



BUILDING MANAGER PROGRAM

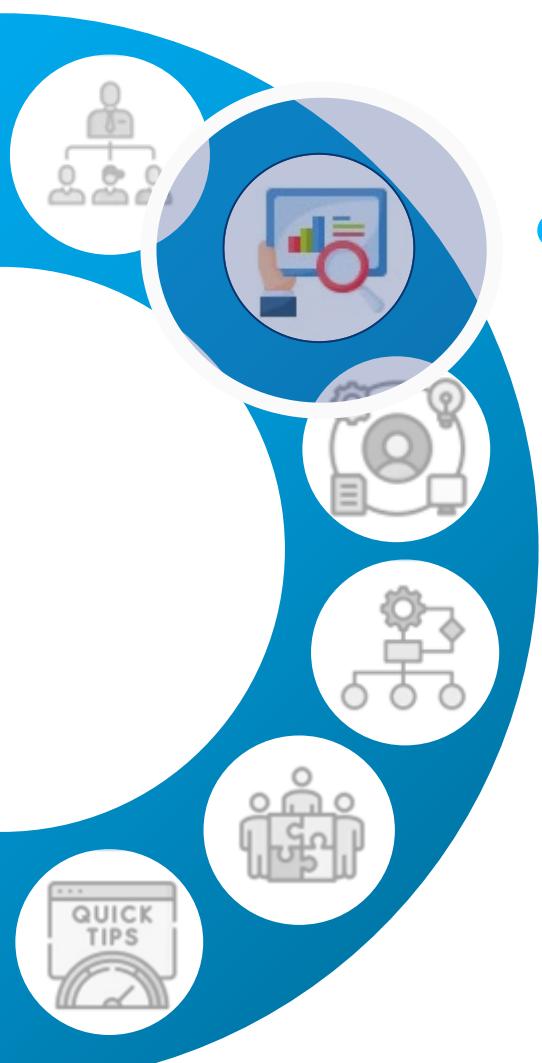
Agenda



PWD Organizational Chart

- Who's who in PWD
- Get to know your FOS

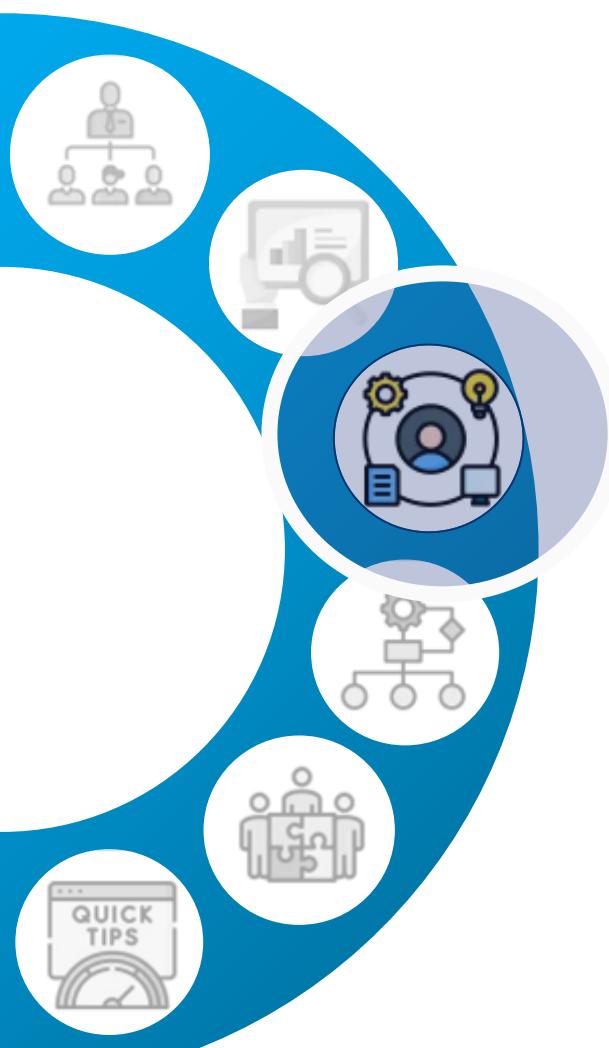
Agenda



BM / FC Overview

- Program snapshot
- Instructions / Guidance / Key Takeaways

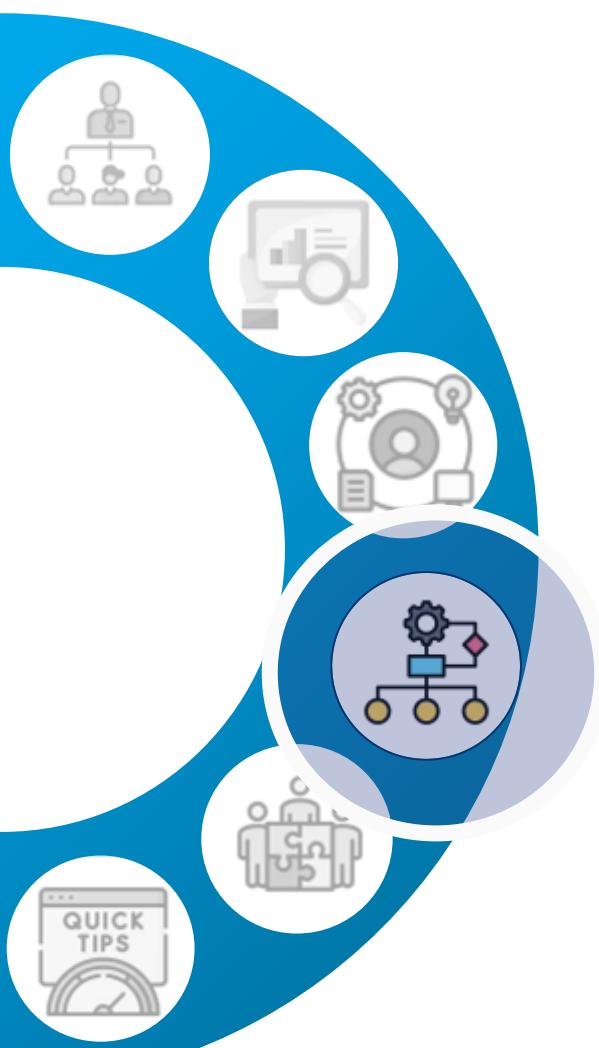
Agenda



Roles & Responsibilities

- BM & FC Roles and Responsibilities
- Tenant Command Authorization Letter

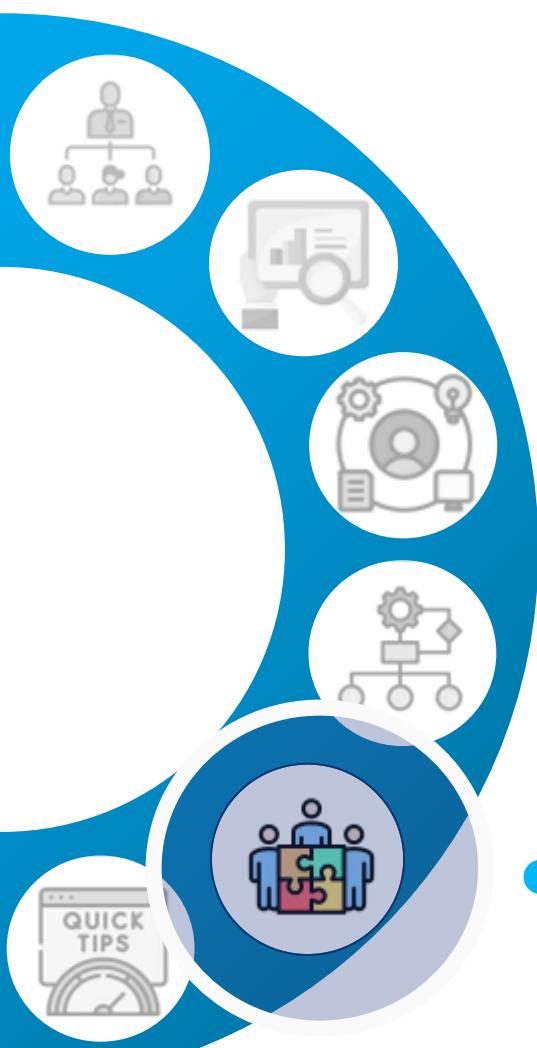
Agenda



PWD Processes

- Products & Services
- Types of Service Requests
- TF-1 Related Projects

Agenda



Associated Installation Activities

- Safety / Fire / Security / Energy
- Other Facility Management-related activities

