



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

15 March 2018

MEMORANDUM FOR FACILITY MANAGERS

FROM: 673 CES/CEFP

SUBJECT: Fire Prevention Requirements

1. Congratulations on your appointment as a Facility Manager. Our Fire Prevention staff understands your concerns with this additional duty and we are available to assist you. We would like to take this time to point out a few of your new responsibilities.
2. All managers shall establish and maintain a building fire prevention folder, either hard copy or electronic, in accordance with 673 ABWI 32-2001, *Fire Prevention Program*. The folder shall contain the following:
 - a. Copy of 673 ABWI 32-2001, *Fire Prevention Program*.
 - b. Previous AF Forms 1487, *Fire Prevention Visit Report*.
 - c. Fire drill record, extinguisher training and fire safety training records.
 - d. Facility Manager's checklist and memorandum.
 - e. Permits, authorizations, or waivers.
 - f. Fire Prevention or Ground Safety AF Forms 332, *Base Civil Engineer Work Request*.
3. The fire prevention program is a Unit Commander's program and we conduct fire inspections on his/her behalf. Managers are required to accompany fire inspectors during inspections and advise commanders on the status and health of their programs.
4. For fire prevention questions or requests please contact our office at 384-555 or e-mail us at 673ces.cef.fireprevention@us.af.mil. You can also access our webpage for further information, <http://www.jber.jb.mil/Services-Resources/Fire-Prevention/>.

A handwritten signature in black ink, appearing to read "Adam J. Montoya".

ADAM J. MONTOYA, GS-11
Assistant Chief, Fire Prevention