



Quality Work Instruction

VAFB-0001-0002

Approved: **Jerried Brown**

Date:
01 Sep 2010

Title: Vandenberg Air Force Base (VAFB)
Launch Support Services (LSS) Contract,
Facility Program Management Services

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Facility Program Management Services

PWS Paragraph 1.4.2

Facility Program Management. Central Point of Contact (POC) for all facility management. Maintain current status of squadron, 526 ICBM SG/OL D and detachment facilities including updated discrepancy listing, critical facilities listing and facility man-agers listing. Track all work orders and projects for assigned facilities. Review, coordinate and monitor facility modifications, renovations, construction plans and contracts. Conduct periodic facility inspections to ensure serviceability and proper adherence to building management procedures. Pro-vide updated facility status to squadron, 526 ICBM SG/OL D and detachment leadership upon request. Function as POC for Hazardous Materials Disclaimer a.k.a. business plans.

SDS Performance Objective, paragraph 3

Maintain current status of squadron, 526 ICBM SG/OL D and detachment facilities.

SDS Performance Threshold, paragraph 3

90% accuracy for outstanding facility work orders that prohibit mission accomplishment at fault of contractor.

PWS PARAGRAPH STATEMENT:

Governing Directives:

See the attachment titled, "Facility Management Directives, Plans and Other Resources."

Equipment Required:

Computer, printer, scanner, copier, shredder, digital camera, file cabinet, hole punches, paper cutter, ruler, scissors, staplers, Personal Protective Equipment (PPE) and tape measure



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Supplies Required:

3" clear overlay three-ring binders; standard width and extra-wide three-ring binder tabbed dividers; top-loading sheet protectors; hanging file folders/tabs; letter size 3-tab manila file folders; twin pocket portfolios (pocket folders); pad and 8.5" x 11" printer paper; post-it note pads; highlighters or red ink pens; paper clips; small and medium binder clips; and staples

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1. Central POC for all facility management

a. Serve as central POC for 576th Flight Test Squadron (576 FLTS), 526th Intercontinental Ballistic Missile Systems Group/Operating Location 7 (526 ICBM SG/OL-7) and 798th Munitions Maintenance Group, Detachment 1 (798 MUMG, Det 1) facility management issues for commanders, unit leadership, primary and alternate facility managers.

b. Participate in meetings pertinent to management of 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 facilities and serve as the voting member when requested by the commander or unit leadership.

(1) Facility Program Manager (576 FLTS/SBAR) participation in the following meetings is often required:

(a) VAFB Space Use Panel (SUP)

1. The SUP is a panel of VAFB group/squadron commanders that meet with 30th Civil Engineering Squadron's Deputy Commander (30 CES/CD) and Real Property Officer (30 CES/CEAOR) to review facility space use/change of use requests; it also provides these commanders with a forum to advocate their requests.

a. All VAFB facilities are assigned to individual unit commanders, typically by action of the SUP.



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b. Each unit commander assumes responsibility for all facilities assigned to their organization and the Real Property Installed Equipment (RPIE) therein.

2. The SUP must review and approve any allocation or reallocation of facility space for any reason.

3. Commanders/their designated representatives must submit requests for use of facility space/ change of use in writing to 30 CES/CEAOR at least two weeks prior to the SUP meeting, via E-mail or official memorandum.

a. Each facility space use/change of use request E-mail or memorandum must include a POC identified by name, organization and telephone number; a detailed description of the amount/type of space being requested; special requirements pertaining to the space being requested; justification of why the space is required; or specific details pertaining to requested change of facility space use and justification for the change.

b. Submit a facility floor plan depicting the requested space use/proposed change of use to 30 CES/CEAOR with each facility space use/change of use request E-mail or memorandum. The floor plan will help expedite consideration of requests by both 30 CES/CEAOR and SUP members.

c. Prior to adding any new facility space use/change of use requests to a SUP meeting agenda, 30 CES/CEAOR conducts research/ coordinates to determine their feasibility and best use of 30th Space Wing's (30 SW) real property resources.



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d. Assist 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 Commanders with submitting facility space use/change of use requests to 30 CES/CEAOR, as required. Examples of facility space use/ change of use requests are located in Section 6e of the "facility program management" continuity binder.

4. Commanders/their designated representatives must participate in SUP meetings to provide the chairperson or members with answers to any questions they have. When requesters don't participate in SUP meetings scheduled to review their agenda items, those SUP requests are usually tabled until the next meeting the requestor participates in.

a. A minimum of four voting members must participate in each SUP meeting.

b. A majority vote from SUP members determines which facility space use/change of use requests will be approved.

5. 30 CES/CEAOR overseas real property space utilization and manages the SUP process. 30 CES/CD usually chairs SUP meetings.

6. Approved SUP meeting minutes constitute authority for facility occupancy or change of space use.

7. 30 CES/CEAOR usually holds SUP meetings at 1300 hours on the first Tuesday of each month in Building 11442's 30 CES commander's conference room.

a. 30 CES/CEAOR informs commanders/ their designated representatives, via E-mail, when a SUP meeting is scheduled.

b. The E-mail provides the SUP meeting date, time, agenda, the suspense date for submitting new facility space use/change of use re-quests and serves as a notice to participate in the meeting.