Agenda



Monthly Focus Training

- Building Energy & Water Monitor

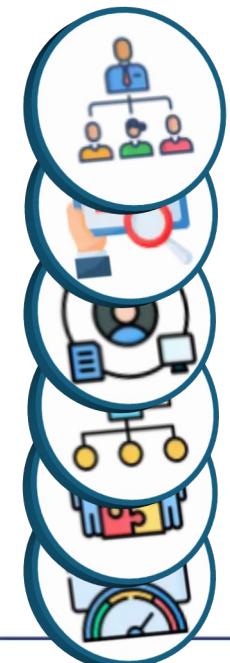
PWD SERVICE DESK

DSN: 314-626-4981

After Hours: 337-129-9348

E-Mail:

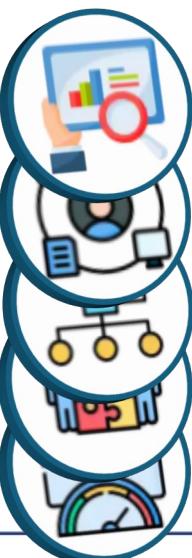
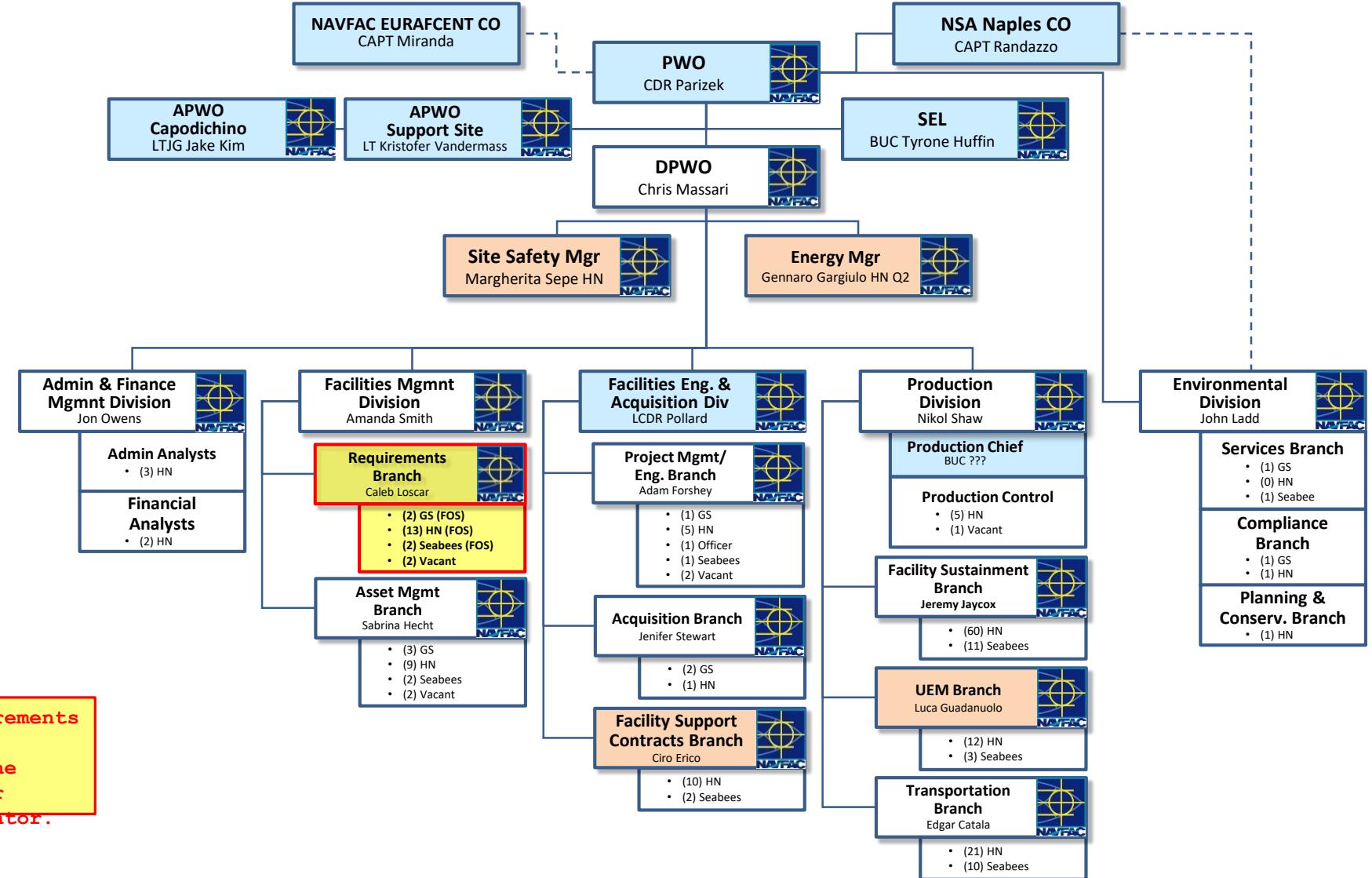
PWDNaplesTroubleDesk@us.navy.mil

A vertical stack of five circular icons, each containing a different graphic related to communication and technology. From top to bottom: 1. A hierarchical organization chart with a manager and three subordinates. 2. A person holding a smartphone with a gear icon on the screen. 3. A person using a computer mouse. 4. A hierarchical organization chart with a manager and three subordinates. 5. A person holding a smartphone with a rainbow icon on the screen.

COMMUNICATION
IS KEY!



