

NDCSWINST 11000.1D
02OPM
20 February 1996

NAVDENCEN SOUTHWEST INSTRUCTION 11000.1D

Subj: FACILITIES MANAGEMENT

Ref: (a) Intra-Service Support Agreements

Encl: (1) Flowchart

1. Purpose. To assign responsibilities and establish procedures relating to facilities management at Naval Dental Center Southwest in accordance with reference (a).

2. Cancellation. NAVDENCENS DIEGO INST 11000.1C.

3. Information. The ability of Naval Dental Center Southwest (NDCSW) to carry out its assigned mission depends upon the condition of its physical plant. Deficient facility conditions adversely impact, not only on mission accomplishment, but also on staff and patient morale.

4. Background. Ownership of the actual buildings belongs to the base commander. Consider them the "landlord". They each have a facilities "overseer" normally called the Public Works Work Reception Center. They are responsible for the general structural and mechanical workings of the building and surrounding ground area. Review reference (a) for your particular base's responsibilities. Consider yourself as the "tenant" and NDCSW being responsible for anything that is dental specific or damages incurred while being a tenant. Normally, any changes to the facility must be approved by the base PWC Reception Center. Routine maintenance for the San Diego area dental facilities is provided by Public Works Center (PWC), San Diego and charged against NDC, Southwest operations and maintenance (O and M) funds. Routine maintenance for outlying clinics falls under the host bases PWC Reception Center.

5. Categories of Work. Facilities maintenance work requirements are classified as:

a. Emergency Work. Work required correcting a hazardous situation or restoring essential services. Failure to immediately correct the problem would severely hinder mission accomplishment. This type of work must be able to be accomplished in less than 16 man-hours.

b. Service Work. Non-emergency work that is limited in scope and can be completed in 61 man-hours or less.

c. Minor Work. Minor construction, alterations, maintenance and repair of plant property and facilities normally require more than 16, but less than 200 man-hours of productive work

d. Special Projects. A single planned undertaking of construction, repair, maintenance, or equipment installation work, whether separately or in combination, necessary to satisfy a finite requirement, on a single piece of property.

6. Responsibilities

a. Head, Operating Management Department is assigned as the NDC Southwest Facilities Officer and is responsible for the facilities management program at this command.

b. Clinic minor maintenance petty officers are best suited to understand the facility equipment/layout, to evaluate needed/desired work, and act as points of contact for Operating Management personnel and the PWC workers. They should be delegated the authority to respond to these issues on behalf of the branch director.

7. Action. All personnel shall familiarize themselves with the provisions of this instruction and shall comply with the above procedures for facilities work request submission. Enclosure (1) is the Work Request Process flowchart and is provided for guidance.

a. All requests for Special Projects shall be submitted to Head, Operating Management for review and approval. These projects will be coordinated, from start to finish, by Operating Management Department.

(1) Final approval for all projects lies with the Commanding Officer.

(2) If the cost of a construction project exceeds the Commanding Officer's spending limit of \$100,000, approval must be obtained from **the major claimant/Bureau of Medicine & Surgery**.

(3) If the cost of a repair project exceeds the CO's spending limit of \$200,000, approval must be obtained from one major claimant/Bureau of Medicine & Surgery.

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Distribution:
List I, Case 1, 2