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8. Whenever notice of a scheduled SUP meeting is received:

a. Review the agenda to determine if it includes any facility space use/change of use requests pertaining to 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 and if any other requests may affect 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 mission capability or conflict with operations.

b. Review the notice to determine if appropriate members of 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 leadership were notified.

c. Forward the SUP meeting notice to appropriate members of 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 leadership that Civil Engineering (CE) didn't notify, to ensure meeting participation and also provide unit leadership with any pertinent information they may need to prepare for the meeting.

d. Examples of a SUP meeting notification E-mail and agenda are located in Section 6e of the "facility program management" continuity binder.

9. Take notes about any issues pertaining to 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 during SUP meetings and provide unit leadership with pertinent information, as required.

10. After each SUP meeting, 30 CES/ CEAOR provides commanders/their designated representatives with a copy of the meeting minutes via E-mail.

a. Review the minutes and provide unit leadership with pertinent information, as required.



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b. An electronic record of completed SUP actions and approved space use/change of use requests is located in the Facility Program Manager's Microsoft Outlook "Personal Folders 2, Rcvd Items, Fac Mgt_In, SUP Min_In" and on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr09\A_Programs\Program Management\Facilities\SUP Mtgs\SUP Mtg Min.

(b) 30 CES Work Request Review Panel (WRRP)

1. The WRRP is a 30 CES panel that meets with customers to review AF Form 332, Base Civil Engineer (BCE) Work Requests, which are now submitted, coordinated for work clearance approval and tracked electronically via the CE Tools Portal; and determines:

a. If the requested work is a valid requirement; supports the planned facility use; and is a 30 CES responsibility.

b. If there is any environmental impact.

c. How to best meet customers' needs and accomplish work requests.

d. Who the execution of work will be assigned to, i.e., in-house (30 CES), internal Simplified Acquisition of Base Engineering Requirements (SABER) contract, Indefinite Delivery, Indefinite Quantity (IDIQ) contract or external contract.

2. All facility work requests that exceed Direct Scheduled Work (DSW) request parameters, i.e., large-scale facility work, must be reviewed by the WRRP.



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a. Large-scale facility work requires detailed planning to build a bill of materials or long-range planning; Architectural and Engineering (A&E) design; has a large scope involving more than one craft; takes over 50 man-hours to complete; will be programmed for an Operations and Maintenance (O&M) funded contract project via the Sustainment or Restoration and Modernization (R&M) by Contract (SRMC) program (up to \$750K local authority); or a Military Construction (MILCON) project (over \$750K).

b. Large-scale facility work is initiated by submitting a BCE Work Request via the CE Tools Portal.

3. All work requests must have work clearance coordination complete and have a cost estimate assigned before they can be added to the WRRP meeting agenda.

4. Work requestors (facility managers) must participate in WRRP meetings to provide the chairperson or members with answers to any questions they have. When requestors don't participate in WRRP meetings scheduled to review their agenda items, those work requests are usually tabled until the next meeting the requestor participates in.

5. CE's Customer Service Unit (CSU) (30 CES/CEOSC) manages the WRRP process and the Operations Flight Commander (30 CES/CEO) or Deputy Commander (30 CES/CEO-1) chairs WRRP meetings unless neither of them is available, in which case 30 CES/CD chairs the meeting.

6. If the WRRP determines requested work is legitimate and all questions are answered satisfactorily, the chairperson signs each work request in the "approval authority" block to provide execution authority. Work request packages approved for:



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a. In-house execution are forwarded by CE's Customer Service Unit (CSU) (30 CES/ CEOSC) to the responsible CE shop, e.g., electric, structures, utilities, etc.

b. Execution via a contract project are forwarded by the CSU to the Program Development Office (30 CES/CEPD), so they can be programmed into projects and have project numbers assigned.

7. The CSU holds monthly WRRP meetings in Building 11439's CE Operations Flight conference room 109.

a. The CSU informs requestors (facility managers), via E-mail, that their work requests are included on the WRRP meeting agenda.

b. The E-mail provides the WRRP meeting date, time, agenda and serves as a notice to participate in the meeting if the agenda contains any work requests the facility manager submitted or is responsible for.

8. Whenever notice of a scheduled WRRP meeting is received:

a. Review the agenda to determine if it includes any work requests pertaining to 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 facilities or work that could affect 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 mission capability or conflict with operations.

b. Review the notice to determine if appropriate facility managers were notified.

c. Forward WRRP meeting agendas to any 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 facility managers with work requests scheduled for review that CE didn't notify, to ensure meeting participation.

d. Examples of a WRRP meeting notification E-mail and agenda are located in Section 6e of the "facility program management" continuity binder.



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9. Take notes about any issues pertaining to 576 FLTTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 during WRRP meetings and provide unit leadership with pertinent information, as required.

10. After each WRRP meeting, the CSU provides facility managers with a copy of the meeting minutes via E-mail.

a. Review the minutes and provide facility managers/unit leadership with pertinent information, as required.

b. An electronic record of completed WRRP actions/approved BCE work requests is located in the Facility Program Manager's Microsoft Outlook "Personal Folders 2, Rcvd Items, Fac Mgt_In, WRRP Min_In" and on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr09\A_Programs\ Program Management\Facilities\WRRP.

(c) 30 CES Facility Board Working Group (FBWG)

1. The FBWG is a 30 CES group that meets to reprioritize the SRMC program and also provides a forum for VAFB group/squadron commanders to advocate reprioritization of facility project funding within the SRMC program. The SRMC program's purpose is to project the use of forecasted/received O&M funds over a five-year period to fund facility/infrastructure projects.

2. All new programmed projects eligible for SRMC funding, are added to the sustainment or R&M program at the bottom (lowest funding priority).



