

# Facility Manager Newsletter

September 2022

**CSU Hours of Operation: Monday - Friday (0700 - 1600) 24-Hour  
Emergency & Customer Service Line 661-277-3330**

## Happening Now

### New Workforce Managers

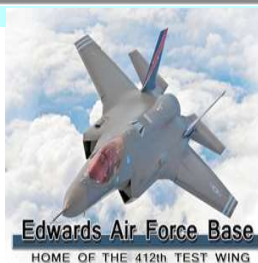
Please welcome aboard our newest and latest Workforce Managers...Ms. Briggette Adams and Mr. Armond Holman.

**NexGen IT** - When you are filling out your service request you must change the Organization from (Air Combat Command) to YOUR organization. After you enter the bldg. number, go to the Organization box and use the magnifying glass located at the end of the line and when the drop down appears select your unit. If you do not see your Unit select your Group.



### Outside Facility Care

The area of responsibility for each FM is 50 feet from the facility or half the distance to the next building. Facility occupants must take pride and ownership in their facilities. Maintenance of this area includes, but is not limited to, removing weeds, snow and ice from sidewalks. Litter control will be performed as required regardless of weather. Litter control will include the removal of all debris, paper, bottles, cans and other scrap items from grounds, gutters, parking and adjacent areas.



Edwards Air Force Base

HOME OF THE 412TH TEST WING



### Customer Service Unit (CSU)

**661-277-3330 (Monday - Friday 0700 - 1600 )**

**Org Box:** [412TW.CEOS.Customer.Service@us.af.mil](mailto:412TW.CEOS.Customer.Service@us.af.mil)

- William Brazill (Supervisor)
- Veronica Hernandez
- Marvin Morales
- Briggette Adams
- Conrado Reyes
- Armond Holman

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## FM Refresher Training

Our next Facility Manager refreshing trainings will be held 26 October 22, and 2 November 22 from 0900 - 1000 hours. The trainings will be held on Microsoft Teams.

**Remember this class is an annual requirement.**

### Refresher Training Schedule

#### Date

26 October 22

2 November 22

Please call or email [Org Box](#) for questions concerning class

**For other training information see page 4**

## Civil Engineering News

- **HVAC** - Civil Engineering HVAC shop purges refrigerators. Please submit a work request in NexGen IT. All refrigerators must be delivered to our HVAC shop by the customer. You'll also need the approved work request.

- **Bobcat Awareness** - Bobcats visits an area to find food, water, shelter, or space needed to live. To encourage a bobcat to leave, you can make loud noises (yell, bang pots, air horn, etc.). In an emergency, protect children and small pets by picking them up, looking big, and making lots of noise. To prevent problems: don't feed wildlife, remove water sources, and keep shrubs/weeds trimmed to deny bobcats hiding cover



- **Operations Flight** - The operations flight's main objective is to effectively and efficiently operate, maintain, and repair Air Force real property and Real Property Installed Equipment (RPIE) through employment of asset management principles. Operations flight must have the capability to respond to and mitigate any infrastructure-related emergency condition at all times, and be able to

provide execution, management, and oversight of facility and infrastructure operations, maintenance and repair, material control, work planning, customer service, service contract management, and operations engineering.

### Work Priorities

Work Priority	Work Type	Definition
1	Emergency	Need to ensure/sustain continued mission operations
2A	Preventive Maintenance	Right work/frequency to prolong asset life-cycle
2B	Troop Training	Multi-craft work orders for CE training
3A	Scheduled Sustainment Work	High mission/equip sustainment risk RAC 1-3 FSD 1 or 2
3B	Scheduled Sustainment Work	Moderate mission/equip sustainment risk RAC 4 or 5
3C	Scheduled Sustainment Work	Low mission/equip sustainment risk
4A	Scheduled Enhancement Work	Work defined and prioritized by base
4B	All other Enhancement Work	Non-mission priority, potentially funded by other units

## Outdoor & Facility Maintenance

### Outdoor Responsibilities' of the FM:

Weed control around the facility is the responsibility of the Facility Manager. Flower and rock gardens; weeds in sidewalk cracks around your facility; weed and tree trimming within fenced area (i.e. towers, transformers, etc.). In the event of snow, please begin snow and ice removal after snowfall stops. It is the FM's responsibility to remove snow/ice from all sidewalks within 50 feet of the facility, nearby fire hydrants and the faces of all facility signs. Litter control will be performed as required regardless of weather. Litter control will include the

removal of all debris, paper, bottles, cans and other scrap items from grounds, gutters, parking and adjacent areas.

**Winter Precautions** - Check all exterior water pipes for proper insulation around hose bibs, eye washes, irrigation valves (sprinklers) or any exposed piping that could be susceptible to freezing. Verify IAW AFI32-1062, the proper function of all building equipment and systems during generator functional testing using facility load; sign the Air Force Form 487 following the semi-annual generator test.

