



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION  
22268 CEDAR POINT ROAD  
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 11000.4  
N4

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NAS PATUXENT RIVER INSTRUCTION 11000.4

From: Commanding Officer, Naval Air Station Patuxent River

Subj: BUILDING MANAGER PROGRAM

Ref: (a) OPNAVINST 3120.32D CH-1

(b) Naval Air Station Patuxent River Complex Building Manager Handbook

1. Purpose. To issue guidance on how all facilities and structures, regardless of Maintenance Unit Identification Code (MUIC), are to be maintained in a safe and functional condition per reference (a). This instruction establishes a complex-wide Building Manager Program. The details for the program are outlined in reference (b). Reference (b) can be obtained from the Facilities Operations Specialist (FOS).

2. Background. Shore facilities and structures represent an important and critical investment and readiness component that shall be managed with the same degree of commitment, scrutiny, and support as our ships, aircraft, and weapons systems receive. Establishing an effective program is essential to ensuring the shore is capable of supporting the Warfighter in the execution of their mission. The success of this program requires the involvement of all host and tenant commands regardless of military service or resource sponsor to ensure material condition discrepancies are found, documented, prioritized, and corrected in a timely manner. Inherent as part of any host-tenant agreement are the basic tenant responsibilities to include building oversight, cleanliness, and the assignment of a Building Manager (BM), Facility Coordinator (FC), Emergency Manager, Environmental Representative, and Building Energy Monitor (BEM). While acting within those functions, the BM and/or FC is responsible for conducting zone inspections, initiating and tracking service calls, and coordinating with the assigned FOS within the Public Works Requirements Branch for all facility related issues. The Naval Air Station Patuxent River Complex (NASPRC) Building Manager Program is designed to create a defined conduit from the building occupants through their assigned BM to the Public Works Department (PWD). Each PWD FOS supports BMs for approximately 75 facilities and requires BM participation to ensure proper facility upkeep.

3. Responsibilities. This instruction identifies general responsibilities and expectations outlining the NASPRC Building Manager program. The Building Manager Program is a key resource for ensuring that our facilities and structures are being monitored, receiving proper maintenance, and operating as required for its occupants to accomplish their mission.

a. All Tenant commands shall institute a Building Manager Program, consistent with this instruction, assigning BMs and FCs as required, with clearly defined areas of responsibility for each facility used in support of their respective mission.

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(1) Building Manager (BM) is the title used to describe a person that manages multiple buildings or a large single building. The position is typically hired as a full time employee to fulfill this as a primary role.

(2) Facility Coordinator (FC) is the title used to describe a person that manages a single building and is assigned this duty as a collateral. A BM may utilize multiple FCs to aid in and better organize the oversight of buildings under their jurisdiction.

b. Each BM/FC shall follow the program as described in reference (b). For this program to be effective, each BM/FC must become familiar with reference (b), engage in a proactive manner, and leverage their FOS as needed. Each FOS approximately 75 facilities.

c. The PWD shall support and assist the BMs/FCs in the execution of their duties by ensuring that each BM/FC are provided with the contact information of the FOS assigned along with training and assistance as needed to address facility needs.

5. Action.

a. Tenant Commands shall initiate and manage the program described in this instruction and listed references as follows:

(1) For share facilities, the command with the predominant or majority presence shall appoint the primary BM. Any other command utilizing the same facility may appoint one person each to act as a FC. The BM/FC shall be military E5 or above or civilian GS-09/WG-10 or above and must have the authority to enforce environmental compliance, energy conservation, and building operations policies and procedures. The assigned BM/FC shall have a security clearance level commensurate with the access requirements within their specific facility. Due to the complexity of the BM/FC role, commands should not assign BMs/FCs who will depart the command less than two years after assignment.

(2) Designate in writing, BMs/FCs to the PWD using the appointment templet provided in reference (b), annually re-designate BMs/FCs. Provide a new BM/FC designation within 30 days when there is a change in primary and alternate BM.

(3) Ensure BMs/FCs attend initial and follow up training provided by the PWD.

(4) Ensure BMs/FCs maintain awareness of all regular inspections in their building(s).

(5) Submit facility repair, construction, and maintenance requests to the BM/FC as outlined in reference (b). Facility requests may include repair or replacement of flooring, windows, water fixtures or leak repair, etc.

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(6) The BM/FC shall perform duties in accordance with those outlined in reference (b).

b. The PWD shall:

(1) Designate the PWD Requirements Branch Head as the Building Manager Program Coordinator.

(2) Retain BM/FC appointment letters for two years. Provide a confirmation memorandum to the BM/FC confirming receipt of their appointment letter and provide the identification of the PWD FOS they are to work with based on the facility / facilities / structures identified in the appointment letter.

(3) Maintain a current BM/FC list with contact information. Provide recurring - along with as needed – training for BMs/FCs. Document attendance and retain records covering BM/FC training.

(4) Distribute a current BM/FC list to the NASPRC Fire and Emergency Services, Security, Safety, Base Duty Officer and the Environmental Division.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.01 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Public Works Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



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Distribution:

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