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a. The only ways to reprioritize a contract project for earlier funding is to submit a slide and advocate for support of other FBWG members to recommend reprioritization of the project's funding priority at the FBWG meeting, unit fund the project's execution or by attrition when other projects with higher priorities are funded.

b. When commanders wish to advocate for reprioritization of project funding priorities, a separate slide for each project must be submitted to 30 CES/CEPD prior to the FBWG meeting. Any slides submitted by commanders will be included in the FBWG presentation.

c. Slides contain justification for funding reprioritization based on directive compliance, mission requirements, mission impact, etc. and provide commanders with an outline to speak from when they try to gain other FBWG member's support for recommending project reprioritization.

3. Facility requirements cannot be advocated for change of funding priority at FBWG meetings until WRRP actions are complete, they've been programmed into contract projects and have valid project numbers assigned.

4. A minimum of four voting members must participate in each FBWG meeting. A majority vote from FBWG members determines which facility projects will be recommended to the 30 SW facility board for approval of prioritization changes within the SRMC program.

5. 30 CES/CEPD manages the SRMC program and the FBWG process. The Chief of Program Development (30 CES/CEPD) usually chairs FBWG meetings.



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6. 30 CES/CEPD holds two facility board meetings per year, one in March and one in September, and as many FBWG meetings as necessary to prepare for each facility board; a minimum of one FBWG per facility board. FBWG meetings are usually held in Building 11439's CE Operations Flight conference room 109.

a. 30 CES/CEPD informs FBWG members, via E-mail, when an FBWG meeting is scheduled.

b. The E-mail provides the FBWG meeting date, time; sustainment/R&M program spreadsheets, directions/format for submitting FBWG slides or a link to these items: [\\VAFBFILE8\30CESFILES\CES-Shared_Read_only\FBWG](#); the suspense date for slide submittals; and serves as notice to participate in the meeting.

7. Whenever notice of a scheduled FBWG meeting is received:

a. Review the sustainment/R&M spreadsheets to determine if any 576 FLTS, 526 ICBM SG/ OL-7 or 798 MUMG, Det 1 facility projects need to be reprioritized and if any other projects could affect 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 mission capability or conflict with operations. If necessary, coordinate with unit leadership to make this de-termination.

b. Review the notice to determine if appropriate members of 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 leadership were notified.

c. Forward the FBWG meeting notice to appropriate members of 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 leadership that CE didn't notify, to ensure meeting participation and also provide unit leadership with any pertinent information they may need to prepare for the meeting.

d. Examples of an FBWG meeting notification E-mail, sustainment/R&M spreadsheets and slide are located in Section 6e of the "facility program management" continuity binder.



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8. Just before scheduled FBWG meetings, 30 CES/CEPD provides commanders/their designated representatives with a link to read-ahead slides:

[\\VAFBFILE8\30CESFILES\CES-Shared_Read_only\FBWG](#) via E-mail.

a. Review the read-ahead slides in preparation for the FBWG meeting. These slides also include a projected date for the facility board meeting.

b. Ensure accuracy/inclusion of any slides submitted by 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1.

9. Take notes about any issues pertaining to 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 during FBWG meetings and provide unit leadership with pertinent information, as required.

10. After each FBWG meeting, 30 CES/ CEPD provides commanders/their designated representatives with a copy of the meeting minutes/a link to the minutes: [\\VAFBFILE8\30CESFILES\CES-Shared_Read_only\FBWG](#) via E-mail.

a. Review the minutes and provide facility managers/unit leadership with pertinent information, as required.

b. An electronic record of SRMC spreadsheets is located in the Facility Program Manager's Microsoft Outlook "Personal Folders 2, Rcvd Items, Fac Mgt_In, FBWG_In" and on the Facility Program Manager's computer at: P:\Guy Cecil Backup_ 27Apr09\A_Programs\Program Management\Facilities \FBWG.

(2) Facility Program Manager participation in the following meetings is occasionally required:

(a) 30 SW Facility Board



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1. The facility board provides corporate review of recommendations from the SUP and FBWG; it is a forum for obtaining approval of SUP recommendations pertaining to real property facility use/change of use and FBWG recommendations pertaining to reprioritization of SRMC program funds.

a. 30 CES/CEPD presents a slide show with SUP and FBWG recommendations.

b. If necessary, the chairperson asks questions, then either approves or disapproves real property facility use/changes of use and SRMC program funding reprioritizations recommended by the SUP and FBWG.

c. VAFB group/squadron commanders' participation is limited to answering any questions the chairperson has.

2. 30 CES/CEPD manages the facility board process and the Wing Commander (30 SW/CC) or Deputy Wing Commander (30 SW/CD) chairs facility board meetings.

3. 30 CES/CEPD holds two facility board meetings per year, one in March and one in September, in Building 10577's 30 SW commander's conference room.

a. 30 CES/CEPD informs VAFB group/squadron commanders, via E-mail, when a facility board meeting is scheduled. FBWG meeting slides also indicate a projected date for the facility board meeting.

b. The E-mail provides the facility board meeting date, time, a link to read-ahead slides with the FBWG's latest project prioritizations and serves as notice to participate in the meeting.



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c. The Facility Program Manager doesn't receive notification pertaining to scheduled facility board meetings unless the commander/unit leadership forwards the E-mail, and doesn't attend the meeting unless the commander/unit leadership specifically requests it and provides escort, because the meeting is held in a conference room located on Building 10577's controlled second floor.

d. An example of a facility board notification E-mail is located in Section 6e of the "facility program management" continuity binder.

