- SIP is short term (1-3 hrs) sheltering due to HAZMAT or Major Accident Hazardous Incident
- Turn off HVAC; seal room
- SIP kit must be in the SIP area, easily accessible, and labeled
- SIP exercises are to be performed annually
- **Turn off HVAC and seal room**



# Shelter In Place Coordinators

- **Contact the following personnel in your organization if you have questions on the location of the SIP room in your workplace:**
  - **Emergency Management Representatives**
  - **Facility Managers**
- **Your facility may have more than one Shelter In-Place (SIP) room**
- **Look for the following sign and placard:**



# EMERGENCY MANAGEMENT

**Pam Clark 878-2376**

**or**

**James “Fergy” Ferguson 878-1796**

**Please call if you would like us to further explain Shelter  
In-Place procedures at your workplace.**

**633 CES/Emergency Management  
Fort Eustis EOC, 1028 Schultz Place**

**Questions?**

# **This Concludes the Facility Managers Briefing**



**ANY  
QUESTIONS?**