



DEPARTMENT OF THE ARMY
6th AREA SUPPORT GROUP
KELLEY BARRACKS
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08 JUN 2004

AESG-IC/ISM

MEMORANDUM FOR Primary and Assistant Fire Wardens/Building and Floor Coordinators
for Administrative Buildings within the 6th ASG Military Community

SUBJECT: 6th ASG Command Policy Letter 63, Special Instructions - Duties and
Responsibilities of Appointed Personnel for Maintaining Administrative Buildings

1. REFERENCES:

- a. AR 190-11, Key Control, 12 Feb 98.
- b. AR 190-13, U.S. Army Physical Security Program, 30 Sep 93.
- c. AR 210-50, Installation Management, 26 Feb 93.
- d. DPW Fire Regulation.
- e. AR 385-10, Safety, 29 Feb 00.
- f. AR 420-18, Custodial Services, 3 Jan 92.
- g. 6th ASG Commander's Policy #31, Smoke-Free Workplaces, Facilities, and School Grounds, 17 May 04.
- h. 6th ASG Commander's Policy #10, Pet Control, 17 May 04
- i. 6th ASG Commander's Policy #61, Military Installation Parking Code, 17 May 04

2. PURPOSE:

- a. To provide written instructions regarding the responsibilities and duties of officially appointed primary and alternate Fire Wardens/Building and Floor Coordinators for administrative buildings within the 6th ASG community. This process also focuses on the basic scope of duties for appointed personnel, establishment of standards and rules for building occupants in their supporting role, reporting of problems, and creating the best/safest possible working environment for all employees by building team members and encouraging teamwork.
- b. Ensure high standards of safety, key control, fire warden and force protection training, sanitation, cleanup and building beautification are maintained at all times.
- c. To provide general and detailed information pertaining to building and ground maintenance.
- d. To provide general information regarding Force Protection.

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3. APPLICABILITY: This 6th ASG Commander's Policy is applicable to Stuttgart military installation community service members, civilian employees, residents (assigned or attached), appointed administrative building primary and assistant Fire Wardens/Building and Floor Coordinators, supporting staff, tenant units and private organizations.

4. GENERAL: The Administrative Building Coordinator Chain of Authority is established as follows for reporting concerns:

a. Alternate Floor Coordinator, Floor Coordinator, Assistant Building Coordinator, Building Coordinator, Senior Building Occupant, Installation Coordinator, Installation Support Manager and 6th ASG Command Group.

b. The 6th ASG policy regarding maintaining U.S. Government buildings and grounds stands as a military and civilian responsibility. Individuals assigned these additional duties should focus on Army Values, personal and ethical traits, and assume these duties with a positive attitude. Cooperation, coordination, personnel training, team building and teamwork are the key ingredients for success. These, coupled with Management By Walking Around (MBWA), will produce first-class results in caring for our buildings and employees. Your additional duties as Fire Warden/Building or Floor Coordinator are a critical cornerstone to the 6th ASG Commander's number one priority, force protection, and to the safety of personnel within your building.

5. SELECTION OF DUTIES AND APPOINTMENT ORDERS:

a. The senior military or civilian occupant of the building is the final selection authority responsible to determine the administrative building Fire Warden/Building Coordinator; senior occupant may assume the duties or appoint another individual with management experience or skills to the position of administrative building Fire Warden/Building Coordinator. The respective installation coordinator is available to assist in this issue. The Installation Coordinator will issue appointment orders. Either the 6th ASG Chief of Staff or DPTMS will sign appointment orders.

b. To enhance continuity, appointment will remain in effect until appointed person has permanently changed station. However, appointments will be reviewed annually. The 6th ASG Command Group has the final approval to assign or release personnel from their appointed duties.

6. RESPONSIBILITIES OF ADMINISTRATIVE BUILDING FIRE WARDEN/BUILDING COORDINATOR:

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a. Appoint in writing an alternate Building Coordinator, Primary and Alternate Floor Coordinators immediately. Appointment will be within 10 working days of your appointment date as Building Coordinator.

b. Immediately prepare an administrative building binder, which will include appointment orders, housing SOP, force protection information, personnel rosters or employees in your building and any other important information. This will be your SMART Binder and will be passed on to the next Building Coordinator. This is an important task.

c. Assist the Senior Building Occupant, Installation Coordinator, Installation Support Manager and the 6th ASG Command Group in maintenance, security, safety, policing and sanitation of administrative buildings. Build, manage, and work with team members and delegate responsibility for maintaining administrative buildings' interior and exterior areas.

