

INSTRUCTIONS FOR AF IMT FORM 332

Section 1 – To be completed by Requester

Item 1	Enter the organization of the requester
Item 2	Enter the organizational office symbol of the requester
Item 3	Self-explanatory
Item 4	For internal CE use only
Item 5	Self-explanatory
Item 6	Enter the date that the requested work should be completed. If the work is new work, modification or minor construction, the required completion date should also be explained in item 9.
Item 7	Enter the number of the building or facility on which the work is requested.
Item 8	Clear and concise description of the desired work, supported by sketches, diagrams, specifications, photographs, and any other data to provide a complete description of the location and scope of work requested.
Item 9	Complete only if new work, modification, or minor construction is needed. The justification should be factual and indicate the urgency. List any related projects and impact if delayed (item 6). Write so the reviewer/approving authority can understand it without access to any referenced documents/directives.
Item 10	Indicate the resources the requester/organization proposes to furnish. Include any details known (amount, quantities, contract/contractor, etc.)
Item 11 – 13	If new work, modification, or minor construction; the organization's commander must sign the request. Signature of the building manager/requester suffices for all others. Signature indicates the work is essential and not prohibited by any directives the requester is aware of.
Item 14	Must be coordinated through Base/Wing Safety, Fire Department, 82 SFS/Security Forces, and your Group Coordinator. Customer service will acquire DS2 Environmental coordination. The requester can expedite processing by obtaining coordination prior to submittal. If the requester/requesting organization is a contractor or proposes to donate contract resources, this form requires the coordination of the appropriate base contracting office. If the work is to be accomplished by as a self-help project, then route to Self Help after coordination. Some 332's may need to be coordinated thru other offices such as Bioenvironmental and Base COMM. Please contact customer service if you have any questions.
Note	[Coordinate fire hazards through the Fire Emergency Services Flight for potential assignment of a fire safety deficiency code (FSDC). This includes rating of materials, fire protection access to an area or facility, or fire protection criteria affected by the proposed work such as personnel emergency egress, fire alarms, or suppression systems. Coordinate health or environmental hazards through the base bioenvironmental engineer (usually assigned to the base hospital) for potential assignment of a risk assessment code (RAC). Coordinate safety hazards through the base safety office for potential RAC assignment. Coordinate requests with the communications squadron to assess impact of facility renovations and major repairs, phone lines, computer lines, and LAN drops.]
Item 15-30	For Base Civil Engineer Use.

14 March 2012

The following are the Point of Contacts for each organization.

FYI: Security Forces only needs to sign off if the work requested is anything that will affect security, Roadway, locks, etc.

82 CES/CEF (Fire Dept) Located in bldg 1093

Mr. Mounsey, 676-2310/5735/1073/2104

If Mr. Mounsey is not available, any of the other technicians in the Fire Prevention Department can assist, as well.)

82 TRW/SE (Wing Safety) Located in bldg 634

676-4149

Anyone in that office can sign off on the form.

82 SFS (Security Forces) Located in bldg 2118

676-7930/5156/6101/1692

DS2/CEV (Environmental) Located in bldg 1402

Leslie Pena 676-7481 or Zachary Bennett 676-5719

Customer Service/Production Control Located in bldg 1402

Leeah Terrell 676-4385/ Misty Roach 676-1333

(Call or email if you have any questions on how the 332 process/routing works).

82 CS (Communications) located in bldg 1121 (1st fl)

Gary Cahayla 676-5577

82 AMDS (Bioenvironmental) located in bldg 1200 (basement near loading dock)

Capt. Timothy Brathwaite 676-3080, 2dLt Gabriel Cantu 676-1427, SSgt Clifton Kirkland and SSgt Jason Williams 676-3080

You could also route the Form 332 via email. However, if you choose, you may take the form directly to each POC as well.

GROUP FACILITY COORDINATORS

82 TRW	Greg Dierig 6-1650(82 TRW/TOO) Rex Coots 6-6271 (82 TRW/TO) Gina Johnson 6-5884 (82 TRW/TO) Bldg. 400
82 Mission Support Group	LtCol McDonald, Bradley (82 MSG/CD) 6-2336/7170 Bldg. 2113 82 FSS 82 CS 82 SFS DS2/CES 82 LRS 82 CONS AAFES DECA
82d Medical Group	Al Bridges (82d MDSS/SGSLF) 6-3642 Bldg. 1200 (Basement)
82d Training Group	Mr. Henrick Petrosian 6-2996 Mr. Edward Anderson (82d TRG/TGAO) 6-4198 or Jeremie Canaday 6-5217 Bldg. 843 361 st 362d 363d
782d Training Group	Mr. Edward Godsey 6-5203 Bldg. 843 Mr. Jim Brunney (782 TRG/TGAO) 6-5203 364 th 365 th 366 th US Army “D” Company 169 th Engineer BN (Bldg 1927 & 790) US Navy – Seabees (Bldg 1927 & 699)
80 th Flying Training Wing	Mr. Danny Dabbs (80 th FTW/EP) 6-4322 Bldg. 2330 Lt. Agnew 6-5605 Airfield 80 th OSS 88 th FTS 89 th FTS 90 th FTS 80 th FTW Aircraft Maintenance (LSI) 97 th Flying Training Squadron (AFRES) Tenant
982d Training Group	Maj Clinton Varty (982 MXS/LGM) 6-7146 Bldg. 1360 982d Maintenance Squadron 372d 373d