4. Just before scheduled facility board meetings, 30 CES/CEPD provides VAFB group/squadron commanders with a link to read-ahead slides: [\\VAFBFILE8\30CESFILES\CES-Shared_Read_only\FBWG\Facilities Board](#) via E-mail.

5. Provide 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 Commanders/unit leadership with any information they require to prepare for answering questions at the facility board meeting.

(b) CE Crosstalk Meetings

1. Crosstalk meetings can be used to establish a close working relationship with CE and obtain support necessary to expedite resolution of safety, security and resource protection issues associated with 576 FLTS and 526 ICBM SG/OL-7 facilities or discrepancies that affect the unit's mission/operations.

a. Crosstalk supporting information is provided in the form of a PowerPoint slide presentation (quad charts outlining facility issues).

b. Facility managers are responsible for updating slide status and adding new slides as necessary.



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2. The 576 FLTS Commander initiates crosstalk meetings through the Maintenance Operations Flight (576 FLTS/TMO).

a. Air Force Instruction 21-202, Volume 1, Missile Maintenance Management, paragraph 5.36.1.16 specifies that the Maintenance Operations Flight Commander/Superintendent (576 FLTS/TMO) have responsibility to, "consolidate squadron inputs and chair the Civil Engineering and Communications Squadron Crosstalks."

b. The Facility Program Manager is capable of scheduling and running crosstalk meetings.

3. In addition to 576 FLTS and 30 CES decision makers, crosstalk meeting participants can include Wing Safety (30 SW/SE), Security Forces (30 SFS), Ground Safety Manager (576 FLTS/CDS), Unit Security Manager (576 FLTS/SO), facility managers and contractor personnel to support/augment discussions and help with establishing timelines/corrective actions.

4. If the Facility Program Manager is tasked to schedule or run a crosstalk meeting:

a. Coordinate with the Commander's Secretary (576 FLTS/CCA) to schedule use of Building 6601's Browning room or a suitable alternate location and obtain a date/time for the meeting that doesn't conflict with the Commander's schedule.

b. Review the crosstalk slide pre-presentation to determine if any slides need to be updated to reflect information specified in the previous crosstalk meeting minutes, prepare the presentation for the meetings intended purpose and place it on the 576 FLTS Intranet at: G:\COMMON_SHARE\576 FLTS FACILITY INFORMATION.



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c. Assemble a crosstalk meeting notification and send it to facility managers, flight superintendents, flight commanders, unit leadership, etc., via E-mail, and request that they add new slides to the PowerPoint presentation or update information on existing slides to reflect current work request status, Risk Assessment Codes (RAC), scheduled start/estimated work completion dates and information learned at previous crosstalk meetings. A hard-copy list of previous crosstalk meeting participants and E-mail groups is located in Section 6e of the "facility program management" continuity binder.

d. Ensure facility managers are aware that someone else already has the crosstalk slide presentation open if they try to open the file and it asks if they want to open it as "read only;" changes cannot be saved to a "read only" file; and the file's text box usually specifies the person's name that has the file open; they can contact the person to determine when they'll be finished with the file.

5. After facility managers/unit leadership finish updating slides, coordinate with the Commander to obtain approval for providing outside agencies with an electronic copy of the updated crosstalk slide presentation as a read-ahead for the meeting.

6. After the Commander's approval is provided, assemble another crosstalk meeting notification and send it to 30 CES, 30 SW/SEGP and any other outside agencies that leadership specified for meeting participation. Provide outside agency personnel with the following information:



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a. Date, time, location and purpose of the meeting, e.g., this meeting's purpose is to obtain support necessary to expedite resolution of safety, security and resource protection issues associated with 576 FLTS and 526 ICBM SG/OL-7 facilities; Colonel DeKemper (576 FLTS/CC) would like to have decision makers participate in the crosstalk meeting to support/ augment discussions and help with establishing time-lines/corrective actions associated with appropriate corrective action

b. An electronic copy of the updated crosstalk slide presentation.

7. Print hard copies of the crosstalk slide presentation for distribution to decision makers at the meeting and prepare a meeting sign-in log.

8. Arrive at the conference room sufficiently early before the crosstalk meeting to open the slide presentation on the conference room's computer and display it on the screen; and set out the hard-copy slide presentations and sign-in log.

9. Serve as the crosstalk meeting chairperson, change slides during the meeting and take notes for the meeting minutes, or obtain an assistant to perform these functions.

10. Write/distribute crosstalk meeting minutes and also post minutes on the 576 FLTS Intra-net at: G:\COMMON_SHARE\576 FLTS FACILITY INFORMATION.

(c) 576 FLTS Force Development Evaluation (FDE) Review Meetings

1. The Facility Program Manager participates in FDE review meetings when necessary to obtain current status of facilities/projects; determine what's on the commander's priority list; and provide information, when requested.



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2. FDE review meetings are normally held in Building 6601's Browning room.

3. Take notes on any pertinent issues during FDE review meetings.

c. Assist 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 commanders, unit leadership and facility managers with coordination to get unit funded facility projects executed.

d. Assist facility managers with mission critical facility issues.

e. Ensure that facility managers are familiar with:

(1) Facility management requirements/responsibilities specified in current directives, plans and policy, including policy/procedures pertaining to processing Air Force (AF) Form 103, BCE Work Clearance Request (commonly referred to as a digging permit); CE Tools Portal Work Request; AF Form 813, Request for Environmental Impact Analysis; and use of the CE Tools Portal.