d. Upon the start and end of each duty day conduct a walk-through and walk-around inspection of the work area. Any deficiencies found will be corrected if possible or reported if necessary. This will establish our operational readiness. Report any force protection issues, such as suspicious person(s), vehicle(s) and package(s) to the Military Police immediately. The Military Police can be reached at DSN 430-5263/5261 or via civilian line at (0711) 680-5263/5261. Also complete the administrative building RAMP checklist on a random basis at least twice a week and follow the administrative instructions on this form. The form is available at the Installation Coordinator's Office; it will also be available on the 6th ASG Web site in the near future. RAMP checklist is attached.

e. Ensure all appointed personnel attend annual mandatory Fire Warden Training. The Fire Warden training schedule and other general information is located on 6th ASG DPW website.

f. Render to the Installation Coordinator office the monthly building report, area assessment and fire warden report for action. Include all RAM Program checklist reports for the month. Documentation will be kept on file for one year within the Building Coordinator's office.

g. Post Chain of Authority placards at key locations ensuring they have the highest visibility for each floor of the building. Placards will include name, on and off duty telephone numbers, building, office, and e-mail of each individual in the chain and will be placed in frames and mounted on the wall. The 6th ASG command building-B3315 has some excellent examples of building placards.

h. Post and keep current a Master Building Directory for your building. The master directory will be located at key locations that have the highest visibility.

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- i. Ensure that the Department of Defense (DOD) No Smoking Policy is enforced.
- j. Ensure there is no parking of military and Privately Owned Vehicles within 50 feet of your respective building during periods of snow and ice, due to the possibility of snow or ice avalanching on to vehicles or pedestrians. Establish a media/announcement system within your building and take action to install tape, warning signs and other means you feel appropriate.
REMEMBER SAFETY FIRST!
- k. Manage Fall and Spring Cleanup for your respective building.
- l. At all times ensure FP level signs are posted at all major entrance and exit points for your building.
- m. Ensure that Commander's Policy #10 is enforced. No pets authorized in administrative working areas. No exceptions.
- n. Ensure all personnel within your building complete annual FP Level 1 Training. Training is available via the Internet at <http://at-awareness.org>.
- o. Buildings will have fire and force protection evacuation plans.
- p. Building Coordinators will post fire evacuation placards and practice fire and force protection drills every six months.

7. RESPONSIBILITIES OF ASSISTANT BUILDING COORDINATOR:

- a. Assist the Building Coordinator in maintaining all reports and records of all building assessments, work orders, and fire warden reports. These can be submitted through each Installation Coordinator office and then routed to the Installation Support Manager/Kelley Installation Coordinator's office for final filing.
- b. Assist the Building Coordinator with the establishment of a first class key control plan for your respective building. This key control plan will be in written format, have key control/locking type cabinets and key control accountability. Establishment of key control will be accomplished within 30 days of your appointment date as Assistant Building Coordinator.
- c. Assist the Building Coordinator in issuing and maintaining SF-701 (8-85). This form is an Activity Security Checklist for each office and will be retained locally for one year.

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d. The Building Coordinator will conduct annual training for building occupants on Safety, First Aid, Fire Evacuation, Force Protection and Bomb Threat Procedures. Post all appropriate posters and tabs to telephones and building areas.

8. RESPONSIBILITIES OF FLOOR COORDINATORS:

a. Assist the Building and Assistant Building Coordinator on all verbal or written instructions regarding your administrative building.

b. As the Floor Coordinator, you are the first line supervisor over the designated area of responsibility of your floor. As such, you become another set of eyes and ears for the Building and Assistant Building Coordinator for the building. Assist in identifying problems, areas of concern and issues which impact on all building occupants in both positive and negative ways. The more deficiencies we identify and subsequently correct, the better the quality of life we create for all in the work environment. The main categories fall into fire, safety, force protection, maintenance and overall cleanliness of the building (internal and external).

c. Internal and external information flow both up and down the Chain of Authority. However, employees may have additional concerns which are just as important and which also need to be addressed. Our goal is to obtain willing participation and support of every employee to help make the 6th ASG, "A great place to live, work, and play!" Therefore, it is imperative that you become very proactive and aggressive in performing your duties and in soliciting input and support from each employee on your floor. The following is a list of duties, which at a minimum, will be accomplished. You may determine other requirements based on the specific needs found within your floor.

(1) Serves as the primary point of contact for all employees working on a specific floor to communicate interests, concerns, or complaints up the Chain of Authority. Employees will direct all issues to Floor Coordinators (or alternates) to allow resolution at the lowest possible level first.