PWD Org Chart



PWD - FMD



CDR John Parizek

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PUBLIC WORKS OFFICER



Amanda Smith

DSN: 314-626-5289
E-Mail: amanda.e.smith.civ@us.navy.mil

**FACILITIES MANAGEMENT
DIRECTOR**



Caleb Loscar

DSN: 314-626-2756
E-Mail: caleb.d.loscar.civ@us.navy.mil

**REQUIREMENTS BRANCH
HEAD**



PWD - FMD



LTJG Jake Kim

DSN: 314-626-6877

E-Mail: jake.j.kim4.mil@us.navy.mil

**ASSISTANT PUBLIC WORKS
OFFICER (CAPO)**

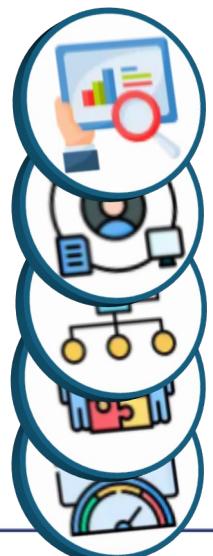


LT Kristofer Vandermass

DSN: 314-626-4806

E-Mail: kristofer.a.vandermass.mil@us.navy.mil

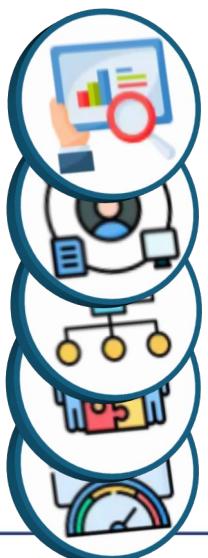
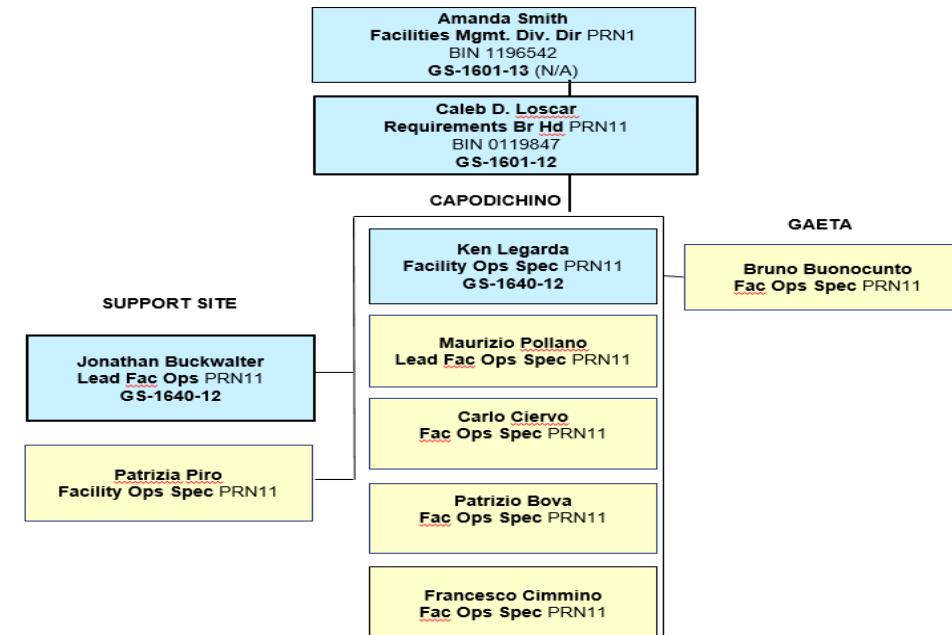
**ASSISTANT PUBLIC WORKS
OFFICER (GRICIGNANO)**



PWD Org Chart



FACILITIES MGMT DIVISION (GENERAL)



EOS Giuggiano (Support Site)



Jon Buckwalter

DSN: 314-629-4149

E-Mail: jonathan.a.buckwalter.civ@us.navy.mil

**LEAD FACILITY OPERATIONS
SPECIALIST**

Facilities assigned to:

- DODEA
- BUMED
- Support Site NSA Infrastructure



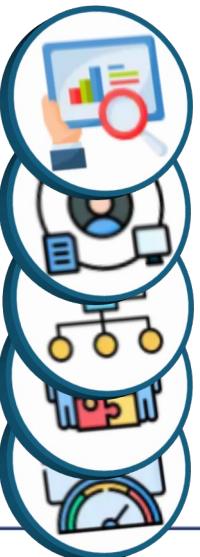
Patrizia Piro

DSN: 314-629-4147

E-Mail: patrizia.piro-goebel.ln@us.navy.mil

Facilities assigned to:

- NEX / DECA
- NAVY LODGE / Chapel
- NFCU
- AFN



FOS - Capodichino



Maurizio Pollano

DSN: 314-626-3886

E-Mail: maurizio.pollano.In@us.navy.mil

**LEAD FACILITY OPERATIONS
SPECIALIST**



Carlo Ciervo

DSN: 314-626-3885

E-Mail: carlo.ciervo.In@us.navy.mil

Facilities assigned to:

- MWR / FFSC / NGIS
- CREDO / RED CROSS
- MVRO / BoA / Banca Intesa
- Navy/Marine Corps Relief Society
- Bldg. 442 common areas
- NSA



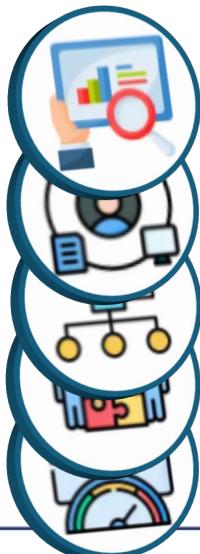
Patrizio Bova

DSN: 314-626-3425

E-Mail: patrizio.r.bova.In@us.navy.mil

Facilities assigned to:

- Capo NSA Infrastructure
- PWD / UEM / NAVFAC
- Security
- BEQ
- Bldg. 442-A common areas
- Parking Garages (Capo)



FOS - Capodichino



Francesco Cimmino

DSN: 314-626-4916

E-Mail: francesco.cimmino.In@us.navy.mil

Facilities assigned to:

- NAVSUP / FLC / NRCD
- AIR OPS
- Fire Department
- SPAWAR
- FDRMC
- SIX FLEET Band



Ken Legarda

DSN: 314-626-4337

E-Mail: kenneth.a.legarda.civ@us.navy.mil

Facilities assigned to:

- SIX FLEET
- CNRE - NSA
- NCIS
- CNE / C4i Commands
- NCTS / SATCOM (Alternate)
- Bldg. 442-B common areas



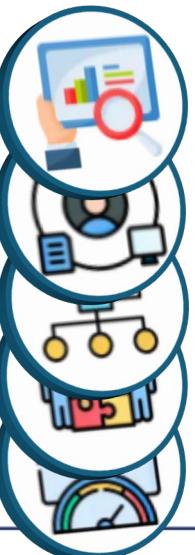
BU2 Jordan Albrecht

DSN: 314-626-3769

E-Mail: jordan.m.albrecht2.mil@us.navy.mil

Facilities assigned to:

- SATCOM
- NCTS
- SIX FLEET (Alternate)
- Trouble Calls



FOS - Gaeta Detachment



Bruno Buonocunto

DSN: 314-629-4149

E-Mail: bruno.buonocunto.ln@us.navy.mil

Facilities assigned to (GAETA DET.) :

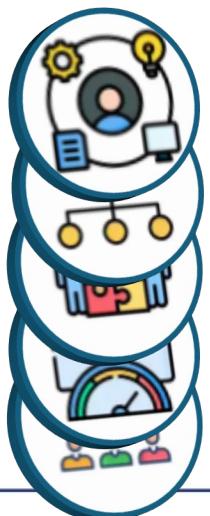
- MWR / MSC / NEX
- PWD / Housing
- NCTS
- NAVSUP
- ADMIN / SECURITY / PORT OPS

BM Program



BM Program Overview:

- BM is the title used to describe a person that manages multiple facilities or a large single. In multi-tenant facilities, the preponderant command within the facility is to assign the BM.
- FC is the title used to describe a person that manages a minor tenant's space within a large facility. Multiple FCs may coordinate with a single BM in multi-tenant facilities.
- BM & FC plays a vital role as your Department or Command's primary link to the Public Works Department (PWD) to help ensure your maintenance, repair, and facility service needs are properly addressed.
- All tenant commands must institute a Building Manager Program consistent with this instruction by assigning BMs and FCs with clearly defined areas of responsibility for each facility used in support of their respective mission.
- The PWD will support and assist the BMs/FCs in the execution of their duties by ensuring that each BM/FC are provided with updated contact information for their assigned FOS. FOSs will engage regularly and proactively with BMs/FCs to ensure facility needs are being addressed.



BM Program



- Each BM will ensure enclosure (2) is posted at every building entrance and includes the name and telephone number of primary and alternate BMs.

BUILDING MANAGER FOR BUILDING ### ISSUES, CALL:

BUILDING
MANAGER'S
NAME

ALTERNATE'S
NAME



Tel: 555 555 5555

ANYONE CAN SUBMIT AN EMERGENCY SERVICE CALL.

Roles & Responsibilities



Building Manager (BM) / Facility Coordinator (FC):

- Tenant commands will initiate and manage the BM program as described in published *NAVSUPPACTNAPLESINST 11000.1F (dated 17 Feb 2023)* instruction, listed as follows:
 - For multi-tenant facilities, the command with the majority presence, as identified by PWD, will appoint the BM. Other commands utilizing space within the same facility may appoint an FC. The BM/FC must be military E5 or above or civilian GS-09/WG-10/equivalent local national grade or above. The BM/FC must have the authority to enforce environmental compliance, energy conservation, and building operations policies and procedures. The BM/FC must have a security clearance level commensurate with the access requirements within their facility.

*** Please complete and submit your Command's Authorization Memo to FMD!

Roles & Responsibilities



Building Manager (BM) / Facility Coordinator (FC):



- Designate BMs/FCs to the PWD using enclosure (1), and annually re-designate BMs/FCs. Provide a new BM/FC designation within 30 days in case of vacancy.
- Ensure BMs/FCs attend initial and follow up training provided by the PWD.
- Ensure BMs/FCs maintain awareness of all regular inspections in their facility.
- Submit facility repair, construction, and maintenance requests to the BM/FC as outlined in referenced instruction.
- The BM/FC will perform duties as outlined in referenced instruction.