(2) CE's processes for getting different types of facility work requirements executed, including WRRP and FBWG meeting actions, and contract projects.

(3) Methods for monitoring/tracking status of facilities, work requests and facility projects.

f. Emphasize to facility managers the importance of:



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(1) Monitoring facilities for any condition that has potential to affect 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1's mission capability, e.g., a high-bay roll-up door making unusual noises can potentially lead to an inoperative door, affecting the occupants ability to use the bay for its intended purpose, like special purpose vehicle storage, special purpose vehicle maintenance or munitions processing; prevent vehicle/asset removal; inability to comply with Strategic Arms Reduction Treaty (START) requirements; or result in assignment of personnel to provide facility security until the door can be secured.

(2) Immediately submitting facility work requests with the appropriate justification and priority to preclude affecting the mission and to rectify actual/potential safety and security issues.

(a) Any facility discrepancy that has potential to affect a unit's mission, or constitutes a safety or security issue, should be considered for submittal via a DSW request, unless work requirements are known to exceed DSW parameters, i.e., large-scale facility work.

1. Large-scale facility work requires detailed planning to build a bill of materials or long-range planning; A&E design; has a large scope involving more than one craft; takes over 50 man-hours to complete; will be programmed for an O&M funded contract project via the SRMC program (up to \$750K local authority); or a MILCON project (over \$750K).

2. Large-scale facility work is initiated by submitting a BCE Work Request via the CE Tools Portal.

(b) Urgent and emergency facility work is scheduled by submitting DSW requests via telephone to the CSU, extension 606-0010.



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1. DSW doesn't require detailed planning, takes less than 50 man-hours to complete, costs less than \$2.5K for minor construction work and less than \$5K for maintenance or repair work.

2. 30 CES operates do-it-now trucks for response to DSW requests (urgent and emergent).

3. 30 CES is required to respond to and complete or secure emergent DSW requests within 24-hours and urgent DSW requests within five duty days.

(3) Justifying higher priorities on open facility work requests based on their potential to affect mission accomplishment, safety or security, e.g., if a routine work request deteriorates into a potential safety hazard, CE should be provided with justification to increase the priority or convert it into a DSW request.

(4) Following up on DSW requests to ensure work is accomplished in a timely manner.

(5) Following up on BCE Work Requests to ensure they're coordinated for work clearance; added to the WRRP meeting agenda (so the work request's approval authority block can be signed to authorize execution of work); and to get the work accomplished in a timely manner.

(6) Providing unit leadership with facility/work request status updates and details of any facility issue that has potential to affect the mission.

g. Coordinate accomplishment of any facility assessment/utilization studies 576 FLTS, 526 ICBM SG/ OL-7 or 798 MUMG, Det 1 is tasked with. When directed to perform a facility assessment/utilization study, the Facility Program Manager will:

(1) Coordinate with the LSS Contract Manager to determine if the tasking is a facility program management responsibility under the LSS Contract.



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- (2) Review the tasking document to determine which facility managers need to provide approval, coordination or inputs.
- (3) Coordinate with facility managers to accomplish required actions.
- (4) Receive inputs/responses from facility managers and consolidate for 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 Commander's approval/provide a response to the tasking agency, as required.

Work Performance To Meet
Contract Requirements:

2. Maintain current status of squadron, 526 ICBM SG/OL D and detachment facilities including up-dated discrepancy listing, critical facilities listing and facility managers listing. Track all work orders and projects for assigned facilities.

Detailed Procedures:

a. Facility status is obtained verbally and via E-mail from facility managers/occupants, CE's Real Property Office (30 CES/CEAOR), fire and safety inspectors; participation in meetings; meeting agendas/minutes; facility program management inspections, Customer Assistance Visits (CAVs) and activity inspections.

(1) Electronic facility status data, including SUP meeting agendas/minutes, is maintained:

(a) In the Facility Program Manager's Microsoft Outlook "Personal Folders 2, Rcvd Items, Fac Mgt_In" and "Personal Folders 2, Sent Items, Fac Mgt_Sent" folders.

(b) On the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr09\A_Programs\Program Management\Facilities and P:\Guy Cecil Backup_27Apr09\A_Programs\Program Management\Act Insp.

(2) Hard-copy facility status data is located in Sections 5, 6d and 6e of the "facility program management" continuity binder; "facility projects file" binders; and file folders.



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b. Document/update facility, work request and project status in the Facility Program Manager's "Index of Open 576 FLTS Facility Projects" and "Index of Open 798 MUMG, Det 1 Facility Projects."

(1) These electronic files are living documents whose purpose is to provide current status and an easily searched historical database of facility construction, maintenance, renovation and repair activities.

(2) When documented facility work requests and projects are complete, the electronic data is moved to two other living documents titled, "Index of Completed and Cancelled 576 FLTS Facility Projects" and "Index of Completed and Cancelled 798 MUMG, Det 1 Facility Projects."

(3) Indexes of open, completed and cancelled 576 FLTS and 798 MUMG, Det 1 facility projects are electronically maintained on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr09\A_Programs\Program Management\Facilities\SRMC Data.

c. Maintain updated facility discrepancy listings

(1) In conjunction with the updated indexes of open 576 FLTS and 798 MUMG, Det 1 facility projects, the following sources also provide updated facility discrepancy and project status data:

(a) In addition to verbal and E-mail facility status updates to the Facility Program Manager, facility managers provide data via the 576 FLTS Intranet at: G:\COMMON_SHARE\576 FLTS FACILITY DISCREPANCY & WORK REQUEST DATA.

