

BASE CIVIL ENGINEER WORK REQUEST

(See Reverse for Instructions)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.

SECTION I - TO BE COMPLETED BY REQUESTER

1. FROM (Organization)	2. OFFICE SYMBOL	3. DATE OF REQUEST	4. WORK REQUEST NO. (For BCE Use)
5. NAME AND PHONE NO. OF REQUESTER		6. REQUIRED COMPLETION DATE	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate)			
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED (Not required for maintenance and repair)			
10. DONATED RESOURCES			

	FUNDS		LABOR		MATERIAL		CONTRACT BY REQUESTER		NONE
11. NAME OF REQUESTER				12. GRADE OF REQUESTER		13. SIGNATURE OF REQUESTER (See Reverse of Form)			
14. COORDINATION									
673 CES/CEFP									

SECTION II - FOR BASE CIVIL ENGINEER USE

15. WORK ORDER (Place an "X" in the appropriate box.)										
	IN-SERVICE		SELF-HELP		CONTRACT		SABER			
16. DIRECT SCHEDULED WORK (Place an "X" in the appropriate box.)										
	EMERGENCY		URGENT		ROUTINE		SELF-HELP		M/C	
17. SELF-HELP (Place an "X" in the appropriate box.)										
	BRIEFING REQUIRED				ADEQUATE COORDINATION					INSPECTION REQUIRED

SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER

18. WORK CLASS	19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST
	23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)		24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	
			25. APPROVED	26. DISAPPROVED
27. REMARKS				

SECTION IV - APPROVING AUTHORITY

28. NAME AND GRADE (Please Type or Print)	29. SIGNATURE	30. DATE
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INSTRUCTIONS FOR COMPLETING AF IMT 332

1. The AF Form 332 set consists of a Master File Copy, a Suspense Copy, a Status Copy, and a Customer's Copy. Retain the Status Copy for your organizational files.

2. All requirements for a single facility may be included on the same AF Form 332.

3. The requester completes the following items on the AF Form 332. If there is any question, contact the Civil Engineering Customer Service Unit or the Self-Help Center for assistance:

Item

1. Enter the organization assignment of requester.
2. Enter the organization office symbol of requester.
3. Self-explanatory.
4. For internal BCE use only.
5. Self-explanatory.
6. Enter the date that requested work should be completed. If the proposed work is new work, modification or minor construction, the required completion date should also be explained in item 9.
7. Enter the number of the building or facility on which the work is requested.
8. Enter a clear and concise description of the desired work, supported by sketches, plans, diagrams, specifications, photographs, and any other data or information that provide a complete description of the location and scope of work requested.
9. Complete only if the work requested is new work, modification, or minor construction. The justification should be factual and indicate the urgency of the request. List any related projects and impact if delayed (item 6). It should be written so reviewers and approving authorities can understand it though they may not have access to any referenced documents/directives.
10. Indicate the resources that the requester/requesting organization proposes to donate/furnish. Include any details known (amount, quantities, contract/contractor, etc.) on the resources in item 8.
11. If the requested work is new work, modification, or minor construction, the organization's commander should sign the request. Otherwise, the signature of the building manager or requester suffices. This signature indicates the work is essential and not prohibited by any directives the requester is aware of.
13. When coordination of another agency/section is needed (medical, safety, security, fire protection, etc.), the requester can expedite processing of this form by obtaining the coordination prior to its 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. This coordination indicates that proposed work to be done is within the provisions of the existing contract, or the proposed contracting is appropriate. If the work is to be accomplished by self-help, the form is then routed to the Self-Help Center after coordination is complete.
14. For Base Civil Engineer Use.
- 15 thru 30.