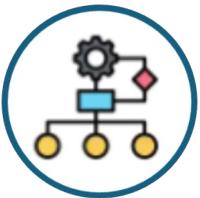
*** Please complete and submit your Command's Authorization Memo to FMD!



Products & Services



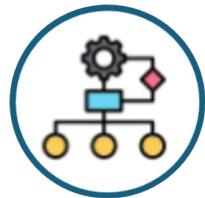
PWD supports 3 basic facility maintenance products:



- **Custodial Services:**
 - i.e. clean the toilet, cut the grass.
 - Contact your **PAR**.
- **Facility Maintenance and Repair:**
 - i.e. repair the toilet, replace broken door handle.
 - Contact the **Service Desk**.
- **Service Requests (Projects):**
 - i.e. replace window, renovate office spaces.
 - Usually either work beyond a Service Call level or Contracting.
 - Usually requires TF-1.
 - Contact your **FOS**.



Services Requests



Fabiana Musolino

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E-Mail: fabiana.musolino.In@us.navy.mil



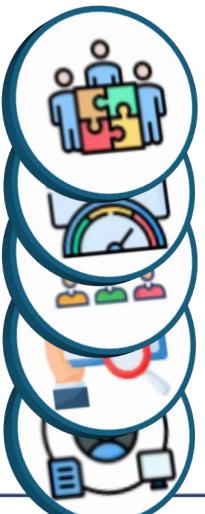
Valentina Sepe

DSN: 314-626-6112

E-Mail: valentina.sepe.In@us.navy.mil

PWD SERVICE CALL DESK HOTLINE

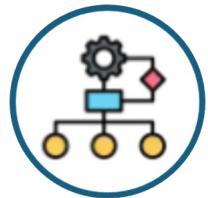
- DSN: 314-626-4981
- After Hours: 337-129-9348
- E-Mail: PWDNaplesTroubleDesk@us.navy.mil



Services Requests



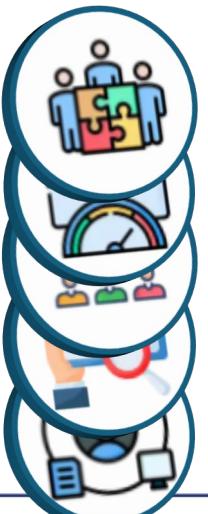
3 Types of Service Requests:



Service Call - Capodichino

- **EMERGENCY (Facility and Utility)**
 - Any facility deficiency that immediately compromises the life, health, safety, or mission.
 - Always includes: failure of any utility, fire protection, environmental control, or security alarm systems.
 - PWD will respond within **1 hour** and complete within **24 hours** (including weekends and holidays). Work will continue without interruption until the emergency is resolved.
 - Emergency Service calls must call the PWD Service desk (626-4981) to enable a rapid response.
- **Urgent (Facility and Utility)**
 - Any facility deficiency that does not immediately endanger personnel or property, but extended delays of repairs could result in damage to Government property, or soon affect the security, health, or well-being of personnel or the continued operation of a service or system.
 - Urgent calls will be completed in **5 work days**.
- **Routine (Facility and Utility)**
 - Any deficiency that does not qualify as emergency or urgent, but is needed to maintain good working order of the facility.
 - Routine calls will be completed in **30 calendar days**.

*** When signing for service calls please print and date next to your signature. This helps us provide quality control.



Services Requests



Service Call – Support Site

- **EMERGENCY (Facility and Utility)**
 - Any facility deficiency that immediately compromises the life, health, safety, or mission.
 - Always includes: failure of any utility, fire protection, environmental control, or security alarm systems.
 - PWD will ensure response within **30 minutes (1 hour for DoDEA)**. Work will continue without interruption until the emergency is resolved.
 - (including weekends and holidays). Emergency Service calls must call the PWD Service desk (626-4981) to enable a rapid response.
- **Urgent (Facility and Utility)**
 - Any facility deficiency that does not immediately endanger personnel or property, but extended delays of repairs could result in damage to Government property, or soon affect the security, health, or well-being of personnel or the continued operation of a service or system.
 - PWD will ensure response within 4 hours and work until completed (5 working days for housing).
- **Routine (Facility and Utility)**
 - Any deficiency that does not qualify as emergency or urgent, but is needed to maintain good working order of the facility.
 - Routine calls are required to be complete in **5 working days (28 days for housing)**.

*** When signing for service calls please print and date next to your signature. This helps us provide quality control.



5 Types of Service Requests



5 Types of Service Calls for DoDEA Lease:

Service Call – Support Site (DoDEA)

- **Emergency (Facility and Utility)**
 - Any facility deficiency that immediately compromises the life, health, safety, or mission.
 - Always includes failure of any utility, fire protection, environmental control, or security alarm systems.
 - PWD will ensure response within **1 hour**. Work will continue without interruption until the emergency is resolved.
 - (including weekends and holidays). Emergency Service calls must call the PWD Service desk (626-4981) to enable a rapid response.
- **Type I, II, III Service Calls**
 - Work shall not exceed a total cost (labor and materials) of -
 - €50,00 for a Type I call (570 per lease year)
 - €150,00 for a Type II call (110 per lease year)
 - €400,00 for a Type III call (15 per lease year)
 - Any deficiency that does not qualify as emergency or urgent but is needed to maintain good working order of the facility.
 - Routine calls are required to be responded to in **1 working day**.

*** When signing for service calls please print and date next to your signature. This helps us provide quality control.

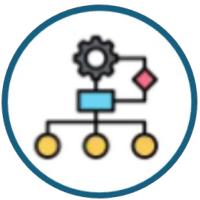


Services Requests



Funding Types for Services Requests:

- **NON-REIMBURSABLE**
 - Facility or Utility related work that maintains normal operating conditions of assets.
 - Renovation/repairs to damages caused by “failed” assets:
 - Roof leak causing ceiling damages.
 - Mold caused by failed HVAC.
 - Facility Equipment replacement due to failure or updated standards.
- **REIMBURSABLE (work that requires funding)**
 - Locksmith services to include, but not limited to key replacement or duplication, specialized lock installation, combo type locks (XO#-series, keypad, etc....), work on safe, etc.
 - Equipment (non-facility) replacement/repair.
 - Hanging items (picture, specialized command sign).
 - Non-facility related signs.
 - Any other work that is not facility related but can be executed by shops (water blasting sidewalks, removing storm debris, etc...).
 - Alterations, improvement, modernization or renovation work.
 - New construction projects.
 - Replacement of facility asset within life cycle (not deteriorated).



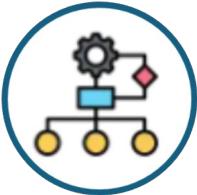
Who can call it in?



➤ Work can be called in by following:

- **EMERGENCY**
 - **MUST BE CALLED IN TO SERVICE DESK - NO IMMEDIATE EMAIL SUBMISSION.**
 - **Anyone** can call-in an emergency:
 - ✓ Always inform the BM and your chain of command IOT prevent duplicate requests.
 - ✓ BMs should always track this work and any follow-up in their Service Log.
 - If Reimbursable, BMs should follow-up with email to provide work approval to Service desk.
 - ✓ Email with additional information (photos, etc.) to help expedite the process.
 - ✓ Approval response to Service Desk provided email (i.e., "Approved, please proceed").
- **Urgent**
 - **RECOMMEND CALLING-IN TO SERVICE DESK IF HIGH PRIORITY/HIGH VISIBILITY.**
 - BM/FC or higher authority depending on command.
 - ✓ Non-reimbursable customers – BM/FC, OIC, Department Head.
 - ✓ Reimbursable customers – BM, Facility Manager, CO, OIC (Case-by-case).
 - ✓ BM / FC should always track work in their Service Log.
 - Can be called-in (special cases only), emailed or, if available, submitted via Maximo directly.
- **Routine**
 - BM/FC or higher authority depending on command (see urgent above).
 - Emailed or, if available, submitted via Maximo directly. If called-in, will be directed to submit via email (please note that no action will be taken).

NOTE: When signing for service calls please inspect job, print your name and date next to your signature. This will help us provide quality control and ensure job is completed correctly.