(b) CE's Tools Portal provides access to open facility work requests submitted via this method and tracking of the associated work clearance coordination/ approval process: <https://item.scott.af.mil/CEToolsPortal/pages/home.jsf>



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(c) Work Information Management System (WIMS) database reports listing all open or open and closed facility discrepancies are obtained from the CSU (30 CES/CEOSC) located in Building 11439.

(d) Facility project data/status is obtained from 30 CES/CEPD, CE's engineering projects management (30 CES/CEPMD) and SABER project management (30 CES/CEPMS) personnel located in Building 11433. CE's project data is contained in physical files and electronically in their Automated Civil Engineer System (ACES) engineering database.

(e) Munitions "Work-order Status" slides are provided by Munitions Control (798 MUMG, Det 1/ MXWKA) via E-mail.

(2) Additional electronic facility discrepancy/ project status data, including FBWG, facility board and WRRP meeting agendas/minutes, is maintained:

(a) In the Facility Program Manager's Microsoft Outlook "Personal Folders 2, Rcvd Items, Fac Mgt_ In" and "Personal Folders 2, Sent Items, Fac Mgt_Sent" folders.

(b) On the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr09\A_Programs\Program Management\Facilities.

(3) Hard-copy facility discrepancy and project status data is located in Sections 6c, 6d and 6e of the "facility program management" continuity binder; "facility projects file" binders; and file folders.

d. Maintain updated real property facility listings

(1) Updated 576 FLTS and 798 MUMG, Det 1 facility lists are maintained:

(a) Electronically on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr 09\A_Programs\Program Management\Facilities\Fac Lsts.



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(b) Hard-copy in Section 3 of the "facility program management" continuity binder. Facility lists with the following names are maintained in Tab:

1. 3a, 576 FLTS & 798 MUMG, Det 1 detailed facility lists in numerical order. These lists contain critical/sensitive information, so distribution is limited to authorized personnel only.

2. 3b, 576 FLTS & 798 MUMG, Det 1 detailed facility lists in numerical order with occupied facility data. These lists contain critical/sensitive information, so distribution is limited to authorized personnel only.

3. 3c, 576 FLTS & 798 MUMG, Det 1 edited facility lists in numerical order for distribution. These lists were edited to remove critical/sensitive information, so they can be distributed to anyone with a need to know.

4. 3d, 576 FLTS & 798 MUMG, Det 1 edited facility lists in numerical order with replacement cost/value & supporting data. These lists were edited to remove critical/sensitive information, so they can be distributed to anyone with a need to know.

5. 3e, 576 FLTS & 798 MUMG, Det 1 edited facility lists in numerical order with square foot-age data. These lists were edited to remove critical/sensitive information, so they can be distributed to anyone with a need to know.

6. 3f, 576 FLTS & 798 MUMG, Det 1 edited mission critical facility lists in numerical order. These lists contain critical/sensitive information, so distribution is limited to authorized personnel only.

7. 3g. The following lists were edited to remove critical/sensitive information, so they can be distributed to anyone with a need to know.

a. 576 FLTS edited facility list organized by responsible area



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b. 576 FLTS edited facility list organized by responsible area with business plan/ hazardous material disclaimer data

c. 798 MUMG, Det 1 edited facility list with business plan/hazardous material disclaimer data

(2) Update real property facility lists whenever facility space is allocated, transferred or deleted.

e. Maintain updated mission critical facility listings

(1) Updated 576 FLTS and 798 MUMG, Det 1 mission critical facility lists are maintained:

(a) Electronically on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr 09\A_Programs\Program Management\Facilities\Fac Lsts.

(b) Hard-copy in Tab 3f of the "facility program management" continuity binder.

(2) Update/distribute new 576 FLTS and 798 MUMG, Det 1 mission critical facility lists whenever information changes.

f. Maintain updated facility manager listings

(1) Updated 576 FLTS and 798 MUMG, Det 1 facility manager appointment letters are maintained:

(a) Electronically on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr 09\A_Programs\Program Management\Facilities\Fac Mgrs\Fac Mgr Apt Ltrs.

(b) Hard-copy in Section 2 of the "facility program management" continuity binder.

(2) Obtain updated 576 FLTS and 798 MUMG, Det 1 facility manager appointment letters whenever facility managers are replaced/reassigned.



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(3) Commanders, flight superintendents and work center supervisors are responsible for designating a new facility manager at least ten days prior to relieving the current one, using CE's approved appointment letter format.

(a) Sample facility manager appointment letters, in CE's approved format, are posted on the G-drive at: G:\COMMON_SHARE\576 FLTS FACILITY INFORMATION.

1. The unit commander or equivalent's signature is required to appoint facility managers.

2. The unit commander can designate a representative to sign facility manager appointment letters.

3. Primary and alternate facility manager's sign the appointment letter before it is coordinated for the commander or equivalent's signature.

4. After the commander or equivalent signs a new facility manager appointment letter, the original is provided to the Facility Program Manager. The Facility Program Manager scans the appointment letter; converts it into Portable Document Format (PDF); provides an electronic copy to 30 CES/CEOSC (Ms. Dana Willden) and copies to appointed facility managers; then posts the signed original in Section 2 of the "facility program management" continuity binder. Facility managers also post copies of new appointment letters in their facility management continuity binders.

(b) Individuals should have at least 18 months retainability when they're appointed as facility managers.

(c) Work centers call Ms. Willden (30 CES/CEOSC, extension 605-3073) to schedule initial orientation briefings for all new facility managers.