Check all interior exposed piping in your buildings for proper insulation where freezing may occur. Leave heat on in all buildings or warehouses that contain water pipes or fire systems. Be familiar with procedures to isolate emergency eyewash/shower stations. FM's should know the location and operation of master controls and valves so that utilities can be isolated if necessary in an emergency (if accessible).



## Material & Inventory Control (U-Fix-It)

A service request is no longer needed to pickup needed material from our **Material & Inventory Control**. Only assigned Facility Managers are able to pickup material from our **Material & Inventory Control** locations. Store location are buildings 3500 and 8407

Facility Manager verification will be done on site at both Material & Inventory Control locations. The operating hours for the AFRL location are from 0800 - 1200 hours. The operating hours for the main base location are from 0700 - 1500 hours.

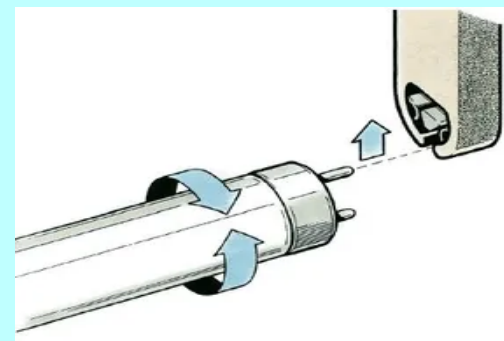
### U FIX IT

*Some facility repairs have to be completed by the FM as a part of their duties. These duties are typically quick and simple fixes that can be accomplished with minimal tools on hand and supplies from the installation U-Fix-IT store. FMs will need to follow local procedure to request U-Fix-IT supplies from CE. Local requirements will dictate the specific responsibilities and all requirements are to be followed within the confines of AF Manual (AFMAN) 91-203; however, some common tasks include:*

**\*\*Contact number for the AFRL location is 661-277-2650 & 661-277-2938 for the main base location \*\***

- *Plunging Toilets*
- *Turning off emergency shut off valves to plumbing fixtures in case of a major leak.*
- *Placing approved ice-melt products on sidewalks.*
- *Replacing light bulbs under 10 ft. (if not deemed a safety concern or CE responsibility).*
- *Replacing ceiling tiles under 10 ft.*
- *Tightening hinges or other simple mechanisms.*
- *Replacing light switch or outlet covers.*
- *Replacing toilet seats.*
- *Basic pest management practices (emptying mouse traps, spraying for bugs/weeds, etc.)*

*In addition to the above, local units are responsible for maintaining non-real property equipment. Items such as furniture, electronics, or light bulbs for such items are, some examples of non-real property equipment that would need to be funded and maintained by the owning unit.*



## FM Appointment Letters & Training

**FM Appointment Letters need to be updated every year.** Even if no changes are made.

Letters must be signed by unit Commander or equivalent.

FM's must be an E-5 or above, or designated government civilian employee. If we receive a letter with an E-4 on it, it will be rejected.

If we do not receive an updated letter 30 days after expiration you will be suspended NexGen IT.

**Please email your letters to our [Org Box](#). Thank you!**



### Training:

FM Briefing (refresher training) our [Org Box](#) or call 277-3330.

<https://lms-jets.cce.af.mil/moodle/> - **Facility Management Course**  
**Save electronic certificate. MUST attach to NexGen IT Role Request annually.**

If you have already taken the course, you should be good to go. There hasn't been any new information saying the course has to be repeated each year. If that changes, we'll be sure to inform all FM's/Site Managers.

## NexGen IT Info

<https://nexgenit.csd.disa.mil/>

To gain access to NexGen IT you must submit a NexGen IT Role Request.

**Requirements: Facility Manager training certificate from [myLearning](#)**

**[VALID](#) Cyber Awareness certificate and signed Facility Manager Appointment letter**

**NexGen IT Suspension? - Your Role Request Supervisor Will Brazill can reactivate your user accounts that have been suspended due to inactivity.** A user's account will be suspended if they do not log on to the NexGen IT landing page for 30 days.

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**NexGen IT Help Desk :**

**Toll Free 1-833-669-4368**

**Email - [NexGenServiceDesk@Serco-na.com](mailto:NexGenServiceDesk@Serco-na.com)**

**When entering a service request or calling in an Emergency, make sure to be very detailed.**

**Who -** Point of Contact with phone number

**What -** What is the problem- with detailed description

**Where -** Building and Room number

**Emergencies -** Call 661-277-3330

**\*High Priority does not mean Emergency.**

**\*CE does not work/install Equipment. CE only works Real Property.**