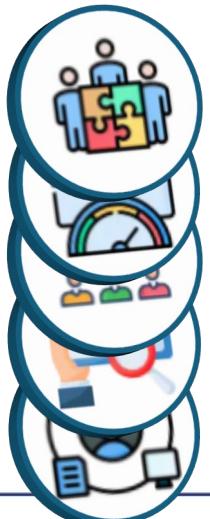
- Simplify Service Desk process of inputting information into Maximo as quickly and accurately as possible.
 - ✓ Service Desk submits up to 12,000 work orders a year, not including PMs and Projects.
- Reduce wasting labor hours caused by inaccurate information (wrong location, wrong trade for work, cannot find location, etc...).

Housing Maintenance Requests

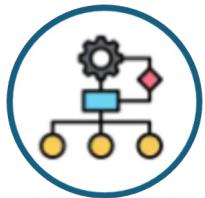
To submit non-urgent housing maintenance requests efficiently, please use the QR code provided. Alternatively, you can call the trouble desk for assistance at 081-811-4285 during normal working hours. If your issue is not addressed in a timely manner, don't hesitate to contact your building manager. Should they be out of office, feel free to contact the supervisor listed on the billboards located in your building's lobby for further support. For emergencies after hours please contact the after hour's number at +39 338-946-2227. As a reminder the QR code should NOT be utilized for emergencies.



*** Incomplete, inaccurate or improperly formatted service requests emails will be returned with no action!



format



SUBJECT: {Title of Work – see below for format}

PWD Help Desk,

The following is a (**Emergency/Routine/Urgent**) Service Call

Location: Capodichino Base/Support Site/Lago Patria/Carney Park

Building: 407

Floor: Ground, 1st, 2nd Basement level

Room: 160, G41

Title of Work (same as subject of email): {Brief description of work, include room and building number within the description – Should also be the Subject of the email}

(Sample: Ground Floor - Room 160 - Repair broken door handle on room entrance door)

Description of work Requested: {provide additional identifying information to help PWD personnel pinpoint location of work}

POC Name/Email/Phone: LT John Doe

/John.Doe@Eu.Navy.Mil/626-XXXX

(Please note that correct POC information is critical for receiving automatic updates from Maximo whenever **Work Order** status changes).

Good morning PWD Help Desk.

The following is a:

Urgent Service Call

Location: Support Site

Building: 2073 - ground floor

Room: ground floor ceiling

Recurrent: YES

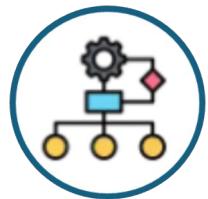
Description: Check/repair A/C ducts leakings, ceiling tiles have been removed in August 2024 and have not been replaced yet. All ground floor ceiling is in bad conditions and tiles have been collapsing on customer's head! Urgently need a status on this issue.

***** Service Calls not in this format will be returned with NO action!**

Service Call QR Code



PWD Online Service Request Ticket System (QR Code):



WHO CAN USE IT?

- Anyone! Just fill out the outline form and click to report an issue



HOW IT WORKS:

1. You report using the QR code.
2. Your building manager submits it to PWD.
3. Check with your building manager for status updates.

• WHY USE IT?

- Easier reporting
- Faster communication
- Streamlined process



**NEW, EASY WAY TO
REPORT FACILITY
ISSUES AT NSA NAPLES!**

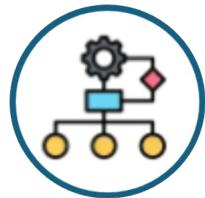
**USE THE NEW PWD
ONLINE SERVICE
REQUEST TICKET
SYSTEM**



**IMPORTANT NOTE: THIS FORM IS FOR FACILITY/
PUBLIC WORKS ISSUES ONLY. DO NOT USE THIS FORM
FOR HOUSING ISSUES**

Start using the PWD Online Service Request Ticket System today!

Service Call Line



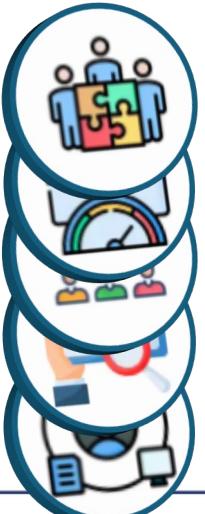
PWD SERVICE DESK

DSN: 314-626-4981

After Hours: 337-129-9348

E-Mail:

PWDNaplesTroubleDesk@us.navy.mil



**COMMUNICATION
IS KEY!**



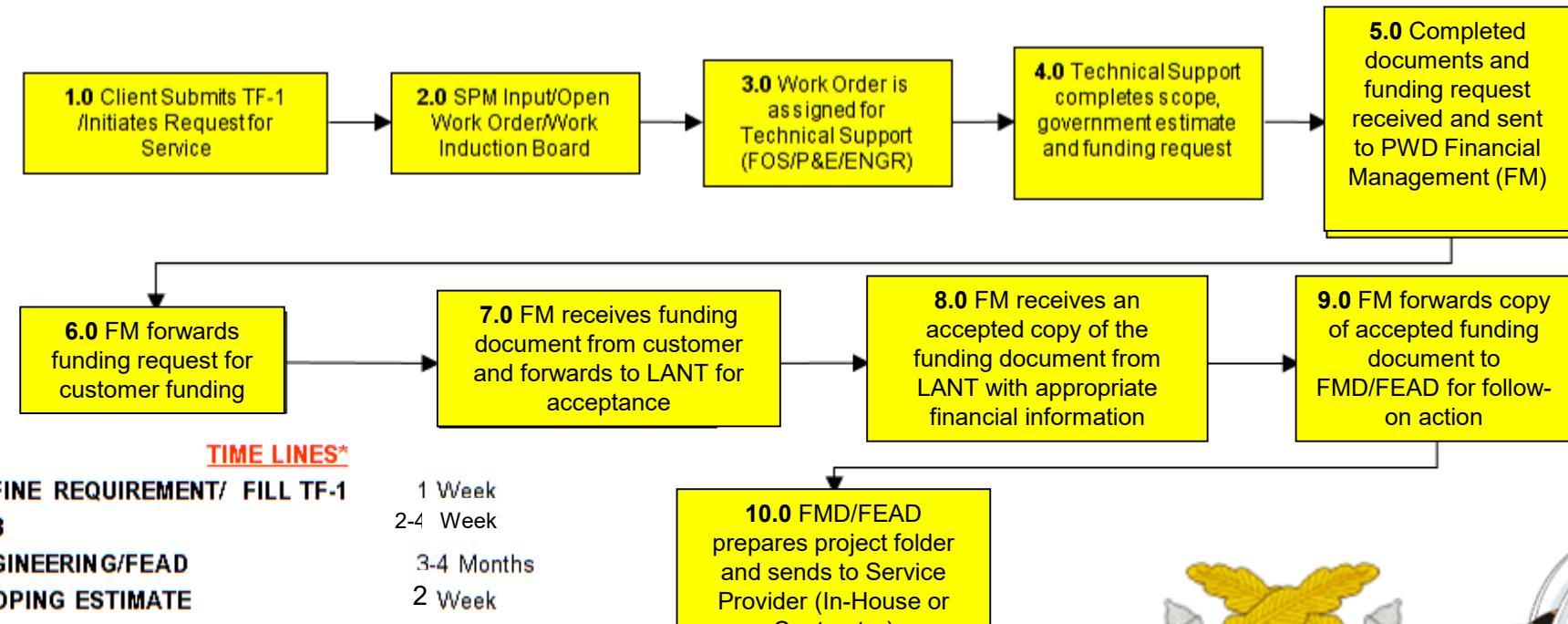
Sample Work Request Log



TF-1 Submittal



- Commands can request construction, alteration, janitorial services, repairs, and any project **beyond service call scope** using a Service Request form or TF-1 (shown on the next page). Your FOS will help you start this process.



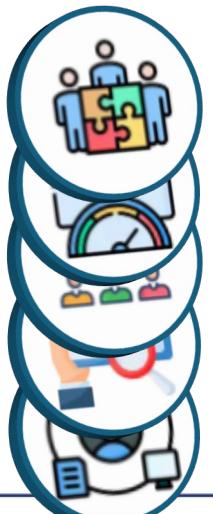
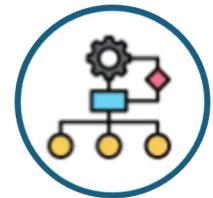
*Level of complexity will determine actual time.