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1. Individuals should receive this orientation briefing before submitting their facility manager appointment letters, or shortly after if the briefing cannot be received prior to appointment.

2. Initial facility manager orientation briefings are normally provided on the third Wednesday of each month at @1000 hours by 30 CES/CEOSC. These briefings last for approximately one hour and consist of facility manager roles/responsibilities; work request submittal/coordination process; key/lock control and process for requesting additional/new keys; service contracts; facility square footage validation; requirements pertaining to hazardous material, universal waste, business plans, installation of new Heating, Ventilation and Air Conditioning (HVAC) units, storage tanks and transformers; fire inspection/response requirements; energy awareness; and shelter-in-place.

(4) Verify currency of facility manager appointment letter memorandums during facility program management inspections, CAVs and activity inspections. Obtain copies of any updated appointment letters during inspections/CAVs.

(5) Obtain copies of updated facility manager appointment letters from 30 CES/CEOSC as required.

(6) Updated 576 FLTS and 798 MUMG, Det 1 facility manager listings are maintained:

(a) Electronically on the Facility Program Manager's computer at: P:\Guy Cecil Backup_27Apr 09\A_Programs\Program Management\Facilities\Fac Mgrs\Fac Mgr Lsts.

(b) Hard-copy in Section 1 of the "facility program management" continuity binder.



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(c) One 576 FLTS facility manager list contains home telephone numbers, so distribution of this list is limited to protect information In Accordance With the Privacy Act. The second 576 FLTS facility manager list doesn't contain home telephone numbers, so this list can be distributed to anyone that has need to know.

(d) Only one 798 MUMG, Det 1 facility manager list is maintained and this list doesn't contain home telephone numbers, so this list can be distributed to anyone that has need to know.

(7) Update, distribute and post copies of new 576 FLTS and 798 MUMG, Det 1 facility manager lists in the "facility program management" continuity binder and "out-processing and moves" binder, whenever information changes and as required.

(8) Provide one copy of the 576 FLTS primary and alternate facility managers list with Privacy Act information to the MMOC whenever information is updated. The MMOC uses this list to contact facility managers, as necessary.

(9) Request a building manager listing from 30 CES /CEOSC, as required. This document lists facility manager's for every building on VAFB.

(a) A hard copy of the VAFB building manager listing is posted in Section 1c of the "facility program management" continuity binder.

(b) Review the VAFB building manager listing to verify accuracy of 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 facility manager data being maintained in 30 CES/CEOSC's facility manager database.



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(c) Submit requests for correction/removal of inaccurate data listed in 30 CES/CEOSC's facility manager database, pertaining to 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 facility managers or assigned facilities, to 30 CES/CEOSC via E-mail or official memorandum.

(10) Prior to signing off anyone that is out-processing for a change of assignment/retirement or transferring positions within the squadron, review the 576 FLTS or 798 MUMG, Det 1 primary and alternate facility manager list in the "out-processing and moves" binder and determine if the individual is designated as a real property facility manager.

(a) If the individual is designated as a facility manager, ask for a copy of the new facility manager appointment letter that shows they were replaced and relieved facility management responsibility.

(b) When the new appointment letter is received, sign off the facility management block of their out-processing or intra-squadron move checklist.

(c) Update applicable facility manager lists; scan the appointment letter and provide an electronic copy to 30 CES/CEOSC; then post the new letter in Section 2 of the "facility program management" continuity binder.

(d) If a new facility manager appointment letter wasn't accomplished, ask the individual to initiate action to get relieved of facility management responsibility and provide you with a copy of the new appointment letter, before signing their out-processing or intra-squadron move checklist.

(11) Assist unit information managers (576 FLTS/CCIM and 798 MUMG, Det 1/CCIM) with maintaining currency of facility manager appointment letters in unit additional duty binders.



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g. Maintain facility photographs, maps, diagrams and drawings in Section 4 of the "facility program management" continuity binder.

h. Track all work orders and projects for assigned facilities

(1) Track current status of facility work requests/projects per paragraphs 2a through 2c above.

(2) Tracking status of facility projects that are in the process of being executed is accomplished by obtaining status from facility managers/occupants; other personnel that visit project sites, including CE project managers; personal site visits accompanied by photographic evidence of each project's progress; contractors and subcontractors.

(3) Ensure facility managers provide facility, work request and project status IAW the 576 FLTS Commander's policy letter titled, "Policy for Providing the Program Management Services Facility Program Manager with Status of Squadron Facilities." Primary and alternate 576 FLTS facility managers provide the Facility Program Manager with:

(a) Current facility status.

(b) Details of any facility discrepancy, open work request, etc., that changes the status of a facility or has potential to affect the squadron mission and updated facility status, as required.

(c) A courtesy copy of any BCE work requests.

(d) A current list of discrepancies, open work requests, self-help projects, military construction project requests, etc. and updated discrepancy lists/work request status, as required.

(e) Notification when work requests/projects are complete. Individual facility managers retain responsibility for verifying the accuracy/currency of any information provided.



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Work Performance To Meet
Contract Requirements:

Detailed Procedures:

3. Review, coordinate and monitor facility modifications, renovations, construction plans and contracts.

a. When notified of plans to request facility modification or renovation (up to \$750K local authority), minor construction (up to \$750K local authority) or MILCON (over \$750K, goes through a selection process and must be approved/funded by congress), the Facility Program Manager:

(1) Assist the project officer/facility manager and work with facility users to:

(a) Document project requirements, develop a preliminary design and assemble strong justification.