(2) Establish and maintain a current record of all employees who occupy space on your floor. The record/listing will include each employee by last name, first name, middle initial, section, room number, activity name, telephone number, and e-mail address. Once you have compiled the listing, you will provide a copy to the Building Coordinator. This will be accomplished within 30 days of your appointment orders.

(3) Identify two personnel, by-name, for each fire extinguisher located along the floor of the building. These individuals will normally be those who work in offices with fire extinguishers located immediately outside or near their office entrances. These individuals will subsequently

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be identified on orders as Fire Control Point Monitors. The Building Coordinator will prepare appointment orders. These Fire Control Point Monitors will ensure fire extinguishers are charged and regularly inspected IAW Fire Safety Regulation AR 420-90

- (4) Conduct daily walk-through inspections to ensure your area meets fire, safety, maintenance, and cleanliness standards.
- (5) Monitor work performed by contracted cleaning services to ensure compliance with the cleaning contract. Mr. Russom (DPW) is the point of contact for all general information regarding cleaning standards and complaints. Mr. Russom can be reached at DSN 421-2267, or email: russomy@6asg.army.mil.
- (6) Report any maintenance, cleaning contract, and safety deficiencies to the Building Coordinator.
- (7) Ensure assigned areas are well policed and groomed at all times.
- (8) Report maintenance requests to the DPW work order section at 421-6300 or submit a DA Form 4283. The Building Coordinator or Installation Coordinator will sign DA Form 4283.
- (9) Encourage self-help projects. Supplies are available at Self Help Stores located on each installation. Plan in advance for project supplies and do not wait for last minute support. Installation Coordinators are available to assist in all projects.
- (10) During periods of inclement weather ensure the sidewalks, steps and main building entrances are free of ice and snow. Ensure sufficient snow equipment and salt is on hand at all times. This will be accomplished first thing in the morning.
- (11) Sweep sidewalks as needed, remove excess trash from hallways, maintain, repair, clean and replant flower boxes assigned to your building as needed.
- (12) Inspect common areas weekly for fire hazards, safety, cleanliness and maintenance.

9. RESPONSIBILITIES OF ASSISTANT FLOOR COORDINATOR: Assist the Building Chain of authority with all assigned duties and during the absence of the Floor Coordinator assume his duties and functions.

10. TENANT UNITS, CONTRACTORS, AND PRIVATE ORGANIZATIONS: All units, contractors and private organizations will comply with the written instructions of this 6th ASG

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Commander's Policy Memorandum and will fully support the Building Coordinator. It is imperative that all parties concerned display pride, teamwork and team building in our work environment, which will produce a more pleasant atmosphere. Non-compliance will result in removal from building premises.

11. FORCE PROTECTION: Senior Occupants and Building Coordinators must be familiar with 6th Area Support Group Regulation 513-13. There are four Force Protection Condition levels (FPCON). Specific measures for each FPCON are contained in the regulation and are listed below:

1. FPCON ALPHA: This condition applies when there is a general threat of possible terrorist activity against installations, facilities or personnel. The threat is unpredictable and circumstances do not justify full implementation of higher-level force protection measures. However, it may be necessary to implement certain selected measures from higher FPCONs

resulting from intelligence received as a deterrent. The measures in this FPCON can be maintained indefinitely.

2. FPCON BRAVO: This condition applies when an increased and more predictable threat must be maintained without causing undue hardship, affecting operational capability and aggravating relations with local host nation authorities.

3. FPCON CHARLIE: This condition applies when an incident occurs or when intelligence is received indicating that some form of terrorist action against installations, facilities or personnel is imminent. Implementation of this FPCON for more than 72 hours is likely to create hardship and affect the operational capability of the unit and its personnel.

4. FPCON DELTA: This condition applies in the immediate area where a terrorist attack has occurred or intelligence has been received that terrorist action against a specific location, facility or person is likely. This FPCON normally is issued as a localized warning.

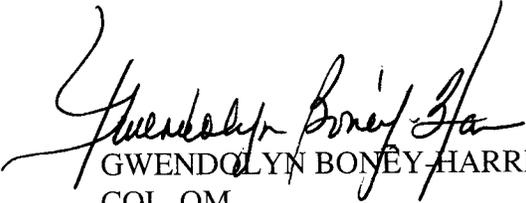
12. COMMAND REPRESENTATIVE: The 6th Area Support Group Command Sergeant Major is the commander's representative for installation care and maintenance.

13. BUILDING AWARD AND RECOGNITION: The Installation Coordinator for each respective installation will hold an annual competition and a plaque will be awarded to the best building.

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14. Point of contact for this Policy letter is the Installation Manager/Installation Coordinator for Kelley Barracks at DSN 421-2834.



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COL, QM
Commanding