

Summary Report for Individual Task
805K-79R-7801
Manage Facility Program
Status: Approved

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Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are the battalion's facility manager and directed by regulatory guidance to manage facilities. You have access to all pertinent regulations and commander's guidance. This task should not be trained in MOPP 4.

Standard: Identify, maintain and monitor for 100% accountability through inspections of facility requirements within your area of operations IAW AR 420-1.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Manage Recruiting Facilities.
 - a. Coordinate recruiting facilities in accordance with regulatory guidance.
 - b. Provide technical guidance based upon regulations and directives as pertaining to facility management.
 - c. Determine facility program requirements.
 - d. Enter facility program in RFMIS.
 - e. Prioritize facility program.
 - f. Coordinate facility program with local US Army Corps of Engineers (COE) District.
 - g. Ensure required documents for facility program are uploaded in RFMIS (i.e. justification packages, delineated areas).
 - h. Conduct site selections.
 - i. Provide approved floor plans to the local COE District.
 - j. Conduct walk-thru for acceptance of new offices/relocations.
 - k. Ensure all upgrades and expansions are complete as required.
 - l. Ensure janitorial services are performed in accordance with the JRFC policy.
 - m. Submit monthly janitorial checklists to local COE District.
 - n. Ensure facilities meet or exceed, safety and health standards.
 - o. Coordinate emergency upgrades and/or forced relocations with local COE District.
 - p. Coordinate with other local services as required.
 - q. Brief leadership on all facility program actions.
 - r. Manage the furniture program.
 - s. Validate facility addresses and phone numbers in FAZR quarterly.
 - t. Enter future facility addresses in FAZR once new address is determined in order for G6 to initiate communications.
 - u. Coordinate removal of communications with G6 with equipment turn-in to Human Resource Command (HRC).
2. Manage facility inspections.
 - a. Conduct facility inspections in accordance with regulatory guidance.
 - b. Enter facility inspection into RFMIS.

c. Review inspections to ensure required upgrade actions are captured.

3. Manage Family Government Leased Housing Program Inspections.

a. Conduct initial inspections.

b. Cross check BAH start/stop with S1.

c. Conduct exit inspections.

d. Submit completed inspections to the USAREC Government Leased Housing Office.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Managed Recruiting Facilities.			
a. Coordinated recruiting facilities in accordance with regulatory guidance.			
b. Provided technical guidance based upon regulations and directives as pertaining to facility management.			
c. Determined facility program requirements.			
d. Entered facility program in RFMIS.			
e. Prioritized facility program.			
f. Coordinated facility program with local US Army Corps of Engineers (COE) District.			
g. Ensured required documents for facility program are uploaded in RFMIS (i.e. justification packages, delineated areas).			
h. Conducted site selections.			
i. Provided approved floor plans to the local COE District.			
j. Conducted walk-thru for acceptance of new offices/relocations.			
k. Ensured all upgrades and expansions are complete as required.			
l. Ensured janitorial services are performed in accordance with the JRFC policy.			
m. Submitted monthly janitorial checklists to local COE District.			
n. Ensured facilities meet or exceed, safety and health standards.			
o. Coordinated emergency upgrades and/or forced relocations with local COE District.			
p. Coordinated with other local services as required.			
q. Briefed leadership on all facility program actions.			
r. Managed the furniture program.			
s. Validated facility addresses and phone numbers in FAZR quarterly.			
t. Entered future facility addresses in FAZR once new address is determined in order for G6 to initiate communications.			
u. Coordinated removal of communications with G6 with equipment turn-in to Human Resource Command (HRC).			
2. Managed facility inspections.			
a. Conducted facility inspections in accordance with regulatory guidance.			
b. Entered facility inspection into RFMIS.			
c. Reviewed inspections to ensure required upgrade actions are captured.			
3. Managed Family Government Leased Housing Program Inspections.			
a. Conducted initial inspections.			
b. Cross checked BAH start/stop with S1.			
c. Conducted exit inspections.			
d. Submitted completed inspections to the USAREC Government Leased Housing Office.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	No
	AR 385-10	The Army Safety Program http://www.apd.army.mil/pdffiles/r385_10.pdf	Yes	No
	AR 405-70	UTILIZATION OR REAL PROPERTY	Yes	No
	AR 405-90	DISPOSAL OF REAL ESTATE	Yes	No
	AR 420-1	ARMY FACILITIES MANAGEMENT	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None