1. Include specific details, such as:

a. Door handles configured to accept Interchangeable Core (IC) lock tumblers that fit "FG" key blanks. This is a VAFB standard.

b. Drinking fountains or Ground Fault Circuit Interrupter (GFCI) outlets to support drinking fountains or ice machines that are already on-hand.

c. Lighting and power requirements, e.g., three phase, 120/208 volts, 60-hertz power with a maximum load of 30 Amps and three phase, 120/208 volts, 400-hertz power with a maximum load of 12.5 Amps is required in Building 6601, Room 194M to power launch facility equipment racks used to training missile maintenance personnel. Additional requirements include installation of a 400-hertz motor generator, a contactor for remotely starting the motor generator, power disconnect switches and receptacles.

d. Local Area Network (LAN) and telephone requirements.



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e. Conference rooms, janitor/ storage closets, office space configured to accommodate specific furniture, restrooms, etc.

f. Security features, e.g., security cages to protect pilferable assets or security windows mounted in external doors to provide the capability of complying with Force Protection Condition (FPCON) checklist requirements.

2. Encourage the user to differentiate between hard requirements and things they want.

(b) Draft the work request (CE Tools Portal) or MILCON request (DD Form 1391/1391C) and provide guidance on the coordination process and what should be included with the request, e.g., diagrams, maps, photographs, etc., IAW 30 SWI 32-1001, attachment 4.

(c) Ensure the user's needs and desires are met as much as possible and to provide 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 with the best facility possible.

b. Schedule an appointment with the 30 CES programmer/engineer to obtain a cost estimate and the project manager to obtain a copy of the project's Statement of Work (SOW), specifications and drawings or design concept.

c. Coordinate with 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 facility users and affected functional areas to verify requirements and provide an opportunity for additional inputs.

d. Consolidate inputs and coordinate for 576 FLTS or 798 MUMG, Det 1 Commander's approval/provide 576 FLTS inputs to the CE programmer, project manager or engineer.

e. Participate in facility construction project planning activities/meetings.



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(1) Review all notes, proposals, studies and any other available information.

(2) Review blueprints/construction plans from a big picture perspective to determine how the planned action will meet the facility user's requirements and benefit or affect the unit's mission capability.

(3) Coordinate with 576 FLTS, 526 ICBM SG/ OL-7 or 798 MUMG, Det 1 facility users for inputs.

(4) Notify 30 SW/SE and Environmental Management Flight (30 CES/CEA) whenever project changes occur, so they can reflect any changes on the environmental assessment. Failure to inform 30 SW/SE or 30 CES/CEA about construction changes can cause project delays/work stoppage.

f. Monitor facility modifications, renovations, construction plans and contracts by:

(1) Participating in planning meetings.

(2) Communicating with applicable 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 facility managers and personnel performing the work.

(3) Conducting surveillance to ensure quality of work and desired results.

g. Assemble/maintain facility project notes.

(1) Hard-copy facility project notes are kept in the "facility projects file" binder and file folders located in the Facility Program Manager's office, Building 6601, Room 194F.

(2) Electronic facility project note files are located on the Facility Program Manager's P-drive.

Work Performance To Meet
Contract Requirements:

4. Conduct periodic facility inspections to ensure serviceability and proper adherence to building management procedures



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Detailed Procedures:

- a.** Arrange the periodic facility inspection schedule to achieve a goal of inspecting each facility or group of similar facilities, e.g., Missile Storage Area (MSA) bunkers, a minimum of once a year.
- b.** Schedule appointments with individual 576 FLTS, 526 ICBM SG/OL-7 or 798 MUMG, Det 1 facility managers to perform facility management/activity inspections with the purpose of evaluating the condition of facilities, reviewing facility management continuity binders and determining compliance with applicable facility management directives, plans and procedures.
- c.** Write inspection reports; assemble staff coordination packages and submit inspection reports for coordination, unless someone else is responsible for coordinating the reports, e.g., Quality Assurance; and file inspection documentation after coordination is complete.

Work Performance To Meet Contract Requirements:

Detailed Procedures:

5. Provide updated facility status to squadron, 526 ICBM SG/OL D and detachment leadership upon request

- a.** Participate in meetings/communicate with squadron leadership to provide information pertaining to 576 FLTS, 526 ICBM SG/OL-7 and 798 MUMG, Det 1 facilities.
- b.** Provide unit leadership with project notes and other products indicating status of facilities, projects and work requests.
 - (1)** Hard-copy facility project notes are kept in the "facility projects file" binder and file folders located in the Facility Program Manager's office, Building 6601, Room 194F.
 - (2)** Electronic facility project note files are located on the Facility Program Manager's P-drive.



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Work Performance To Meet
Contract Requirements:

Detailed Procedures:

6. Function as POC for Hazardous Materials Disclaimer a.k.a. business plans

a. The Environmental Manager is responsible for managing Business Plans and Hazardous Material Disclaimers.

b. As the POC for Business Plans and Hazardous Material Disclaimers, the Facility Program Manager:

(1) Provides squadron personnel and leadership with guidance and information pertaining to Business Plans and Hazardous Material Disclaimers.

(2) Verifies the currency of Business Plans and Hazardous Material Disclaimers posted in individual facility manager's continuity binders.

Attachment:

**Facility Management Directives, Plans and Other
Resources**

Preparation, Review, and Approval Officials

Prepared By:

Reviewed By:

WILLIAM T. CURTIS

Quality/Safety/Scheduling (QSS) Manager

JERRIED R. BROWN

LSS Program Manager

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