TF-1 Submittal



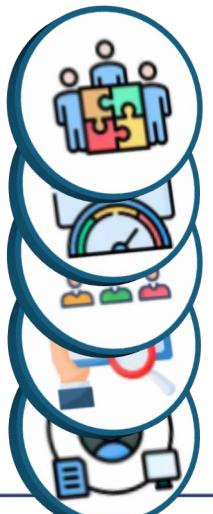
- **What your FOS needs as an initial requirements:**
 - Detailed information regarding the construction project requirement
 - Promise-to-Pay (PTP) from your FM
 - Schedule an initial site visit with your FOS
- **What happens after:**
 - Your FOS will generate other project documents from submitted TF-1
 - May require additional site visit to confirm technical requirements
 - Schedule WIB
 - Assign the project to an engineer, P&E, and/or Planner
 - Project collaborations
- **Types of project requirements:**
 - Cat I / II or Cat III / IV
 - Contract work vs PWD In-House Shop work
 - Customer funded vs PWD funded projects
 - Special project, Real Estate Leasing Action, MILCON



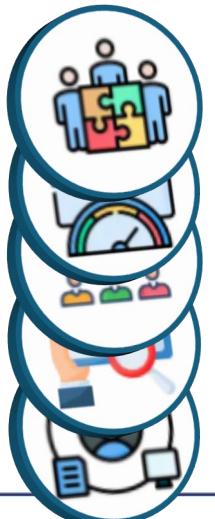
TF-1 Submittal



- **Major milestones of project phases:**
 - Initial project identification / initial site visit
 - Planning / generate project documents / constructability review
 - Funding process
 - Contract solicitation / BoM – PR for In-House Shop work
 - Execution / project construction schedule
 - Final inspection / close-out
- **Follow-up between FOS & the Customer:**
 - FOS / Engineer – P&E – DM / CM / PM
 - Funding types; communicate to ensure funding transfer happens
 - Pre-final / final inspection
 - Project requirements (TF-1) vs actual project result
 - Reimbursable vs non-reimbursable Unit Commands
 - Call for Work / Project Fiscal Year Cycle / PWD bandwidth
 - CNIC funded projects



TF-1 Form



Page 1 to be completed by customer

PWD Naples Customer Service Request		Customer Reference Number	Service Request Number
TF-1 Form Rev. 2 dated 20 NOV 2019			
SECTION A - GENERAL INFORMATION			
1. Submittal Date:	2. Requesting Command:	3. Installation/Site:	4. Facility Number:
Select from Drop Down Box			
5. Customer POC Name / Position:		6. POC Phone Number:	7. POC Email Address:
SECTION B - SERVICE REQUEST INFORMATION			
1. Title: (include facility name / number)			
2. Requirement Description: (List all requirements included)			
3. Cited Requirement: (cite documented deficiency, survey, report, or instruction)			
4. Impact If Not Provided:			
SECTION C - FUNDING & DESIRED SCHEDULING INFORMATION			
1. Estimated Cost:	2. Funding Source:	3. Plan Execution:	4. Approving Official and Sign:
Select from Drop Down Box		XXXX	XX

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Page 1 of 2

TF1 SAMPLE

Page 1-Customer/FMS

Page 2 to be filled by NAVFAC ONLY

SECTION D - REQUIREMENTS VALIDATION			
1. Work Classification:			
<input checked="" type="radio"/> CAT I/II:	Programmatic: Multi-Discipline or Tailored Design	<input checked="" type="radio"/> CAT III/IV:	Scoping: Limited or No Design Required
<input type="checkbox"/> PROJECT: Project based on schedule, budget, and rate; may require planning, engineering, coordination, or multiple trades; may be simple or complex			
<input type="checkbox"/> OTHER:			
2. Types of Work:			
<input type="checkbox"/> New Construction/Addition	<input type="checkbox"/> Temp Heating/Cooling	<input type="checkbox"/> Environmental (NEPA/SHPO)	<input type="checkbox"/> Eng. Services Req (N20)
<input type="checkbox"/> Change of Use	<input type="checkbox"/> New Utility Requirement	<input type="checkbox"/> Site Approval/MSC Approval	<input checked="" type="checkbox"/> A&E Services/Study (N20)
<input type="checkbox"/> Restoration/Modernization	<input type="checkbox"/> Altering Utilities	<input type="checkbox"/> Work / Dig Permit	<input checked="" type="checkbox"/> FEAD Design (E2)
<input type="checkbox"/> Repair by Replacement	<input type="checkbox"/> Utility Outage	<input type="checkbox"/> Excavation	<input type="checkbox"/> Space Planning
<input type="checkbox"/> Preventative Repair	<input type="checkbox"/> Road / Parking Closures	<input type="checkbox"/> Basic Fac. Req.	<input type="checkbox"/> A/E Project Development (E2)
<input type="checkbox"/> Life / Health / Safety	<input type="checkbox"/> Sprinkler Modification	<input type="checkbox"/> Asset Evaluation	<input type="checkbox"/> Contract Mod.
<input type="checkbox"/> Quality of Life/Aesthetics	<input type="checkbox"/> Comms/IT Requirements	<input checked="" type="checkbox"/> AM Action (DD139, DD1354)	<input type="checkbox"/> FMFS Development (H84/J7)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Cyber Sec	<input type="checkbox"/> Real Estate Action (C77/T72)	<input type="checkbox"/> FMD Development (H75/H5)
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Construction Mgmt
3. Potential Impact:			
<input type="checkbox"/> 4. Product & Services Considerations:	<input type="checkbox"/> Temp Heating/Cooling	<input type="checkbox"/> Environmental (NEPA/SHPO)	<input type="checkbox"/> Eng. Services Req (N20)
<input type="checkbox"/> Change of Use	<input type="checkbox"/> New Utility Requirement	<input type="checkbox"/> Site Approval/MSC Approval	<input checked="" type="checkbox"/> A&E Services/Study (N20)
<input type="checkbox"/> Restoration/Modernization	<input type="checkbox"/> Altering Utilities	<input type="checkbox"/> Work / Dig Permit	<input checked="" type="checkbox"/> FEAD Design (E2)
<input type="checkbox"/> Repair by Replacement	<input type="checkbox"/> Utility Outage	<input type="checkbox"/> Excavation	<input type="checkbox"/> Space Planning
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<input type="checkbox"/> Quality of Life/Aesthetics	<input type="checkbox"/> Comms/IT Requirements	<input checked="" type="checkbox"/> AM Action (DD139, DD1354)	<input type="checkbox"/> FMFS Development (H84/J7)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Cyber Sec	<input type="checkbox"/> Real Estate Action (C77/T72)	<input type="checkbox"/> FMD Development (H75/H5)
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Construction Mgmt
5. Facility Criticality Metrics			
A. What is the Facility Criticality [Mission Dependency Index (MDI)] rating? <input type="checkbox"/> Select			
B. What is the current facility/component Condition Index (CI)? <input type="checkbox"/> Select			
C. What is the System Criticality of the facility? <input type="checkbox"/> Select			
6. Specific Requirements for Work Requested:			
A. Is the requested work associated with a new platform or mission requirement? <input type="checkbox"/> Select			
B. Is the requested work compliant with the most recent installation/master Plan? <input type="checkbox"/> Select			
C. Does the requested work need to be added to the master plan? <input type="checkbox"/> Select			
D. Will project's already planned or projects under construction adversely affect this work? <input type="checkbox"/> Select			
E. Does the requested work address long term infrastructure sustainability? <input type="checkbox"/> Select			
F. Are there any budget or time constraints associated with this requirement? <input type="checkbox"/> Select			
G. Is phasing required for this work? If so, how many phases are there? <input type="checkbox"/> Select			
H. Will tenants require relocation? If so, is it temporary or permanent? <input type="checkbox"/> Select			
I. Are there any specialized work, or special permits/inspections required? <input type="checkbox"/> Select			
J. Is a facility clearance required for access? Are escorts required? <input type="checkbox"/> Select			
K. Work to be performed during normal work hours: regular hours are 7am to 4pm. <input type="checkbox"/> Select			
L. Are after hours work permitted in this area? If so, will incur additional costs. <input type="checkbox"/> Select			
M. Is weekend work permitted in this area? Weekend work will incur additional costs. <input type="checkbox"/> Select			
N. Are there any other specific requirements for this work? If so what are they? <input type="checkbox"/> Select			
SECTION E - CONCURRENCE & RECOMMENDATION			
1. Work Induction Board (WIB) Concurrence:			
<input type="checkbox"/> Select Value	Facilities Management Division (FMD)	<input type="checkbox"/> Non-concur	Facilities Engineering & ACQ Division (FEAD)
<input type="checkbox"/> Select Value	Assistant Public Works Officer (APWO)	<input type="checkbox"/> Select Value	Project Mgmt. & Engineering Branch (PMEB)
<input type="checkbox"/> Select Value	Requirements (REQ) Branch	<input type="checkbox"/> Select Value	FMFS (BOS & Service Contracts)
<input type="checkbox"/> Select Value	Asset Management (AM) Branch	<input type="checkbox"/> Select Value	Acquisition (ACQ) Branch
<input type="checkbox"/> Select Value	Environmental Division (ENV)	<input type="checkbox"/> Select Value	Financial Management
<input type="checkbox"/> Select Value	Production Division	<input type="checkbox"/> Select Value	Safety Officer
<input type="checkbox"/> Select Value	Utilities & Energy Mgmt. (UEM) Branch	<input type="checkbox"/> Select Value	Other
2. Work Induction Board (WIB) Recommendation: <input type="checkbox"/> Select Value			
3. RBH Signature Endorsement or PWO By Exception: <input type="checkbox"/> Select Value			
Provide detail recommendation here.			
I certify that funding is or will be available and all requirements for this service request has been validated.			
N20 not required: work Induction directly to E2.			

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TF1 SAMPLE

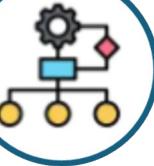
Page 2-Customer/FMS

Call For Work

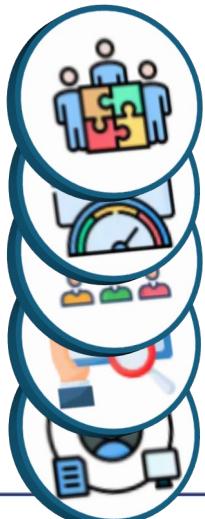


Call For Work Cycle - Schedule:

<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
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- All NSA Naples commands with intent to request design and construction services from PWD Naples must submit their FY26 project list NLT 30NOV24 and FY26 project list NLT 31MAR25.
- Please ensure your commands abide by this guidance so PWD can support you!
- Project lists should be communicated to the PWD through each command's building manager. Failure to submit project lists by the dates in the Call for work letter will result in delayed execution of facilities requirements.
- If you have missed this window for submittal, you will now need a letter from the ICO.



Associated Base Activities



- **Zone Inspection**
 - CNIC program; with PWD support between FOS and BM
- **Routine Safety Inspection**
 - Safety program; inspections to address any unsafe working conditions
- **Site Approvals / Space Assignment**
 - AMB program / Site Approvals are initiated via TF-1 through your FOS
- **Construction Mixed Commission**
 - AMB program / certain TF-1 related projects will require CMC submittal
- **Base Operation Support (BOS) Service Contracts**
 - Your PAR is your main contact for contract execution, complaints, or scheduling.
- **Environmental Services**
- **PWD PMI – Utility Outages / Bulk Trash Pickup**
- **Others**



Associated Base Activities



Electrical Substations (ESS / SS) Preventive Maintenance Inspection (PMI) Program Schedule FY25:

Location	Electrical Substation (E)	Substation (S)	Date	Time	FOS	OUTAGE RQ	BACK-UP GENs	Note
NSA Capo	401/430/487/488	SS#1A	Saturday, May 10, 2025	0700-1530	B401-B402:Cimmino F. B430-B487-B488:	YES	B487 ONLY B488 ONLY	-
NSA Capo	430PV-ES	SS#1A	Saturday, May 10, 2025	0700-1530	Bova P.: 430PV	YES	Not Assigned	-
NSA Capo	404	SS#1	Saturday, May 10, 2025	13:00-17:00	Cimmino F.	YES	Not Assigned	-
NSA Capo	412	SS#1	Saturday, May 10, 2025	13:00-17:00	Cimmino F.	YES	Partial back-up	-
NSA Capo	406	SS#2	Sunday, May 11, 2025	0730-1130	Cimmino F.	YES	Not Assigned	-
NSA Capo	407	SS#3	Sunday, May 11, 2025	0730-1130	Bova P.	YES	Not Assigned - Notify CIO for PwD Servers & HVAC	-
NSA Capo	415	SS#4	Sunday, May 11, 2025	13:00-17:00	Cimmino F.	YES	Partial back-up B412	-
NSA Capo	403	SS#4	Sunday, May 11, 2025	13:00-17:00	Cimmino F./Bova P.	YES	Partial back-up B403 Full back-up EOC	-
Carney Park	Main Substation	SS550	Tuesday, May 13, 2025	0800-1600	Ciervo C.	YES	Not Assigned	Coordinated with MwR
Carney Park	Golf Course	SS560	Tuesday, May 13, 2025	0800-1600	Ciervo C.	YES	Not Assigned	Coordinated with MwR -
NSA Capo	C41/USS#1-USS#2-USS#3	SS#6/SS#7	Saturday, May 17, 2025	0730-1700	Legard K.	YES	Full Back-up	Coordinated with NCTS & Notify HVAC
NSA Capo	443	SS#5	Sunday, May 18, 2025	0730-1130	Bova P.	YES	Not Assigned	-
NSA Capo	447	SS#5	Sunday, May 18, 2025	1300-1700	Legards K.	YES	Not Assigned	-
SATCOM LGPT	ED05	Main SS	Friday, May 23, 2025	0800-1730	Legard K./Vinoys F.	YES		Coordinated with NCTS
	113-120	Electrical Sub's	Friday, May 23, 2025					
NSA Capo	442/442A/442B	SS#8	Saturday, May 24, 2025	0700-1730	B442-B442A: Legards K./Ciervo C. B442B: Legard K.	YES	B442: Full back-up B442A: Not Available B442B: Partial back-up	Notify N61 & HVAC
NSA Capo	411	Switching Station	Sunday, May 25, 2025	0730-1730	-	NO	-	-
NSA Capo	411	Switching Station	Sunday, May 25, 2025	-	-	NO	-	-
NSA Capo	403	Main Substation	Saturday, May 31, 2025	08:00-13:00	Bova P.		Baseline Power Outage Back-up Jockey Pump(s)	(Long Weekend Memorial Day)
NSA Capo	433A	SS#16	Saturday, May 31, 2025	08:00-1130	B433: Bova P.	YES		-
NSA Capo	463/467/468	SS#10	Saturday, May 31, 2025	1300-1700	Bova P.	YES	Available	-
NSA Capo	450/451/452/453	SS#9	Sunday, June 1, 2025	0001-0600	Ciervo C./Piro P.	YES	Not Assigned	Notify HVAC
NSA Capo	461	SS#12	Saturday, June 7, 2025	0730-1130	Bova P.	YES	Not Assigned	-
NSA Capo	459/461A	SS#12	Saturday, June 7, 2025	1300-1700	Bova P.	YES	Available	-
NSA Capo	449	SS#14	Sunday, June 8, 2025	0730-1130	Ciervo C.	YES	Not Assigned	-
NSA Capo	446	SS#15	Sunday, June 8, 2025	1300-1700	Bova P./Legards K.	YES	Not Assigned	-
NSA Capo	457	SS#13	Saturday, June 14, 2025	2100-0000	Buckwalter Jon	YES	Available/Partial	-
NSA Capo	448/458	SS#13	Sunday, June 15, 2025	0100-0500	Ciervo C./Piro P.	YES	Available/Partial	-



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Alternate Project Manager
ALCA Srl - Facility Support Services
tel: +39 081 813 12 01
cell.: +39 342 094 74 53
email: d.alfano@alca-fss.com <mailto:d.alfano@alca-fss.com>

Rosina De Rosa
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email: r.derosa@alca-fss.com <mailto:r.derosa@alca-fss.com>

Focus TRNG of the Month!



Building Energy & Water Monitoring



Focus Training of the Month!



Building Energy & Water Monitor (BEM):

- Energy Conservation:

WHY save energy ?

Save money for the Mission.

More than \$1M saved in FY24 at Capo

HOW ?

Energy Program

Installation Energy Manager at PWD

Building Manager is involved to support energy program

For energy savings is important to have eyes in all buildings and all departments

CHEAPEST ENERGY IS THE ENERGY YOU NEVER USE

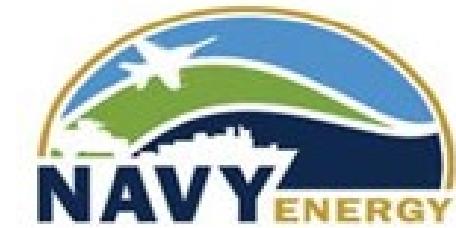
- Who is the BEM?

WHO is the BEM?

Building Energy and Water Monitor

Tenant command **representative**, to identify, monitor and report, energy/water waste **for** their **building or area**.

Expectations: no more than 2 hours per month – 5 minutes per day



Focus Training of the Month!



What are the BEM's Tasks?:

- **AWARENESS:**
 - Posts energy ***awareness materials*** in the building for maximum visibility.
 - Encourages good energy use ***habits*** within your assigned area.
- **MONITORING & CONSERVATION:**
 - Monitors the operation of the building through periodic surveys.
 - Identifies & proposes potential energy saving ***opportunities*** in their facility to the Installation Energy Manager (IEM).
 - Reports energy / water waste to the IEM.
- **POC:**
 - For any energy and water issues (heating/cooling, water leaks, unauthorized equipment).
- **CHECK LIST:**
 - Fill the checklist quarterly; it is a tool to understand if energy & water waste in the Tenant's space is present.

Expectations: no more than 2 hours per month – 5 minutes per day

Focus Training of the Month!



BUILDING ENERGY DEFICIENCY CHECKLIST				
Inspection Date :		<input type="text"/>		
Installation		<input type="text"/>		
Building Number:		<input type="text"/>		
Department / Tenant		<input type="text"/>		
Building Energy Monitor		<input type="text"/>		
DSN:	<input type="text"/>	Email	<input type="text"/>	
Designated area (e.g.: floor; room,):				
Building Manager		<input type="text"/>		
DSN	<input type="text"/>	Email	<input type="text"/>	
CHECK POINT DESCRIPTION				
LIGHTING				
Item	<input type="text"/>		YES	No
Comments / Corrective action	<input type="text"/>			
1	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Lights off when area is unoccupied	<input type="text"/>			
2	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Lights off when possible to use natural daylight?	<input type="text"/>			
3	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are occupancy sensor installed in the designated area?	<input type="text"/>			
4	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Light Emitting Diodes (LED) in use	<input type="text"/>			

CHECK POINT DESCRIPTION				
HEATING / COOLING				
Item	<input type="text"/>		YES	No
Comments / Corrective action	<input type="text"/>			
1	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Does the temperature occupancy schedule of the building match your occupancy schedule?	<input type="text"/>			
2	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Does the temperature comply with NSA Naples Instruction? - 78 °F (25 °C) During cooling season - 68 °F (20 °C) During heating season.	<input type="text"/>			
3	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are windows and doors closed while HVAC system works?	<input type="text"/>			
4	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are doors and windows in good conditions?	<input type="text"/>			
5	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are portable electric heaters used in your area?	<input type="text"/>			
MISCELLANEOUS				
Item	<input type="text"/>		YES	No
Comments / Corrective action	<input type="text"/>			
1	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are monitors, copy machines, and other no mission essential equipment, being shut off at the end of the workday?	<input type="text"/>			
2	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are Energy Awareness labels displayed throughout your area?	<input type="text"/>			
3	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Are there any leaking faucets?	<input type="text"/>			
4	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
Is domestic hot water too hot?	<input type="text"/>			
Building Manager Sign  Date <input type="text"/>				
<input data-bbox="1510 1281 1740 1353" type="button" value="SUBMIT"/>				

Memory Check!



BM PROGRAM

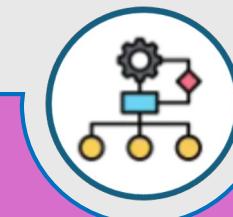


Which commands must appoint a Building Manager/Facility Coordinator for their occupied facility(ies)?

BM ROLES & RESPONSIBILITIES



PWD PROCESSES



FOCUS TRAINING OF THE MONTH



Memory Check!



BM PROGRAM



All Tenant Commands

Which commands must appoint a Building Manager/Facility Coordinator for their occupied facility(ies)?

BM ROLES & RESPONSIBILITIES



True or False...
The BM and FC are expected to conduct energy conservation checks within their facility(ies) at least 5 minutes per day ?

PWD PROCESSES



FOCUS TRAINING OF THE MONTH



Memory Check!



BM PROGRAM



All Tenant Commands

Which commands must appoint a Building Manager/Facility Coordinator for their occupied facility(ies)?

BM ROLES & RESPONSIBILITIES



True

True or False...
The BM and FC are expected to conduct energy conservation checks within their facility(ies) at least 5 minutes per day ?

PWD PROCESSES



What happens when clients submit incomplete, inaccurate or improperly formatted service request to PWD Service Desk?

FOCUS TRAINING OF THE MONTH



Memory Check!



BM PROGRAM



All Tenant Commands

Which commands must appoint a Building Manager/Facility Coordinator for their occupied facility(ies)?

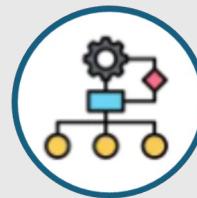
BM ROLES & RESPONSIBILITIES



True

True or False...
The BM and FC are expected to conduct energy conservation checks within their facility(ies) at least 5 minutes per day ?

PWD PROCESSES



Service request email will be returned back to the client with "No Action"

What happens when clients submits incomplete, inaccurate or improperly formatted service request to PWD Service Desk?

FOCUS TRAINING OF THE MONTH



Complete the BEM phrase... "THE CHEAPEST ENERGY IS _____ ?

Memory Check!



BM PROGRAM



All Tenant Commands

Which commands must appoint a Building Manager/Facility Coordinator for their occupied facility(ies)?

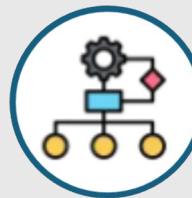
BM ROLES & RESPONSIBILITIES



True

True or False...
The BM and FC are expected to conduct energy conservation checks within their facility(ies) at least 5 minutes per day ?

PWD PROCESSES



Service request email will be returned back to the client with "No Action"

What happens when clients submits incomplete, inaccurate or improperly formatted service request to PWD Service Desk?

FOCUS TRAINING OF THE MONTH



THE ENERGY YOU NEVER USE!

Complete the BEM phrase... "THE CHEAPEST ENERGY IS _____ ?

Summary



- **There are two ways to request service from Public Works:**
 - Service call:
 - Capo: Emergency: Immediate Urgent: 5 business days Routine: 30 calendar days.
 - Support Site: Emergency: Immediate Urgent: 4 hours Routine: 5 business days.
 - Request for Service: Your FMS will help you!
 - Fill out a Project Request (TF-1) and know that the minimum time to project award is **75 days**.
- **Base Operating Support contract:**
 - Ask your PAR for clarification of services and for temporary changes.
 - For permanent changes to services contact your FMS.
- **Contracting:**
 - **Do**
 - Use your command's Government purchase card to meet your requirements under the micro-purchase threshold limit \$3500 USD.
 - **Don't**
 - Give any directions to contractors.
 - Use DOD FEDMALL to regularly schedule services
- **Environmental:**
 - For spill response call 081.568.6911 For Hazardous Waste call 626-6642 or 626-5877
- **Transportation:**
 - For transportation requests call 626-5636 during business hours or 337-127-4659 after hours
- **You are responsible for your spaces! We need you to be our eyes and ears so we can adequately maintain your spaces.**

FAQ - MS Teams White Board



QUESTIONS?